***Using this template***

*This template document has been produced for schools where Warwickshire County Council (WCC) is the employer, i.e. community & voluntary controlled schools, community special schools & maintained nursery schools. It is for use in nursery, infant, junior, and primary schools. Secondary schools can also use the template as a basis for their more detailed written arrangements.*

*The template is designed to record the school specific arrangements or procedures in place to manage health and safety. The extent of information will vary dependent upon the size of the school and the risks associated with the schools activities. Arrangements should be* ***proportionate, effective and appropriate****. 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. For more information and guidance, refer to the content of the WCC Health and Safety Standards for Schools document.*

*Information included in italics throughout this template document can be removed once the document has been customised to the school.*

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| **Introduction**  Warwickshire County Council as the school’s statutory employer has a written statement and roles responsibilities of general health and safety. These documents detail 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 & voluntary controlled schools, community special schools and maintained nursery schools.  The schools Health and Safety Policy is formed from the two WCC [Health & Safety Policy Commitment Statement and Roles & Responsibilities and Accountabilities Documents](http://www.warwickshire.gov.uk/schoolhsdocs) as well as the schools health and safety policy arrangements document. The 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, standards, procedures, advice and guidance; produced by the WCC Workforce Health and Safety Team. The school also follows and adheres to the requirements contained in the WCC Health and Safety Standards for Schools 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 **kept up-to-date and regularly reviewed**, at least 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 School Statement of Intent**

Within our school we will meet all of the requirements set out in the Warwickshire County Council Health and Safety Statement of Intent and Roles and Responsibility Documents. 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 WCC Health and Safety standards, aims, objectives and requirements. We will actively strive for continual health and safety improvement by complying with the schools health and safety policy and by working in consultation with managers, employees and other members of the school community. 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.
* Identifying, 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: Chair of Governors signature:*

*Name**Name*

**Headteacher**  **Chair of Governors** Date:

Review date of arrangements:

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| **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 Workforce Health and Safety Team to provide competent health and safety assistance. Tel 01926 476803 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 Workforce Health and Safety Team, 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*…….*enter details here….***  The school will continue to ensure that they adhere to all relevant WCC health and safety policies and standards, as well as take advice given by the **WCC Workforce Health and Safety Team.** |

*Whilst not an exhaustive list; including the following will help to indicate the reasonable steps being taken to manage health, safety & wellbeing 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.*

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| * *Induction and training of staff* * *Communicating health and safety information to staff including consultation arrangements* * *Implementing WCC health and safety policies and standards* * *Carrying out risk assessments* * *Recording, reporting & investigating accidents* * *Off-site trips and visits* * *Procedures for dealing with emergencies* * *First aid* * *Supporting medical needs* * *Using display screen equipment* | * *Occupational health services and management of wellbeing & work-related stress* * *Monitoring health and safety in school including defects & workplace inspections* * *School security and emergency planning* * *Personal safety including lone working & managing violence & aggression* * *Procedures for physical intervention* * *Manual handling & people handling* * *Managing slips, trips & falls* * *Managing vehicle & pedestrian segregation* | * *Selecting and managing contractors on-site* * *Management of asbestos* * *Management of water hygiene* * *Management of glass, glazing and window restrictors (including an up to date survey)* * *Working at height* * *Control of hazardous substances* * *Maintenance (and where necessary examination & testing) of plant and equipment e.g. electrical equipment, access equipment, outdoor play, powered / manual gates, local exhaust ventilation, pressure systems, gas appliances, lifting equipment* * *Fire safety including reference to the school's fire risk assessment and testing of alarms and evacuation procedures* |

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| **Local arrangements / procedures** | **How this is achieved** | **Responsibility of: Name/Title** |
| *EXAMPLE*  *Recording, reporting & investigating accidents, and incidents* | * *All accidents recorded in the school office ‘accident book’* * *Online reports of non-minor incidents/accidents, near misses sent to WCC including those that fall under RIDDOR (as per separate WCC reporting procedure)* * *Relevant notifications made to parents/carers – telephone / accident slip form* * *The Headteacher is responsible for investigating all accidents, and for taking any appropriate action necessary to prevent recurrences* * *The governing body monitor accidents to identify and monitor any trends* | * *All staff* * *Mrs Purple, Office Manager* * *Mr Green, Headteacher* * *Mr Pink, H&S governor* |
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