



**Nottinghamshire  
County Council**

Willoughby Primary  
School  
***'Learning for Life'***



# **Willoughby Primary School Health and Safety Policy**

<b>Head Teacher Signature:</b>	Beatrice Smith
<b>Date Adopted:</b>	January 2023
<b>Review Date:</b>	January 2024

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# Statement of Intent

The Governing Body / Trustees of **Willoughby Primary School** will meet their responsibilities under the Health and Safety at Work Act and other health and safety legislation to provide safe and healthy working conditions for employees, and ensure their work does not adversely affect the health and safety of others (including; pupils, visitors, contractors etc.). Details of how this will be achieved are given in this health and safety statement.

The Governing Body / Trustees will ensure that effective consultation takes place with all employees on health and safety matters and that individuals are consulted before allocating particular health and safety functions to them.

Where necessary the Governing Body / Trustees will seek specialist advice to determine the risks to health and safety in the school and the precautions required to deal with them.

The Governing Body / Trustees will provide sufficient information and training in health and safety matters to all employees in respect to the risk of their health and safety.

The Governing Body / Trustees requires the support of all staff to enable the maintenance of high standards of health and safety in the schools activities.

The school is committed to continually improving its health and safety performance.

This statement includes a description of the organisation of the school and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are outlined in the arrangements section.

## **Signed:**

Sander Tiel

**Date:** January 2023

## **Signed:**

Beatrice Smith

**Date:** January 2023

# Organisational Structure and Responsibilities

## Management Structure

The structure chart outlines key roles and responsibilities within the schools health and safety management system.

## Responsibilities of the Governing Body / Trustees

The Governing Body / Trustees are responsible for:

- Complying with the Nottinghamshire County Council or Trust Health and Safety Policy and arrangements.
- Formulating and ratifying the school health and safety statement and health and safety plan.
- School to have access to health and safety competent advice as stated in Regulation 7 of the Management of Health and Safety at Work Regulations.
- The site and premises is maintained in a safe condition and that appropriate funding is allocated to this area from the budget.
- Prioritising action on health and safety matters where resources are required from the school budget. Any hazards which the school is unable to rectify from the school budget must be reported to the Local Authority or Trust.
- Regularly reviewing health and safety arrangements (minimum annually) and implementing new arrangements where necessary.
- Promoting high standards and develop a positive culture of health and safety within the school.
- Employees to have necessary competence to conduct their duties in relation to health and safety matters.
- Risk assessments are completed and recorded of all the schools work activities (including those off-site) which could constitute a significant risk to the health and safety of employees and others.
- The statement of intent and other health and safety documentation is drawn to the attention of all employees.
- Conduct active and reactive monitoring of health and safety matters in the school.

# Responsibilities of the Head Teacher

The Head Teacher is responsible for:

- The day to day management of health and safety matters in the school in accordance with the health and safety policy and ensuring the health and safety arrangements are carried out in practice.
- Risk assessments are completed and recorded of all the schools work activities (including those off-site) which could constitute a significant risk to the health and safety of employees and others.
- Conduct active and reactive monitoring of health and safety matters in the school and remedial action is taken (where necessary) to reduce risk.
- Information regarding health and safety matters will be communicated to the relevant individuals.
- Identify staff health and safety training requirements and make arrangements for provision.
- Establish and attend the schools health and safety committee (where appropriate).
- Developing and/or reviewing the school annual health and safety action plan.
- Co-operating with and providing necessary facilities for trade union safety representative(s).
- Participating in the Local Authority / Trust health and safety auditing arrangements and ensuring audit action plans are implemented.
- Monitoring the purchasing and maintenance of equipment and materials with regards to compliance with current health and safety standards.
- Employ only competent contractors to work on the school site.
- Seek specialist advice on health and safety matters where appropriate.
- Implement formal arrangements for managing emergency situations.
- Compliance with the requirements of the Occupier's Liability Act.

**Note: In the absence of the Head Teacher these responsibilities fall to their immediate deputy.**

## **Responsibilities of the Health and Safety Co-ordinator (must be a Senior Member of Staff)**

Responsible to the Head Teacher / Principal for:

- Attending appropriate health and safety training courses to enable them to discharge their duties effectively.
- Promoting health and safety matters throughout the school and assisting the Head Teacher / Principal in the implementation of the health and safety policy and arrangements.
- Maintenance of health and safety documentation and associated records to ensure they remain up to date with current legislation and good practice.
- Implement a health and safety notice board and sure it is kept up to date.
- The correct accident reporting procedures are followed and where appropriate accidents, incidents and near misses are investigated.
- Conduct routine health and safety inspections and implement a method of internal audit. A system must be in place to monitor and respond to any identified remedial actions.
- Implementing procedures for the authorisation of school visits.
- Participating in health and safety audits arranged by the Local Authority / Trust.
- Providing health and safety induction training for all new employees.
- Maintenance of health and safety training records including the provision of refresher training.
- Statutory inspections are completed and records kept.
- Emergency drills and procedures are carried out regularly and monitored for effectiveness.
- Monitoring contractors on site and conduct a formal, documented induction.
- Attend the schools health and safety committee (where appropriate).

**Note: In the absence of a designated Health and Safety Co-ordinator the above responsibilities will fall to the Head Teacher / Principal.**

# Responsibilities of all Employees

All employees at the school have responsibility to:

- Take reasonable care for the health and safety of themselves and others when undertaking their work.
- Checking classrooms, work areas and equipment are safe.
- Ensure safe working procedures are followed as outlined within health and safety policy and risk assessments.
- Co-operating with the Local Authority / Trust, Governors / Trustees and Head Teacher / Principal on all matters relating to health and safety by complying with the health and safety policy.
- Not intentionally or recklessly interfering or misusing equipment or fittings provided in the interests of safety or welfare.
- Reporting immediately to their Line Manager or Head Teacher / Principal any serious or immediate danger.
- Reporting to their Head Teacher / Principal any shortcomings in the arrangements for health and safety.
- Only use equipment or machinery which they are competent to use or have been trained to use.
- Participating in health and safety inspections and the health and safety committee (where appropriate).

## Arrangements

### Co-ordination and Communication

#### Health and Safety Co-ordinator

Senior member of staff in the school with special responsibility for health and safety matters (Health and Safety Co-ordinator):	Beatrice Smith - Head teacher
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#### Safety Representatives and Safety Committees

Employee(s) appointed as a safety representative by their association or trade union:	Beatrice Smith
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## Health and Safety Committee

The members of the School Health and Safety Committee are:

Name	Job Title
Beatrice Smith	Head Teacher
Sander Tiel	Chair of Governors

## Emergencies

Senior member of staff in the school with responsibility the development, maintenance and implementation of the emergency plan:	Vicki Ridgway
A copy of the emergency plan is available at:	

The person (and deputy) responsible for ensuring and supervising (where appropriate) the controlled evacuation of people from the building or on the site to a place of safety.	Person Responsible	Deputy
	Beatrice Smith	Vicki Ridgway
Summoning of the emergency services.	Office Manager	Teaching Assistant
That a roll call is taken at the assembly point	Beatrice Smith	Vicki Ridgway
That no-one attempts to re-enter the building until the all clear is given by the emergency services	Beatrice Smith	Vicki Ridgway

**Note: The priorities are as follows:**

- To ensure the safety of all persons, their removal from danger, their care and the application of first aid and medical treatment where appropriate.
- To call the emergency services when appropriate.
- To safeguard the premises and equipment, if this is possible without putting persons at risk.

## Locations of Main Service Isolation Points

Service	Location of Isolation Point
Water	Small kitchen area under the sink
Gas	N/A – no gas in village
Electricity	1. By fire door in Junior's room 2. By cloakroom area 3. Main entrance



## Severe Weather

During periods of severe weather, arrangements for maintaining safe access to, from and within the premises (e.g. clearing snow and ice) will be determined by:	B.Smith – AM Gary Marshall (Caretaker) - PM
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## Accidents and Medical Arrangements

### Accident, Incident and Near Miss Reporting and Investigation

Any employee who witnesses an accident, incident or near miss, or to whom one is reported, will make an entry in the accident report book as soon as possible after the event:

Accident book(s) are kept by the following people at the location specified:

Location of Accident Book	Person in Charge of Accident Book
First Aid cupboard	Debbie Dornan
Accident reports must be drawn to the attention of the Head Teacher / Principal and where necessary reported via the Wellworker online system*:	Head Teacher / Principal:
	Deputy: Vicki Ridgway
Person responsible for monitoring accidents, incidents and near misses to identify trends and patterns:	Link Governor

The following types of incident must be reported using the Wellworker online system:

- All accidents, incidents and near misses involving employees
- All instances of verbal abuse, aggressive behaviour and violence towards employees
- Any incidents which result in pupils or members of the public requiring further medical treatment
- Any incidents which are RIDDOR reportable.

Where accidents are found to be caused by faulty plant, equipment, premises or unsafe systems of work action must be taken to remove or isolate the hazard and warn people until the necessary modifications or repairs can be made.

### First Aid

The following employees are named first aiders:

Name	Location / Extension	Expiry Date of Certificate
Debbie Dornan	EYFS	10/10/25
Debbie Brooks	EYFS	11/05/24
Beatrice Smith	Head teacher	24/11/24
Vicki Ridgway	KS2	20/01/23

Person responsible for ensuring first aid qualifications are maintained:	Office Manager
Person responsible for ensuring that first aid cover is provided for staff working out of normal school hours:	See lone worker policy

First aid boxes and first aid record books are kept at the following locations in the school:

Location of First Aid Box	Location of First Aid Record Book
Staff room	Office
A termly check on the location and contents of all first aid boxes is carried out by:	D Dornan
Use of first aid materials and deficiencies should be reported to:	D Dornan
Address and telephone number of the nearest medical centre / NHS GP:	Keyworth Medical Practice Bunny Lane, Keyworth, Nottingham NG12 5JU 0115 883 7000
Address and telephone number of the nearest hospital with accident and emergency facilities:	Queens Medical Centre Derby Rd, Nottingham NG7 2UH 0115 924 9924

### Administration of Medicines

Member of staff in the school with responsibility the development, maintenance and implementation of the medicines policy:	B Smith
A copy of the medicines policy is available at:	In Policies
Person responsible for dealing with the administration of medicines in accordance with current guidelines. Including keeping records of parental permission, keeping medicines secure, keeping records of administration, and safely disposing of medicines which are no longer required:	First: B Smith
	Deputy: D Dornan
Person responsible for dealing with the administration of controlled drugs (e.g. Ritalin) in accordance with the Misuse of Drugs Act. Including keeping records of parental permission, liaising with the providing pharmacist, keeping medicines secure, keeping records of administration and safely disposing of medicines which are no longer required:	First: B Smith
	Deputy: D Dornan
Person(s) responsible for undertaking and reviewing the care plans of pupils with medical needs:	B Smith

# Hazard Identification and Control

## Risk Assessment

Person responsible for carrying out an assessment of the school's work activities including extra-curricular, off-site activities (inc. school trips / residential), work carried out by contractors or volunteers on site, identifying hazards and ensuring risk assessments and procedures are appropriately communicated:	Head teacher with Link Governor support
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## Hazard Reporting and Follow Up

All employees, governors and trustees must report any hazards that could be a cause of serious or imminent danger e.g. damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors immediately to:	School Office
Person responsible for initiating a risk assessment of hazards identified and any remedial action decided upon:	B Smith

## Repairs and Maintenance

A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to:	B Smith
Defective furniture must be taken out of use immediately and reported to:	School Office
Person responsible for ordering repairs and maintenance:	School Office

# Information, Instruction and Training

## Provision of Information

Person responsible for distributing all health and safety information received from the Local Authority / Trust:	B Smith
Records of employees signatures indicating that they have received and understood health and safety information is kept:	B Smith
The health and safety notice board is sited:	On the Wall by the microwave in the staffroom
Person responsible for ensuring documents are displayed on the health and safety notice board and keeping it up to date:	B Smith

The HSE Health and Safety Law Poster is displayed:	In the staffroom
The NCC Health and Safety Policy Statement Poster is displayed (NCC Schools Only):	In the staffroom

## Health and Safety Training

Person responsible for drawing to the attention of all employees the following health and safety matters as part of their induction training:	B Smith
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- Health and Safety Policy (Local Authority / Trust and Departmental)
- Local asbestos register and disturbance procedure
- Risk assessments
- Fire and other emergency arrangements
- Accident reporting arrangements
- First aid arrangements
- Safe use of work equipment
- Good housekeeping, waste disposal and cleaning arrangements
- Hazard reporting and maintenance procedures
- Special hazards and responsibilities associated with their work activity
- Special needs of young employees (e.g. work experience placements).

Person responsible for co-ordinating the provision of health and safety training needs of employees in consultation with their line managers:	B Smith
Person responsible for compiling and implementing the school's annual health and safety training plan:	B Smith
Person responsible for reviewing the effectiveness of health and safety training:	B Smith
Employees who feel that they have need to health and safety training of any kind must notify in writing the contact person:	B Smith

## Premises

### Asbestos

Person with overall responsibility for managing asbestos:	B Smith
The asbestos register is kept at:	In the yellow folder
Person with responsibility for ensuring the local asbestos management plan is implemented and maintained:	B Smith
The disturbance procedure is displayed in a (staff only) area, at:	N/A
The condition of asbestos is monitored (periodically, in accordance with register/LAMP) by:	B Smith
The LAMP is kept in:	The yellow folder

## Legionella

Person with overall responsibility for managing Legionella:	B Smith Second Element
The Legionella risk assessment is kept at:	Yellow folder – School Office, and the water monitoring books
Person with responsibility for ensuring that remedial actions from the risk assessment are followed through:	B Smith
The water temperatures and other maintenance tasks associated with the water system are taken (monthly) by:	Second Element Ltd 0115 784 3100
The flushing of little used outlets is carried out (weekly, including school closure periods) by:	B Smith G Marshall (Caretaker)
The log book is kept in:	In the Office

## Fire

Person with overall responsibility for managing fire safety:	B Smith
The fire risk assessment is kept at:	In the yellow folder
Person with responsibility for ensuring that remedial actions from the risk assessment are followed through:	B Smith
Person responsible for routine maintenance and servicing of fire safety equipment:	ARC
The log book is kept in:	In yellow folder

## Security

### Premises

Person (and their deputy) responsible for unlocking and locking the building, arming / disarming security alarms etc:	First: B Smith
	Deputy: G Marshall

### Visitors

On arrival all visitors must report to:	School Office
Where they will be issued with; <ul style="list-style-type: none"><li>• Relevant health and safety information</li><li>• Sign the visitors book</li></ul>	

## Lone Working

Person responsible for ensuring risk assessments are prepared and implemented for lone working activities:	B Smith
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## Use of Premises Outside School Hours

Person responsible for co-ordinating lettings of the premises in accordance with the lettings procedure:	N/A
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## Control of Contractors

Person responsible for commissioning building work and is aware of their legal duties under the Construction (Design and Management) Regulations: (Note: this may differ dependant on individual requirements of a project)	B Smith
Person responsible for the completion of the Notification of Building Works form and sending to H&S team in timely manner:	B Smith
Person responsible for selecting contactors and vetting contractors health and safety, policies, risk assessments, method statements, insurance and past health and safety performance:	B Smith
Responsibility for liaison and monitoring of contractors:	B Smith

## Work Equipment

### Powered Access Equipment, Mobile Access Platforms, Tower Scaffolds

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	N/A
Person(s) authorised and competent to operate and use:	N/A

### Ladders

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	NCC – Alan Colaluca
Person(s) authorised and competent to operate and use:	G Marshall

## Stepladders

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	NCC – Alan Colaluca
Person(s) authorised and competent to operate and use:	G Marshall

## Manual Handling Equipment

Person responsible for ensuring that sack barrows, flat-bed trolleys etc. are maintained in safe condition:	N/A
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## Equipment Provided for Pupils with Special Educational Needs

Person responsible for ensuring all hoists, used for moving people receive a thorough examination and service every six months by a competent contractor and kept in good working order:	N/A – None on site
Person responsible for ensuring that slings are laundered regularly (in accordance with manufacturers instruction) and kept in a hygienic condition:	N/A – None on site
Person responsible for ensuring all wheelchairs, standing frames are inspected and serviced annually by a competent person, kept in a hygienic condition and in good working order:	N/A – None on site
Person responsible for ensuring that other special needs equipment is kept in good working order and serviced appropriately:	N/A – None on site

## Lifts

Person responsible for ensuring lifts receive a thorough examination and service every six months:	N/A – None on site
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## Pressure Vessels

Person responsible for arranging a written scheme, thorough examination and maintenance of pressure vessels:	N/A – None on site
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## Caretaking and Cleaning Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	NCC – Alan Colaluca
Person(s) authorised and competent to operate and use:	G Marshall

## PE Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	B Smith
Person(s) responsible for regular daily visual inspection and in-house routine inspection:	B Smith
Contractor responsible for annual full inspection and report:	Sportsafe UK Ltd

## Outdoor Play Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	B Smith	
Person(s) responsible for regular daily visual inspection and in-house routine inspection:	B Smith	
Contractor responsible for annual full inspection and report:	Sportsafe UK Ltd	

## Stage Lighting Equipment

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	N/A – None on site
Person(s) authorised and competent to operate and use:	N/A – None on site

## Mobile Staging and Seating

Person responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment:	N/A – None on site
Person(s) authorised and competent to operate and use:	N/A – None on site

## Portable Electrical Appliances and Hard Wiring Circuits

Person responsible for ensuring the hard wiring circuits is periodically inspected (every 5 years):	B.Smith/ Office Manager
Person responsible for ensuring remedial actions are undertaken from the hard wiring circuits inspection and retaining a record of this:	AGG Electrical Safety Testing Ltd
Person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded:	B Smith
Person(s) responsible for carrying out formal visual inspection and testing:	B Smith & Link Governor



Staff must not bring onto the premises any portable electrical appliances unless authorised and have been portable appliance tested. The person responsible for authorising their use on the premises:	B Smith
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## Display Screen Equipment (DSE)

The following employees are classified as users of display screen equipment and an assessment will be undertaken of their workstations.

Employee Name	Job Title
Sarah Ledward	Office Manager
Lynsey Moothia	Office Manager

Person responsible for implementing the requirements of the DSE risk assessment:	B Smith
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## Swimming Pools

Person responsible for ensuring the swimming pool is: <ul style="list-style-type: none"><li>• Correctly and safely maintained</li><li>• Regular inspections are carried out</li><li>• Remedial action is taken or if necessary the pool is taken out of use where necessary</li><li>• Appropriate records are kept</li></ul>	None on Site. Offsite pool is managed by Rushcliffe swimming pool
Person responsible for ensuring the swimming pool is used only by authorised persons in accordance with the code of safe practice, with lifesavers and adequate supervision etc.	N/A

## Vehicles

Employees who are required to use their private vehicle for official business are responsible for gaining authorisation from: They will ensure the driver has a valid licence, appropriate insurance, the vehicle is road worthy and fitted with suitable seat belts for each passenger.	Parent volunteering form
Person responsible for arranging insurance and maintenance of vehicles to the standards laid down by the Local Authority / Trust.	Owner Drivers
Person responsible for authorising the use of the school minibus, ensuring risk assessments are completed, drivers have passed their minibus test etc.	N/A
Person responsible for maintaining a list of authorised drivers of school vehicles who have passed the required test:	N/A

# Substances and Personal Protective Equipment

## Hazardous Substances

Inventories of hazardous substances used in the school are maintained by the following employees at the locations specified:

	Person Responsible	Location / Extension
Science	N/A	
Art	N/A	
Caretaking	G Marshall	Caretaker's cupboard
Cleaning	G Marshall	Caretaker's cupboard
Catering	N/A	
Grounds Maintenance	N/A	
Other (please state):		
Copies of all the hazardous substances inventories are held centrally in:		Caretakers cupboard
Person responsible for obtaining the latest Hazcards / MSDS and undertaking / updating the COSHH risk assessments:		NCC – Alan Colaluca
Person responsible for ensuring local exhaust ventilation (e.g. fans, kitchen ventilation, dust extraction etc.) will receive a thorough examination by an appointed contractor:		NCC – Alan Colaluca

## Personal Protective Equipment (PPE)

Suitable PPE will be provided free of charge, where identified as necessary in a risk assessment. All employees are responsible for informing their line manager as soon as they become aware of a need to repair or replace PPE.

Person(s) responsible for inspecting PPE termly and replacing PPE when required are:	B Smith
Person responsible for the risk assessment, provision, storage, maintenance, inspection, repair and replacement of respiratory protective equipment:	B Smith

## Housekeeping and Waste

### Cleaning Arrangements

**All members of staff** are responsible for arranging to clear up spillages, which occur whilst they are in charge of the area concerned. Other spillages, leaks or wet floors should be reported to office managers/Caretaker (e.g. Site Manager / Caretaker) to be dealt with.

**All members of staff** are responsible for ensuring that hazardous substances or substances that require special procedures for disposal are disposed of safely and in accordance with the appropriate risk assessment.

Person responsible for informing the waste authority of any items of general waste to be collected but not covered by the general waste agreement:	Office Manager
A member of staff who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to:	Office Manager

## Waste Management and Disposal

Waste will be collected daily by:	G Marshall
Person responsible for ensuring the safe storage of waste in appropriately secure containers and are chained after emptying:	Gary Marshall
All members of staff are responsible for reporting accumulations of waste, or large items that require special attention to:	Gary Marshall

Waste awaiting collection must never be left where it obstructs escape routes or could aid the production and spread of fire or smoke.

All staff are responsible for ensuring the good housekeeping of their own work areas e.g. classrooms, offices, workshops and storage areas etc.

When waste needs to be disposed of it should be reported to: (who will arrange for its safe disposal)	Gary Marshall
Person responsible for the safe disposal of any <b>hazardous substances</b> or <b>special waste</b> :	PHS Special waste
Person responsible for ensuring the safe and appropriate disposal of any <b>clinical waste</b> :	PHS

## Manual Handling

### Manual handling of Objects

Person responsible for identifying hazardous manual handling activities involving objects and arranging for their elimination or risk assessment:	B.Smith
Person responsible for monitoring the safety of manual handling activities:	B Smith

### Manual Handling of People

Person responsible for identifying hazardous manual handling activities involving people and arranging for a risk assessment:	B.Smith
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Person responsible for monitoring the safety of manual handling activities:	B Smith
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## Educational Visits

The Educational Visits Co-ordinator at the school is:	B.Smith
Person responsible for ensuring that the appropriate risk assessment and approval is obtained for educational visits:	B.Smith
The Educational Visits Policy is located at:	In Head teacher's Office

## Inspections (External & Internal)

### Catering

Person responsible for monitoring the preparation of food, the nutritional standards of meals and the maintenance of satisfactory hygiene standards:	K Lawrence
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### Visits and Recommendations from Enforcing Authorities (e.g. Health and Safety Executive, Environmental Health etc.)

Person responsible for co-ordinating visits and recommendations, co-ordinate action and report matters requiring authorisation/action to the Local Authority / Governing Body / Trust	NCC Catering
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### Internal Health and Safety Inspections

Person responsible for organising and carrying out routine safety inspections, including planning, inspection and reporting:	B Smith & Link Governor
Person responsible for ensuring follow up action on the report is completed:	B Smith & Link Governor

## Management Review

Person responsible for the review of health and safety performance and the effectiveness of the safety management system is:	B Smith & Link Governor
Person responsible for compiling and implementing the school's annual health and safety action plan, including action for improvements in the appropriate development plan:	B Smith & Link Governor