



Health and Safety Policy Statement

for
Temple Herdewyke Primary School and
Nursery

(Breakfast Club and After School Clubs)



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School Policy for Health and Safety

Part 1 – The Policy

1.1 Introduction

This document has been prepared in accordance with the Health and Safety at Work Act 1974 and supports the Education Department Health and Safety Policy Statement. It is based on the Model Health and Safety Policy issued by the LA.

1.2 School policy statement

Our policy is to try to ensure that all reasonably practical steps are taken to secure the health, safety and welfare of everyone using the school premises. The procedures and arrangements set out in this document have been put in place to assist the school and those responsible to:

- (a) Establish and maintain a safe and healthy environment throughout the school.
- (b) Establish and maintain safe working procedures among staff and pupils.
- (c) Arrange to ensure safety and absence of risks to health when using, handling, storing and transporting articles and substances, and electricity at work.
- (d) Ensure there is sufficient information, instruction and supervision to enable all people and pupils to avoid hazards, to contribute positively to their own safety and health at work and to ensure that they have appropriate health and safety training.
- (e) Maintain a safe and healthy place of work, with safe access to and from the site.
- (f) Formulate procedures to be used if there is a fire or other emergencies and for evacuating the school.
- (g) Lay down procedures to be used if there is an accident.
- (h) Provide and maintain adequate welfare facilities.
- (i) Provide a system so that dangerous occurrences, accidents, defects and potential hazards are reported and recorded.
- (j) Teach safety where appropriate in the curriculum.
- (k) Promote partnership and co-operation between management and trade unions in matters of health and safety.

Signature of Chair of Governors

Signature of Headteacher

Date: _____

Date: _____

Review Date: _____

1.3 The LA policy statement

1.3.1 The Health and Safety Policy statement is summarised as follows.

It is the policy and intention of Temple Herdewyke Primary School to:

- Ensure the maintenance of sites, buildings, layouts and the work equipment to a reasonably safe level.
- Maintain reasonably safe systems of work and working environment.
- Notify in writing to all employees, their health and safety responsibilities.
- Provide, where necessary, appropriate information, instruction, training and supervision to ensure so far as is reasonably practicable, the health and safety of employees at work.
- Provide, maintain and ensure the use of appropriate protective clothing and equipment, in accordance with the Personal Protective Equipment Regulations 1992.
- Actively discourage violation of safety rules, regulations and unsafe practices by the application of appropriate disciplinary procedures.
- Comply with legal requirements, codes of practice and safe working procedures.
- Promote a safety culture within Temple Herdewyke Primary School that positively promotes and encourages safe working by all employees in all aspects of the school's work.
- Encourage discussion and communication between management, health and safety representatives and employees on health and safety matters, and to provide a formal departmental health and safety committee for this purpose.
- Provide relevant health and safety information literature etc to accredited safety representatives and recognised trade unions.
- Encourage and promote accurate and prompt reporting of accidents and subsequent investigation.
- Consider at the tendering, planning and contract stages, for any works affecting education sites, means of eliminating/reducing risk of injury and damage.
- Ensure that no charge is levied on any employees in respect of anything done or provided, in pursuance of any specific requirements or relevant statutory provision.
- Liaise with contractors working on projects commissioned by Temple Herdewyke Primary School to ensure so far as is reasonably practicable, they carry out their responsibilities for health and safety.
- Liaise with the health and safety adviser and other relevant staff on matters which affect corporate health and safety.
- Provide relevant written guidelines, support and advice.

1.4 Location of the policy

The school's policy can be accessed on the school website and will be filed, with other health and safety information, shall be kept in the health and safety folders provided by the LA and located in the admin office.

The school will tell all members of staff about this information, its location and contents, except for personal and/or confidential matters which the headteacher will hold.

Part 2 – Responsibilities / organisation

2.1 Who is responsible?

The Health and Safety at Work Act 1974 requires elected members, governors, and employees according to their particular roles, to take the initiative on certain matters.

The school will use its established lines of responsibility and organisation to authorise and give executive direction to its policy for health and safety. Specific responsibilities cannot be evaded by delegation to others.

The day-to-day responsibility for health and safety matters in school shall be the Headteacher's. More detailed responsibilities are set out below.

2.2 Elected members

The elected members of the County Council are ultimately responsible for:

- The implementation of health and safety legislation.
- Achieving the objectives of its Health and Safety policy.
- Ensuring that adequate resources are made available to cater for the needs of safety, health and welfare.

The Chief Executive delegates the work required to meet those responsibilities to chief officers, senior managers, headteachers, managers and supervisors. Each of these levels of management, together with all supporting staff, has specific responsibilities which are identified in this document.

2.3 Responsibilities of the governing body

Meeting the increased health and safety responsibilities given to governors as a result of the Education Reform Act (ERA) 1988 and Local Management of Schools (LMS) requires substantial care and attention.

The governing body accepts responsibility for the establishment, monitoring and review of all school level health and safety policies.

The governing body aims to provide a safe and healthy environment for teaching and non-teaching staff, pupils and visitors to the school. The governing body recognises that policies alone cannot prevent accidents or ensure safe and healthy working conditions. Only good working practice will ensure safety. All staff, whether employed by the LA, governing body or others, will appreciate that their own safety and that of all in the school, depends on their individual conduct as well as this policy.

The governing body will:

- (a) Ensure that all resourcing decisions take into account health and safety matters.
- (b) Delegate to the Headteacher a contingency budget to cover health and safety matters as appropriate to the school's scheme of internal delegation.
- (c) Ensure that job descriptions of new staff include general and specific responsibilities relating to health and safety.
- (d) Together with the Headteacher or named responsible person, ensure that pupils and their staff have suitable health and safety provision.

- (e) Ensure that safety standards for purchased goods and equipment are met.
- (f) Ensure that procedures exist for checking that items offered for sale by the school are safe.
- (g) Together with the Headteacher ensure that approved school journeys are arranged and supervised in accordance with the LA's guidance.
- (h) Ensure that the school has appropriate monitoring systems.
- (i) Arrange for a school site Health and Safety committee to be established, on request from safety representatives and/or staff

2.4 Responsibilities of all employees

The Health and Safety at Work Act 1974 states:

'It shall be the duty of every employee while at work:

- to take reasonable care for the health and safety of herself/himself and of any other persons who may be affected by her/his acts or omissions at work; and
- as regards any duty or requirement imposed on her/his employer or any other person by or under any of the relevant statutory provisions, to co-operate with her/him so far as it is necessary to enable that duty or requirement to be performed or complied with'.

The Act also states:

- 'No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.'

To observe the laws and carry out the responsibilities to pupils and other visitors to the school, all employees are expected to:

- (a) Know the special safety measures and arrangements to be adopted in their own working areas and to ensure they are applied.
- (b) Observe standards of dress consistent with safety and/or hygiene.
- (c) Keep good standards of hygiene and cleanliness.
- (d) Know and apply the emergency procedures in respect of fire, bomb scare and first aid.
- (e) Not wilfully misuse, neglect or interfere with things provided for his/her own safety and/or the safety of others.
- (f) Co-operate with other employees in promoting improved health and safety measures.
- (g) Co-operate with the appointed Safety Representative and the Enforcement Officer of the LA, the Health and Safety Executive or the Public Health Authority.
- (h) Report any hazard or malfunction in accordance with school procedure.
- (i) Follow all instructions, written or verbal, designed to ensure personal safety and the safety of others.

- (j) Conduct themselves in an orderly manner and refrain from any form of inappropriate behaviour.
- (k) Use the provided safety equipment and/or protective clothing.
- (l) Avoid improvisation in any form which could create unnecessary risks to health and safety.
- (m) Maintain, or ensure safe maintenance, of tools and equipment, reporting any defect in accordance with school procedure.
- (n) Attend training courses to further the needs of health and safety as required.
- (o) Report all accidents, assaults and 'near misses' in accordance with school procedures whether injury is sustained or not.

2.5 Responsibilities of the Headteacher

The Headteacher is the person initially and ultimately responsible to the Chief Education Officer for achieving the objectives of the Department's health and safety policy in his or her school.

The headteacher shall:

- (a) Ensure that the school meets as far as is reasonably practicable, the requirements of the health and safety legislation.
- (b) Ensure that all staff know, accept and are trained to discharge their responsibilities regarding health and safety.
- (c) Ensure staff and pupils comply with agreed procedures.
- (d) Advise the CEO and the governing body on the resources and action required to meet statutory requirements, County Council/Departmental procedures, etc.
- (e) Liaise regularly with the governing body on health and safety matters in the school [*termly*].
- (f) Encourage and promote a positive health and safety culture in the school.
- (g) Be the focal point for day-to-day references on safety and give advice or indicate sources of advice.
- (h) Co-ordinate the implementation of the approved safety procedures in the school.
- (i) Have established and maintained a suitable health and safety programme to eliminate accident potential as far as practicable.
- (j) Receive health and safety guidance and establish procedures to disseminate safety information concerning the school to all employees including temporary/supply staff. Review these procedures from time to time
- (k) Ensure that, before introducing any change which may affect the health and safety of employees at work, there is adequate consultation with the governing body, LA, appropriate specialist support staff and employees' safety representatives.

- (l) Ensure that safety representatives, where appointed under statutory regulations, can effectively carry out the duties required by those regulations.
- (m) Ensure that accidents and hazards are:
- recorded and reported to parents;
 - reported as appropriate to the school staff (first aiders, class teachers, Headteacher);
 - reported to the caretaker for remedial action if needed; and
 - followed as appropriate to the LA and/or health and safety executive.
- (n) Ensure that the advice of appropriate specialist school staff is sought to assist or clarify any health and safety matter.
- (o) Regularly make, or arrange for, an inspection of premises, places of work and working practices.
- (p) Ensure that:
- recommendations or reports presented to the establishment by specialist support staff and other external organisations, e.g. the health and safety executive, are communicated to the school's management structure and to the relevant safety representatives; and
 - such reports are followed up so that the required action or policy decisions are taken.
- (q) Ensure that proper concern is shown for the health and safety of everyone at the school who is not an employee, including students, pupils, visitors, etc.
- (r) Ensure that workers at the school and hirers of the facilities undertake to conduct themselves according to the statutory requirements and safety procedures so that no-one is put at risk.
- (s) Ensure that:
- all fire fighting and fire prevention equipment and facilities are maintained to the required standard, keep appropriate records and make employees familiar with the operation of such equipment;
 - conduct regular evacuation drills at least once per term, test fire alarms termly and make all employees and persons using the school aware of the emergency procedure; and
 - keep clear of obstruction all fire escape doors, alarm call points, and escape routes at all times and check that escape doors can be readily opened from the inside.
- (t) Ensure adequate first aid cover is provided in accordance with 'First Aid in Education Guidelines' issued by the LA.
- (u) Ensure that all approved items of first aid equipment are available under the control of a responsible person or trained first aider, and that all employees know where they are.
- (v) Review from time to time [*yearly*] and make recommendations for improving the procedures on:
- providing first aid in the school;
 - the emergency procedures; and
 - all safety procedures.

- (w) Take appropriate action when any hazard is reported to him/her and stop any practices or the use of any plant, tools, equipment, machinery, etc he/she considers to be unsafe until he/she is satisfied they are safe.
- (x) Maintain contact with and seek advice from appropriate agencies.
- (y) Ensure all statutory registers are maintained.
- (z) Ensure the maintenance of safe access to and from the site.
 - Ensure that so far as is reasonably practicable, no plant, equipment or process under the school's control pollutes the atmosphere.
 - Where appropriate arrange a school site health and safety committee in accordance with the guidelines in the health and safety folder.
- (aa) Ensure that relevant risk assessments are performed, the results recorded and any necessary action taken.

2.6 At Temple Herdewyke Primary School the Headteacher is the Health and Safety Co-ordinator.

2.7 Responsibilities of class teachers

The class teacher is responsible for the safety of pupils in classrooms. Teachers have traditionally carried this responsibility.

If for any reason, e.g. the condition or locations of equipment, the physical state of the room or the splitting of a class for practical work, a teacher considers she/he cannot accept this responsibility, she/he should discuss the matter with the headteacher before allowing work to take place.

Class teachers are expected to:

- (a) Set a good example by adopting good health and safety practices and procedures.
- (b) Supervise the pupils and ensure that they know the emergency procedures in respect of fire, bomb scare, first aid and any special safety measures for the teaching area/activity.
- (c) Give clear instructions and warning as often as necessary (notices, handouts etc are not enough).
- (d) Ensure that pupils' bags, coats etc are safely stored and good housekeeping is maintained.
- (e) Include all relevant aspects of safety in the curriculum, if necessary in special lessons.
- (f) Request/obtain protective clothing, guards, special safe working procedures, etc where necessary and ensure their use.
- (g) Make parents/volunteers aware of safety procedures in the classroom/work area.
- (h) Recommend to the headteacher improvements on safety equipment and additions or improvements to plant, tools equipment or machinery which are dangerous or potentially so.

- (i) Ensure that relevant risk assessments are performed, the results recorded and any necessary action taken.
- e) Ensure that they report and investigate all accidents, assaults and near misses occurring within their areas of work, in accordance with the LA procedure.

2.8 Responsibilities of visitors / volunteers / hirers

Regular visitors and other users of the premises will be required to observe the safety rules of the school. The headteacher will ensure that visitors are informed of health and safety matters which may affect them during their visit.

Parents helping out in school will be made aware of the health and safety arrangements applicable to them by the teacher to whom they are assigned.

Groups of people who regularly hire the premises will be made aware of safety arrangements through discussion with the headteacher or caretaker.

2.9 School rules concerning pupils

Parents and guardians are requested to encourage their children who are pupils at this school to:

- (a) Conduct themselves in a manner which is considerate to their own safety and the safety of others.
- (b) Observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear and other items considered dangerous).
- (c) Observe all the safety rules of the school and in particular the instructions staff members give in an emergency.
- (d) Not wilfully misuse, neglect or interfere with equipment provided for their safety.

2.10 Health and Safety representatives.

- (a) The functions of safety representatives are to:
 - (i) investigate potential hazards and dangerous occurrences at the workplace (whether or not they are drawn to their attention by the employees they represent) and examine the cause of accidents at the workplace;
 - (ii) investigate complaints by any employee they represent relating to that employee's health, safety or welfare at work;
 - (iii) make representations to the employer on matters arising out of (i) and (ii) above;
 - (iv) make representations to the employer on general matters affecting the health, safety or welfare at work of the employees at the workplace;
 - (v) carry out inspections;

- (vi) represent the employees he/she is appointed to represent in consultations at the workplace with the employer and with Inspectors of the HSE and any other enforcing authority;
 - (vii) receive information from inspectors in accordance with Section 28 (8) of the Health and Safety at Work Act 1974; and
 - (vii) attend meetings of safety committees in the capacity of safety representative and in connection with any of the above functions.
- (b) Legal responsibilities:
- (i) Safety representatives have no additional duties other than those of all employees, as laid down in section 7 and 8 of the Health and Safety at Work Act 1974. They do not carry legal liability for either their activities or omissions as a safety representative.

Part 3 – Arrangements

Introduction

Information on the organisation and responsibilities relating to health and safety for the County Council are detailed in the Warwickshire County Council (WCC) Health and Safety Policy. Individual responsibilities of Head Teachers and school staff are included in Sections 2.1.6, 2.1.7 and 2.1.9.

These school policy arrangements (Appendix 1) supplement the WCC Health and Safety Policy and relate to procedures and relevant documents that are used in the management of health and safety at Temple Herdewyke Primary School.

For many areas of health and safety the school refers and adheres to corporate and directorate health and safety policies, procedures and guidance, produced in conjunction with WCC Directorate Health and Safety Officers, as the agreed standard.

All WCC policies referred to in these arrangements are available in the health and safety document library of the Schools' Learning Platform (we-learn portal) at <https://portal.we-learn.org.uk/>

The school also has their own specific health and safety procedures and documents, relevant to them. These are used in addition to the corporate and directorate health and safety policies and documents referred to in these policy arrangements. Also in compliance with the WCC Health and Safety Standards in Schools document.

For further information and advice on any aspect of health and safety in school, contact the Headteacher.

For further advice from the Local Authority, contact Sally Brandrick, Health and Safety Officer or Mark Wills, Deputy Health and Safety Officer on 01926 742575 / 742307.

3.1 Health and Safety defects reporting procedure

The Governing Body will ensure that regular reports of accidents and dangerous occurrences are provided by the Headteacher and that any necessary alterations to working practices and procedures are implemented.

The arrangements for reporting defects on a day-to-day basis are set out in this section.

3.1.1 Any member of the school staff who discovers any defect shall *complete a copy of the 'Health and Safety – Defect Report Form (APPENDIX 1)'*

3.1.2 *This form*, once completed, shall be passed to the caretaker who will act accordingly, informing the Headteacher.

3.1.3 The person responsible will take the necessary steps to:

- a) have the defect rectified, within a reasonable period of time, and record the details on the defect *Report Form and file it in the Health and Safety file;*
- b) remove the hazard or reduce the risk of injury to an acceptable level, pending corrective action including if necessary informing staff and pupils of the hazard and / or taking the equipment / area concerned out of use.

3.1.4 If the defect is likely to affect the 'normal' running of the school the Headteacher shall inform the LA and Governing Body.

- 3.1.5 Once the defect has been repaired / item taken back into use, the date that this occurs shall be entered on the *Report Form*.
- 3.1.6 In order to monitor the action that has been taken and / or any delays in work being carried out, the forms shall be checked weekly by the caretaker and a report produced at termly intervals at the governors' meeting, at which recent defects should be identified and outstanding works discussed.
- 3.1.7 The Headteacher will check forms once a week unless informed by caretaker. Resources committee will monitor.

3.2 Monitoring arrangements

3.2.1 The Governing Body recognise the importance of monitoring Health and Safety matters. All serious accidents will be informed to Governors in the Headteacher's report. Monitoring will be carried out in a number of ways:

- (a) The governors will call for annual reports on:
- accidents/incidents;
 - results of internal or external health and safety inspections;
 - maintenance reports;
 - complaints, hazards and defects reports; and
 - reviews of any procedures carried out by the Headteacher
- (b) The LA's Health and Safety Officer or his / her representative shall inspect the site on a regular basis and report back any issues, as may other LA officers.

3.2.2 To help this process, the Governors and Headteacher will 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) and any other bona fide Health and Safety officials.

3.3 Health and Safety information dissemination procedure

Information and instructions on health and safety matters are available for all staff and Governors.

3.3.1 Employees

- (a) Staff members have been informed about all of the existing information held on the site and have signed a form (Appendix 2) to indicate that they have received and read those documents which relate to themselves and their work.
- (b) All documentation referred to in (a) above is kept in or with the Health and Safety folders which are located in the office. These folders are readily available for staff for reference purposes at any time.
- (c) New documentation arriving will be copied. The original will be held on file and the copy circulated to appropriate staff. Staff will be required to sign a form to indicate that they have read the document concerned. After circulation the document will be put in the Health and Safety folders referred to in (b) above. The circulation form will be kept on file with the document.
- (d) Through regular communication in staff meetings.

3.3.2 Pupils

It will be the responsibility of teachers to ensure that pupils are made aware of existing and new Health and Safety information.

3.3.3 Visitors / contractors

The Headteacher shall ensure that visitors and contractors are informed of any Health and Safety arrangements which may affect them during their visit (including any Asbestos on site).

3.3.4 Governors

The Headteacher shall ensure that Governors are informed of any existing and new Health and Safety information.

3.4 Accident reporting and monitoring procedures

All serious accidents that occur on the site should be recorded on a County Council accident form and the details forwarded immediately or as soon as is possible following the instructions on the accident form. All minor accidents should be recorded in the green system. Where necessary, parents / carers or other persons should be notified of the accident. Green slip goes home with child / phone call home.

If the accident is serious, the headteacher should be made aware and immediate action taken to ensure the location of the accident is still safe to use. Necessary action should be taken and where possible details recorded for an accident investigation. If members of the public are involved, names and addresses should be taken (including any witnesses).

3.5 First aid

- Administered by First Aiders as specified on First Aid notices
- First Aid kits are kept in a lockable cupboard
First Aiders are responsible for checking / replenishing stocks
- All First Aiders to continually update their training

3.6 Medication

Parents and carers can administer medication, apart from asthma inhalers which pupils self-administer, if they are able. A register is kept of those children who use an inhaler and inhalers are kept in classrooms. For children to self-administer their inhaler a signed consent form from parents/ carers will be needed.

If any pupils have special requirements e.g. the use of an epi-pen, then all staff would need to be trained. When any medication is given it should be documented with two members of staff signing to say they have given the correct dose.

3.7 Smoking

The whole site is a non-smoking site.

3.8 Welfare

If anyone is experiencing problems they should talk to the Headteacher or the Chair of Governors. If any staff members are expectant mothers they should report this, in complete confidence, to the Headteacher, as soon as possible, so that suitable support can be given.

3.9 Stress

See separate stress policy

3.10 Fire precautions

In an emergency the school would be evacuated as fire drill procedures. The emergency evacuation point is the playground. The administration officer or senior teacher should take the registers in the playground. The caretaker maintains the Fire Precautions Manual. The fire alarm and fire extinguishers are tested annually. There are fire notices in each room and the fire evacuation drills are held each term.

3.11 Electricity at work

All hard wired equipment is checked every five years by property services. Portable appliances are tested (PAT test) every year. All donated equipment must be new or nearly new to ensure that we comply with regulations. The PAT test registers are kept in the admin office. It is the Headteacher's responsibility to ensure that if the school building is let out all electrical equipment complies with safety regulations.

3.12 COSHH (Control of Substances Hazardous to Health)

The use of less hazardous substances is promoted.

The caretaker maintains the COSHH file and it is kept in his/her office. There is a data sheet for all substances in the school and the caretaker ensures that these are kept up to date. Guidance for safe storage of hazardous substances is kept with the data sheets. The county COSHH officer can be contacted when necessary e.g. for the safe disposal of spilt substances.

3.13 Access equipment

Kick steps are available throughout the school. Staff are encouraged not to store heavy goods above head height. When using ladders staff are advised to work in pairs and keep to low levels. The caretaker is on hand to assist in reaching greater heights and, at times, the firemen are called to help with accessing some areas. Care is taken that when accessing greater heights, assistance may be required.

3.14 Risk assessments

Risk assessments for each classroom and shared teaching areas are kept in the class risk assessment file. Risk assessments should be reviewed annually. Every off-site visit should be risk assessed.

3.15 Manual handling

Any activities that require manual handling operation (e.g. lifting, pushing, pulling, etc) should be completed with caution. The caretaker may help if needed. If any situation should be precarious then a proper risk assessment should be undertaken.

3.16 Educational visits / off-site activities

The school's EVC is the Head Teacher. There may be a need for pre-site visits (see www.warwickshire.gov/wes for examples of risk assessments). Copies of risk assessments for visits to regular venues e.g. swimming pool, are kept in the Risk Assessment file in the Admin Office.

3.17 Minibuses

We hire buses from a range of providers who all conform to safety standards.

3.18 Work experience pupils

The Headteacher will give induction to work experience pupils. They will be monitored by the class teacher who will act as a mentor.

3.19 PE equipment

PE equipment is inspected annually by the LA. The BAALPE guidance on safe use of equipment is followed.

3.20 Outdoor play equipment

Outdoor play equipment is inspected termly and staff are encouraged to make daily visual inspections and report any problems to the headteacher.

3.21 Swimming lessons

All teachers of swimming must be ASA (Amateur Swimming Association) preliminary teachers or ASA Fully Qualified swimming teachers (They should show their certificates to the Headteacher before they commence teaching). We currently use Southam Swimming Pool which is a County Council Pool.

3.22 Sports pitches / playing fields

The area is maintained by contractors and the caretaker. Staff are expected to inspect the area before use and report any problems to the Headteacher or caretaker.

3.23 Contractors and visitors

All visitors are encouraged to sign in and out of the building. If contractors are working in the building or in the grounds, then the headteacher will be responsible for instructing them in regard to any health and safety issues.

3.24 Managing contractors

Refer to WCC managing contractors policy.

3.25 Display screen equipment (DSE)

Risk assessments are carried out for all workstations only when they are used for more than one hour per day and staff are instructed in the safe use of DSE by the completion of the 'assesswrite' programme (Due to be implemented on 2007).

3.26 Asbestos

Asbestos surveys are carried out by the Local Authority. Survey results are available to view on the Atlas web site.

Defect Reporting Form

(and warning sign if needed)



| | | | |
|---|--|--------------------|---------------|
| TYPE OF DEFECT Building / Furniture / Equipment / Other (please specify) | | REPORTED BY | SIGNED |
| DATE DEFECT FOUND | IMMEDIATE ACTION TAKEN TO PREVENT ACCIDENTS (e.g. removed / locked away) | | |
| <i>*Please pass this form to the responsible person *</i> | | | |
| NAME OF PERSON RECEIVING FORM: | | | |
| DATE FORM RECEIVED: | | FORM No: | |
| ACTION TAKEN (e.g. repaired by / replacement ordered / defect disposed of etc) | | | |
| DATE BOUGHT BACK INTO USE / REPLACEMENT RECEIVED: | | SIGNED | DATE |

-----CUT / TEAR HERE-----

DEFECT



DO NOT USE

