



# Windsor Park CE Middle School

*Learning for Life*

*"Teach me good judgement and knowledge"*  
*Psalm 119:66*

## Health, Safety & Welfare Policy

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## OUR VISION

### *Learning for Life*

*"Teach me good judgement and knowledge"*

*Psalms 119:66*

**As a Church of England school and a founding partner in the Uttloxeter Learning Trust community, the teachings of Jesus are at the heart of all we do. Whilst striving for excellence, we celebrate achievement in all its forms and encourage pupils and staff to live life in all its glory and flourish.**

## OUR MISSION

- 1. Encourage all children irrespective of background or ability to fulfil their God-given potential and flourish. Our broad and balanced curriculum takes a holistic approach to education ensuring that spirituality, emotional intelligence, physical development, academic excellence and social skills are developed creatively across a range of school subjects.*
- 2. Deliver a safe space for children to develop philosophical and theological thinking through Religious Education as a core subject; delivering inspirational lessons which bestow upon pupils the skills to understand Christianity as a living and diverse faith, whilst teaching a knowledge and respect of other faiths and world views.*
- 3. Value education in its widest sense; building on our history and Christian foundations, making the most of today in order that we can make even more of tomorrow and the days, weeks, months and years that lie ahead. This is Learning for Life: 'teach me good judgement and knowledge' Psalm 119:66*
- 4. Foster respect for all God's children; embracing difference and diversity and teaching all to live well together in an inclusive, welcoming community, supporting each other to remove or cross barriers and live with dignity and respect.*
- 5. Reinforce the Christian values and beliefs that will make our children good people: kind, honest, forgiving and courageous.*
- 6. Care deeply about our pupils' and staff wellbeing and mental health, appreciating that it is the genuine quality of relationships that matter. We strive to support each other to flourish, achieving happiness and fulfilment.*
- 7. Encourage our pupils to approach local and global communities with a deep sense of integrity, justice, responsibility and courageous advocacy; identifying and challenging injustice.*
- 8. Collaborate primarily with St Mary the Virgin church to share the teachings of Jesus through inspirational collective worship. Develop, deliver and evaluate opportunities for pupils and adults to express spirituality through varied worship experiences.*
- 9. Encourage and nurture exploration, creativity and compassion with unlimited and unbounded energy. At Windsor Park learning is not a spectator sport.*

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## **HEALTH, SAFETY AND WELFARE POLICY PART I**

### **Health, Safety and Welfare Policy Statement**

1. The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Governing Body and those in control of the school recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc. Act 1974 and other applicable legislation and guidance.
2. In compliance with the Health and Safety at Work etc. Act, the WPMS Governing Body will ensure so far as is reasonably practicable that:
  - All places and premises where staff and pupils are required to work and engage in school activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on school premises or taking part in school activities elsewhere.)
  - All plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
  - Appropriate safe systems of work exist and are maintained.
  - Sufficient information, instruction, training and supervision is available and provided to ensure that staff and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others.
  - A healthy working environment is maintained including adequate welfare facilities.
3. In addition to the above WPMS will ensure that so far as is reasonably practicable that the health and safety of non-employees is not adversely affected by its' activities.
4. Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representative's forms part of this policy.
5. This policy will be supplemented by a series of management protocols which cover WPMS management of various other areas of health and safety which will include fire, electricity, manual handling and lone working etc.
6. This policy statement and the accompanying organisational arrangements supersede any previously issued.

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## **HEALTH, SAFETY AND WELFARE POLICY PART II**

### **Organisation and Responsibility**

Overall responsibility for health and safety in this school rests with the Governing Body.

Mrs. L. Wilbraham Jones, as Head teacher is responsible for ensuring that procedures exist which allow the implementation of the health and safety policies and any arrangements set up by the Governing Body as part of their health and safety responsibilities.

Duties and responsibilities for health and safety have been assigned to Staff and Governors.

WPMS will ensure that it has a structure in place to safely manage H+S in school and on educational visits, this will include planning, implementation of plans, monitoring, reviewing and auditing. This will all be integrated into the day to day management of WPMS.

All activities will be fully resourced and organized and where necessary risk assessed.

Training will be given those needing it and renewed at intervals determined by HSE guidelines.

H+S targets will be set each year and communicated to all staff.

H+S advice will be sought, when needed, from a professional H+S Advisor.

H+S will be audited each year and action plans put into place to manage any shortfalls found.

Poster on health and safety law is kept up to date by the H+S Coordinator.

**A positive Health, Safety and Welfare culture will be established and upheld within the school which will involve Governors, staff and pupils.**

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## **HEALTH, SAFETY AND WELFARE POLICY PART III**

### **Arrangements & Procedures for Health, Safety and Welfare**

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

- 1. ACCIDENT REPORTING, RECORDING & INVESTIGATION** [See: Management of Accidents Protocol]
  - Details are recorded in the Accident Book which is kept in the main reception office.
  - A member of the Office Staff is responsible for filling in the Accident Book and will complete HSF40 forms and liaise with County.
  - Accidents are investigated by the Senior Team/H+S Co-ordinator
  - The H+S Co-ordinator collates and audits accident reports and includes the information in the yearly report to Governors.
- 2. ASBESTOS** [See: Management of Asbestos Protocol]
  - The Asbestos Record Book is kept in the Office.
  - Entrust is responsible for certificates and updates regarding asbestos as part of the Property Services SLA
  - The book is shown to all contractors before they begin work on site and sign that they have read it, update where necessary.
  - All staff have been warned to check the Asbestos Record Book before they attempt any invasive procedures on the walls/floors/ceilings of the premises.
  - Staff are aware that they must report any suspicious materials i.e. asbestos-like, to the Caretaker who will arrange containment of the area and inspection by the health and safety professionals.
- 3. CONTRACTORS** [See: Management of Contractors Protocol]
  - Only approved contractors are used.
  - Constant liaison takes place between the contractor and the Head Teacher both before and during the period of work.
  - Risk assessments and method statements are checked before any work takes place.
  - The Bursar ensures that the Asbestos Register is consulted prior to any work on walls, ceilings or floors.
  - A Hot Work Permit is completed before any hot work takes place and a risk assessment for the work is consulted by the Site Supervisor.
- 4. CURRICULUM SAFETY** [See: Management of Educational Visits Protocol] [including out of school learning activity/study support]
  - All teaching staff have access to a file of generic risk assessments and more specific risk assessments; they are obliged to be aware of these and the instructions and safe working systems they detail; they are obliged to follow the instructions and controls in them.
  - All staff are required to undertake written risk assessments before they commence any hazardous activity or consult a previously written risk assessment for this activity i.e. science staff have access to department risk assessments and those supplied by the CLEAPSS Organisation.
  - The PE department have a file of generic risk assessments and also a number of activity-led risk assessments which follow the safe working practices detailed by the AALPE.
- 5. DRUGS & MEDICATIONS** [See: Medications Protocol]

Most pupils will at some time have a medical condition that may affect their participation in school activities; for the majority this will be short-term, perhaps only finishing a course of medication.

The provisions are in place at WPMS and they have been formulated from advice and guidelines provided by the DfE and the Local Health Authority.

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- 6. ELECTRICAL EQUIPMENT AND ELECTRICITY IN SCHOOL** [See: Management of Electricity Protocol]
- A full site electrical inspection and test is carried out every 5 years and the results passed to the Head Teacher who is responsible for ensuring that any repair or renewal work is carried out. The Head Teacher will formulate an Action Plan with the aid of the Bursar in order to deal with any faults found.
  - No alterations to the fixed electrical wiring are made by anyone other than an approved electrical contractor.
  - All portable electrical equipment is tested for electrical safety [PATested] every twelve months apart from computers and office equipment which is tested every 2 years and records are kept and held by the. These records are updated every year.
  - All staff are aware of the need to visually check electrical equipment before they use it or allow students to use it.
  - All private electrical equipment used in school must be PATested before being used in school.
- 7. FIRE PRECAUTIONS & PROCEDURES** [See: Management of Fire and Other Emergencies Protocol]
- The H+S Co-ordinator is responsible for undertaking and reviewing the Fire Risk Assessment and a copy is kept in the Fire Box for use by the Fire Services in an emergency situation.
  - Fire drills are performed each half term and records are kept.
  - The school is protected by a fire alarm, emergency lighting and fire extinguishers which are maintained regularly by outside contractors and checked weekly by the caretaker – records are kept.
- 8. FIRST AID** [See: Management of First Aid Protocol]
- The Governors and Head Teacher are responsible for ensuring that there are adequate numbers of trained First Aid personnel and equipment on site at all times.
  - Records of all accidents and first aid treatment will be kept and the H+S Co-ordinator will analyse these and provide a report to Governors every half term.
- 9. GLASS & GLAZING**
- The site has undergone a glazing survey carried out by SCC contractors.
  - All glass in school meets minimum safety standards.
  - All glass in doors and side panels is safety glass.
  - When glass has to be replaced it is replaced with the appropriate safety glass.
  - The site undergoes a monthly safety check carried out by the Health + Safety Co-ordinator and the Site Supervisor and glazing forms part of the checklist. Staff report damage to windows or other glazing in the Faults book and the Site Supervisor then arranges for repairs to be carried out
- 10. HAZARDOUS SUBSTANCES (COSHH)** [See: Management of Hazardous Substances Protocol]
- The school follows the rules and guidance provided by CLEAPSS, H+S Advisers and the HSE.
  - A copy of the CLEAPSS Hazcards, Recipe Cards and Handbook is kept in the Science Prep. Room for use by all staff. Copies of all these documents are also to be found in the staff area of the school intranet. A Chemical Catalogue has been prepared on the intranet site which has links to the Hazcard and Safety Data Sheet for each chemical available in the main science department.
  - Only those chemicals recommended by CLEAPSS for use in middle schools are used and kept on the premises.
  - All hazardous substances stored and used on site have been risk assessed and of copy of their Safety Data Sheet has been obtained; all staff using these substances have access to both the risk assessments and the Safety Data Sheets.
- 11. RISK ASSESSMENTS** [See: Risk Assessment Protocol]
- All departments have access to both generic and individual risk assessments which are stored on the school intranet.

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Risk assessments are reviewed by the Health + Safety Officer and the Heads of Department at least every year unless there are specific changes to regulations, the site, staff or working practices which instigate a new assessment.

The Science Department keeps a set of the CLEAPSS Hazcards in each laboratory and these contain mini risk assessments on a variety of procedures involving chemicals. [Also links from Chemical Catalogue on the intranet].

Safety Data sheets for all chemicals used in school are also available to staff. [Also links from Chemical Catalogue on the intranet].

Risk assessments are made known to all staff that may be affected by them i.e. new staff, supply staff, ASTs and support staff.

Risk assessment is made before every Educational Visit and these are checked by the Educational visits Co-ordinator using Evolve. This is then checked by SCC and signed off by the Headteacher. Copies are kept centrally on file with the rest of the visit paperwork. Visits which involve additional or high risk are assessed by the E.V.A. at Staffordshire County Council before permission for the visit to take place is given.

## **12. HOUSEKEEPING, CLEANING & WASTE DISPOSAL**

- WPMS employs its own team of cleaners to clean the whole school each day.
- Staff, pupils and the Caretaker endeavour to keep the site as clean as possible by ensuring that litter is picked up and rubbish is placed in the appropriate bins.
- Waste bins are situated in all areas of the site and these are emptied daily into a waste skip which is located at the side of the site, well away from buildings. This skip is emptied on a regular basis by Staffordshire County Council Waste Management Services.
- Toilets are cleaned daily.
- Liquid spills onto floors are dealt with immediately and warning cones are placed around the area until it is dry.
- Glass and other sharp objects are disposed of into a glass or sharps bin. The glass is then double bagged and placed in the skip along with the contents of the sharps bin.
- Clinical waste is collected in special bins/hazard bags which are collected by a contractor on a regular basis.
- Chemical waste is dealt with in accordance with COSHH Regulations and advice given by CLEAPSS.

## **13. MANUAL HANDLING [See: Manual Handling Protocol]**

- Manual handling risk assessments are carried out on all staff involved in this process.
- Staff are surveyed to see whether they are involved in manual handling on a regular basis and to find out what they are actually lifting/carrying.
- Where possible mechanical aids i.e. trolleys, are used in preference to manual handling.
- Staff whose job involves frequent manual handling will receive training i.e. Caretaker
- It is the school's policy that where possible large deliveries are made near to point of use and where this cannot be achieved, large parcels/loads are split into smaller ones to ease the burden.
- Staff are always encouraged to suggest ways to improve the system.
- Pupils are not used to carry heavy loads.
- Pupils are involved in putting out apparatus and mats in PE and they receive explicit instructions from staff before they begin. Loads are matched to the physical capability of the pupil.
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## **14. JEWELLERY [This should be repeated in school prospectus]**

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No jewellery may be worn as it presents a significant risk during lessons and this is stated clearly in the school prospectus.

**15. LONE WORKING** [See: Lone Working and Violence & Aggression Protocols]

- A lone working survey of staff has been carried out to analyse what activities are involved.
- Risk assessments will be made on staff who work alone for significant periods of time or those who are involved in more hazardous activities.
- All staff have been issued with a booklet which gives safety advice for those who work alone including:
  - What hazards are involved,
  - The effects of illness,
  - Using equipment and machinery

**16. MAINTENANCE / INSPECTION OF EQUIPMENT** (Including Selection of Equipment)

Item	Inspection cycle months	Responsibility
D+T equipment – general	Before issue to pupils	D+T Staff
Electrical equipment [portable]	12 Stand-alone computers 24	PATesting
Electrical fittings [site]	60	County Council
Electrical sockets/trip switches – lab/prep room/gas taps + isolators	1	Science Technician
Electrical sockets and gas taps DT and Food Technology	1	H+S Co-Ord/Technician
Emergency lighting	1	All checked by caretaker each month the 3 monthly by contractors.
Fire alarms - servicing	12	Bursar Mrs J. Hughes
Fire alarms [site checks]	Weekly	Caretaker
Fire extinguishers	1 12	Caretaker Service - contractors
Fire risk assessment	12	H+S Co-ordinator
Glazing	60 1	County Council Part of site inspection – Caretaker, Bursar
Ladders/steps	12	Caretaker
LEV – D+T and Science	14	Insurance contractor

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PE equipment	12	Contractor
Pressure Vessels	12	Insurance contractor
Science equipment – general	Before issue to pupils	Science staff + technician
Water quality	3	County Council
Water temperature	1	Caretaker
Whole site inspection	12	Caretaker, HSC, Head, Bursar

#### 17. **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

- Personal Protective Equipment will be provided as required to all staff and pupils where they are involved in an activity which has shown, through risk assessment that PPE is needed to reduce risk.
- PPE will be purchased from a recognised supplier and will conform to all the current British and EN safety standards.
- Staff and pupils will be taught how to use/wear PPE properly.
- PPE will be correctly stored, cleaned/disinfected and inspected.
- Staff will ensure that pupils do use PPE when necessary.

#### 18. **REPORTING DEFECTS**

- Staff report day to day problems in Caretakers book
- The caretaker then assesses the problem and he either repairs/replaces it himself or reports the fault to the Bursar who then arranges for a contractor to attend.
- Where a structural fault is found the Bursar will contact the contractor for assistance.
- Wherever a fault is found, the area is left safe or cordoned off/isolated, until a repair can be made.
- Staff report any Health and Safety concerns to their Head of Department who then contacts the Health + Safety Coordinator and Bursar.

#### 19. **SMOKING**

In accordance with the law, the whole site is a no-smoking area and notices are displayed around the site stating this. It is also stated on paperwork issued to contractors working on site. Staff and students will not be allowed to smoke or bring E-cigarettes on site at any time.

#### 20. **STAFF CONSULTATION AND COMMUNICATION**

- Regular Health and Safety updates are made at the Governor's meetings which are held each term.
- Staff are encouraged to raise H+S concerns with their Head of Department at department meetings, they are also welcome to place concerns to the H+S Officer
- Health + Safety communication in school takes place verbally in staff meetings and also by memos, emails and information sheets.
- All staff have access to a file of risk assessments either through the paper copy kept in their department or by using the school intranet.

#### 21. **STRESS AND STAFF WELL-BEING** [See: Managing Stress Protocol]

- Staff who return to work after a long period of illness receive a back to work interview with the Headteacher where all issues involved in assuring a smooth return to work are discussed. Bursar may be asked to attend.

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- Headteacher may ask the staff member be referred to an Occupational Health Service where work and health problems are thought to coincide.
- Staff member may request access to the Well Being Service
- Where workplace stress is proved to be involved in the illness a thorough risk assessment must be performed.
- A notice board in the staff room is used to publicise and highlight staff well-being issues.

**22. SUPERVISION** [including out of school learning activity/study support]

- Pupils must be supervised at all times by trained staff.
- All staff working in school must have an up to date advanced DBS certificate and must be checked by the Headteacher or Bursar.
- On school trips, for KS2 pupils the pupil – teacher ratio must be 1:10 and for KS3 pupils it must be 1:15.

**23. TRAINING AND DEVELOPMENT**

- All new staff will receive health and safety induction training from the Health + Safety Coordinator before they begin work; health and safety procedures in school will be explained along with emergency procedures in the event of e.g. a fire, pupil accident etc.
- WPMS will make use of a Training matrix to map out the training required by all staff in school and will seek, where finances allow, to offer all necessary training.
- Staff are encouraged to bring up Health and Safety matters and Health and Safety training as part of their performance management review each year.

**24. USE OF VDU'S / DISPLAY SCREENS / DSE** [See: DSE Protocol]

- WPMS complies with the HSE policy on the use of Display screen equipment.
- Users have been highlighted and assessed and a record of the assessments has been placed on file. All users have been notified of their entitlement to free eye testing.
- A DSE User is anyone who uses the equipment for their work for periods of 1 hours or more and has completed a self-assessment form. All staff are able to access this on the school intranet site, complete it and then pass it to their Head of Department/line manager whose responsibility it is to make any necessary changes to the work area.
- DSE assessments are carried out upon request.

**25. VEHICLES ON SITE**

- A vehicle-pedestrian risk assessment is completed every 12 months.
- There is one main car park on site and in all every effort has been made to segregate vehicles and pedestrians.
- Cars have entrance to the visitors' car park and the staff car park to the rear of the canteen and PE dept. but there is a controlled barrier which prevents entrance to the car park at the front of the school and the main entrance.
- Pedestrian access is along a barriered pathway which leads from the entrance [by the school house] to the main school entrance.
- Disabled parking spaces are situated at the front of school.

**26. VIOLENCE TO STAFF / SCHOOL SECURITY** [See: Lone Working and Violence & Aggression Protocol]

- All doors to the school are locked with electronic locks which allow exit from inside the school but not entrance. Visitors may enter the reception area but are prevented from entering the main part of the school by a locked door which is controlled by the office staff.
- Visitors to the school sign in at reception and are given a visitor's badge; they then wait for the member of staff they are visiting to come and collect them from reception – they do not wander around school alone. It is the member of staff's responsibility to look after their visitor whilst they are on site and then return them to reception to sign out as they leave.

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- Recreation areas on site are all fenced and gated for security reasons.
- Violence is defined as being – *“behaviour which produces damaging or hurtful effects physically or emotionally in other people”* – it can be both physical and verbal. The governors and staff of the school refuse to accept acts of violence of any kind in school and they will work to ensure that violence does not occur and if it does they will take all necessary lawful steps to prevent it happening again, bring about the punishment of those responsible whilst at the same time advising and counselling those who have been affected.
- Staff who work alone are probably at greater risk from intruders and violence and the school has risk assessed those persons whose jobs are involved.
- WPMS requires all staff to report any incidents of either physical or verbal violence to a member of the Senior Leadership Team.

**27. WORKING AT HEIGHT** [See: Working at Height Protocol]

- Wherever possible working at height must be avoided but those who must use ladders and stepladders frequently must be trained.
- Stools, chairs and tables must never be used in place of steps or ladders.
- Ladders and stepladders should be of the appropriate industrial standard and they must be inspected visually each time they are used. A full safety inspection must take place each year and records must be kept in the Ladder Register.
- Staff must not bring in their own steps or ladders for use in school.
- Contractors must not be allowed to use school ladders and stepladders – they must provide their own.
- Pupils must not be allowed to work at height.

**28. WATER HYGIENE** [See: Water Hygiene/Safety Protocol]

- Contractors perform regular water hygiene tests on the water on site and records are kept in the premises Water Hygiene Manual which is kept in the Caretakers office.
- The Caretaker makes weekly checks on the water temperatures in school and these are recorded in the same manual.
- Drinking water is clearly labelled in school and warning notices are placed on supplies of water which is not fit for drinking.

**29. MONITORING HEALTH AND SAFETY – MEASURING PERFORMANCE**

- Health and safety targets will be set each year by the Head Teacher.
- A Health and Safety Audit will be completed every 12 months.
- Accident analyses will be completed every half term and the results seen by the Head Teacher.
- Personal staff reviews include a section on H+S.
- Any staff surveys dealing with H+S.

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