



# Bedworth Heath Nursery School & Warwickshire Early Years Hub

Health and Safety Policy Arrangements

N BURTON

**NOVEMBER 2023 REVISION**

## Bedworth Heath Nursery School H & S Policy Arrangements

### Introduction

Warwickshire County Council as the school's statutory employer has a written statement of general health and safety policy. The policy details the County Council's statement of intent for health, safety and welfare of all employees, and the specific delegated responsibilities for all levels of managers and staff. This includes headteachers and staff in community and voluntary controlled schools.

The school uses the [County Council's health and safety policy](#) as the first part of the school health and safety policy. These school health and safety policy arrangements supplement the WCC health and safety policy and relate to local procedures and relevant documents in place that are used in the management of health and safety within the school. This includes school activities on and off the premises.

For many areas of health and safety the school refers and adheres to WCC health and safety policies, procedures, advice and guidance; produced by the WCC Corporate Health, Safety and Wellbeing Service. The school also follows and adheres to the requirements contained in the WCC Health and Safety Standards document.

All WCC policies and standards referred to in these arrangements are available in the schools health and safety document library at [www.warwickshire.gov.uk/schoolhsdocs](http://www.warwickshire.gov.uk/schoolhsdocs) School specific procedures and documents can be located (*enter details*)

These policy arrangements and other specific health and safety policies and procedures are communicated to relevant staff upon induction and when work activities change. Where appropriate, consultation with staff / trade union representatives and any other persons will also take place. The arrangements will be reviewed on an **annual** basis or sooner if work activities change.

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



*Working for  
Warwickshire*

## **Health and Safety School Statement of Intent**

Within our school we will meet all of the requirements set out in the Warwickshire County Council health and safety policy. We will demonstrate WCC's commitment to health, safety, welfare and wellbeing by recognising that effective health and safety management is equally as important as our other school objectives.

Through this statement of intent and the implementation of our school health and safety arrangements we will ensure that we are meeting the policy aims, objectives and requirements. We will actively strive for continual health and safety improvement by complying with the policy and by working in consultation with managers, employees and other partners. We will achieve this by:

- Considering health and safety within our school planning activities
- Establishing a proactive and positive health and safety culture
- Encouraging ownership and responsibility at all levels
- Ensuring that WCC policies and standards are complied with by having school, or department specific procedures, documents, safe systems of work and arrangements that ensures the implementation of health and safety locally
- Assessing and eliminating, reducing or managing the risks that arise out of activities/ processes/ and operations through the risk assessment process
- Monitoring our school health and safety performance by reviewing arrangements and analysing accident trends to identify areas for improvement
- Ensuring that health and safety is considered as part of our performance management and employee appraisal and supervision process
- Ensuring that health and safety is included as a standing agenda item at staff meetings
- Ensuring that all employees within the school are made aware of this statement of intent and our arrangements

**Executive Head teacher's signature:**

**Name Nicci Burton**  
**Executive Head of Federation**

**Chair of Governors signature:**

**Name Dean Wainwright**  
**Chair of Governors**



**Date: November 2023**  
**Review date of arrangements:**  
**November 2024**

## Health and Safety Advice

Under the Management of Health and Safety at Work Regulations, the County Council as the school's statutory employer have appointed the WCC Corporate Health, Safety and Wellbeing Service to provide competent health and safety assistance. Tel 01926 476803/418070 email [healthandsafety@warwickshire.gov.uk](mailto:healthandsafety@warwickshire.gov.uk) Where the school obtains sources of health and safety advice and guidance from bodies other than the WCC Corporate Health, Safety and Wellbeing Service, e.g. when purchasing services from their delegated budgets; the school will ensure that any other providers used are competent. *The school currently obtains additional sources of health and safety advice and guidance from the HSE website.*

The school will continue to ensure that they adhere to all relevant County Council health and safety policies and standards, as well as take direction and advice given by the WCC Corporate Health, Safety and Wellbeing Service.

- Communicating health and safety information to staff inc. consultation arrangements
- Implementing relevant WCC health and safety policies and standards
- Induction and training of staff
- Carrying out risk assessments
- Recording/reporting accidents and incidents
- First aid and supporting medical needs
- Defect reporting
- Monitoring health and safety in school inc. workplace inspections
- Fire safety, inc. testing of alarms and evacuation procedures
- Dealing with emergencies
- Using display screen equipment
- Management of occupational stress and wellbeing
- Personal safety inc. procedures for physical intervention
- Manual handling
- Off-site trips and visits
- Management of visitors / contractors on site
- Management of asbestos / water hygiene
- Working at height
- Control of substances hazardous to health
- Maintenance of equipment / equipment safety

Local arrangements / procedures	How this is achieved	Responsibility of: Name/Title
<b>Recording / reporting accidents and incidents</b>	<ul style="list-style-type: none"> <li>All accidents recorded on an accident form</li> <li>Copies of major and more serious incidents sent to WCC inc. those that fall under RIDDOR (as per separate WCC reporting procedure)</li> <li>Relevant notifications made to parents/carers – telephone / accident slip form</li> <li>The Executive Head teacher is responsible for taking any appropriate action necessary to prevent recurrences, these tasks may be delegated.</li> <li>The governing body monitor accidents on a termly basis to identify any trends</li> </ul>	<ul style="list-style-type: none"> <li>All staff</li> </ul>
<b>Communicating health and safety information to staff</b>	<ul style="list-style-type: none"> <li>H &amp; S information is given to all staff at induction</li> <li>Updates are provided at weekly staff meetings and as and when required</li> <li>Staff are required to sign to say they have read the H &amp; S policies and procedures</li> <li>Updates are on occasion sent to staff via email requesting a read receipt</li> <li>Visitors and contractors issued with a signing in slip and made aware of any fire drills that day. Health and Safety signs are displayed around the site.</li> </ul>	<ul style="list-style-type: none"> <li>Head teacher</li> <li>All staff</li> </ul>
<b>Implementing relevant WCC health and safety policies and standards</b> <ul style="list-style-type: none"> <li>Governors monitor Implementation</li> </ul>	<ul style="list-style-type: none"> <li>Staff sign to say they agree and will abide by the relevant WCC health and safety policies and standards</li> <li>Ethics of All staff being responsible for H &amp; S</li> </ul>	<ul style="list-style-type: none"> <li>Head teacher</li> <li>All staff</li> </ul>
<b>Induction and training of staff</b>	<ul style="list-style-type: none"> <li>We carry out a through induction for all staff and volunteers using the WES H &amp; S Induction checklist</li> <li>This includes ensuring they are familiar with H &amp; S policies and procedures</li> <li>We ensure that staff and volunteers receive the appropriate training in order to carry out their roles in accordance with H &amp; S guidelines</li> </ul>	<ul style="list-style-type: none"> <li>Business Manager – staff</li> <li>Community Manager - Volunteers</li> </ul>

<p><b>Carrying out risk assessments</b></p>	<ul style="list-style-type: none"> <li>• We follow WCC guideline for risk assessments and use the templates available on the WES website and adapt them to our needs</li> <li>• We have both generic and specific risk assessments, copies of which are kept on the shared drive</li> <li>• These are reviewed on an annual basis or as and when required</li> <li>• Senior Staff have attended training</li> <li>• We complete a first aid needs assessment</li> </ul>	<ul style="list-style-type: none"> <li>• SLT</li> <li>• Business Manager</li> <li>• Community Manager</li> </ul>
<p><b>First aid and supporting medical needs</b></p>	<ul style="list-style-type: none"> <li>• We have a First Aid at Work Policy based on the WCC template</li> <li>• We follow WCC guidance around first aid box contents and procedures</li> <li>• We display appropriate signage around the building directing people to the location of first aid boxes</li> <li>• Details of First Aiders, including names and photos are displayed around the building</li> <li>• We have a medication chart to record information regarding medication needs and administration. This is located at the back of the accident book. There are also individual ones for children with specific medical needs.</li> </ul>	<ul style="list-style-type: none"> <li>• All staff</li> <li>• Nominated First Aiders</li> </ul>
<p><b>Defect reporting</b></p>	<ul style="list-style-type: none"> <li>• We follow the WCC guidance for defect reporting</li> <li>• Calls are logged using the Hotline service</li> </ul>	<ul style="list-style-type: none"> <li>• Business manager</li> </ul>
<p><b>Monitoring health and safety in school inc. workplace inspections</b></p>	<ul style="list-style-type: none"> <li>• We have a H &amp; S diary monitoring system in place which is located on the shared drive</li> <li>• WES H &amp; S team conduct termly H &amp; S inspections and produce a report for any follow up action required</li> <li>• The H &amp; S Governor does a twice a year walk-round and produces a report on his finding with any follow up actions required</li> </ul>	<ul style="list-style-type: none"> <li>• SLT</li> <li>• Business Manager</li> <li>• Community Manager</li> <li>• WES H &amp; S Team</li> <li>• H &amp; S Governor</li> </ul>
<p><b>Fire safety, inc. testing of alarms and evacuation procedures</b></p>	<ul style="list-style-type: none"> <li>• A test of the fire alarm is carried out on a weekly basis.</li> <li>• Fire drills are carried out at least on a termly basis, with all records kept in the Admin Office.</li> </ul>	<ul style="list-style-type: none"> <li>• Business Manager</li> <li>• Caretaker</li> </ul>

	<ul style="list-style-type: none"> <li>• Signage detailing evacuation procedures is displayed around the site</li> </ul>	
<b>Dealing with emergencies</b>	<ul style="list-style-type: none"> <li>• We follow the WCC Emergency Plan guidance</li> <li>• We also have a Business Continuity Plan in place based on the WCC template</li> </ul>	<ul style="list-style-type: none"> <li>• Head teacher</li> <li>• SLT</li> <li>• All staff</li> </ul>
<b>Using display screen equipment</b>	<ul style="list-style-type: none"> <li>• We have a Display Screen Equipment Policy in place</li> <li>• Staff are given a display screen questionnaire to complete annually</li> </ul>	<ul style="list-style-type: none"> <li>• All staff</li> <li>• All staff</li> </ul>
<b>Management of occupational stress and wellbeing</b>	<ul style="list-style-type: none"> <li>• We follow WCC guidance for this</li> <li>• We have an updated Wellbeing Policy</li> <li>• We sign up to Workplace Wellbeing Service.</li> <li>• We have a specific Wellbeing page on our schools website with resources.</li> <li>• We have 2 nominated mental health first aiders</li> </ul>	<ul style="list-style-type: none"> <li>• Head teacher</li> <li>• All staff</li> <li>• All staff</li> <li>• All staff</li> <li>• All staff</li> </ul>
<b>Personal safety inc. Procedures for physical intervention and lone working</b>	<ul style="list-style-type: none"> <li>• We have a Personal Safety Policy in place which includes 'Lone Working'</li> <li>• Staff undertaking tasks involving lone working have a personal risk assessment in place. These are located on the shared drive under 'risk assessments'</li> <li>• We have a Physical Intervention Policy in place</li> <li>• All incidents breaching personal safety are reported to the Risk Management team at WES Safety and Premises using the WCC Accident / Dangerous Occurrence Form or an incident log form where appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• SLT</li> <li>• All staff</li> </ul>
<b>Manual handling Maintenance of equipment / equipment safety</b>	<ul style="list-style-type: none"> <li>• We have a Manual Handling Policy in place</li> <li>• We have an asset register which is updated annually or as and when required.</li> <li>• WES H &amp; S team conduct regular inspections of equipment and produce a report with any actions to follow up</li> </ul>	<ul style="list-style-type: none"> <li>• All staff</li> </ul>
<b>Off-site trips and visits</b>	<ul style="list-style-type: none"> <li>• We have a generic risk assessment template (located on the shared drive) for offsite trips and visits which we adapt and review accordingly.</li> </ul>	<ul style="list-style-type: none"> <li>• All staff</li> </ul>

<p><b>Slips, trips and falls</b></p>	<ul style="list-style-type: none"> <li>The Caretaker places grit around the school site in icy weather and clears leaves. There is also a 'Weather Policy' which is located on the shared drive 'Updated Policies' folder. The Caretaker puts up yellow warning signs to warn people of spillages &amp; when mopping. Other staff use these signs if a spillage occurs if necessary too.</li> </ul>	<ul style="list-style-type: none"> <li>Caretaker</li> <li>All staff</li> </ul>
<p><b>Management of visitors / contractors on site</b></p>	<ul style="list-style-type: none"> <li>Visitors and contractors are required to sign in, wear ID passes and have restricted access</li> <li>Contractors are made aware of the school's 'Contractors Working on Site' policy</li> </ul>	<ul style="list-style-type: none"> <li>Business Manager</li> <li>Office staff</li> </ul>
<p><b>Management of asbestos / water hygiene</b></p>	<ul style="list-style-type: none"> <li>We have an asbestos register and details are also located on the Atlas web system on the WCC website</li> </ul>	<ul style="list-style-type: none"> <li>Business Manager</li> </ul>
<p><b>Working at height</b></p>	<ul style="list-style-type: none"> <li>We follow the 'Working at Height' policy WCC guidelines and have a policy in place to reflect this</li> </ul>	<ul style="list-style-type: none"> <li>Responsible persons</li> <li>Business Manager</li> </ul>
<p><b>Control of substances hazardous to health</b></p>	<ul style="list-style-type: none"> <li>We follow WCC guidance on COSHH</li> </ul>	<ul style="list-style-type: none"> <li>Caretaker</li> <li>All staff</li> </ul>
<p><b>Maintenance of equipment / equipment safety</b></p>	<ul style="list-style-type: none"> <li>We have a maintenance timetable in place with the WES Premises Team</li> <li>We report any adhoc maintenance issues with WES Hotline Services</li> </ul>	<ul style="list-style-type: none"> <li>WES Premises Team</li> <li>Business Manager</li> </ul>