

# High Ercall Primary School



## HEALTH & SAFETY POLICY

Policy- Document Status			
New Policy	Policy update 6 <sup>th</sup> September 2021	Named Responsibility	Sarah Roberts
Date of Policy Adoption by Governing Body			
Next review date		September 2022	

Please read in conjunction with COVID risk assessments and additional policy amendments.

### Key Points:

This Health and Safety policy is based on guidance from the Local Authority. It refers to the detailed advice available in the Education SharePoint knowledge hub.

## **1. SCHOOL HEALTH AND SAFETY POLICY STATEMENT**

The School Governors and Headteacher recognise their responsibility to provide a safe and healthy environment for staff, pupils, visitors, contractors at the premises and those affected by the school's activities elsewhere. The governors and Headteacher will, so far as is reasonably practicable, ensure a safe place of work and safe systems of work.

In order to implement this policy the Governors and Headteacher undertake, so far as is reasonably practicable, to:-

- seek the co-operation, through consultation and involvement, of all employees with a view to implementing the requirements of the Health and Safety at Work Act 1974, and associated legislation;
- maintain all places of work, including the means of access and exit from such places, in a safe condition and ensure that work equipment and systems of work are maintained to be safe and without risks to health;
- provide and maintain facilities and arrangements for the welfare of employees and pupils, including adequate provision for first aid treatment;
- ensure safety and the absence of risks to health and damage to the general environment in connection with the use, handling, storage, transport and disposal of articles and substances, and to provide appropriate personal protective equipment where necessary.
- bring to the attention of all employees, pupils, volunteers, visitors, and contractors, at the school premises, their responsibilities with regards to their own safety and the safety of others who may be affected by their acts or omissions. This will involve the provision of an initial induction and further information, training and supervision as is necessary;
- identify then eliminate or reduce by controls, dangers which exist at the place of work through risk assessment and bring such hazards to the attention of employees and others who may be affected. This will include procedures for use in the event of a serious risk or imminent danger such as a fire.

In addition the Governors and Headteacher will:

- keep abreast of legislation and best practice by ensuring that adequate and appropriate advice is provided by persons competent in health and safety matters;
- allocate sufficient resources to ensure effective safety management;

- monitoring health and safety performance on a regular basis and keep necessary records;
- bring this policy statement and relevant safety arrangements to the attention of all employees and, as appropriate, other persons affected by the school's activities,
- review and amend this policy statement, organisation and arrangements as often as necessary.

This statement of policy was approved by the Governing Body at their meeting on:-

Signed: ..... (Chairperson)

..... (Headteacher)

Date: .....

## 2. KEY PERSONNEL WITH HEALTH AND SAFETY RESPONSIBILITIES

TITLE	NAME
Chair of Governors	Jan Meredith
School Governors	Jenny Williams, Islwyn Davies, Mark Parton, Gemma Lingham, Mel Ward, Ricki Thiara, Tony Reilly, Laura Clare, Natalie Colbourne-Park, Jim Morris, Steve Armstrong
Headteacher	Sarah Roberts
School Administrator	Claire Machin
School Teaching Staff	Mark Parton, Gemma Lingham, Rachael Copner, Lauren Fletcher, Jemma Wallace, Kate Caton
Teaching Assistants	Paul Meredith, Jenny Aston, Jackie Griffin, Wendy Gater, Laura Young, Megan Ramsdale, Charlotte Adams, Celia Johnson, Sanny Patel, Leanne Carvell-Shepherd
Lunch time supervisor	As above
School Health and Safety Coordinator	Sarah Roberts
Cleaner	Jez Whittaker
Site Manager/ Caretaker	LA
Governors	Resources Committee

### **Health, Safety and Welfare Advice and Training**

Internal Health & Safety	01952 383627
Health and Safety Advisor for Schools – Donna Irish	01952 381817
Internal Health and Safety Training	01952 383627

### **Fire Control/Emergency Evacuation**

Fire Safety Officer (Shropshire Fire & Rescue Service)	01743 260200
Nominated Premise Fire/Emergency Co-ordinator:	Sarah Roberts

Fire Risk Assessments (BiT)	01952 380934
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Resilience Manager – Alan Boyd

01952 381932

Deputy Fire/Emergency Co-ordinator:

Claire Machin / Mark Parton

Fire Marshals:

Sarah Roberts / Mark Parton

**Reporting and Recording of Accidents etc**

Persons nominated for overseeing the recording and notification of accidents, near misses, violent incidents, diseases and dangerous occurrences: Claire Machin

**First Aid**

Certificated First Aiders: Laura Young, Wendy Gater

Paediatric First Aiders: Jackie Griffin, Celia Johnson, Charlotte Adams, Paul Meredith, Jenny Aston, Leanne Carvell-Shepherd, Megan Ramsdale (trained July 19)

**Educational Visits Co-ordinator (EVC)**

Mark Parton / Gemma Lingham

**Asbestos and Legionnaires Coordinator:**

Sarah Roberts

**Portable Electrical Appliance Testing Nominated Co-ordinator:**

Claire Machin

**Control of Substances Hazardous to Health Assessment Co-ordinator (COSHH)**

Claire Machin

### 3. RESPONSIBILITIES OF NOMINATED PERSONNEL

#### 3.1 School Governors

- will be responsible in conjunction with the Headteacher to ensure formulation, reviewing and subsequent amendment to the School Health and Safety Policy.
- will ensure the Health and Safety Policy is translated into effective action at all levels within the school
- will ensure that the school complies with Health and Safety Legislation and that Codes of Practice and Guidance are followed to ensure safe working practices
- will ensure that Health and Safety is put on the agenda of every main governor's meeting
- in liaison with the Headteacher, will ensure that professional, competent health and safety advice is available
- in liaison with the Headteacher, will ensure that there is a nominated Health and Safety Coordinator appointed for the school premises
- will make adequate financial provision for enabling the policy to be put into effect
- will ensure the effectiveness of the policy and the safety performance of the school is monitored on a regular basis
- will ensure the health and safety policy is amended whenever necessary
- will promote a positive culture and an interest in health and safety matters throughout the school
- will ensure that the Fire Risk Assessment is reviewed annually in conjunction with the Headteacher
- will ensure the Asbestos Management Plan is completed on receipt of the Asbestos Survey Report in conjunction with the Headteacher

#### 3.2 The Headteacher

- will be responsible for the implementation of the Health and Safety Policy and will liaise with the Governors to ensure full compliance with all its requirements
- will appoint key personnel to take responsibility for operational health, safety and welfare issues
- will periodically review the policy and draft amendments to it whenever necessary
- will monitor the safety performance and take such steps as may be necessary to improve performance
- will ensure that all employees have access to a copy of the school's health and safety policy and are aware of their responsibilities.
- will ensure that effective channels of communication and consultation with staff and safety representatives are maintained
- will be responsible for facilitating the necessary health and safety training for staff, in order for them to undertake their work safely
- will ensure that suitable and sufficient assessments of risks to the health and safety of all persons on the school premises or affected by school activities are carried out and that risks are controlled by effective and proportionate means. The assessments are recorded, together with the significant findings of the assessment and highlight any employees identified as being especially at risk
- will promote a positive culture and an interest in health and safety matters throughout the school
- will ensure that appropriate staff liaise with subject advisers and health and safety officer/coordinator on health and safety matters
- will make recommendations for improvement and present an annual report on Health and Safety to the Governing Body.
- will be responsible for dealing with visits from the Health and Safety Executive and other enforcing agencies.
- will be responsible for ensuring that the Fire Risk Assessment has been completed and is reviewed at least annually
- will be responsible for ensuring that the Asbestos Survey Report is reviewed on receipt from Development, Business & Employment and an Asbestos Management Plan is completed and reviewed annually.
- will be responsible for ensuring that there is liaison with key partners that have a building responsibility on matters of health and safety relating to electricity, gas, water supplies, waste disposal, safe access of pedestrians and vehicles, building regulations and planning;

- will be responsible for ensuring that health and safety repairs and necessary emergency work required to ensure the health and safety of staff, pupils and others are undertaken;
- will be responsible for ensuring that plans, schedules and other data relating to the maintenance and building alterations as they affect health and safety issues are maintained;

### **3.3 The School Health and Safety Co-ordinator (Headteacher)**

- will encourage a positive approach to accident prevention and the health and safety of staff, pupils and others on the school premises and affected by school activities
- will carry out investigations as deemed necessary, periodically inspect the premises and activities in order to determine whether the law is being complied with and whether adequate standards of health, safety and welfare are being achieved
- will ensure that effective measures are in place to deal with and prevent emergencies, this includes the organisation of periodic fire drills and all necessary checks to safety equipment (Fire Extinguishers, First Aid Kits, Electrical Equipment etc) working with the School Administrator/Business Manager
- will ensure that all staff regularly check the electrical leads and plugs of the equipment they use. A system to report any defects e.g. a defects book must be set up so that defective equipment can be taken out of use and repaired by a competent person. The Cleaner in charge will be responsible for checking electrical items of cleaning equipment
- will liaise with and seek advice, guidance and support from outside Health and Safety Advisers (e.g. Internal Health and Safety Adviser), Enforcement Authorities (Health and Safety Executive and Environmental Health Officers, The Fire Prevention Officer, etc) when necessary.
- will ensure that they understand current legislation affecting health, safety and welfare of staff, pupils and others.
- will identify health and safety repairs and put into operation as necessary emergency work required to ensure the health and safety of staff, pupils and others;
- will maintain plans, schedules and other data relating to the maintenance and building alterations as they affect health and safety issues;
- will liaise with as above on matters of health and safety relating to electricity, gas, water supplies, waste disposal, safe access of pedestrians and vehicles, building regulations and planning;
- will ensure that vehicles belonging to the school are maintained in a safe condition.

### **3.4 Secondary School Heads of Department (not applicable)**

- will ensure that staff under his/her immediate control are familiar with those parts of the Health and Safety Policy that apply to the work they do;
- will arrange for staff under his/her immediate control to receive, adequate and appropriate training and information in health and safety matters to enable them to undertake their job safely
- will work to achieve and maintain good standards of health and safety performance within the department
- will ensure that staff are conversant with current legislation affecting the health, safety and welfare of staff, pupils and others
- will advise the Headteacher of all matters requiring attention with regard to health and safety
- will liaise on, health and safety matters, with Local Authority School Improvement Advisers and Health and Safety Advisers
- will promote a positive culture and an interest in health and safety matters throughout the school.

### **3.5 Teaching Staff**

- will take reasonable care of their own health and safety and that of the pupils and others who may be affected by what they do;
- will co-operate with school management on matters of health and safety and will not interfere with or misuse anything provided in the interest of health and safety;
- will observe the additional safety precautions needed if they teach in laboratories, workshops or other potentially hazardous areas and be aware of specific guidelines and specialist publications from bodies such as the CLEAPPS, DATA, the Association of Science Education and AFPE ( Association of Physical Education)
- will promptly report all accidents, dangerous occurrences and potentially dangerous practices and situations to Management\Health and Safety Coordinator etc. as appropriate.

### **3.6 Support Staff**

- will take reasonable care of their own health and safety and that of the pupils and others who may be affected by what they do
- will co-operate with school management on matters of health and safety and will not interfere with or misuse anything provided in the interest of health and safety
- will promptly report all accidents, dangerous occurrences and potentially dangerous practices and situations to the Headteacher\delegated senior member of staff\line manager.

## **4. GOVERNORS RESOURCES COMMITTEE**

### **Terms of Reference – Health and Safety including premises**

- To provide support and guidance for the governing body and the headteacher on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety.
- To ensure that an annual inspection of the premises and grounds takes place and a report is received identifying any issues, including the effective management of asbestos.
- To inform the governing body of the report and set out a proposed order of priorities for maintenance and development, for the approval of the governing body.
- To arrange professional surveys and emergency work as necessary.
  - *The headteacher is authorised to commit expenditure without the prior approval of the committee in any emergency where delay would result in further damage or present a risk to the health and safety of pupils or staff. In this event the headteacher would normally be expected to consult the committee chair at the earliest opportunity.*
- To create a project committee where necessary to oversee any major developments - for the safe management, co-ordination, progress and successful completion of any self-help projects approved by the governing body.
- To establish and keep under review an Accessibility Plan and a Building Development Plan
- To review, adopt and monitor a Health and Safety policy.
- To ensure that the governing body's responsibilities regarding litter, refuse and dog excrement are discharged according to Section 89 of the Environmental Protection Act 1990, so far as is practicable.
- To recommend to the governing body a school security policy which addresses the security of pupils and staff as well as the protection of buildings and property. To ensure that this is reviewed regularly and reported to the governing body with recommendations where appropriate.
- Through the head, to undertake the annual health and safety audit and to report to the governing body including recommended priorities for action.
- With the head draft a documented emergency plan for the school for approval by the governing body.
- To consider and recommend to the governing body suitable arrangements to ensure safeguarding and the promotion of the health, welfare and inclusion of pupils.
- To monitor the recording of racist incidents, to make recommendations to the governing body and to submit a report each year on such incidents to the autumn term meeting of the governing body.

### **Membership**

- The school has a Resources committee formed of 8 Governors and the Headteacher (ex officio).
- Members of the committee shall be appointed annually at the autumn term meeting of the Governing Body.
- The committee shall appoint its own chair at its first meeting in each academic year.
- The Headteacher, any teacher Governor, or anyone else employed at the school appointed to the committee shall not be chair.
- In the event of a vacancy arising on the Committee, a successor shall be appointed by the Governing Body at its next meeting following receipt of the resignation.
- The Governing Body will appoint the Clerk who shall not be the Headteacher.

### **Quorum**

The quorum for any meeting shall be 3 members.

### **Meetings**

The Committee will meet at least 3 times a year to fulfil its responsibilities and to meet any prescribed deadlines.

Meetings of the committee shall be called by the clerk to the committee and seven days notice will be given with an explanation of the purpose of the meeting.

## **5. HEALTH AND SAFETY COMMITTEE**

The school recognises that it must establish a Health and Safety Committee when requested, in writing to do so, by at least two safety representatives.

### **Terms of Reference**

- The study of accidents and trends, so that reports can be made to the Headteacher on unsafe and unhealthy conditions and practices, together with recommendations for corrective actions.
- Examination of safety audit reports on a similar basis.
- Consideration of reports and factual information provided by inspectors of the Enforcing Authority.
- Consideration of reports which health and safety representatives may wish to submit.
- Assistance in the development of health and safety rules and safe systems of work.
- Monitoring the adequacy of safety and health communication and publicity in the workplace.

### **Membership**

The committee shall comprise of ..... appointed from the Governing Body

### **Quorum**

A quorum shall consist of ..... of the Governors

## **6. SCHOOL HEALTH AND SAFETY POLICY ARRANGEMENTS**

### **6.1 Access on to and exit from the school site**

The school premises is organised in such a way as to ensure that pedestrian and restricted traffic can circulate in a safe manner. Signs and lines have been put in place for designated parking e.g. staff, visitors. Barriers are in place to control the risk of children coming into contact with vehicles when walking along the foot paths on site.

Letters will be sent to parents/carers/guardians to inform them of the procedures at the beginning of the term and whenever necessary to ensure that they only park in the appropriate bays and do not block the entrances. Parents/carers/guardians are responsible for their children until handed over at the classroom doors.

### **6.2 Accidents, Incidents and Near Misses and Accident Reporting**

If there is any uncertainty to what needs reporting staff can contact the Internal Health and Safety Advisor for advice and support 01952 383627. Staff should be aware that in the event of a serious accident/injury the Health and Safety Advisors may need to investigate the incident. Therefore it is advisable to take witness statements and photos of the site of the incident as soon as possible while it is still fresh in everyone's mind. All accidents/incidents arising out of work activity should be reported on MyView the Council's employee recording system, as soon as possible (within 5 working days) so that action can be taken to prevent a recurrence (incidents include violence). But remember any serious incident needs to be reported to the internal health and safety team immediately.

Also see section 6.10 for recording minor injuries and first aid treatment.

### **Reviewing accidents**



An analysis of the accident reports and near-misses will be undertaken at intervals and considered by both school management and the Governors' Committee with Health and Safety Responsibilities for consideration of further action.

**STAFF must be aware of the following:**

- Parents are advised of incidents in writing by means of a note where deemed necessary. Details of the injury, time and date must be included, this is essential for head injuries. Parent slips are kept by the accident book in the administrator's office.
- Information about children's allergies are readily accessible to staff and supply teachers on the register sheet.

**6.3 Asbestos**

Staff will be made aware of the areas in the school where there is known to be asbestos. This is to ensure they understand how it is being managed and what to do in the event that they notice that it is becoming damaged.

Staff will be made aware that they must not disturb areas where there is known asbestos. If there are any concerns they must contact the Headteacher and/or Site Manager.

The Asbestos Survey is kept in reception and will be brought to the attention of all contractors whose work will or could disturb the fabric of the building. The school specific Asbestos Management plan is located in the front of the survey.

**6.4 Bad Weather Contingency Plans**

Site staff will be responsible for ensuring the site remains in a safe condition and will produce a risk assessment for gritting the site during icy and snowy conditions. Staff must stick to the agreed routes during icy/snowy conditions because some areas may not have been gritted. Staff will be notified of these areas and/or they will be cordoned off.

**6.5 Chemical and Substance Safety**

**NO SUBSTANCES WILL BE USED OR GENERATED WITHIN THE SCHOOL UNLESS AN ASSESSMENT OF THE RISKS THAT THEY PRESENT HAS BEEN MADE.**

Whenever the school intends to use, or create a substance that could be a risk to the health of staff, pupils and others, the School's COSHH Assessment Co-ordinators (named in section 2) will:

- identify and control these substances, minimising the risk of exposure to staff and others.
- ensure staff are aware that certain substances are hazardous to health. Wherever possible these will be taken out of use. Where substitution proves to be impracticable then a full COSHH risk assessment will need to be carried out and documented. Paper copies of these documents will be available in .....
- ensure all users are informed, trained and instructed in the safe use of these substances and have access to the COSHH assessments.
- ensure staff know that they are to read labels and instructions, practise sensible, safe working habits and follow and understand the emergency procedures.
- ensure equipment is used as instructed.
- ensure personal protective equipment/clothing is available and used when required (See Section 6.17 PPE.) All staff must be aware that they have a responsibility for reporting hazards, potential hazards and "near misses" to the Headteacher or if not available, Business Manager/administrator

**6.6 Computers**

Staff who use computers, including laptops, for 1 hour or more at any one time during their working day must undertake a workstation risk assessment.

Speak to the Administrator/Business Manager who will be able to give you a copy of the self assessment and run through the procedure. If any changes or equipment are required that cannot be resolved directly by the user then report back to your Headteacher who will see if it is appropriate to order the equipment e.g. screen riser, foot rest etc. Further advice can be obtained from the Internal Health and Safety Advisor.

## **6.7 Confidential Counselling Service**

Telford & Wrekin Council provides a confidential counselling service for all employees. Governors commend the use of this service to staff. Staff can find out more details via Occupational Health.

## **6.8 Contractors**

All contractors working on the school premises are to report to the school office prior to starting work. They must be shown the relevant part of the asbestos survey and sign the ASBESTOS SIGNATURE SHEET to indicate that they will be expected to operate within the guidelines set to avoid disturbance of asbestos

For extensive work or high risk jobs the contractor must comply with the recommendations and procedures issued by Telford & Wrekin Council and current health and safety legislation. Close liaison between the Council representative and contractors must be maintained.

The procedure for this type of work will be agreed prior to work commencing and amended during the work activity as necessary especially when there are unforeseen developments.

### **6.8.1 School safety arrangements regarding contractors**

Telford & Wrekin Council requires contractors included on their approved list to be CHAS registered or registered by another of the other Safety Schemes in Procurement. This provides a measure of confidence in the contractor's ability to manage health and safety. Schools should select contractors from the approved list wherever possible.

Once a competent contractor has been appointed the school will:

- discuss with the contractor details of current relevant issues, supported by documentation where necessary;
- require the contractor to provide method statements, permits to work etc., as applicable;
- seek confirmation that the contractor agrees to work in accordance with the School's Health and Safety Policy and arrangements, and the health and safety requirements that are laid down in the contract;
- clarify the responsibility for provision of first aid and fire fighting equipment and the procedures to be followed in the event of emergency;
- obtain details of articles and hazardous substances intended to be brought onto site, including any arrangements for safe transportation, handling, use, storage and disposal;
- obtain details of plant and equipment brought onto site, including arrangements for storage, use, maintenance and inspection;
- agree key points of contact, arrangements for communication during work, including arrangements for reporting problems or stopping work in cases where there is a serious risk
- agree arrangements for suitable working times and segregation of school activities from the contractors work areas;
- seek confirmation that all workers are suitably qualified and competent for the work

### **6.8.2 School safety arrangements regarding contractors for schools that do not buy back into Telford and Wrekin**

Health and safety legislation place explicit duties on people arranging construction work, to ensure that the contractors are competent to carry out the works that they have been employed to do

Once a competent contractor has been appointed the school will: (See Section 6.8.1 above)

## **1.9 Fire Safety and Emergency Evacuation**

**The Fire Risk assessment is in the** Fire Safety file in the Fire Safety File in the school office and on the T drive in Policies – Safeguarding – Fire Safety. This is reviewed on an annual basis unless there are significant changes before this. An assessment on the risks of fire is carried out by the Local Authority. As a result of the assessment, if any additional precautions are identified as necessary the school will implement these as a matter of priority.

Notices setting out emergency evacuation procedures are displayed at key points around the school and in every classroom

Emergency exit doors and routes are kept clear at all times and not obstructed at any time. All fire doors are kept permanently unlocked while the premises are in use.

The Local Authority annual fire audit checks all firefighting and detection equipment to ensure that is present in the correct locations and has been subject to a service check within the last 12 months. In addition there is an annual check of all fire extinguishers by Churches (through the LA buyback)

The fire alarms are tested weekly by Jenny Aston and emergency lighting monthly. Records are kept in a log in the school office.

**Notices around school have the following information. (Signs should comply with Health and Safety (Signs and Signal) Regulations 1996)**

**FIRE ALARM / BOMB THREAT INSTRUCTIONS:  
IF YOU DISCOVER A FIRE**

**Press the fire alarm nearest to where you are:**

1. The alarm will sound.
2. Pupils and staff will walk out of school by the nearest safe exit:
3. Pre-school on path next to driveway (away from school building)
4. Class 2, 3 & 5 on to playground via small gate by field ready to exit via the big gate (away from school building)
5. Class 1 & 4 on to playground via small gate by carpark ready to exit via the small gate (away from school building)
6. Kitchen staff: exit via main entrance on to the car park
7. Head & administrator exit via main door to join classes 1 & 4 assembly point
8. IF DEEMED NECESSARY, BY THE PERSON IN CHARGE, EVERYONE WILL TRANSFER TO THE REAR OF THE CHURCH UNTIL ENTRY TO THE CHURCH OR HIGH ERCALL HALL CAN BE ACCESSED
9. Classes line up on the playground
10. Headteacher / Deputy Head / Fire Marshal to check class numbers and Attendance Registers and check that all children in their classes are out of the building. Teaching assistants will check the toilets and restrooms.
11. DO NOT PANIC. Walk quickly and quietly in line, DO NOT return to the classroom or cloakroom to pick up personal belongings.
12. Await further instruction before returning to the building.

**Fire drills** take place at least termly. Details are recorded and notes made of any problems which needing remedying.

- In the case of a fire, the first requirement is for staff to ensure the safe evacuation of all persons from the building to the safe places indicated on the fire procedures notices. Building should NOT then be re-entered until it has been confirmed that it is safe to do so.
- The Fire Brigade will be called automatically when the alarms sound.
- Fire wardens will sweep their designated areas and report to the 'Person in Charge'
- All attendance registers will be properly marked for the morning and afternoon sessions. Members of the teaching staff will take their registers with them on evacuating the premises.
- All attendance registers will be properly marked for the morning and afternoon sessions. The school administrator will take the register for all classes with them on evacuating the premises.
- Class numbers will be checked, and if necessary, a roll call will be taken when all have reached the place of safety.

- All visitors/contractors report their presence on site to reception and sign the 'Visitors' book and ensure they are familiar with the fire precautions. Reception staff must remind visitors to read the emergency arrangements.
- In the event that anyone by reason of any sort of disability or special need on the premises would be unable to evacuate the building without assistance a Personal Emergency Evacuation Plan will be drawn up, agreed with them if possible and implemented.
- Staff or others taking after school clubs must ensure they are familiar with the fire precautions.
- The school premises are organised in such a way as to ensure that adults and children can circulate in a safe manner.
- All access routes will be maintained in a safe condition and be free from obstructions. So far as reasonably practicable any hole, slope, uneven or slippery surface which is likely to cause a person to slip, trip or fall preventing them getting out of the building safety will be repaired.
- Evacuation from the playground inside the building will take place each term.
- The children will be taught to stop and listen following a long sound from a whistle. Staff members will make the decision on the best course of action – whether to evacuate to the Victorian building or to the main building.

### **1.10 First Aid**

The school will ensure that first aid can be rendered to staff and pupils, should they be injured or become ill. First aid needs a risk assessment to have been undertaken to ensure the provision is suitable for the school at all times including out of normal working hours and on visits and journeys.

If immediate medical assistance is thought to be necessary, parents will be contacted. However, should the parent(s) be unavailable medical assistance will be sought by the school and the child will be accompanied to the doctor or hospital by a member of staff.

The school seeks to ensure that at least two members of staff have received training on an approved first aid course and two other members of staff have the additional paediatric training.

#### **First Aid at Work (FAW)**

At least an 18 hour course (not including breaks), over a minimum period of three days.

On completion of training, whether a full FAW course or a FAW requalification course, successful candidates should have satisfactorily demonstrated competence in all of the subject areas listed under 3.2 and also be able to:

- Administer first aid to a casualty with:
- Injuries to bones, muscles and joints, including suspected spinal injuries;
- Chest injuries;
- Burns and scalds;
- Eye injuries;
- Sudden poisoning;
- Anaphylactic shock;
- Recognise the presence of major illness and provide appropriate first aid (including heart attack, stroke, epilepsy, asthma, diabetes).

This must be renewed every three years by means of a two day re-qualification course.

#### **Paediatric first aid**

This two-day paediatric first aid course focuses on emergency scenarios that face those looking after young children and infants, including day nurseries, private nursery schools, pre-schools, before and after school clubs for children in the early years age group, childminders and carers of children at home.

The paediatric first aid course must meet the Ofsted Early Years and Childcare Register requirements.

Understand the role and responsibilities of the paediatric first aider.

Be able to assess an emergency situation safely.

**Be able to provide first aid for an infant and a child:**

- who is unresponsive and breathing normally, including child and infant resuscitation
- who is unresponsive and not breathing normally
- who has a foreign body airway obstruction
- with external bleeding
- with injuries to bones, joints and muscles.

**Understand how to administer emergency first aid to an infant and a child with a chronic medical condition or sudden illness:**

- sickle cell crisis
- diabetic emergencies
- asthma attack
- allergic reaction
- meningitis
- febrile convulsions.

**Understand how to administer first aid to an infant and a child:**

- who is experiencing the effects of extreme heat and cold
- who has sustained an electric shock
- with burns or scalds
- who has been poisoned
- who has been bitten or stung
- with minor injuries, including cuts, grazes, bumps and bruises, small splinters and nose bleeds
- with conditions affecting the eyes, ears and nose
- with head and spinal injuries
- with anaphylaxis
- who is suffering from shock.

**Understand how to complete records relating to illnesses, injuries and emergencies.**

This must be renewed every three years by means of a one day re-qualification course.

This training can be provided by Telford and Wrekin Council. Copies of the First Aider's certificates are displayed in the office or see section 2 for names of all the First Aiders within the school.

**First Aid Facilities**

- The first aid boxes are placed in clearly identified and accessible locations in all classrooms and shared areas: KS1 practical area / Rainbow room / Classroom 3, 4 & 5 / Staffroom / Office / Community Room / Kitchenette / Breakfast room – Kitchen.
- Each first aid box contains a list of required first aid items and sufficient quantities of suitable first aid material and nothing else. Contents of the box will be replenished as soon as possible after use in order to ensure there is always adequate supply of all materials. Additional supplies are available from the office. The administrators are responsible for ensuring these are replenished as soon as possible after use.
- Disposable plastic gloves will be provided in the first aid box which will be properly stored and checked regularly to ensure that they remain in good condition.
- Notices are posted in prominent positions throughout the school giving locations of first aid equipment and the names of the first aiders.

**Recording First Aid Treatment**

Records of treatment provided will be made in the accident/Incident book for pupils/students. If the incident was work related then this will be reported and recorded using the electronic MyView system and a copy kept securely in case of follow up investigation or claim. See section 6.2 for further information on accident/incident reporting.

## **Administration of Medicines**

First Aid does not include administering medicines to children. Staff will require additional training and consent to administer medicines e.g. insulin, use of an epi-pen etc. This will only be after full consultation with the parents and the school nurse.

Staff can be with the child as the child administers their own medicine. Any member of staff witnessing the child taking their medicine must sign a form to confirm this. Where ever possible two members of staff will be present especially when having to administer the medication.

Medicines are kept in the school office or, if required to be refrigerated can be found stored in the fridge located: staff room. Further advice can be found in the Medication in Schools Guidance found in the Education Health & Safety Manual or ECouncil site.

Parents/Guardians will need to fill in a consent form asking for medicine to be stored in the school. Parents/Guardians must be made aware they will be responsible for making sure the medicine is kept within date.

### **6.11 Housekeeping**

The school has adopted policies and practices which lead to a safe working environment. Good housekeeping is practiced at all times and sets a good example to the children.

- Staff should ensure that all spillages are cleaned up immediately with safe disposal of the waste. If there is a large spillage the cleaner in charge should be contacted to assist.
- All rubbish and waste paper will be disposed of every day so as to minimise the amount of combustible material in case of a fire.
- All storage areas will be kept orderly, safe and provided with easy access.
- The school premises will be cleaned to an acceptable standard on a daily basis.
- Good food hygiene standards are observed by all staff serving school meals.
- All school staff are responsible for reporting health and safety issues as these arise to the Headteacher/person with delegated responsibilities for health and safety.

### **6.12 Lone Working**

**Working Alone should be avoided wherever possible.**

It is recognised that, from time to time, it may be necessary for school employees to work in situations or locations, which are remote from other members of staff. This will include employees working in the evenings, weekends or during the holiday in the school on their own.

In such circumstances, the school will assess the risk to these individuals and introduce suitable controls to ensure that all risks are minimised. A copy of the procedures introduced to control these risks will be available on the T drive.

Any staff wishing to work on the premises outside normal school hours must have prior agreement from Headteacher or designated senior manager.

Also see section 6.22 for school security and people responding to call-outs.

### **6.13 Manual Handling**

Moving heavy and awkward loads can cause injury. Where staff roles require them to undertake significant manual handling, training will be provided.

A specific manual handling risk assessment will be undertaken for the task and reviewed regularly, staff must follow the control measure at all times.

#### **General manual handling guidance for all staff**

To avoid manual handling injuries all staff should follow the basic manual handling procedures:

- Plan the lift before you start.
- Assess the load – if it is awkward or heavy, find out whether there is a mechanical aid to use e.g. trolley or a second person to help.

- Ensure the route you are going to take is the most direct, clear from obstruction and as flat as is possible. When you off-load the object make sure the area is clear for you to do so.
- When lifting bend your knees and keep your back straight, feet apart and angled out and ensure the load is held close to the body and firmly.
- Lift smoothly and slowly and avoid twisted, stretching and reaching where practicable.

#### **6.14 Out of Hours Use of School Premises**

Consideration will be given to persons using the premises outside school hours in order to ensure their safety. A responsible person will be nominated to represent the school and a user representative sought for liaison, to ensure that all visitors understand the procedures to be adopted in the case of fire/emergency evacuation, first aid provision, and safe use of buildings, equipment, substances and other facilities.

There will be control over the number of persons attending functions at the school to ensure that they could all evacuate quickly and safely in the event of an emergency. If necessary further advice will be sought from the Fire Safety Officer details are in Section 2. Hirers of the building will be given written emergency procedures they have to comply with and sign to agree to follow the procedures

Events and entertainment programmes will be scrutinised beforehand with regard to any licensing requirements.

#### **6.15 Parental/Adult Help**

- All parents and adults must be DBS (Disclosure & Barring Service) checked if they offer to help with clubs, transport or any other school activity.
- When using their own car they must prove that their insurance cover is appropriate to take children on school business and the car is road worthy, taxed and MOT where appropriate see section 6.14 above.

#### **6.16 Personal Protective Equipment (PPE)**

PPE will be provided to staff as a last resort if no alternative control measures are available to reduce the risk to an acceptable level.

PPE will be provided to staff or pupils where this is a necessary control identified by a risk assessment. This could be eye protection, hearing protection, gloves, high visibility wear, helmets and footwear.

Claire Machin will be responsible for purchasing the correct type of PPE which is suitable for the task in hand. The person who will be wearing the equipment should be involved in the process of purchase, to ensure that it is correct in size and fit so that it is comfortable to wear.

There will be suitable arrangements in place for the storage, cleaning and replacement of PPE. Staff will receive training as appropriate and will be required to wear the PPE provided. They will be responsible to keep it clean, store it correctly and report any faults so that replacements can be provided.

#### **6.17 Play Equipment (indoors and outdoors).**

All play equipment must be used in accordance to the manufacturers/installers instructions. All new pupils are given an induction on the equipment before they first use it.

Staff rota for break time supervision can be found in: the school office . All staff as part of their duties must visually check the play equipment before the pupils use it and check that the weather conditions are suitable for its use. Headteacher/Deputy Headteacher/ Playground Supervisor to make the final decision for the equipment to be used.

Indoor and outdoor play equipment weekly/quarterly inspections are undertaken by: Jenny Aston  
Records of the inspections are recorded and kept in: the school office  
Annual inspections are undertaken by 'ROSPA' report kept in: the school office

For further information and details of the checks required see the Outdoor Playground Inspection & Maintenance Guidance available on the School Knowledge Hub SharePoint.

### **6.18 Portable Electrical Appliance Testing**

The Headteacher or delegated responsible person is responsible for ensuring that all portable electrical equipment is tested regularly by an approved contractor.

A register of all such electrical equipment used in the school is kept in the school office.

No equipment other than that purchased as new may be used unless tested. This includes personal equipment brought into school by members of staff. All new equipment must be entered into the register as soon as practicable and not left until required to be tested.

The School Buildings Manager or administrator will be responsible for co-ordinating the registration, inspection and testing of equipment. (See section 2 for name person responsible).

All staff will be instructed to visually check electrical equipment for obvious defects before use.

All hard wired electrical installations are maintained by the Facilities Management Team at Telford & Wrekin Council at least every 5 years unless changes have occurred.

### **6.19 Pregnancy and New Mothers**

Risk assessments must be produced to identify any further precautionary measures that are needed to protect pregnant employees. If you are expecting a baby (or have given birth in the last six months) you will need to let the Headteacher know as soon as possible. Your Headteacher will review the risk assessments applicable to you to ensure that you are as safe as possible during your pregnancy and will take any additional measures needed to protect you.

### **6.20 Risk Assessment**

The school will assess all risks to safety and health as required by the Management of Health and Safety at Work Regulations.

All significant risks will be recorded on the Telford & Wrekin Council risk assessment template. Risk assessments should be reviewed annually or if significant changes require this to be done earlier. The relevant staff will be made fully aware of any risks or additional control measures required which have been brought about by the changes. This will be monitored by the School's Health and Safety Co-ordinator.

- Risk assessments will be carried out or reviewed before every educational visit
- All P.E. activities have been risk assessed including the use of the outdoor play equipment.
- Arthog Outdoor Education Centre does its own risk assessment which staff are familiar with. They will check the control measures to ensure they correspond with the school risk assessment.

There is guidance on risk assessment in the Education Health & Safety Manual and a resource called the risk assessment bank that can be used to help record suitable risk assessments. For training on risk assessment contact the Internal Health and Safety Team.

### **6.21 School Security (Safeguarding)**

This will be monitored at least annually by the Health and Safety committee.

- Gates are locked at the same time each day in the morning at 9am and after school at 6pm. After which time access to school is restricted. After school clubs use the Victorian Building
- The school secretary monitors those that come to the door at reception before deciding who to let into the building.
- All visitors sign in and out and wear badges of identification or a visitor's badge.
- The main doors have good locking mechanisms.
- Intruder alarms are installed.
- All teaching, extended schools and administration staff have a set of keys to access the school at any time. They can also activate the school's electronic security system. The School Administrator has a full inventory of key holders and keys that have been allocated.



- Blinds or curtains have been installed in all classrooms and corridors for security, the classroom blinds or curtains are closed at the end of each school day.

The cleaner in charge is responsible for the security of the school at the end of the day by ensuring that doors, windows, skylights etc are secured. All staff have responsibilities for ensuring their classroom windows are shut and lights and computers are switched off at the end of the day.

### **Responding to call outs**

The following are the school's nominated representatives who will respond in the event of an out-of-hours call out or see section 2: Sarah Roberts, Mark Parton

The school have assessed the risks to these individuals and introduce suitable control measures to ensure that all risks are minimised. All nominated staff have been trained in how to deal with violence and aggression and will be supported if an incident occurs.

### **Lone Worker attendance**

If anyone has to attend to a call out on their own, procedures must be in place so that the individual on site keeps in contact with someone on arrival at site, at regular intervals whilst on site, when leaving site and on arriving safely at home. If the lone worker fails to make contact within the agreed time further steps to establish their whereabouts will be needed. Also see section 6.12 Lone Working.

No employee will enter a building alone unless there is an urgent and important need to do so before assistance arrives. No employee is expected to enter a building where it is believed there is a significant risk.

A copy of the detailed procedures introduced to control these risks will be kept in the T drive  
Following any event the risk assessment should be reviewed and further control measures implemented where appropriate.

### **6.22 Smoking**

Everyone's health is important so smoking is prohibited during the school day either by staff or pupils whilst on the school premises. See the smoking policy for full details.

### **6.23 Stress**

Although pressure is necessary for us to live normal lives, excessive pressure can cause stress which in turn can lead to real physical and mental problems. Training is available on handling personal stress and employees are encouraged to take their PPA time and take regular exercise. Heads are expected to be able to recognise and manage stress and try to promote a harmonious working environment within their teams. Training is available to help with this.

If you feel that work is causing you to have too much stress or even that stress caused by other things is affecting you at work, then you need to tell your manager/Headteacher or contact the Telford & Wrekin Internal Health & Safety (tel: 383627). If you wish, all such contact can be confidential. All employees can also contact one of the independent employee counsellors for free, confidential counselling. Leaflets giving the numbers are available in school and on the Telford & Wrekin Commercial Services website.

### **6.24 Supervision of Pupils**

The school will be open from 8.30am to 3.30pm on weekdays during term times. Between these times supervision will be provided. Pupils will not be allowed on site outside these times. Parents are informed of the details of the school arrangement at the beginning of the school year and reminders sent throughout the year when necessary. The school website gives details of arrangements for Breakfast Club times and After school care.

The school arrangements must contain the following:

- Supervision ratios and locations between school opening and lesson start time
- Supervision ratios and locations at break and lunchtimes
- Supervision ratios and locations between end of lessons and school closing time
- Areas to be used by pupils outside lesson times

### **6.25 Training in Health and Safety**

Training on various aspects of health and safety is a legal requirement. Initial training is organised on induction and more specialist training is arranged as needed. Some training may be provided on the job. Your head teacher or manager will have details of any courses you need to attend or other opportunities to improve your health and safety skills. You should be given the opportunity to put your health and safety skills into practice and your head teacher or manager will need to follow up to check that the training you've received has been effective.

Some training is very specific to the job you are doing and should be undertaken *before* commencing work. Examples include The Moving and Handling of People, Driving Skills and Control of Substances Hazardous to Health.

One of the core competencies for Head teachers and managers is health and safety and all Head teachers and managers will be assessed on this and encouraged to improve their skills and knowledge. For any Health and Safety Training needs contact the Internal Health and Safety Team.

### **6.26 Challenging Behaviour**

The School follows Telford & Wrekin Council's Policy and Guidance on Personal Safety at work. The Headteacher is responsible for ensuring that **all** staff:

- are aware of the policy and procedures for avoiding violence at work and reporting and recording all incidents of verbal and physical abuse. See section 6.2 for Accident Reporting.
- are aware of Telford & Wrekin Council's arrangements available for victims of violence at work.
- Know that when they have meetings with potentially hostile parents these must be in the presence of another member of staff.

Staff will be trained to manage actual and potential aggression or unacceptable behaviour where required.

### **6.27 Visits and Journeys**

Telford & Wrekin Council's Educational Visits and Journeys Guidance is followed and the Educational Visits Coordinator (EVC) is listed on page 4 of this policy. The EVC will liaise with the members of staff who will be undertaking the trip to ensure the procedures have been followed. (N.B. If the EVC is not the Headteacher then the EVC must make sure the Headteacher countersigns the approval documents including the risk assessment.)

### **6.28 Working at Height**

Working at height, using a ladder, can be very hazardous. An assessment must be made of the risks from such work, which should be designed out wherever possible. Equipment used for working at height must be suitable for the job, regularly inspected and well maintained. Relevant staff, particularly site managers/caretakers, must have completed ladder safety training if using a ladder is an unavoidable part of their work.

### **6.29 Work Equipment**

Work equipment relates to all things that assist you to do your job from tables and chairs, ladders, vacuum cleaners, utensils, computers, photocopiers, fire extinguisher's etc.

The equipment must be suitable and fit for purpose. Therefore before any equipment is purchased staff must ensure they understand what is required and consult with all those that will be using the equipment:

- Consideration will be given to the installation, storage and positioning of the equipment.
- Training and use of the equipment will be required and where practical provided by the companies that provide the equipment.
- The equipment will be maintained to ensure that it remains in good condition by the Caretaker/Site Manager/or will be under contract for maintenance and repairs either via Telford & Wrekin Council - or the Supplier.

It is the responsibility of the person using the equipment to ensure it is in a safe condition before using it. They may require instruction and/or training before the initial use to know how to undertake the checks.

The school keeps a record of the inspections and checks that are made to all equipment. The log/record is kept in the Caretaker/Site Manager's Office.

## **7. MONITORING AND REVIEW**

Internal monitoring and review of the health and safety policy and procedures will be undertaken on an annual basis.

The Headteacher and the Health and Safety Committee will be responsible for reviewing and amending this policy in conjunction with the Annual Health and Safety Self Monitoring Checklist and Fire Risk Assessment which is required by Telford & Wrekin Council.

The school will make arrangements to carry out a systematic and regular programme of monitoring and reviewing of:

1. All accident and incident reports
2. All advisory reports received
3. All termly audit reports (where appropriate)
4. The annual audit report
5. Progress on health and safety and fire action plans, policy and procedure updates
6. Other information about changes in requirements as they occur.

Aspects of these will be reported on to the appropriate Committee of Governors/Officers responsible for Health and Safety so that any review of policy that may be necessary or contemplated can be informed by them.