



**Health and Safety**

**22 Northgate Street**

**Warwick**

**CV34 4SP**

**Safety and Premises Services**

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November 2005 - reviewed annually by the end of January each school year

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### **PART 3 ARRANGEMENTS**

The arrangements and procedures laid down in this section of this Safety Policy have been devised in order to assist those responsible to meet their duties as laid down in the preceding section (Section 2 – Responsibilities / Organisation). The Health and Safety Manual contains details of other arrangements, and is an extension to this part of our policy document.

#### **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.

- A. **In the Caretaker's book (located in his room.)** The defect to be recorded, dated and signed by the member of staff who is reporting it and upon completion by the Caretaker.

**or if the problem cannot be dealt with by the Caretaker.**

- B. **On a Health and Safety Defect Report Form (in pigeon hole by Head Teacher's Office) and handed to the Head Teacher.**

The **Head teacher** will **number the report form accordingly** and take the following action

- 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 in the office**
- 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.

3.1.1 If the defect is likely to affect the 'normal' running of the school the **Headteacher** shall inform the LEA and Governing Body.

3.1.2 Once the defect has been repaired / item taken back into use, the date that this occurs shall be entered on the **Report Form**.

3.1.3 In order to monitor the action that has been taken and / or any delays in work being carried out, **the forms shall be checked as necessary by the Headteacher and a report produced at termly intervals at the Governors meeting at which recent defects should be identified and outstanding works discussed.**

#### **3.2 MONITORING ARRANGEMENTS**

3.2.1 The Governing body recognise the importance of monitoring health and safety matters. Monitoring will be carried out in a number of ways:

- (a) The Governors will call for termly reports on:
- accidents/incidents
  - results of internal or external health and safety inspections
  - maintenance reports
  - complaints, hazards and defects reports
  - reviews of any procedures carried out by the Head teacher
  - undertake an annual premises inspection (Premises sub committee)
- (b) The LEA'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 LEA 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 LEA, 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 / given to Teachers / Non-teaching staff / pupils and visitors as follows:

#### **3.3.1 Staff**

- (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 (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. The admin system accessible in the office and staff work room has a copy of this policy *and* appendices (see admin/gdrive/staff/health and safety policies)
- (c) New documentation arriving will be held on file and appropriate staff informed of its arrival.

It will be the responsibility of Teachers to ensure that Pupils are made aware of existing and new health and safety information.

#### **3.3.2 Visitors / Contractors**

The Head teacher, Office Staff and or Caretaker 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).

### **3.4 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 minor accident book (lunchtimes/other). Where necessary, parents / guardians or other persons will be notified of the accident.

If the Accident is serious Senior Management 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**

#### Who can administer first aid?

Teaching Assistants, The Office Team, Designated Lunchtime Supervisor and all school staff who feel competent to deal with minor first aid problems. Mrs Bakewell, Mrs Thomas and Mrs Holmes and Mrs Worrall are qualified First Aiders and one of them should be called to give advice if a member of staff is unsure about treatment.

#### Where are First Aid kits are kept?

First Aid Case on the cupboard by the office

In the unit for lunchtime first aid and for use by the Hollies

#### Who is responsible for checking / replenishing stocks?

First Aid Case on the cupboard by the office - Office support staff

In the unit for lunchtime first aid - Lunchtime Supervisor with responsibility for First Aid

#### Who is trained?

Senior Teaching Assistant - 3 year training until 01.06.2015

Teaching Assistant - 3 year training until 26.05.2015

#### First Aid at playtimes

First aid is administered outside the staff room by Teaching Assistants in the mornings and The Office Team in the afternoons

#### First Aid at lunchtimes

First aid is administered in the unit by Lunchtime Supervisor with responsibility for First Aid

#### First Aid during lessons

Send the child to the office

#### What if a child needs first aid in my lesson and cannot go the office?

Each teaching area has a green square card marked with a cross - send a sensible child or T.A. to the office to summon help

#### Records

There is a Lunchtime First Aid Book and an Office First Aid book to record date, time, registration group, cause, nature of injury and treatment given. The First Aider is required to initial the record.

Bumped Heads - a letter is sent home with the child, copies are located at the front of First Aid Record books

Injury to the groin - a letter is sent home with the injured child and to the parents of the child who caused the injury following an investigation by staff

### 3.6 MEDICATION

#### Who can administer?

Qualified First Aiders, The Office Staff, Teaching Assistants who work with a pupil requiring medication and The Head teacher

#### The safe location where it is to stored

The staffroom fridge and a cupboard in the office - note that pupils are not allowed in these rooms

#### The need to have signed consent from parent / guardian

Parents sign a consent form and these are located in a file in the office

#### If any Pupils have special requirements

A medical list is kept at the front of each first aid book and circulated to teachers at the start of the year

#### All medication given is documented

Records are kept in the front of First Aid books

A member of staff sign to say they have given a dose.

#### Any other special procedures

Children with conditions that require a rapid response e.g. severe allergy to peanuts requiring an epipen to be administered, haemophilia, have their photo, medication and details displayed in the office and the staffroom. Medical Healthcare Plans are kept in a blue folder in the Medical Room.

### 3.7 SMOKING

The school has a no smoking policy.

### 3.8 STRESS / WELFARE

The school has a policy.

### 3.9 FIRE PRECAUTIONS

#### FIRE DRILL DURING THE SCHOOL DAY

1. At the start of each term class teachers should remind children about FIRE DRILLS. In the event of a REAL FIRE or PRACTICE a continuous bell will be sounded. If a real fire occurs the responsibility to dial 999 rest with the Head Teacher, Deputy Head Teacher or Senior Staff who will instruct the office to make the call. In addition the Deputy Head Teacher will alert Rugby High School.
2. Ensure that any visitors to the school i.e. Students, Inspectors etc are made aware of the FIRE DRILL if their length of stay is for some time.
3. Children to line up quietly and calmly.
4. As far as it is practical, close all windows and doors as you leave your room and ensure that all the children have left the area. FOLLOW YOUR GROUP. A teacher should lead at the front and another should follow at the rear from the first floor.
5. Walk quietly and in single file to the near side of the playground using the **nearest and safest exit** available, paying particular attention to safety on the stairways! Line your class on the designated number marked on the playground.

6. The last group to evacuate should ensure the fire doors are closed.
7. Check your class against the register [where subject groups are operating they should return to the registration group]. At the end of the registration check report to either the Head or Deputy Head.
8. If any child or adult is missing report this to the Head or Deputy Head Teacher. **DO NOT GO BACK TO LOOK FOR THEM.**
9. Return to class when told to do so by the Head or Deputy Head Teacher. Or in the case of a real fire move to the grounds of Rugby High School if instructed to do so.
10. The kitchen staff will normally be made aware of the practice. **IF THEY HAVE NOT BEEN TOLD of a PRACTICE and the ALARM sounds they must assume there is a fire and assemble on the far side of the playground. The cook in charge will be responsible for checking her staff.**

#### **After School Activities Fire Drill**

##### **In the event of fire:**

- ◇ **Sound the fire alarm**
- ◇ Evacuate the building
- ◇ Report to the playground which is the assembly point
- ◇ Take the register
- ◇ Person in charge to ensure the fire brigade is called.

The nearest telephone is in the main entrance corridor on the wall. Do not enter the building until it is safe to do so.

11.

FIRE ALARM LOCATION	
<b>1</b>	<b>Staff Work Room</b>
<b>2</b>	<b>Reception</b>
<b>3</b>	<b>Hall - Left</b>
<b>4</b>	<b>Hall - Right</b>
<b>5</b>	<b>By Kitchen Door</b>
<b>6</b>	<b>By Kitchen Office</b>
<b>7</b>	<b>Exit Back Door to Year 6 and Unit</b>
<b>8</b>	<b>Exit Front Door by 6ER</b>
<b>9</b>	<b>Top Stairs Front by 6AL</b>
<b>10</b>	<b>Top Stairs Back by Small Maths' Room</b>
<b>11</b>	<b>Year 6 Entrance</b>
<b>12</b>	<b>Year 6 Exit</b>
<b>13 + 13a</b>	<b>ICT Suite</b>
<b>14</b>	<b>Unit – Kiln End</b>
<b>15</b>	<b>Unit - Kitchen Area</b>
<b>16</b>	<b>Unit Entrance</b>

The fire extinguishers are checked and serviced annually as indicated on their labels.  
The Fire Alarms are tested weekly by the Caretaker from a different call point each test.  
Fire drill instructions are displayed in each area.  
Fire evacuation drills are held termly with an area demarcated as the danger/fire zone.

POSITION OF FIRE EXTINGUISHERS
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MAIN BUILDING	Outside Admin Office
	Corner of Assembly Hall by Piano
	Outside Boys' Downstairs Toilets
	Upstairs Landing by Notice Board
	Upstairs Landing by Maths' Store Room
NEW BLOCK	At either End of Corridor
UNIT	Inside Main Entrance Doors
	Fire Blanket, Dry Powder Extinguisher and Sand by the Side of the Electric Cooker
COMPUTER SUITE	By External Door to the Playground
KITCHEN	Fire Blanket and Dry Powder Extinguisher
BOILER ROOMS	Dry Powder Extinguishers

### 3.10 ELECTRICITY AT WORK

Portable appliances are tested (P.A.T) annually by services contracted by W.E.S.  
Donated equipment is tested before use.

P.A.T reports are kept in the office in a Health and Safety folder.  
 All defects are removed and replaced or repaired.  
 Stage lighting is checked annually prior to the Christmas show.

### **3.11 C.O.S.H.H. (Control of substances hazardous to health)**

The Caretaker maintains the COSHH file  
 It is kept in the Caretaker's room in the main block near the exit to the playground  
 All C.O.S.H.H. materials are labelled and have a data sheet

### **3.12 ACCESS EQUIPMENT**

Access equipment is kept in the following places:

- Long ladder - boiler house 1
- Short ladders - boiler house 2
- Access stools are in the staff workroom and the small store cupboards
- A short ladder for mounting displays is kept in the medical room and the paper cupboard in the unit
- A small ladder is kept in the cupboard on the first floor outside Class 5BT.

The annual inspection is undertaken by W.E.S.  
 The Caretaker is trained in the use of access equipment by County Cleaning Services.  
 See risk assessment

## **RISK ASSESSMENTS**

Risk assessments are kept on the the Admin Network in g drive; staff, health and safety, risk assessments and in the Risk Assessment File in the Office

Risk Assessments are based on LEA models adapted for school use to cover fire, access equipment, off site visits, playground, expectant mothers, work experience pupils etc.  
 Risk assessments are reviewed annually at the same time as the Health and Safety Policy. Every Off Site visits are risk assessed prior to the visit. A copy of the risk assessment for residential visits is sent to the Local Education Authority prior to the visit

### **3.13 MANUAL HANDLING - Policy to be devised during the Spring Term**

### **3.14 EDUCATIONAL VISITS / OFF SITE ACTIVITIES**

The Head teacher is the schools' EVC (Education Visits Co-ordinator).  
 For all visits a party leader is nominated from the school staff and a visits proforma completed for the office and Chair of Governors prior to the visit to ensure that the visit is insured.  
 Pre-site visits are made for new trips.  
 Risk assessments are completed before each activity and categorised according to L.E.A. guidance - authorisation is sought from the L.E.A. for high risk activities and visits abroad.

### **3.15 LIFTING EQUIPMENT**

Lifting equipment is tested twice yearly by WES.  
 The Senior Teaching Assistant is responsible for keeping the battery charged.  
 The Senior Teaching Assistant is assessed annually.

### **3.16 WORK EXPERIENCE PUPILS**

The teacher who is acting as mentor will give the induction and monitor Work Experience pupils on the school site. Teachers will supervise pupils helping in their classes. At lunchtime the pupils will help Lunchtime Supervisors under the direction of the Senior Midday Supervisor or have lunch at home.

### **3.17 PE EQUIPMENT**

P.E equipment is inspected annually by contractors appointed by W.E.S.  
 The BAALPE guidance on safe use of the equipment is followed.

**3.18 KILN**

The Art co-ordinator and trained Teaching Assistants operate the kiln.

The firing cycle takes place over 36 hours during a continuous cycle that begins at 9.00.

The kiln is inspected annually in the Summer Term.

There is a fan to extract fumes.

Thermal gloves are provided in the kiln area. The door is kept locked while the kiln is in use.

Fire procedures will be followed in the case of an emergency.

**3.19 SPORTS PITCHES / PLAYING FIELDS**

The groundsman maintains pitches and jumping pits.

The Caretaker inspects the pits and grounds in season when used by pupils.

**3.20 CONTRACTORS & VISITORS**

During the school day in term time contractors & visitors will sign in and out in the administrative office and wear a visitor's badge.

If working on the school site in the school holidays prior arrangements at a formal meeting will be made to ensure that health and safety and security issues are addressed.

**3.21 DISPLAY SCREEN EQUIPMENT (DSE)**

Display Screen Equipment risk assessments are carried out for anyone deemed as a "user" under the Regulations and appropriate action taken to ensure their health and safety.

**3.22 LONE WORKING**

see Lone Working Arrangements document



## DEFECT REPORTING FORM

(AND WARNING SIGN IF NEEDED)

<b><u>TYPE OF DEFECT :</u></b>  BUILDING / FURNITURE / EQUIPMENT / OTHER (PLEASE SPECIFY)	<b><u>REPORTED BY:</u></b>	<b><u>SIGNED</u></b>
<b><u>DATE DEFECT FOUND</u></b>	<b><u>IMMEDIATE ACTION TAKEN TO PREVENT ACCIDENTS</u></b> (e.g. removed / locked away)	
<b>*PLEASE PASS THIS FORM TO THE RESPONSIBLE PERSON*</b>		
<b><u>NAME OF PERSON RECEIVING FORM:</u></b>		
<b><u>DATE FORM RECEIVED:</u></b>	<b><u>FORM No:</u></b>	
<b><u>ACTION TAKEN (E.G. REPAIRED BY / REPLACEMENT ORDERED / DEFECT DISPOSED OF ETC)</u></b>		
<b><u>DATE BOUGHT BACK INTO USE / REPLACEMENT RECEIVED:</u></b>	<b><u>SIGNED</u></b>	<b><u>DATE</u></b>

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

# DEFECT



# DO NOT USE



# Bilton Church of England Junior School