

# Health and safety policy arrangements for *HURLEY PRIMARY SCHOOL*

## [CLICK HERE FOR CONTENTS](#)

Arrangements are to be **proportionate, effective and appropriate**. Where other separate health and safety procedures and written documents are already in place, these are used alongside these arrangements. There is no need or requirement for procedures to be recorded again in this document. For more information and guidance, refer to the content of the WCC Health and Safety Standards document.

### 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, contact the Headteacher or (*enter names of any other persons with delegated health and safety duties*).



# Health and safety policy arrangements for **HURLEY PRIMARY SCHOOL**


## 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

*Headteacher's signature:*



Name **Glyn Morgans**  
Headteacher

*Chair of Governors signature:*



Name- **Karen Orman**  
Chair of Governors

**Date:** November 2023

**Review date of arrangements:** November 2024

# Health and safety policy arrangements for *HURLEY PRIMARY SCHOOL*

## 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 WES H&S TEAM**

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.

*Whilst not an exhaustive list; including the following will help to indicate the reasonable steps being taken to manage health and safety in school. Other areas can be included where relevant. Where other separate health and safety procedures and written documents are already in place, these can simply be used alongside these arrangements. There is no need or requirement for procedures to be recorded again in this document.*

**CONTENTS** (Much of our advice and model policies are to be found at - <http://www.warwickshire.gov.uk/schoolhsdocs> KEY wcchsw)

<ul style="list-style-type: none"><li>a) <i>Communicating health and safety information to staff inc. consultation arrangements</i></li><li>b) <i>Implementing relevant WCC health and safety policies and standards Induction and training of staff &amp; Induction and training of staff</i></li><li>c) <i>Carrying out risk assessments</i></li><li>d) <i>Recording/reporting accidents and incidents</i></li><li>e) <i>First aid and supporting medical needs</i></li><li>f) <i>Defect reporting</i></li><li>g) <i>Monitoring health and safety in school inc. workplace inspections</i></li><li>h) <i>Fire safety, inc. testing of alarms and evacuation procedures</i></li><li>i) <i>Dealing with emergencies</i></li><li>j) <i>Using display screen equipment</i></li><li>k) <i>Management of occupational stress and wellbeing</i></li><li>l) <i>Personal safety inc. procedures for physical intervention</i></li><li>m) <i>Manual handling</i></li><li>n) <i>Off-site trips and visits</i></li><li><u>o) <i>Management of visitors</i></u></li><li><u>p) <i>contractors on site</i></u></li><li><u>q) <i>Management of asbestos</i></u></li></ul>	<ul style="list-style-type: none"><li>v) <i>Outdoor Play Equipment</i></li><li>w) <i>PE equipment</i></li><li>x) <i>Pond</i></li><li>xx) <i>Sports pitches / playing field</i></li><li>xxx) <i>Housekeeping, cleaning &amp; waste disposal</i></li><li>y) <i>Electricity at work</i></li><li>z) <i>Glass and Glazing</i></li><li>Za) <i>Lettings/ /extended schools</i></li><li>Zb) <i>Smoking</i></li><li>Zc) <i>Swimming lessons</i></li><li>Zd) <i>Jewellery</i></li><li>Ze) <i>Bullying and Harassment</i></li><li>Zf) <i>Child Protection</i></li><li>Zg) <i>Vehicles on Site/car park arrangements</i></li><li>Zh) <i>School Security &amp; Violence to Staff</i></li><li>Zi) <i>Work experience pupils</i></li></ul>
---	---

## Health and safety policy arrangements for *HURLEY PRIMARY SCHOOL*

<a href="#">r) water hygiene</a> <a href="#">s) Working at height</a> <a href="#">t) Control of substances hazardous to health</a> <a href="#">u) Maintenance of equipment / equipment safety</a>	
--	--

Local arrangements / procedures	How this is achieved	Responsibility of: Name/Title
<a href="#">a) Communicating Health and Safety information to staff inc. consultation arrangements</a>	<p>All new staff will complete the LA Induction Programme</p> <p><b>Information dissemination procedure</b> Information and instructions on health and safety matters are available as follows:</p> <p><b>Employees</b></p> <ul style="list-style-type: none"> <li>On induction all staff are made aware of the H&amp;S policy</li> <li>Staff sign to state they have received, read and understood H&amp;S information</li> <li>A copy of the H&amp;S policy is available from the head's office.</li> <li>The staff handbook refers to H &amp;S information.</li> <li>There is a précised version of the staff handbook for temporary staff.</li> <li>The staff handbook is updated annually.</li> <li>New information is disseminated through staff meetings</li> <li>H&amp;S and updates will be a fixed agenda item every staff meeting</li> </ul> <p><b>Pupils</b> It will be the responsibility of teachers to ensure that pupils are made aware of existing and new health and safety information during lessons and assemblies</p> <p><b>Governors</b></p> <ul style="list-style-type: none"> <li>The head will ensure that governors are informed of any existing and new health and safety information.</li> </ul>	<ul style="list-style-type: none"> <li>- Mr Morgans HT Mr Hardman AHT</li> <li>- Lorraine O'Caroll, SBM</li> <li>- All staff</li> <li>- Mike Harle Caretaker</li> <li>- Malcome Tongue H&amp;S Governor</li> <li>- Karen Orman Chair of Governors</li> </ul>

## Health and safety policy arrangements for *HURLEY PRIMARY SCHOOL*

Local arrangements / procedures	How this is achieved	Responsibility of: Name/Title
	<ul style="list-style-type: none"> <li>This will be at the half termly governor meeting if required.</li> </ul> <p><b>Trade unions</b></p> <ul style="list-style-type: none"> <li>The Headteacher will ensure that Trade Union health and safety representatives are informed of new health and safety information (see section on trade union)</li> </ul> <p><b>Staff Consultation / Trade Unions</b> Refer to general policy statement at beginning of health and safety policy</p> <ul style="list-style-type: none"> <li>Each term there will be a health &amp; safety committee meeting with the Headteacher, Caretaker H&amp;S Gvs and H&amp;S teacher rep</li> <li>Staff can raise issues of concern and make suggestions for health and safety improvements through team briefings and defect reports</li> <li>The Head will be responsible for informing and consulting "in good time" with trade union health and safety representatives on: <ul style="list-style-type: none"> <li>- Introduction of any measures (work equipment, processes or organisation) which may affect the health and safety of employees on site.</li> <li>- Appointment of competent persons on site who will comply with health and safety requirements</li> <li>- Risks to employees health and safety and preventative measures</li> <li>- Planning and organising of health and safety training</li> <li>- Introduction of new technology and health and safety consequences</li> </ul> </li> <li>Health and safety law poster and other relevant Health and safety information is displayed on the staff room notice board along with safety representative information</li> </ul>	

## Health and safety policy arrangements for *HURLEY PRIMARY SCHOOL*

Local arrangements / procedures	How this is achieved	Responsibility of: Name/Title
<b><u>b) Implementing relevant WCC health and safety policies and standards</u></b>	<ul style="list-style-type: none"> <li>Attend Relevant CPD</li> <li>Download H&amp;S Standards from WCC H&amp;S website</li> <li>SBM and Head monitor WES publications such as WES Health &amp; Safety Newsletter and Bulletin Heads Up and Weekly Reports to check for any changes/amendments in policy</li> <li>Meet and discuss with SLT how best to implement any necessary alterations</li> <li>Governors will be advised of any proposals via the H&amp;S Governor</li> <li>Review dates put in place to ensure adherence to new procedures is happening</li> </ul>	<ul style="list-style-type: none"> <li>Mr Morgans HT Mr Hardman AHT</li> <li>Lorraine O'Caroll, SBM</li> <li>All staff</li> <li>Mike Harle Caretaker</li> <li>Malcome Tongue H&amp;S Governor</li> <li>Karen Orman Chair of Governors</li> </ul>
<b>Induction and training of staff</b>	<p>The LA Induction Checklist, Induction Guidance Booklet and LA H&amp;S standards can be found on the LA H&amp;S Website <a href="http://www.warwickshire.gov.uk/schoolhsdocs">http://www.warwickshire.gov.uk/schoolhsdocs</a> key=wcchsw (e.g. use of hazardous substances, work at height, use of DSE)</p> <ul style="list-style-type: none"> <li>The Head is responsible for new staff inductions and briefings</li> <li>The Head is responsible for establishing minimum health and safety competencies for certain roles</li> <li>Training records will be kept on the Admin Computer.</li> <li>The Head is responsible for ensuring staff undertake refresher training</li> </ul>	<ul style="list-style-type: none"> <li>Mr Morgans HT Mr Hardman AHT</li> <li>Lorraine O'Caroll, SBM</li> <li>All staff</li> <li>Mike Harle Caretaker</li> <li>Malcome Tongue H&amp;S Governor</li> <li>Karen Orman Chair of Governors</li> </ul>
<b><u>c) Risk Assessments</u></b>	<p>The LA Risk Assessment Policy and Guide can be found on the LA H&amp;S Website <a href="http://www.warwickshire.gov.uk/schoolhsdocs">http://www.warwickshire.gov.uk/schoolhsdocs</a> key=wcchsw</p> <ul style="list-style-type: none"> <li>There is a need to risk assess all foreseeable hazards.</li> <li>The Head and all staff are responsible for ensuring RA's are undertaken.</li> <li>The Head will undertake special RA's where required ((staff who are pregnant or who have health problems),</li> <li>RA's, will be reviewed annually</li> <li>Risk assessments are kept in the Head's office</li> <li>All risk assessments will be shared</li> <li>Every off-site visit should be risk assessed.</li> </ul>	<ul style="list-style-type: none"> <li>Mr Morgans HT Mr Hardman AHT</li> <li>Lorraine O'Caroll, SBM</li> <li>All staff</li> <li>Mike Harle Caretaker</li> <li>Malcome Tongue H&amp;S Governor</li> <li>Karen Orman Chair of Governors</li> </ul>

## Health and safety policy arrangements for *HURLEY PRIMARY SCHOOL*

Local arrangements / procedures	How this is achieved	Responsibility of: Name/Title
<p><b>d) <u>Recording / Reporting accidents and incidents</u></b></p>	<p><b>The LA Accident, Incident Reporting Procedures for Schools</b> can be found on the LA H&amp;S Website  <a href="http://www.warwickshire.gov.uk/schoolhsdocs">http://www.warwickshire.gov.uk/schoolhsdocs</a> key=wcchsw</p> <p>All accidents will be recorded in the school office 'accident report folder'</p> <p><b><u>Serious accidents/incident</u></b> that occur on the site should be notified to the Headteacher (or senior teacher on duty). The office staff and adult witnessing the accident will record the information on a LA accident/incident form. A copy will be kept in school and copy will be forwarded immediately or as soon as possible to the LA.</p> <p><b><u>If the accident is serious</u></b>, senior management should be made aware and immediate action taken to ensure the location of the accident is still safe to use. The Headteacher will conduct an investigation with support of the LA. 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).</p> <p><b><u>Minor accidents/incident</u></b> should be recorded in the minor accident folder by the adult who witnessed/dealt with the injury. Where necessary relevant notifications will be made to parents/carers – telephone / accident slip form etc.</p> <p>The Headteacher is responsible for taking any appropriate action necessary to prevent recurrences</p> <p>The governing body monitors accidents on a termly basis to identify any trends</p>	<ul style="list-style-type: none"> <li>- Mr Morgans HT Mr Hardman AHT</li> <li>- Lorraine O'Caroll, SBM</li> <li>- All staff</li> <li>- Mike Harle Caretaker</li> <li>- Malcome Tongue H&amp;S Governor</li> <li>- Karen Orman Chair of Governors</li> </ul>

## Health and safety policy arrangements for *HURLEY PRIMARY SCHOOL*

Local arrangements / procedures	How this is achieved	Responsibility of: Name/Title
<p><u><b>e) First Aid and supporting medical needs</b></u></p>	<p>The WCC First Aid at Work Policy and Warwickshire Early Years Health Directory can be found on the LA H&amp;S Website  <a href="http://www.warwickshire.gov.uk/schoolhsdocs">http://www.warwickshire.gov.uk/schoolhsdocs</a> key=wcchsw</p> <ul style="list-style-type: none"> <li>First aider details are displayed in the Head's office and prominently around the school</li> <li>6 staff have 1 day First aider qualifications and refresher training undertaken every 3 years.</li> <li>First aid kits are kept in the Staff room and around the school.</li> <li>Carmen Parish is responsible for checking and restocking the first aid kits.</li> <li>The head, a Senior member of staff or the school secretary will summons ambulance and a member of staff will accompany children to hospital if parents are unobtainable.</li> <li>There are 6 trained 1<sup>st</sup> aiders to cover in the event of absence, training &amp; retraining of first aiders.</li> </ul> <p><b>Medication</b></p> <ul style="list-style-type: none"> <li>The secretary, teachers and teaching assistants administer the medication</li> <li>They are made aware of the school procedures for medication.</li> <li>Medicine is stored in the school office on top of a high cupboard.</li> <li>Signed consent must be received from parent / guardian</li> <li>(Form available in WCC Health Directory).</li> <li>All medication given is documented.</li> </ul>	<ul style="list-style-type: none"> <li>- Mr Morgans HT Mr Hardman AHT</li> <li>- Lorraine O'Caroll, SBM</li> <li>- All staff</li> <li>- Mike Harle Caretaker</li> <li>- Malcome Tongue H&amp;S Governor</li> <li>- Karen Orman Chair of Governors</li> </ul>
<p><u><b>f) Defect reporting</b></u></p>	<p>Defects are reported to the caretaker, secretary who then record the defect into the defect report book kept in the school office.  <b>SIGNIFICANT DEFECTS MUST BE REPORTED TO HEAD AND GOVERNORS AS SOON AS POSSIBLE.</b> All defective items are taken out of use immediately. An 'out of use' label is displayed on any defective item that must not be removed until the problem is rectified.</p> <ul style="list-style-type: none"> <li>Each week the Headteacher will check defects are being rectified.</li> </ul>	<ul style="list-style-type: none"> <li>- Mr Morgans HT Mr Hardman AHT</li> <li>- Lorraine O'Caroll, SBM</li> <li>- All staff</li> <li>- Mike Harle Caretaker</li> <li>- Malcome Tongue H&amp;S Governor</li> <li>- Karen Orman Chair of Governors</li> </ul>



## Health and safety policy arrangements for *HURLEY PRIMARY SCHOOL*

Local arrangements / procedures	How this is achieved	Responsibility of: Name/Title										
	<ul style="list-style-type: none"><li>Each half term there is a H&amp;S walk of the site with Head/Gov/ Caretaker</li><li>Governors are informed of significant defect or health &amp; safety issues at each Governors meeting (at least twice per term)</li></ul>											
<u><a href="#">g) Monitoring health and safety in school inc. workplace inspections</a></u>	<table><tr><th>Who will carry out health and safety inspections</th><th>Frequency</th></tr><tr><td>The Head (&amp; Staff)</td><td>Daily</td></tr><tr><td>WES Safety &amp; premises,</td><td>3 yearly</td></tr><tr><td>The H &amp;S Governor</td><td>Termly</td></tr><tr><td>Caretaker</td><td>Daily</td></tr></table> <p>The governing body will ensure that regular reports of accidents and dangerous occurrences are provided by the Head Teacher and that any necessary alterations to working practices and procedures are implemented. The governing body recognise the importance of monitoring health and safety matters. Monitoring will be carried out in a number of ways:</p> <p>Governors receive annual/ termly reports on accidents / incidents;</p> <ul style="list-style-type: none"><li>results of internal or external health and safety inspections;</li><li>maintenance reports;</li><li>complaints, hazards and defects reports; and</li><li>reviews of any procedures carried out by the Head Teacher / site manager / Bursar.</li></ul> <p>To help this process, the governors and Head Teacher will ensure that all reasonable inspection facilities and information are provided on request to officers of the LA, inspectors of the health and safety</p>	Who will carry out health and safety inspections	Frequency	The Head (& Staff)	Daily	WES Safety & premises,	3 yearly	The H &S Governor	Termly	Caretaker	Daily	<ul style="list-style-type: none"><li>- Mr Morgans HT Mr Hardman AHT</li><li>- Lorraine O'Caroll, SBM</li><li>- All staff</li><li>- Mike Harle Caretaker</li><li>- Malcome Tongue H&amp;S Governor</li><li>- Karen Orman Chair of Governors</li></ul>
Who will carry out health and safety inspections	Frequency											
The Head (& Staff)	Daily											
WES Safety & premises,	3 yearly											
The H &S Governor	Termly											
Caretaker	Daily											

## Health and safety policy arrangements for *HURLEY PRIMARY SCHOOL*

Local arrangements / procedures	How this is achieved	Responsibility of: Name/Title
	executive (HSE), Trade Union health and safety representatives and any other bona fide health and safety officials.	
<u><a href="#">h) Fire safety, inc. testing of alarms and evacuation procedures</a></u>	<p>The <b>WCC Fire Safety Management Policy and Arrangements</b> can be found on the LA H&amp;S Website  <a href="http://www.warwickshire.gov.uk/schoolhsdocs">http://www.warwickshire.gov.uk/schoolhsdocs</a> key=wcchsw</p> <ul style="list-style-type: none"> <li>• The Head teacher is responsible for reviewing the fire risk assessment and emergency plans, include bomb threats/explosion/floods/intruders/dogs in playground etc. Procedures for dealing with the worst foreseeable contingency</li> <li>• Details for emergency evacuation drills, including staff with special responsibilities and frequencies of drills, assembly points, etc. See Appendix and posted in all corridors and classrooms. (regular termly practice)</li> <li>• The head health &amp; Safety governor and caretaker are responsible for inspection and maintenance of fire exits/escape routes</li> <li>• The head and secretary are responsible for checking and updating the Fire Evacuation Notices</li> <li>• Annual contract with county covers regular inspections and maintenance of fire extinguishers.</li> <li>• All staff have undergone fire awareness training and this will be reviewed on a regular basis.</li> <li>• The head, senior manager in charge or secretary are responsible for calling the emergency services and co-ordinating the evacuation.</li> <li>• The head or secretary (or ta i/c office) should make checks / take registers etc.</li> <li>• The Assistant head or senior manager would deputise for this.</li> <li>• A contract with county covers the regular testing of the fire alarms and emergency lighting on 6 monthly basis and recorded in the fire precautions manual..</li> </ul>	<ul style="list-style-type: none"> <li>- Mr Morgans HT Mr Hardman AHT</li> <li>- Lorraine O'Caroll, SBM</li> <li>- All staff</li> <li>- Mike Harle Caretaker</li> <li>- Malcome Tongue H&amp;S Governor</li> <li>- Karen Orman Chair of Governors</li> </ul>

## Health and safety policy arrangements for *HURLEY PRIMARY SCHOOL*

Local arrangements / procedures	How this is achieved	Responsibility of: Name/Title
	<ul style="list-style-type: none"> <li>The Nursery follows school procedures and the Local Authority is notified of any incidents. (Miles Marriot).</li> <li>The local police patrol the school when the school is closed.</li> <li>Securitas cover the use of the premises outside normal working hours.</li> </ul>	
<p><b><u>i) Dealing with emergencies</u></b></p>	<p><b><u>SCHOOL CLOSURES</u></b>  <b>The Headteacher and Chair of Governors have the joint responsibility to determine the closure of the school.</b></p> <p><b>If the Chair is unavailable the Headteacher have this responsibility and he will try wherever possible to make a this decision following consultation with The Assistant Head, SMT and/or Available Governors.</b></p> <p>The WCC Advice for Schools Emergency Action document has been replaced by the new 'Emergency Advice &amp; Support for Educational Establishments' guidance document along with additional Warwickshire specific information. For more information and document access, go to: <a href="http://www.warwickshire.gov.uk/schoolemergency">www.warwickshire.gov.uk/schoolemergency</a>  For more advice and support on developing school emergency plans, please contact the Coventry, Solihull and Warwickshire Resilience Team email <a href="mailto:cswrt@warwickshire.gov.uk">cswrt@warwickshire.gov.uk</a> Tel <b>0121 704 8166</b></p> <p><b>(E.A.S.E.E.)</b>  <b><u>Emergency advice and support for educational establishments</u></b>  Incidents and Emergencies can occur at any time and can have a big impact on a school, its students and staff. For this reason we have created Emergency Advice and Support for Educational Establishments (E.A.S.E.E.) which contains school Emergency and Business Continuity Plan Templates, as well as Guidance Material to</p>	<ul style="list-style-type: none"> <li>- Mr Morgans HT Mr Hardman AHT</li> <li>- Lorraine O'Caroll, SBM</li> <li>- All staff</li> <li>- Mike Harle Caretaker</li> <li>- Malcome Tongue H&amp;S Governor</li> <li>- Karen Orman Chair of Governors</li> </ul>

## Health and safety policy arrangements for *HURLEY PRIMARY SCHOOL*

Local arrangements / procedures	How this is achieved	Responsibility of: Name/Title
	<p>enable schools to effectively respond to a range of incidents they may face.</p> <p>EASSEE has been developed in partnership by the Coventry, Solihull and Warwickshire (CSW) Resilience Team, Educational Psychologists and services from across the sub-region.</p> <p>It is available at no charge to schools and replaces existing information that you may hold in regards to previous Emergency Advice to Schools documents.</p> <p><b>Contents of the E.A.S.E.E. document in relation to emergency planning:</b></p> <ul style="list-style-type: none"> <li>• School Emergency Plan Template;</li> <li>• Guidance for putting in place the School Emergency Support Team S.E.R.T. structure into your School;</li> <li>• A process for activating SERT in and out of hours;</li> <li>• Contact List Templates for both internal and external contacts;</li> <li>• Guidance for dealing with the Media;</li> <li>• Guidance for and Outbreak of Infectious Disease;</li> <li>• Guidance for dealing with large scale incidents which may require additional support from the Local Authority or Emergency Services;</li> <li>• Guidance for dealing with small scale incidents which can be dealt with internally.</li> </ul> <p><b>Contents of the E.A.S.E.E. document in relation to business continuity:</b></p> <ul style="list-style-type: none"> <li>• Business Impact Assessment Template (BIA);</li> <li>• Risk Assessment Template (RA);</li> <li>• Business Continuity Plan Template (BCP);</li> <li>• Guidance on completing the above documents;</li> <li>• Guidance on responding and dealing with a business continuity type incident.</li> </ul> <p><b><u>Acquiring a copy of the E.A.S.E.E. document</u></b></p> <p>The documents are listed below</p> <p><b>WES login required to assess the following documents:</b></p> <p><b>OR contact the CSW Resilience Team via email:</b></p> <p><b><u>cswrt@warwickshire.gov.uk</u> or telephone: <u>0121 704 8166</u>.</b></p>	

## Health and safety policy arrangements for *HURLEY PRIMARY SCHOOL*

Local arrangements / procedures	How this is achieved	Responsibility of: Name/Title
	<a href="#">Educational Advice and Support Educational Establishment Guidance Document (PDF) (General Information)</a> <a href="#">Educational Advice and Support Educational Establishment Guidance Document (Word) (General Information)</a> <a href="#">EASEE SA&amp;G (WS) Emergency During An Offsite Activity (General Information)</a> <a href="#">EASEE SA&amp;G (WS) Missing Run Away Pupil (General Information)</a> <a href="#">EASEE SA&amp;G (WS) Severe Weather Guidance (General Information)</a>	
<u><a href="#">j) Using display screen equipment</a></u>	<p>The WCC DSE Policy can be found on the Schools H&amp;S website <a href="http://www.warwickshire.gov.uk/schoolhsdocs">http://www.warwickshire.gov.uk/schoolhsdocs</a> key=wcchsw</p> <p>In accordance with the Display Screen Regulations:</p> <ul style="list-style-type: none"> <li>• All staff who are classed as DSE “Users” including teachers with laptops are provided a basic awareness training as part of their health and safety awareness training</li> <li>• This will be undertaken by all relevant staff, as part of their induction. Refresher training will be undertaken every 3 years.</li> <li>• Risk assessments for all staff members- using a display screen workstation or laptop will be reviewed at least annually or sooner if changes to equipment or location occur</li> <li>• The Headteacher will monitor and arrange for any problems relating to display screen equipment and its use to be resolved.</li> </ul>	<ul style="list-style-type: none"> <li>- Mr Morgans HT Mr Hardman AHT</li> <li>- Lorraine O’Caroll, SBM</li> <li>- All staff</li> <li>- Mike Harle Caretaker</li> <li>- Malcome Tongue H&amp;S Governor</li> <li>- Karen Orman Chair of Governors</li> </ul>
<u><a href="#">K) Management of occupational stress and wellbeing</a></u>	<p>The WCC Management of Work-Related Stress &amp; Wellbeing Policy can be found on the LA H&amp;S website <a href="http://www.warwickshire.gov.uk/schoolhsdocs">http://www.warwickshire.gov.uk/schoolhsdocs</a> key=wcchsw</p> <ul style="list-style-type: none"> <li>• Staff Appraisals include a discussion related to work load and stress.</li> <li>• Anyone experiencing problems can refer to the Headteacher for support</li> </ul>	<ul style="list-style-type: none"> <li>- Mr Morgans HT Mr Hardman AHT</li> <li>- Lorraine O’Caroll, SBM</li> <li>- All staff</li> <li>- Mike Harle Caretaker</li> <li>- Malcome Tongue H&amp;S Governor</li> <li>- Karen Orman Chair of Governors</li> </ul>

## Health and safety policy arrangements for *HURLEY PRIMARY SCHOOL*

Local arrangements / procedures	How this is achieved	Responsibility of: Name/Title
	<ul style="list-style-type: none"> <li>• The Headteacher will conduct a confidential discussion to see what is causing the stress and devise a plan to remove/reduce difficulties and provide necessary support..</li> <li>• The staff can contact the Heateacher confidentially if required.</li> <li>• The Headteaheer and H&amp;S governor will carry out a generic stress risk assessment?</li> <li>• The Headteacher will carry out individual stress risk assessments</li> <li>• What are the procedures to obtain health advice, counselling etc. for employees e.g. referral to Occupational Health Service</li> <li>• Expectant mothers are encouraged to report as soon as possible so a risk assessments &amp; plans can be carried out and reviewed constantly.</li> <li>• If required the staff room can be utilised as a rest room.</li> </ul>	
<u><a href="#">l) Personal safety inc. procedures for physical intervention</a></u>	<p>The WCC Personal Safety Policy and Working Safely Guides can be found on the LA H&amp;S website  <a href="http://www.warwickshire.gov.uk/schoolhsdocs">http://www.warwickshire.gov.uk/schoolhsdocs</a> key=wcchsw</p> <ul style="list-style-type: none"> <li>• Lone Working is limited to teachers and the head (only if they choose ) and the caretaker.</li> <li>• Advice and training is given to the caretaker who is expected to work alone</li> <li>• Personal safety training is given to staff on induction</li> <li>• Staff are advised not to work alone If they are Safe working practices/rules are outlined in the Risk Assessment.</li> <li>• Risk assessments carried out and shared with staff and are retained in the Risk assessments folder</li> </ul>	<ul style="list-style-type: none"> <li>- Mr Morgans HT Mr Hardman AHT</li> <li>- Lorraine O'Caroll, SBM</li> <li>- All staff</li> <li>- Mike Harle Caretaker</li> <li>- Malcome Tongue H&amp;S Governor</li> <li>- Karen Orman Chair of Governors</li> </ul>
<u><a href="#">m) Manual handling</a></u>	<p>The WCC Manual Handling Policy and Manual Handling Guidance for Children Handling can be found on the LA H&amp;S website  <a href="http://www.warwickshire.gov.uk/schoolhsdocs">http://www.warwickshire.gov.uk/schoolhsdocs</a> key=wcchsw</p>	<ul style="list-style-type: none"> <li>- Mr Morgans HT Mr Hardman AHT</li> <li>- Lorraine O'Caroll, SBM</li> <li>- All staff</li> <li>- Mike Harle Caretaker</li> <li>- Malcome Tongue H&amp;S Governor</li> <li>- Karen Orman Chair of Governors</li> </ul>

## Health and safety policy arrangements for **HURLEY PRIMARY SCHOOL**

Local arrangements / procedures	How this is achieved	Responsibility of: Name/Title
	<ul style="list-style-type: none"> <li>Activities that require a manual handling operation (e.g. lifting, pushing, pulling etc)?</li> <li>The caretaker is given specific training / and staff are made aware of risks and precautions</li> <li>The Head will carry out individual risk assessment to identify precautions to minimise manual handling tasks?</li> </ul>	
<u><b>n) Off-site trips and visits</b></u>	<ul style="list-style-type: none"> <li>We use the EVOLVE IT system to keep records of Trips &amp; RA</li> <li>The AHT Mat Hardman is the school's EVC</li> <li>When planning school trip pre-site visits must be made unless there is a good reason.</li> <li>Teachers will carry out risk assessments before the activity takes place.</li> <li>Approval must be granted from the Head the LA and the Governors.               <ul style="list-style-type: none"> <li>- Emergency arrangements must be agreed before each trip</li> <li>- Parental authorisation must be granted</li> <li>- Supervision requirements must be adhered to following the LA advice in Offsite visit manual.</li> <li>- First Aid must be Provided</li> </ul> </li> <li>A 'plan B' must be available if the activity cannot be carried out.</li> <li>Adequate Insurance to the value of £5M/other relevant figure must be arranged.</li> </ul>	<ul style="list-style-type: none"> <li>- Mr Morgans HT Mr Hardman AHT</li> <li>- Lorraine O'Caroll, SBM</li> <li>- All staff</li> <li>- Mike Harle Caretaker</li> <li>- Malcome Tongue H&amp;S Governor</li> <li>- Karen Orman Chair of Governors</li> </ul>
<u><b>o) Management of visitors</b></u>	<ul style="list-style-type: none"> <li>The Head or the school secretary will ensure that visitors are informed of any health and safety arrangements which may affect them during their visit</li> <li>Health and Safety information will be disseminated by H&amp;S leaflet and verbally.</li> <li>All visitors must sign in and out at the office</li> <li>All staff and visitors must wear identification</li> <li>Any visitors allowed to work with children must be CRB checked and also have the headteacher's permission to do so.</li> </ul>	<ul style="list-style-type: none"> <li>- Mr Morgans HT Mr Hardman AHT</li> <li>- Lorraine O'Caroll, SBM</li> <li>- All staff</li> <li>- Mike Harle Caretaker</li> <li>- Malcome Tongue H&amp;S Governor</li> <li>- Karen Orman Chair of Governors</li> </ul>

## Health and safety policy arrangements for *HURLEY PRIMARY SCHOOL*

Local arrangements / procedures	How this is achieved	Responsibility of: Name/Title
<p><u><a href="#">p) contractors on site</a></u></p>	<p>The WCC 'Safe Management of Contractors' Policy can be found on the LAH&amp;S website  <a href="http://www.warwickshire.gov.uk/schoolhsdocs">http://www.warwickshire.gov.uk/schoolhsdocs</a>  Key=wcchsw</p> <ul style="list-style-type: none"> <li>• The Headteacher has attended the WCC Safe Management of Contractors Course.</li> <li>• The Head or the school secretary will ensure that visitors are informed of any health and safety arrangements which may affect them during their visit (including any Asbestos on site)</li> <li>• Health and Safety information be disseminated by H&amp;S leaflet and verbally.</li> <li>• Virtually always - contractors are selected using property services. <b>Especially if the job entails electrics or changes to the structure of the building.</b></li> <li>• Arrangements for induction of contractors is carried out at pre contract meeting to exchange information and agree safe working arrangements.</li> <li>• The Headteacher is responsible for checking method statements and risk assessments prior to commencement of work with the support of property services.</li> <li>• Staff should report concerns to the Headteacher.</li> </ul> <p><b>Contractors and Visitors on Site</b></p> <ul style="list-style-type: none"> <li>• All visitors and contractors must report to the office wear and id badge and sign in and out etc The Headteacher and secretary will ensure this takes place.</li> <li>• Visitors and contractors will be informed of health and safety issues on entering the school <b>through the leaflet provided.</b></li> </ul>	<ul style="list-style-type: none"> <li>- Mr Morgans HT Mr Hardman AHT</li> <li>- Lorraine O'Caroll, SBM</li> <li>- All staff</li> <li>- Mike Harle Caretaker</li> <li>- Malcome Tongue H&amp;S Governor</li> <li>- Karen Orman Chair of Governors</li> </ul>



## Health and safety policy arrangements for *HURLEY PRIMARY SCHOOL*

Local arrangements / procedures	How this is achieved	Responsibility of: Name/Title
<p><u><a href="#">g) Management of asbestos</a></u></p>	<p>The WCC Asbestos Policy and Managers Guide to Asbestos can be found on the LA H&amp;S website  <a href="http://www.warwickshire.gov.uk/schoolhsdocs">http://www.warwickshire.gov.uk/schoolhsdocs</a> key=wcchsw</p> <p><b>School Asbestos Information is found on ATLAS</b>  <a href="http://www.warwickshire.gov.uk">www.warwickshire.gov.uk</a>  From the top right corner select  “My Account”  Select ‘Me@WCC’ from the drop-down  Enter username (2032WES) and password into the space provided  Select the ‘ATLASWEB System’ link under ‘My Databases’ to AtlasWeb</p> <p>Up to date information regarding asbestos is found on the ATLAS Database. This system is referred to prior to any intrusive work being carried out be it by a contractor, member of staff or other.</p> <ul style="list-style-type: none"> <li>• The asbestos register is kept in the heads office and that it is shown to all contractors prior to work commencing. Contractors must sign to state they have seen the asbestos register.</li> <li>• It must be ensured that there is no asbestos in the building structure prior to intrusive work being carried out, i.e. putting up shelving.</li> <li>• For further guidance refer to WCC asbestos policy or contact Property Resources for advice</li> </ul>	<ul style="list-style-type: none"> <li>- Mr Morgans HT Mr Hardman AHT</li> <li>- Lorraine O’Caroll, SBM</li> <li>- All staff</li> <li>- Mike Harle Caretaker</li> <li>- Malcome Tongue H&amp;S Governor</li> <li>- Karen Orman Chair of Governors</li> </ul>
<p><u><a href="#">r) Water hygiene</a></u></p>	<p>The WCC Legionnaires and Water Hygiene Policy can be found on the LA H&amp;S website  <a href="http://www.warwickshire.gov.uk/schoolhsdocs">http://www.warwickshire.gov.uk/schoolhsdocs</a> key=wcchsw</p> <p>The water hygiene log book is kept in the Caretakers room.</p> <ul style="list-style-type: none"> <li>• The Caretaker is responsible for carrying out water hygiene sampling.</li> <li>• The head will ensure maintenance arrangements for air conditioning units.</li> </ul>	<ul style="list-style-type: none"> <li>- Mr Morgans HT Mr Hardman AHT</li> <li>- Lorraine O’Caroll, SBM</li> <li>- All staff</li> <li>- Mike Harle Caretaker</li> <li>- Malcome Tongue H&amp;S Governor</li> <li>- Karen Orman Chair of Governors</li> </ul>

## Health and safety policy arrangements for *HURLEY PRIMARY SCHOOL*

Local arrangements / procedures	How this is achieved	Responsibility of: Name/Title
<u><a href="#">s) Working at height</a></u>	<p>The WCC Work at Height Policy and associated guides can be found on the LA H&amp;S Website  <a href="http://www.warwickshire.gov.uk/schoolhsdocs">http://www.warwickshire.gov.uk/schoolhsdocs</a> key=wcchsw</p> <ul style="list-style-type: none"> <li>Ladders are kept <ul style="list-style-type: none"> <li>LARGE STEP LADDERS = outdoor storeroom</li> <li>SMALL STEP LADDERS = caretakers</li> </ul> </li> <li>Annual ladder inspections are conducted by contract with the LA</li> <li>All staff must carry out pre use checks and report any defects to head.</li> <li>The Head will carry out risk assessments and ensure staff are aware of the risk assessments.</li> <li>staff must not use steps and ladders whilst working alone.</li> <li>The caretaker is given ladder training</li> <li>Staff must wearing appropriate clothing / footwear if using steps and ladders</li> <li>Pupils must not use steps or ladders</li> <li>Contractors must be trained in using ladders and must provide and be responsible for their own equipment</li> </ul>	<ul style="list-style-type: none"> <li>Mr Morgans HT Mr Hardman AHT</li> <li>Lorraine O'Caroll, SBM</li> <li>All staff</li> <li>Mike Harle Caretaker</li> <li>Malcome Tongue H&amp;S Governor</li> <li>Karen Orman Chair of Governors</li> </ul>
<u><a href="#">t) Control of substances hazardous to health</a></u>	<p>The WCC COSHH policy and COSHH Risk Assessment and Guide to Completion can be found on the LA H&amp;S website  <a href="http://www.warwickshire.gov.uk/schoolhsdocs">http://www.warwickshire.gov.uk/schoolhsdocs</a> key=wcchsw.</p> <ul style="list-style-type: none"> <li>The school will endeavour to select the least Hazardous substances.</li> <li>The caretaker maintains the COSHH file which is kept in the caretaker's office.</li> <li>Purchasing Policy – the caretaker re orders COSHH products and any new products are purchased following consultation and the county cash officer.</li> <li>All COSHH materials have got a data sheet</li> </ul>	<ul style="list-style-type: none"> <li>Mr Morgans HT Mr Hardman AHT</li> <li>Lorraine O'Caroll, SBM</li> <li>All staff</li> <li>Mike Harle Caretaker</li> <li>Malcome Tongue H&amp;S Governor</li> <li>Karen Orman Chair of Governors</li> </ul>

## Health and safety policy arrangements for *HURLEY PRIMARY SCHOOL*

Local arrangements / procedures	How this is achieved	Responsibility of: Name/Title																																								
	<ul style="list-style-type: none"><li>The school recognises the need to carry out risk assessments for tasks using the most hazardous substances as per the WCC COSHH Policy.</li><li>The head and caretaker are responsible for safe storage of the COSHH products as per the manufacturer’s guidance.</li><li>Staff are made aware of how to identify COSHH materials by reference to the coshh poster in the staffroom.</li><li>The caretaker is responsible for labelling decanted substances.</li><li>Personal Protective Equipment is provided as required in COSHH data sheets.</li></ul>																																									
<u><a href="#">u) Maintenance of equipment / equipment safety</a></u>	<table><tr><th>ITEM</th><th>FREQUENCY</th><th>WHO</th><th>RECORDS KEPT</th></tr><tr><td>Ladders and steps</td><td>Yearly</td><td>School</td><td>Office</td></tr><tr><td>Extractor in kitchen.</td><td>Yearly</td><td>School</td><td></td></tr><tr><td>PE equipment</td><td>Yearly</td><td>WES</td><td>Office</td></tr><tr><td>The cookers</td><td>Yearly</td><td>School</td><td></td></tr><tr><td>The fire alarm</td><td>Yearly</td><td>Dodd Group</td><td>Office</td></tr><tr><td>smoke detection,</td><td>Yearly</td><td>N/A</td><td>Office</td></tr><tr><td>Emergency lighting,</td><td>Yearly</td><td></td><td>Office</td></tr><tr><td>Fire extinguishers..</td><td>Yearly</td><td>Abbey Fire</td><td>Office</td></tr><tr><td></td><td></td><td></td><td></td></tr></table>	ITEM	FREQUENCY	WHO	RECORDS KEPT	Ladders and steps	Yearly	School	Office	Extractor in kitchen.	Yearly	School		PE equipment	Yearly	WES	Office	The cookers	Yearly	School		The fire alarm	Yearly	Dodd Group	Office	smoke detection,	Yearly	N/A	Office	Emergency lighting,	Yearly		Office	Fire extinguishers..	Yearly	Abbey Fire	Office					<ul style="list-style-type: none"><li>- Mr Morgans HT Mr Hardman AHT</li><li>- Lorraine O’Caroll, SBM</li><li>- All staff</li><li>- Mike Harle Caretaker</li><li>- Malcome Tongue H&amp;S Governor</li><li>- Karen Orman Chair of Governors</li></ul>
ITEM	FREQUENCY	WHO	RECORDS KEPT																																							
Ladders and steps	Yearly	School	Office																																							
Extractor in kitchen.	Yearly	School																																								
PE equipment	Yearly	WES	Office																																							
The cookers	Yearly	School																																								
The fire alarm	Yearly	Dodd Group	Office																																							
smoke detection,	Yearly	N/A	Office																																							
Emergency lighting,	Yearly		Office																																							
Fire extinguishers..	Yearly	Abbey Fire	Office																																							
<u><a href="#">v) Outdoor Play Equipment</a></u>	<ul style="list-style-type: none"><li>Playworld Equipment , HMS Hurley and The Peace Garden</li><li>Outdoor play equipment is formally inspected termly by the WES.</li><li>The Head, Caretaker and teachers on duty will carry out the daily visual inspections.</li><li>Risk Assessment are carried out for use of equipment.</li></ul>	<ul style="list-style-type: none"><li>- Mr Morgans HT Mr Hardman AHT</li><li>- Lorraine O’Caroll, SBM</li><li>- All staff</li><li>- Mike Harle Caretaker</li><li>- Malcome Tongue H&amp;S Governor</li><li>- Karen Orman Chair of Governors</li></ul>																																								
<u><a href="#">w) PE equipment</a></u>	Refer to afPE ‘Safe Practice in Physical Education and Sport’ document	<ul style="list-style-type: none"><li>- Mr Morgans HT Mr Hardman AHT</li><li>- Lorraine O’Caroll, SBM</li></ul>																																								

## Health and safety policy arrangements for *HURLEY PRIMARY SCHOOL*

Local arrangements / procedures	How this is achieved	Responsibility of: Name/Title
	<ul style="list-style-type: none"> <li>PE equipment is inspected by WES on yearly basis.</li> <li>Pre-use visual checks should always be made and defects reported to Head and recorded.</li> <li>Children under supervision may set out the equipment</li> <li>The school PE policy is located in the Head's office.</li> </ul>	<ul style="list-style-type: none"> <li>- All staff</li> <li>- Mike Harle Caretaker</li> <li>- Malcome Tongue H&amp;S Governor</li> <li>- Karen Orman Chair of Governors</li> </ul>
<u><b>x) Pond</b></u>	<ul style="list-style-type: none"> <li>High levels of supervision are required by the school pond 1 member of staff for 6 pupils.</li> <li>A Risk Assessment has been made concerning the pond.</li> <li>The caretaker will keep the pond Maintained.</li> </ul>	<ul style="list-style-type: none"> <li>- Mr Morgans HT Mr Hardman AHT</li> <li>- Lorraine O'Caroll, SBM</li> <li>- All staff</li> <li>- Mike Harle Caretaker</li> <li>- Malcome Tongue H&amp;S Governor</li> <li>- Karen Orman Chair of Governors</li> </ul>
<u><b>xx) Sports pitches / playing fields</b></u>	<ul style="list-style-type: none"> <li>The grounds will be maintained by a contract with the LA</li> <li>All staff will carry out daily visual inspection before use.</li> </ul>	<ul style="list-style-type: none"> <li>- Mr Morgans HT Mr Hardman AHT</li> <li>- Lorraine O'Caroll, SBM</li> <li>- All staff</li> <li>- Mike Harle Caretaker</li> <li>- Malcome Tongue H&amp;S Governor</li> <li>- Karen Orman Chair of Governors</li> </ul>
<u><b>xxx) Housekeeping, cleaning &amp; waste disposal</b></u>	<ul style="list-style-type: none"> <li>Premises are kept clean by the caretaker and 1 cleaner.</li> <li>There is a weekly council refuse collection</li> <li>Wet floor cleaning is clearly signed to minimise risks of slips.</li> <li>A yellow sharps box is available for glass and other sharp objects</li> <li>The caretaker clears school during snow shifting and icy conditions</li> <li>The caretaker clears leaves off pathways.</li> <li>The external waste bins are staked away from the building.</li> <li>The council are asked to dispose of hazardous waste such as fluorescent tubes and computers etc</li> <li>The caretaker takes small amounts to the tip.</li> </ul>	<ul style="list-style-type: none"> <li>- Mr Morgans HT Mr Hardman AHT</li> <li>- Lorraine O'Caroll, SBM</li> <li>- All staff</li> <li>- Mike Harle Caretaker</li> <li>- Malcome Tongue H&amp;S Governor</li> <li>- Karen Orman Chair of Governors</li> </ul>
<u><b>y) Electricity at work</b></u>	The WCC Electrical Testing Policy can be found on the LA H&S website <a href="http://www.warwickshire.gov.uk/schoolhdocs">http://www.warwickshire.gov.uk/schoolhdocs</a> key=wcchsw	<ul style="list-style-type: none"> <li>- Mr Morgans HT Mr Hardman AHT</li> <li>- Lorraine O'Caroll, SBM</li> <li>- All staff</li> <li>- Mike Harle Caretaker</li> <li>- Malcome Tongue H&amp;S Governor</li> </ul>

## Health and safety policy arrangements for *HURLEY PRIMARY SCHOOL*

Local arrangements / procedures	How this is achieved	Responsibility of: Name/Title
	<ul style="list-style-type: none"> <li>• All hardwired equipment is checked every 5 years by Property Resource</li> <li>• The Head is responsible for monitoring hardwiring checks have been carried out</li> <li>• Portable appliances are tested (PAT) annually by county contract.</li> <li>• If premises let out – portable appliances are tested (PAT) annually by county contract.</li> <li>• PAT registers are kept in the school office</li> <li>• Defective items are removed or repaired</li> <li>• Stage lighting is rented annually</li> <li>• Defective equipment is recorded in a special file in the secretary's office.</li> </ul>	<ul style="list-style-type: none"> <li>- Karen Orman Chair of Governors</li> </ul>
<u><a href="#">z) Glass and Glazing</a></u>	A risk assessment has been carried out for all glazing to ensure glazing complies with current safety standards. All low level glazing i.e. below 800mm, glazing in doors and high-risk glazing is toughened or laminated glass complying with or has been fitted with safety film. All broken glazing to be repaired immediately.	<ul style="list-style-type: none"> <li>- Mr Morgans HT Mr Hardman AHT</li> <li>- Lorraine O'Caroll, SBM</li> <li>- All staff</li> <li>- Mike Harle Caretaker</li> <li>- Malcome Tongue H&amp;S Governor</li> <li>- Karen Orman Chair of Governors</li> </ul>
<u><a href="#">Za) Lettings/Shared use of premises/extended schools</a></u>	<ul style="list-style-type: none"> <li>• The head is responsible for discussing and agreeing health and safety arrangements</li> <li>• The head is responsible for restrictions on use of equipment.</li> <li>• The Lettings group is responsible for Staffing requirements.</li> <li>• The Lettings group is responsible for First aid provision</li> <li>• The head is responsible for discussing and agreeing Fire and emergency arrangements</li> <li>• The Lettings group is responsible for Fire and emergency arrangements.</li> <li>• The Lettings group is responsible for Standard operating procedures.</li> <li>• Both the Head and PTSA are responsible for agreeing to and overseeing school fetes and other fund raising events.</li> <li>• The head is responsible for Emergency lighting availability.</li> </ul>	<ul style="list-style-type: none"> <li>- Mr Morgans HT Mr Hardman AHT</li> <li>- Lorraine O'Caroll, SBM</li> <li>- All staff</li> <li>- Mike Harle Caretaker</li> <li>- Malcome Tongue H&amp;S Governor</li> <li>- Karen Orman Chair of Governors</li> </ul>

## Health and safety policy arrangements for *HURLEY PRIMARY SCHOOL*

Local arrangements / procedures	How this is achieved	Responsibility of: Name/Title
	<ul style="list-style-type: none"> <li>The secretary and head are responsible for applying for public entertainment licences.</li> <li>The head, H&amp;S governor and all appropriate staff checking risk assessments?</li> <li>The head and governors are responsible for Security arrangements.</li> <li>The head and governors are responsible for Insurance cover.</li> </ul>	
<a href="#"><u>Zb) Smoking</u></a>	<ul style="list-style-type: none"> <li>The school follows the WCC Corporate Smoke Free Workplace Policy.</li> <li>The site is a 'NO SMOKING SITE'.</li> </ul>	<ul style="list-style-type: none"> <li>- Mr Morgans HT Mr Hardman AHT</li> <li>- Lorraine O'Caroll, SBM</li> <li>- All staff</li> <li>- Mike Harle Caretaker</li> <li>- Malcome Tongue H&amp;S Governor</li> <li>- Karen Orman Chair of Governors</li> </ul>
<a href="#"><u>Zc) Swimming lessons (Kingsbury Swimming Pool)</u></a>	Refer to relevant sections of LA Health and Safety Standards (page 20) and afPE 'Safe Practice in Physical Education and Sport' document.	<ul style="list-style-type: none"> <li>- Mr Morgans HT Mr Hardman AHT</li> <li>- Lorraine O'Caroll, SBM</li> <li>- All staff</li> <li>- Mike Harle Caretaker</li> <li>- Malcome Tongue H&amp;S Governor</li> <li>- Karen Orman Chair of Governors</li> </ul>
<a href="#"><u>Zd) Jewellery</u></a>	Refer to relevant sections of afPE 'Safe Practice in Physical Education and Sport' document (pages 30-31). school policy on pupils wearing earrings and other jewellery is clearly outlined in the school brochure.	<ul style="list-style-type: none"> <li>- Mr Morgans HT Mr Hardman AHT</li> <li>- Lorraine O'Caroll, SBM</li> <li>- All staff</li> <li>- Mike Harle Caretaker</li> <li>- Malcome Tongue H&amp;S Governor</li> <li>- Karen Orman Chair of Governors</li> </ul>
<a href="#"><u>Ze) Bullying and Harassment</u></a>	Refer to WCC bullying and harassment procedures and has a school behaviour and anti Bullying Policy and Bullying Charter these documents are located in the heads office.	<ul style="list-style-type: none"> <li>- Mr Morgans HT Mr Hardman AHT</li> <li>- Lorraine O'Caroll, SBM</li> <li>- All staff</li> <li>- Mike Harle Caretaker</li> <li>- Malcome Tongue H&amp;S Governor</li> <li>- Karen Orman Chair of Governors</li> </ul>
<a href="#"><u>Zf) Child Protection</u></a>	Refer to the school child protection policy located in the heads office.	<ul style="list-style-type: none"> <li>- Mr Morgans HT Mr Hardman AHT</li> <li>- Lorraine O'Caroll, SBM</li> </ul>

## Health and safety policy arrangements for *HURLEY PRIMARY SCHOOL*

Local arrangements / procedures	How this is achieved	Responsibility of: Name/Title
		<ul style="list-style-type: none"> <li>- All staff</li> <li>- Mike Harle Caretaker</li> <li>- Malcome Tongue H&amp;S Governor</li> <li>- Karen Orman Chair of Governors</li> </ul>
<b>Zg)Vehicles on Site/car park arrangements</b>	<ul style="list-style-type: none"> <li>• The Head is responsible for management of vehicles on site</li> <li>• Vehicle movement on site is restricted wherever possible from 8.45 am until 3.30 pm</li> <li>• Large vehicles must not operate near pedestrian areas.</li> <li>• Deliveries must not be made from 8.45 – 9.10: 12.00 – 1.30 and 3.15 – 3.30</li> </ul>	<ul style="list-style-type: none"> <li>- Mr Morgans HT Mr Hardman AHT</li> <li>- Lorraine O'Caroll, SBM</li> <li>- All staff</li> <li>- Mike Harle Caretaker</li> <li>- Malcome Tongue H&amp;S Governor</li> <li>- Karen Orman Chair of Governors</li> </ul>
<b><u>Zh) School Security And Violence to Staff</u></b>	<ul style="list-style-type: none"> <li>• External doors must be kept shut.</li> <li>• Visitor access must be via the school office and all visitors must sign in and out.</li> <li>• Staff must report all incidents of verbal &amp; physical violence to the Head</li> <li>• Risk assessments will be carried out for activities where there is potential for harm eg parent evening in Hut</li> </ul>	<ul style="list-style-type: none"> <li>- Mr Morgans HT Mr Hardman AHT</li> <li>- Lorraine O'Caroll, SBM</li> <li>- All staff</li> <li>- Mike Harle Caretaker</li> <li>- Malcome Tongue H&amp;S Governor</li> <li>- Karen Orman Chair of Governors</li> </ul>
<b><u>Zi)Work experience pupils</u></b>	<p>The WCC Managers Guide to Work Experience Placements can be found on the LA H&amp;S website  <a href="http://www.warwickshire.gov.uk/schoolhdocs">http://www.warwickshire.gov.uk/schoolhdocs</a> key=wcchsw</p> <ul style="list-style-type: none"> <li>• The Head will have an induction meeting with work experience pupils</li> <li>• The head will carry out the risk assessment?</li> <li>• Students are monitored whilst on site by the class teacher to which they are assigned</li> </ul>	<ul style="list-style-type: none"> <li>• Mr Morgans HT Mr Hardman AHT</li> <li>• Lorraine O'Caroll, SBM</li> <li>• All staff</li> <li>• Mike Harle Caretaker</li> <li>• Malcome Tongue H&amp;S Governor</li> <li>• Karen Orman Chair of Governors</li> </ul>