Pendock CE Primary School
Be the best that you can be

PENDOCK C E PRIMARY SCHOOL
HEALTH & SAFETY POLICY

We aim to enable and encourage all those connected with Pendock school to be the best that we can be. By living out our Pride in Pendock values, we strive to inspire children, parents, staff and our wider community to fulfil their potential and enjoy life in all its fullness.

Statement of Intent

The Governors of Pendock CE Primary School recognise their responsibility under the Health and Safety at Work etc. Act 1974 and, so far as is reasonably practicable, undertake to:

- Provide safe systems of work, plant and equipment.
- Provide for the safe use, handling, storage and transport of articles and substances.
- Provide such information, instruction, training and supervision as is necessary for staff and pupils to undertake their work safely.
- Provide a safe place of work with safe means of access and egress for all persons using the premises.
- Provide a safe and healthy working environment with adequate welfare arrangements.
- Provide for the health and safety of persons not employed by the school but who may be affected by its activities.
- Encourage all staff to take reasonable care for their own health and safety and to cooperate with the management of the school in carrying out statutory duties.
- Require all staff to report through the appropriate channels any problem, defect or hazard likely to lead to unsafe or unhealthy conditions.

Staff Responsibilities

The Health and Safety at Work Act also places responsibilities on all employees to:

- Take reasonable care of their own health and safety.
- Take reasonable care of the health and safety of others who may be affected by their actions or omissions.
- Follow school health and safety procedures.
- Report hazards, defects, accidents, incidents and near misses.
- Cooperate with the school in complying with statutory requirements.

Staff Rights and Consultation

The Governing Body recognises the need to consult staff on matters relating to health and safety.

Staff have the right to appoint Safety Representatives through recognised trade unions and professional associations. The Governing Body will support the establishment of a School Safety Committee should it be requested by staff or their representatives.

No member of staff shall be required to undertake specific responsibility for any health and safety function without first being consulted.

Health and safety matters will continue to be discussed through staff meetings, governor meetings and other consultation arrangements.

Role of Worcestershire County Council

The Governors recognise the Statement of Safety Policy of Worcestershire County Council and undertake to comply with its requirements and procedures in respect of maintaining safe and healthy places of work for staff, pupils and visitors.

The Governors further recognise that specialist advice may be required from time to time and will seek support from Worcestershire County Council Health and Safety Advisors or other competent professional advisers as necessary.

Delegated Funding and Resources

The Governors recognise the need to ensure that sufficient funds are reserved for safe practice throughout the school and, in particular, for the inspection, maintenance and repair of premises, equipment and plant for which they hold responsibility.

Risk Assessment Commitment

The Governors recognise their responsibilities to ensure that significant risks arising from work activities, equipment or premises are assessed and controlled in accordance with:

- The Management of Health and Safety at Work Regulations 1999.
- The Control of Substances Hazardous to Health (COSHH) Regulations.
- The Manual Handling Operations Regulations.
- The Provision and Use of Work Equipment Regulations (PUWER).
- The Display Screen Equipment Regulations.
- Other relevant health and safety legislation.

Risk assessments will be reviewed regularly and whenever significant changes occur.

ORGANISATION

Governing Body Responsibilities

The Governing Body is responsible for:

- Ensuring implementation and annual review of this policy.
- Monitoring health and safety performance.
- Allocating sufficient resources.
- Monitoring maintenance requirements.
- Ensuring safe premises, equipment and systems of work.
- Monitoring accident trends and inspection outcomes.
- Ensuring that corrective actions arising from audits, inspections and accident investigations are completed.
- Supporting the Headteacher in fulfilling day-to-day health and safety duties.

Headteacher Responsibilities

The Headteacher is responsible for:

- Day-to-day implementation of this policy.
- Advising governors on health and safety matters.
- Ensuring suitable and sufficient risk assessments are completed.

- Ensuring staff receive appropriate health and safety information, instruction and training.
- Ensuring accidents and incidents are reported in accordance with local authority requirements.
- Ensuring fire safety arrangements are maintained.
- Ensuring contractor management procedures are followed.
- Ensuring the asbestos management system is implemented.
- Coordinating emergency arrangements and critical incident procedures.
- Ensuring defects are addressed and monitored.

Finance and Administration Officer Responsibilities

The Finance and Administration Officer supports the Headteacher by:

- Coordinating maintenance programmes.
- Monitoring statutory inspections.
- Maintaining health and safety records.
- Monitoring accident records.
- Maintaining first aid supplies.
- Coordinating staff training records.
- Supporting contractor management arrangements.

Teaching and Support Staff Responsibilities

All teaching and support staff shall:

- Familiarise themselves with this policy and associated risk assessments.
- Follow safe working procedures.
- Report defects, hazards and incidents promptly.
- Use work equipment appropriately.
- Wear personal protective equipment where required.
- Participate in health and safety training.
- Support pupils in understanding safe behaviours.

Health and Safety Governor

The nominated Health and Safety Governor shall:

- Undertake monitoring visits.

- Work with the Headteacher to review standards.
- Report findings to the Governing Body.
- Support policy review and development.

First Aid Coordinator

The Finance/Admin Officer shall act as First Aid Coordinator and is responsible for:

- Maintaining first aid supplies.
- Monitoring first aid qualifications.
- Ensuring requalification training is arranged.
- Maintaining medication and healthcare records.

ARRANGEMENTS

Health and Safety Advice

Competent health and safety advice and guidance is accessible through Worcestershire County Council Health and Safety Services and other competent professional advisers where required.

Contractors Management

The Headteacher, Finance/Admin Officer or delegated member of staff shall:

- Verify contractor competence.
- Review risk assessments and method statements where appropriate.
- Ensure safe segregation between contractors and pupils.
- Communicate site hazards and emergency procedures.
- Monitor work undertaken.
- Maintain effective communication throughout projects.

Asbestos Management

The school maintains an asbestos register.

Before any intrusive work commences:

- Contractors must be shown the asbestos register.

- Contractors must confirm that they have reviewed relevant asbestos information.
- No intrusive work will take place until the presence of asbestos has been considered.
- All asbestos management procedures will follow Worcestershire County Council guidance.

Contractors and Visitors

All visitors and contractors must:

- Report to reception.
- Sign in and out.
- Wear visitor identification where required.
- Receive relevant health and safety information, including emergency arrangements.
- Be made aware of any site-specific risks, including asbestos information where appropriate.

COSHH

The school will minimise the use of hazardous substances wherever practical.

The school will:

- Maintain COSHH information and safety data sheets.
- Complete COSHH risk assessments where required.
- Ensure safe storage of hazardous substances.
- Provide suitable PPE where required.
- Ensure safe disposal of substances and waste.
- Ensure staff are appropriately trained.

Display Screen Equipment

- DSE self-assessments will be completed for staff using display screen equipment.
- Assessments will be reviewed at least every three years or following significant changes.
- The Admin Officer will coordinate any required adjustments.

Accident Reporting

Continue with the arrangements already contained within your existing Arrangements document, with the addition that:

- Near misses will also be reported and reviewed.
- Accident trends will be analysed periodically.
- Learning from investigations will be communicated to staff where appropriate.

Fire Safety

Retain existing arrangements and add:

- Fire alarm testing weekly.
- Emergency lighting testing monthly.
- Fire evacuation drills termly.
- Periodic review of critical incident and lockdown arrangements.
- Procedures covering foreseeable emergencies including fire, severe weather, intruders and other critical incidents.

Educational Visits

The Educational Visits Coordinator (EVC) is the Headteacher.

All educational visits will:

- Be processed through EVOLVE.
- Undergo suitable risk assessment.
- Receive appropriate approval.
- Include emergency planning arrangements.
- Include suitable first aid provision.
- Include contingency arrangements ("Plan B").

Monitoring Arrangements

Health and safety performance will be monitored through:

- Governor visits.
- Termly site inspections.
- Accident analysis.

- Defect reporting.
- Maintenance records.
- Fire safety monitoring.
- Statutory inspection reports.
- External audits and advisory visits.

The Governing Body will receive regular reports on health and safety performance and outstanding actions.

Noise at Work

The school does not normally undertake activities expected to exceed Noise at Work action levels.

Should any activity have the potential to create significant noise exposure, a suitable risk assessment will be undertaken and control measures implemented.

Policy Review

This policy shall be reviewed:

- Annually.
- Following significant incidents.
- Following changes in legislation.
- Following major organisational or premises changes.

Approval

Position	Name
Chair of Governors	Liza Christmas
Health & Safety Governor	Jan Kennedy
Headteacher	Hannah Moon
Finance/Admin Officer	Lynne Heron

Review Date: September 2027

This revised version should bring the policy much closer to full alignment with the Worcestershire model whilst retaining the detailed operational procedures already contained within your separate Health & Safety Arrangements document.