



“Love God Love Learning Love Life”

***Corvedale
Church of England (Voluntary Aided)
Primary School and Nursery***

**HEALTH & SAFETY
POLICY**

December 2021

Note: This Health and Safety policy is based on guidance from the Local Authority. It refers to the detailed advice available on the Shropshire Learning Gateway.

This is an example of a typical policy. Each school needs to identify what is appropriate for their school.

Governors/Headteachers need to identify those staff with Health and Safety responsibilities and ensure that the level of their duties are detailed within this policy.

All staff should be able to access this policy and other relevant health and safety information and notify the Headteacher if they cannot.

In order to carry out the policy effectively, the School Governors and Headteachers will seek cooperation, through consultation and involvement of all employees; bring the policy to the attention of visitors; keep abreast of legislation and monitor performance on a regular basis.

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

Signed:

David Hedgley (Chair of Governors)

Jonathan Brough (Headteacher)

Date:

Contents

1.	School Health and Safety Policy Statement	Page 3
2.	Health and Safety Representatives and Organisation	Page 4
3.	Responsibilities of Nominated Personnel	Page 5
4.	School Health and Safety Policy Arrangements	Page 5
4.1	Access onto and exit from the school site.	Page 5
4.2	Accidents and Reporting	Page 5
4.3	Arson, Bomb Threats, (See Safer Schools Initiative)	Page 5
4.4	Asbestos	Page 6
4.5	Bad Weather Contingency Plans	Page 6
4.6	Confidential Counselling Service	Page 6
4.7	Contractors	Page 6
4.8	COSHH (Control of Substances Hazardous to Health)	Page 7
4.9	Display Screen Equipment	Page 7
4.10	Fire Safety/Bomb	Page 8
4.11	First Aid (Administration of Medicines)	Page 16
4.12	Housekeeping	Page 17
4.13	Lone working	Page 17
4.14	Manual Handling	Page 18
4.15	Minibus Use	Page 18
4.16	Out of hours use of School premises	Page 19
4.17	Parental/Adult help	Page 19
4.18	Personal Protective Equipment	Page 19
4.19	Play equipment	Page 20
4.20	Portable Electrical Appliance Testing	Page 20
4.21	Risk assessment	Page 20
4.21	Equal Opportunities	Page 21
4.22	School Security (Safeguarding)	Page 21
4.23	Supervision of Pupils	Page 23
4.24	Violence	Page 23
4.25	Visits and Journeys	Page 23
4.26	Working at Height	Page 16
4.27	Work Equipment	Page 16
5.0	Monitoring and Reviewing the Health and Safety Policy and procedures	Page 17

Appendix

1	Fire Safety Policy Statement	Page 18
2	How to undertake a risk assessment	Page 27
3	Manual Handling Techniques	Page 29

1. Aims

Our school aims to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely, and are regularly inspected

2. Health and Safety Representatives and Organisation

TITLE	NAME
Chairman of Governors	David Hedgley
Headteacher	Jonathan Brough
School Health and Safety Coordinator	Jonathan Brough
Office manager	Kirsty Pote
Governors Resources Committee with portfolio for Health & Safety	Anson Crouch (Chair), Jonathan Brough, David Hedgley, Richard Coleman, Russell Simm

Health, Safety and Welfare Advice and Training

Shropshire Council's Health and Safety Manager - Carol Fox 01743 252819
Lead Health and Safety Officer for Schools - Shelley Reid 01743 252819
Support Health and Safety Officer – Tim Sanderson 01743 252819
Crime Prevention Officer - Ian Bartlett 01743 252819
Corporate Health and Safety Training Contact Katie Dawson 01743 252819
Email address for Health and Safety Team - Health.Safety@shropshire.gov.uk

Fire Control/Emergency Evacuation

Fire Safety Advice Shropshire Council Health and Safety Team 01743 252819
Nominated School Premise Fire/Emergency Co-ordinator - Jonathan Brough (Headteacher),
Deputy Fire/Emergency - Kirsty Pote (School Office Manager)

Reporting and Recording of Accidents etc

Persons nominated for overseeing the documentation of accidents, diseases, dangerous occurrences, and incidents of violence - Jonathan Brough (Headteacher) & Kirsty Pote (School Office Manager)

Health and Safety (First-Aid) Regulations 1981

Emergency First Aid at Work - Kirsty Pote
Paediatric First Aid - Jonathan Brough, Anna Smith, Susan Rook, Jane Condra, Michelle Hollins, Kirsty Pote, Cath Davies, Jess Morgan, Heather Meryck, Holly Littlar, Jenny Ebrey, Lauren Roderick, Tracey Siddons, Bea Cox

Educational Visits and Risk Assessments Co-ordinator (EVC)

Jonathan Brough

Asbestos and Legionnaires Coordinator

Jonathan Brough

Portable Electrical Appliance Testing Nominated Co-ordinator

Jonathan Brough, Kirsty Pote & Jane Condra

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

Jonathan Brough

3. Responsibilities of Nominated Personnel

3.1 School Governors

The governing board has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to **Jonathan Brough the headteacher**. The named governor with responsibility for health & safety is **Mr Richard Coleman**.

The governing board has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The governing body, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided
- The resources committee of the governing body oversees health and safety.

3.2 The Headteacher

The headteacher is responsible for health and safety day-to-day. This involves:

- Implementing the health and safety policy
- Ensuring there is enough staff to safely supervise pupils
- Ensuring that the school building and premises are safe and regularly inspected
- Providing adequate training for school staff
- Reporting to the governing board on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff. Normally **Mrs Susan Rook or Mrs Kirsty Pote**
- Ensuring all risk assessments are completed and reviewed
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

3.3 The School Health and Safety Co-ordinator

In our small school the headteacher is also the health and safety co-ordinator and in this role will create a positive approach to accident prevention and the health and safety of staff, pupils and others on the school premises. Specifically they will:

- periodically inspect the premises and activities in order to determine whether the law is being complied with and whether the highest standards of health, safety and welfare, which it is reasonably practicable to attain, are being achieved
- maintain positive measures to raise the level of health and safety performance; this includes the organisation of periodic fire drills and all necessary checks to safety equipment (Firefighting equipment, First Aid Kits, Electrical Equipment, etc,) working with the School Administrator
- ensure that all electrical leads and plugs are regularly checked. All staff must check that equipment is safe at the time of use. In particular, they should check electrical leads for evidence of damage and plugs to ensure they are tightly fitting. Any defects should be notified

to the Headteacher – as soon as possible and a written record noted for subsequent repair by a competent person.

- liaise with outside Health and Safety Advisers such as Corporate Health and Safety Officer, Enforcement Authorities - Health and Safety Executive, Environmental Health Officers and Fire Safety Enforcement Officers, etc.
- be conversant with current legislation affecting health, safety and welfare of staff, pupils and others.
- seek expert advice from the Corporate Health and Safety Team at Shirehall when required.

3.4 Teaching and Support Staff

School staff have a duty to take care of pupils in the same way that a prudent parent would do so Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Co-operate with the school on health and safety matters
- Work in accordance with training and instructions
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them

3.5 Pupils and parents

Pupils and parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

3.6 Contractors

Contractors will agree health and safety practices with the headteacher before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

4. School Health and Safety Policy Arrangements

4.1 Access on to and exit from the school site

Due to the unique nature of the site, behind the village hall, access is restricted. The school premise is organised in such a way as to ensure that pedestrian and restricted traffic can access in a safe manner. There is designated parking for school staff at the rear of the school. Signs are in place for visitors access.

Letters are sent to parents/carers/guardians annually to inform them of the procedures at the beginning and end of the school day to promote the safe access and exit from the school. This has been drawn up in consultation with a group of parents and is reviewed regularly. Parents/carers/guardians are responsible for their children until handed over at the doors and when handed over to parents at the end of the school day.

4.2 Accidents and reporting

Accident record book

All accidents and near misses must be recorded in the accident book:

- An accident form will be completed as soon as possible after the incident occurs by the member of staff or first aider who deals with it. An accident form template is available from the school office
- As much detail as possible will be supplied when reporting an accident
- Information about injuries will also be kept in the pupil's educational record

Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

Reporting to the Health and Safety Executive

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 (RIDDOR) require that Employers report:

- all fatal and specified major injuries,
- any injuries that result in an employee not being able to work for more than 7 days,
- or any injury which results in a person being admitted to hospital for more than 24 hours.
- Where something happens that does not result in a reportable injury but could have done (e.g. electrical fault causing a fire or explosion)

The regulations relate to any employee or other person within the school or engaged upon an activity arranged by the school e.g. pupils, visitors, service user, volunteers, contractors, agency, work experience.

The Council's Accident Reporting System (CARS) form will be used. Under the requirements of the regulations, when someone dies or suffers a specified major injury or condition, or there is a dangerous occurrence, as defined in the Regulations. The Headteacher will immediately notify Shropshire Council's Corporate Health and Safety Team by the quickest practicable means during office hours telephone number 01743 252819. The Health and Safety Team will report the incident to the Health and Safety Executive (HSE). The incident must be confirmed in writing within 48 hours using the CARS Form.

The Headteacher will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7). The Headteacher will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

The report form must be signed/completed by the Headteacher The Pink copy is retained for the school files in the Administrator's office

- The (Yellow copy can be destroyed) and White copy must be sent to the Corporate Health and Safety Team, Shirehall, Shrewsbury.

In addition to the completion of the appropriate form, ensure that notes of all telephone calls are made, including:

- the time of the call
- the name of the caller
- what details were given of the event being notified

Reviewing accidents

An analysis of the accident reports and near-misses will be undertaken at intervals and considered by both headteacher and the Resources committee 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.
- Children's allergies are permanently on view to staff and supply teachers on the register sheet.
- **Also see section 6.11 for recording minor injuries and first aid treatment.**

4.3 Asbestos

Staff will be made aware of the areas in the School where there is known asbestos and how it is being managed. They will be informed that they must not disturb areas where there is known asbestos and understand what to do in the event of an emergency. If there are any doubts or concerns, they must contact the Headteacher.

The Asbestos Register includes the asbestos management plan located in the front of the file which is kept at reception. It will be given to all contractors that will/or could potentially disturb the fabric of the building.

4.4 Bad weather contingency plans

School staff will be responsible for ensuring the site remains in a good and safe condition and they will follow the procedures that have been implemented for gritting the site during icy and snowy conditions. A risk assessment has been completed and is kept in the school office. Staff must stick to the appropriate 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.

4.5 Confidential Counselling Service

The school acknowledges that the Local Authority provides a confidential counselling service for all staff. Governors commend the use of this service to staff. Staff can find out more details through the Learning and Skills – Human Resources Department.

4.6 Contractors

All contractors working on the school premises are to report to the school office prior to starting work. They must read and sign the red ASBESTOS file and will be expected to operate within the set guidelines.

All contractors that come onto site are notified of the procedures in place for fire safety, emergency evacuation, first aid and reporting an incident. (Emergency procedures must be given to all visitors/contractors who come onto the site. The detail of the information given will vary depending on the time and work being undertaking).

The contractor must comply with current health and safety legislation.

School safety arrangements regarding contractors

The safety arrangements for any contract must be directly proportional to the risks and consequence of failure.

Short simple jobs that create hazards of minimal significance need simple arrangements – generally contractor insurance and simple risk assessment.

Larger projects with several workers on site for a few days will require the school to employ someone to oversee health and safety arrangements.

4.7 Control of Substances hazardous to Health (COSHH)

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

Hazardous substances, which can take many forms, include:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

The school shall not normally use or create a substance that could be a risk to the health of staff, pupils and others. Chemicals used by the cleaning subcontractor are controlled by the subcontractor who is responsible for carrying out necessary COSHH risk assessments. In the event there is a specific requirement within the school to use or create such a substance the School's COSHH Assessment Co-ordinator shall be informed who will ensure

- the identification and control of these substances and minimise the risk of exposure to staff and others.
- staff are aware that COSHH substances are on site. Wherever possible these will be taken out of use. Where substitution proves to be impossible a Shropshire Council COSHH assessment form will be used to ensure conformity. Copies of these documents will be available in the School Office).
- an inventory of all such substances is kept and is up-to-date.
- **All users** are informed, trained and instructed in the safe use of these substances and have access to the COSHH assessments.
- ensure equipment is maintained and used as instructed.
- ensure personnel protective equipment/clothing is available and used when required

All Staff must:

- check for pupils bringing their own pens into school. Spirit based items are not allowed.
- oversee the use of solvent based "Tippex". This will be controlled by the school office.
- be aware that they have a responsibility for reporting hazards, potential hazards and "near misses" to the Headteacher.

Legislation

The Control of Substances Hazardous to Health Regulations require detailed information on hazardous substances and these can be found in the COSHH assessment file kept in the Staff room/on line, Shropshire Learning Gateway\Administration\Occupational Health and Safety, etc.

4.8 Display Screen equipment – (visual display users)

Staff who use computers including laptops must ascertain whether they are classed as users. (e.g. use a computer/laptop for 1 hour or more at any one time during their working day). Staff who are classified as a user must undertake a workstation risk assessment. **(N.B. under the Provision and Use of Work Equipment Regulations there is a legal requirement for all employees who use work equipment to be given appropriate instruction/training to be able to use the equipment safely).**

Speak to Mrs Pote who will be able to give you a copy of the self-assessment and run through the procedure. If any changes/equipment are required that cannot be resolved directly by the

user then report back to Mrs Pote who will see if it is appropriate to order the equipment e.g. screen riser, footrest etc. Further support and advice can be obtained from Health and Safety Team, Shropshire Council, See Section 2 for contact details.

4.9 Fire Safety/Bomb

The **Fire Risk assessment** is sited inside the Headteacher's office. 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 a member of the Resources committee and the Headteacher. If the risk assessment identifies any significant risk the school will treat them with the appropriate priority and an action plan will be generated to address the high risks immediately and reasonable time periods applied to implement the control measures for the medium and low risks.

Notices of fire procedures are fixed to visible sites around the school and in every classroom. Emergency exit doors and routes are kept clear at all times and not obstructed by random storage at any time. All fire doors are kept permanently unlocked while the premises are in use. Staff are actively encouraged to demonstrate good housekeeping.

An LA approved firm ensures that checks on all firefighting and detection equipment is carried out annually to ensure they are within the "use by" date as is the statutory requirement. In addition there is an annual check of all fire extinguishers.

The fire alarms are tested weekly by the Headteacher and a Cleaner in Charge and emergency lighting monthly as required by Regulatory Reform (Fire Safety) Order and the associated KYSIB guidance. Records are kept in the book found in the Headteacher's.

Fire drills take place every half term. Details are recorded in the Fire Logbook 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. The primary responsibility of class teachers remains to evacuate the premises, which should NOT then be re-entered until instructed to do so.
- Shropshire Fire and Rescue Services (SFRS) will be summoned by the school administrator or the Headteacher in her absence once everyone has safely left the building and moved to a place of safety.
- Senior staff members 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.
- A roll call will be taken when everyone has reached the place of safety.
- Special consideration will be given to staff, visitors and pupils with special needs, disabilities etc. An Individual Personal Emergency Evacuation Plan (PEEP) will be completed for staff and/or pupils when required
- Staff or others taking after school clubs must ensure they are familiar with the fire procedures.
- 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 safely will be repaired.

Fire safety training for staff/pupils

- all staff will be given fire safety awareness training which is based on the information detailed in the Fire Risk Assessment for Educational Premises part 1 section 4.4 and part 2 section 7.4 Fire Safety Training.
- staff will be made aware of the findings of the fire risk assessment and have access to the fire safety policy statement
- individual records of staff health and safety training will be kept
- pupils will be made aware of the fire safety procedures so that they are aware of the actions to be taken in the event of a fire.

4.10 First Aid

The school will ensure that, adequate and appropriate facilities are provided to enable first aid to be rendered to staff and pupils should they be injured or become ill. A risk assessment has 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 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's or hospital by a member of staff.

The school seeks to ensure that at least 2 members of staff have received training on a first aid course and two other members of staff have the additional paediatric training.

First Aid training will be provided by Shropshire Council's Occupational Health Team. Copies of the First Aider's certificates are displayed in reception. Section 2 lists the names of all the First Aiders.

4.10.1 First Aid Facilities

- The first aid boxes are placed in clearly identified and accessible locations:
 - a) in the reprographics area.
- 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 stored in the locked cupboard in the office).
- 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. (E.g. The names of the persons nominated to deal with first aid can be found in the reprographics area by the staff room and in section 2 of this Health and Safety policy.)

4.10.2 Recording First Aid Treatment

Records of all incidents treated will be made in the accident/Incident exercise book for pupils/students for events that do not arise out of a fault of the premise/activity etc. All other incidents will be recorded on the CARs forms and the pink copies of the CARs forms kept in the Administrator's office in the locked filing cabinet. See section 6.2 for further information on accident/incident reporting.

4.10.3 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. Wherever possible 2 members of staff will be present especially when having to administer the medication.

Medicines are kept in the locked cupboard within the staffroom or can be found stored in the fridge in the staff room if required to be refrigerated. Shropshire Council's 'Medical Arrangements, Guidelines and Procedures for Shropshire Schools' are followed. Staff can access the full document on the Shropshire Learning Gateway for further information.

Parents/Guardians will be required to complete 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.

4.11 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 pupils.

- Staff must ensure that all spillages will be cleaned up immediately with safe disposal of the waste. If there is a large spillage the Cleaner in Charge should be contacted to assist. If the area is left unattended staff must put out warning signs/cones.
- All rubbish and wastepaper bins will be emptied daily so as to minimise the amount of combustible material in the building in the 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 by school cleaning staff
- Hygiene standards are of the highest attainable by all staff including those serving dinners.
- All school staff are responsible on a daily basis for reporting Health and Safety issues to the Headteacher.

4.12 Lone Working

Working Alone

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 includes employees working in the evenings, weekends or during holiday periods on their own.

Any staff wishing to work outside normal school hours must have prior agreement/permission from Headteacher. In such circumstances, the school will assess the risk to these individuals and introduce suitable controls to ensure that all risks are minimised but where practicable no-one will work on their own in the school.

A copy of the procedures introduced to control these risks will be kept in the staff room. Also see section 4.21 for school security and staff/governors responding to call-outs

4.13 Manual Handling

The school recognises that manual handling does take place within the school and that the movement of heavy and awkward loads can contribute to significant workplace injuries. Therefore

it is a requirement at staff induction that manual handling will be identified within the tasks/activities undertaken by the individual and training will be provided where appropriate.

A specific manual handling risk assessment will be undertaken for the task/activity where manual handling cannot be eliminated and reviewed regularly. Training will be refreshed every 3 years unless it is deemed necessary to undertake the training more frequently.

Staff who have undertaken manual handling training will be familiar with the risk assessment process and read the completed risk assessments and follow the control measures at all times.

General manual handling guidance for all staff

To avoid manual handling injuries, you should ensure you follow the basic manual handling procedures:

- Plan the lift before you start
- Assess the load – if it is awkward or heavy, is there a mechanical aid to use e.g. trolley or will it require 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. See pictures of correct procedures in **Appendix 3**.

4.14 Car use.

- Teachers, parents and others who drive pupils in their own private cars will ensure their passengers' safety by confirming the vehicle is roadworthy, and they have an appropriate licence and insurance cover for carrying the pupils. Volunteers will be carefully vetted by the school before they are permitted to drive pupils in their cars. The Headteacher will request assurances as necessary. This will be encompassed in the risk assessment for trips where necessary.
- The driver is responsible for making sure that pupils have a seat belt and use it at all times and if necessary use booster pads. Staff hiring a minibus or other vehicle must make sure pupils wear seat belts at all times. Vehicles without seat belts **will not be used**.
- Parents' agreement will be sought (on the consent form for the visit/journey) for their children to be carried in other parents', volunteers' or other pupils' cars. Parents, volunteers or other pupils driving pupils will not be allowed to be alone with a pupil. The party leader will arrange a central dropping point for all pupils rather than individual home drops.

4.15 Out of Hours use of school premises

Consideration will be given to persons using or hiring 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 it complies with the details in the fire risk assessment. If necessary, further advice will be sought from the Corporate Health and Safety Team details can be found in in Section 2.

Events and entertainment programmes will be scrutinised beforehand with regard to licensing and the above-mentioned procedures. Hirers of the building will be given written emergency procedures they have to comply with and sign to agree to follow them.

(Staff should be aware of the Shropshire Council guidance for Extended Schools which includes additional health and safety measures that are necessary. It is available on Shropshire Learning Gateway).

4.16 Parental/Adult/volunteers help

- All parents/adults/volunteers will be checked by the Disclosure and Barring Service (DBS) if they offer to help with clubs, transport or any other school activity.
- They will be given appropriate information e.g. emergency procedures when necessary.
- When using their own car they must prove that their insurance is validated to take children on school business and the car is road worthy, taxed and MOT where appropriate.

4.17 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 as necessary when identified during the assessment of the task/activity risk or COSHH assessment. This could be eye protection, hearing protection, gloves, high visibility wear, helmets and footwear.

A delegated member of staff 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.

Suitable arrangements are 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, stored correctly and report any faults so that replacements can be provided.

4.18 Play equipment (indoors and outdoors).

All play equipment must be used in accordance to the manufacturers/installers instructions.

All outdoor play equipment and safety surfaces comply with the current standards BS EN 1176 and BS EN 1177 respectively.

All new pupils are given an induction on the equipment before they first use it.

Instructions for safe use are displayed on the outdoor equipment.

Staff rota for playground duties is on the staff notice board. All staff when on duty must visually check the play equipment before the pupils use it and check that the weather conditions are favourable. Headteacher/ Playground Supervisor to make the final decision for the equipment to be used.

Indoors and outdoors play equipment quarterly inspections are undertaken by the Headteacher. Records of the inspections are kept in the Buildings and Grounds File.

Annual inspections are undertaken by 'ROSPA' - report kept in The Buildings and Grounds File.

For further information and details of the checks required see Play equipment safety arrangements on the Shropshire Learning Gateway.

4.19 Portable electrical appliance testing (PAT)

The Headteacher or delegated responsible person will be responsible for ensuring that all portable electrical equipment is tested by an approved contractor annually or in accordance with the HSE guidance document 'Maintaining portable electric equipment in low-risk environments' INDG236 (rev3) published 09/13.

A register of all such electrical equipment used in the school is kept in the Administrator's office. (Also see Section 6.26. Work Equipment).

No equipment other than newly purchased 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 Office Manager will be responsible for co-ordinating the registration, inspection and testing of equipment. (See section 2 for name of person responsible).

All staff will be informed/instructed how to visually check the electrical equipment before use e.g. checks on the casing/plug not cracked/in date, etc.

All hard wired electrical instalments are maintained by Shropshire Council's Property Services group at least every 5 years unless changes have occurred.

4.20 Risk Assessment

The school will assess all risks to safety and health using the risk assessment process to identify any significant risk. Risk Assessments are required under the Management of Health and Safety at Work Regulations and other specific regulations for the workplace, work activities and equipment.

All significant risks will be recorded on the approved Shropshire Council risk assessment which will be updated annually unless changes occur before the said time and the assessment will be reviewed and amended. 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.

For staff who do not feel confident to undertake a risk assessment, additional guidance is available in Appendix 2. Otherwise the member of staff can discuss this with their Line Manager/Head of Department and arrange to go on a training course provided by Shropshire Council Health and Safety Team see section 2 for details.

- Risk assessments are available for staff activities, the use of equipment and premise. See file of assessments in staff room.
- DSE assessments for individual staff are kept in their personnel files
- Risk assessments will be carried out before every educational visit unless one is available. It will be reviewed to ensure nothing has changed since the last visit.
- 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.

- All Physical Education activities have been risk assessed including the use of the outdoor play equipment.

4.20 Equal Opportunities

The risk assessment process carried out to comply with health and safety legislation will also provide an opportunity to consider the reasonable adjustments required by the employer under the Equalities Act 2010. The Act defines a situation in which a disabled person is at a disadvantage that could be overcome through a reasonable adjustment to their work and removes barriers to disabled workers doing their jobs or pupils attending a particular school. What a reasonable adjustment is will depend on the situation but might include things like the provision of accessible equipment, a change in hours or even moving the worker or pupil to a more appropriate job or work area. Identifying what is required will be part of the risk assessment process and will enable the school to demonstrate so far as is reasonably practicable everything reasonable has been done.

4.21 School Security (Safeguarding)

The school has a travel plan (to be updated December 2021) and has the Safer School's Award (this is overdue for renewal - scheduled for February 2022).

- Doors are locked at the same time each day in the morning at 9.10 am and after school at 3.25 pm.
- The school office manager 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.
- The main doors have good locking mechanisms.
- All teaching staff, and cleaner in charge have a set of keys to access the school at any time. They can also activate the school's electronic security system. The School Office Manager has a full inventory of key holders and keys that have been allocated.
- Anyone working with or giving lifts to the children has been DBS checked.
- All electrical devices are annually tested.
- Fire drills take place every half term. Details are recorded and notes made of any problems needing remedying.
- Blinds/curtains have been installed in all classrooms and corridors for security, the classroom blinds/curtains are closed at the end of each school day.
- All staff have been made aware of the Health and Safety at Work Act 1974, and associated legislation through an induction and the HSE Health and Safety Poster which is displayed in a prominent position in the staff room.

Colin Jones, Cleaner in Charge, is responsible for the security of the school at the end of the day and during weekends and school holidays 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

Premise Key Holders attending alarm activations or responding to call-outs

School Staff who are nominated or identified as out of hour's key holders will sometimes be required to attend site following the activation of the alarm. They will not know what situation they will find and consequently robust systems need to be established to reduce the potential risk for them to be harmed.

The School employ a security guarding company (Taybar 0800716460) to be a key-holder for our premises in the event of an intruder alarm activation or call-out.

Employees and/or spouses/partners should not attend to intruder alarm activations or call-outs without a Police or security guard presence. On arrival at a site or premises, employees and/or spouses/partners must not enter a site or premises before the Police or security guarding company who will respond to alarm activations without recourse to a school key holder or who will arrange for someone to meet and stay with the key holder whilst they check the site.

For the school's nominated representatives who will respond/liaise with the security company (Taybar) in the event of an out-of-hours call out, see section 2. The school have assessed the risks to these individuals and introduce suitable control measures to ensure that all risks are minimised e.g. All nominated staff have been trained in violence and aggression. Following any event the risk assessment should be reviewed and further control measures implemented where appropriate.

4.22 Supervision of pupils (This will be site specific)

The school will be open from 8.40 am to 3.30 pm on weekdays during term times. Between these times supervision will be provided. Pupils will not be allowed on site outside these times unless attending breakfast club (8.00am – 8.45am) or after-school club (3.15pm – 5.30pm). 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.

Children who are not collected at the end of the school day will remain in the school until contact can be made with the parent/carer.

4.23 Violence

The School follows Shropshire Council's Policy and Guidance on Violence 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
- are aware of Shropshire Council's arrangements available to victims of violence at work.
- that they have meetings with potentially hostile parents in the presence of another member of staff.

Staff are trained to handle aggressive or unacceptable behaviour where it is identified to be required.

4.24 Visits and Journeys

Shropshire Council's Regulations and Guidelines for Educational Visits and Journeys (September 2013) is followed. The Educational Visits Coordinator (EVC) is listed in Section 2 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.

Risk assessments for Educational visits

- Teachers will make a pre-visit to the place of their visit where practicable to assess the site/activity.
- They will complete a risk assessment form and return it to the EVC/Headteacher for approval.
- They will read/be aware of the Shropshire Council Educational Visits and Journeys Policy.
- They must ensure the ratio of adults to children will comply with national guidelines and Shropshire Council's Guidance and approved by the EVC/Headteacher.

- They must get the consent of every child's parents/guardian before taking them on a visit.
- On a visit which will extend beyond the school day, the teacher will establish a telephone pyramid in case of a coach breakdown or any other delay.
- First aid provision will be provided suitable for individual trips.
- Teachers must remind children to wear seatbelts.
- DBS checks will be required for parents/helpers/volunteers.

4.25 Work at Height

Wherever possible working at height will be avoided. If working at height is identified during the risk assessment process, contractors will be used where practicable. Otherwise staff will be trained to undertake the task if it is identified to be a low-risk activity. Appropriate access equipment will be purchased to undertake the tasks.

Ladders/step ladders will comply with the following standards BS 2037, BS 1129 Class 1 or BSEN 13.

There is a ladder/step ladder register which is sited in the school office. It is the responsibility of the Office Manager to keep it up to date. Trained staff will undertake a user check before use.

4.26 Work equipment

Work equipment relates to all things that assist staff to do their job from tables and chairs, ladders, vacuum cleaners, utensils, computers, photocopiers, fire extinguishers, 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 for the installation, storage and positioning of the equipment.
- training and use of the equipment will be required and where practicable, training provided by the companies that supply the equipment.
- the equipment will be maintained to ensure the equipment remains in good condition by the Headteacher or will be under contact for maintenance and repairs via Shropshire Council Property Services and/or the Supplier.

Staff will be given information, instruction and/or training before the initial use of the equipment to understand how to use it and what checks are required to use it safely. It is the responsibility of the person using the equipment to ensure that it is in a safe condition before using it and to report any defects to Health and Safety Coordinator/Site Manager etc.

The school keeps an inventory of all work equipment including site equipment e.g. hand tools, ladders, drills, etc. This includes a record of the inspections and checks carried out. The log/record is kept in the School Office.

5. 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 are required by the Local Authority.

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

1. All accident/incident reports
2. All advisory reports received
3. All termly audit reports (where appropriate)
4. The annual health and safety self-monitoring checklist and action plan
5. Incident reports i.e. near misses and violence
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.

Headteacher

Jonathan Brough

Governors Signatures

Richard Coleman

Date 2nd December 2021

Fire Safety Policy Statement

(A copy of this document should be displayed alongside the Health and Safety Policy, and one copy should be placed at the front of the Fire Safety Log Book).

Name of school or premise: _____

Name of the responsible person: _____
(person in control of the premise).

The Premise Manager/Headteacher/Governors, and staff acknowledge and accept our responsibilities under current fire legislation the Regulatory Reform (Fire Safety) Order 2005 These responsibilities are addressed in the above establishment by:

1. the provision of a suitable and sufficient risk assessment using the KYBIB\KYSIB format;
2. appropriate fire precautions*
3. management systems that identify staff with specific fire safety duties, enable the safe evacuation of employees, students and others from our buildings and minimise the damage in the event of fire**

The following are provided to meet the requirements of the relevant legislation:

- an appropriate method of giving warning in case of fire;
- suitable and appropriate routes, exits and means of protection to enable occupants of the building to evacuate quickly and safely in the event of fire;
- suitable emergency lighting where necessary;
- suitable fire signage;
- suitable fire-fighting equipment at appropriate locations throughout the building;
- appropriate structural fire precautions.

Our fire safety management plan incorporates:

- a suitable and sufficient risk assessment which gives information about significant risks and is brought to the attention of employees and any others affected by those risks;
- an emergency evacuation plan for the premises; regular, monitored fire drills, which are evaluated, recorded and any issues addressed;
- the production of a fire safety training programme for all employees, covering routine fire safety arrangements and any relevant issues identified from the fire risk assessment and evacuation plan; systems for recording the content, duration and provider of fire safety training;
- the provision of fire safety equipment which is maintained and tested by competent people, and suitable and sufficient record-keeping.

Signed: _____
Premise Manager/Headteacher/Governor

Date: _____

N.B. * & ** Guidance for the fire safety management plan and systems can be obtained from the guidance documents which support the KYBIB\KSYIB these are obtainable from: www.wmarsontaskforce.gov.uk and www.firesafetylaw.communities.gov.uk

Appendix 2

GUIDANCE NOTES ON COMPLETING A GENERAL RISKASSESSMENT

Introduction

An assessment of risk is a careful examination of the activities undertaken within the workplace and should assist employers to determine what measures should be taken to comply with relevant statutory requirements.

The duty for employers to carry out risk assessments is detailed in Regulation 3 of the Management of Health and Safety at Work Regulations 1999. The responsibility for undertaking the assessments lies with the supervisor/manager of a Department/School or Section.

It is not necessary to create a risk assessment form for all operations, and each should be prioritised into risk categories e.g. low, medium and high. Using the Shropshire Council risk assessment form, identify the activities/operations that take place in the school/department and categorise them into high, medium or low risk. Concentrate on assessing those activities that are considered to be high-risk first and medium risk second, leaving low risk till last. (It may be proven that a more detailed assessment is not required for low risk, if no significant risk is identified).

Completing a Risk Assessment

1. (Section A) Outline of the Task/Activity being assessed

Give details of the work activity being assessed; give a brief description of the purpose/method that will be understood by all concerned

Specific Legislative Requirements Many tasks are controlled by specific Health and Safety Legislation, which Managers/Heads of department/Supervisors should be aware of. In this section any specific legislation affecting the work activity should be detailed e.g. Manual Handling, Work at Height, The Construction Design Management Regulations, if scaffolding is being used or the Noise at Work Regulations if a noise problem has been identified.

Directorate/Workplace (School)/Team and Reference Form No.

Each assessment should be given a reference number and an index kept of all assessments. The location of the particular work activity being assessed should also be detailed. Relevant staff should be involved to ensure a full understanding of the work procedure that they are to undertake

2. Section 2 the risk matrix to assist in assessing the level of risk.

3. Section 3 This is the main area for Identifying the potential hazards.

Level of Skill/Training required

Special skills or training are required on certain work activities and these should be identified i.e. use of a ladder, manual handling training, working with chemicals, driving the minibus.

Chemicals/Materials involved

If a particular product has been identified as part of the work activity, it should be established if it has been approved for use. See CLEAPSS guidance for further details.

Each approved product that is used on site will require a separate assessment to be undertaken especially those that fall under the Control of Substances Hazardous to Health Regulations. The supplier/manufacturer is required by law to provide a manufacturers data sheet which identifies the hazards of the substances and remedial first aid measures etc. A competent/experienced person must undertake this assessment. The products name and assessment date should be identified.

Specific Work Equipment

Any tools or work equipment required to carry out the work activity should be included in this section. However this should also give the assessor the opportunity to establish if the equipment is being used correctly and is in a good state of repair.

List the Main Hazards identified:

Look only for the hazards that you could reasonably expect to result in significant harm from the work activity. The following is a non-exhaustive list of hazards that may be identified;

- Chemicals
- Dust/Fumes
- Fire
- Slipping/tripping hazard
- Moving parts of machinery
- Vehicles
- Work at height (Use of ladders)
- Stress
- Electricity
- Noise
- Manual handling (WRULDS) Work Related Upper Limb Disorders.
- Poor lighting
- Play equipment
- Sporting activities

Who will be affected? List groups of people who are especially at risk from the significant hazards which have been identified; e.g.

- Office staff
- Cleaners
- Member of the Public
- Contractors
- Maintenance Staff
- Staff with disabilities
- Visitors
- Lone Workers

Control Measures, to reduce the risk

The main objective is to establish if the hazard can be removed altogether and if this is not practicable how the risk can be controlled to prevent harm.

Detail what action has been taken to control the risk of harm from the hazards identified. Some of the controls may be accepted standards or standards laid down by legal requirements.

A systematic approach to reducing the risk of harm is;

- Remove the risk completely.**
- Consider less risky alternative work methods.**
- Prevent access to the hazard (e.g. by guarding).**
- Organise work to reduce exposure to the hazard.**
- Issue personal protective equipment**

Manual Handling Risk

Consider if the work activity that is being assessed would create a manual handling risk to employees. If so categorise the operation in to high/medium/low risk and establish if a more detailed assessment is required. It should be noted that significant Manual Handling Operations should in addition be assessed in order to comply with the Manual Handling Operations Regulations. Staff may require specific training.

Personal Protective Equipment Required

Following the examinations of the hazards detected and the control measures in place to reduce the risk, the last form of control should be Personal Protective Equipment. If no other control measures can be found the equipment required to protect against harm should be detailed.

Monitoring and Review

Dependent upon the severity of risk it may be necessary to monitor the work on a regular basis to ensure that all precautions are being adhered to. The frequency of this monitoring should be identified and noted.

It may be advisable to set targets for a complete review of the assessment. Normally, unless working arrangements or legislation changes there should be little need to undertake this, however, it maybe a satisfactory way of keeping abreast of future developments.

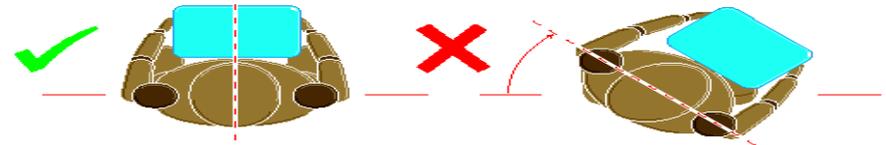
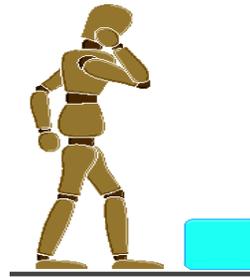
The assessment should be authenticated by signing and dating the document.

A reference file of all assessment needs to be created. The information contained within the assessments should be brought to the attention of employees who should be instructed in the use of the control measures identified.

Please ensure all risk assessments are reviewed to meet the specific requirements of your school.

Good Handling Techniques

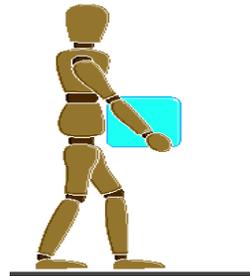
Think before lifting / handling



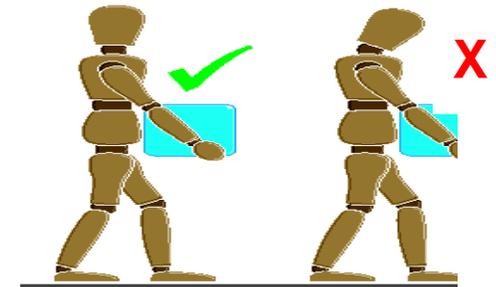
Avoid twisting the back or leaning sideways.

Turning by moving the feet is better than twisting and lifting at

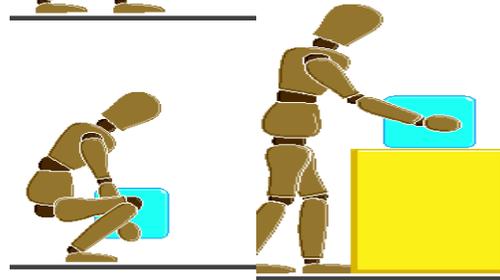
**Keep the load close to the waist.
Adopt a stable position.
Get a good hold.**



**Keep the head up when handling.
Move smoothly.**



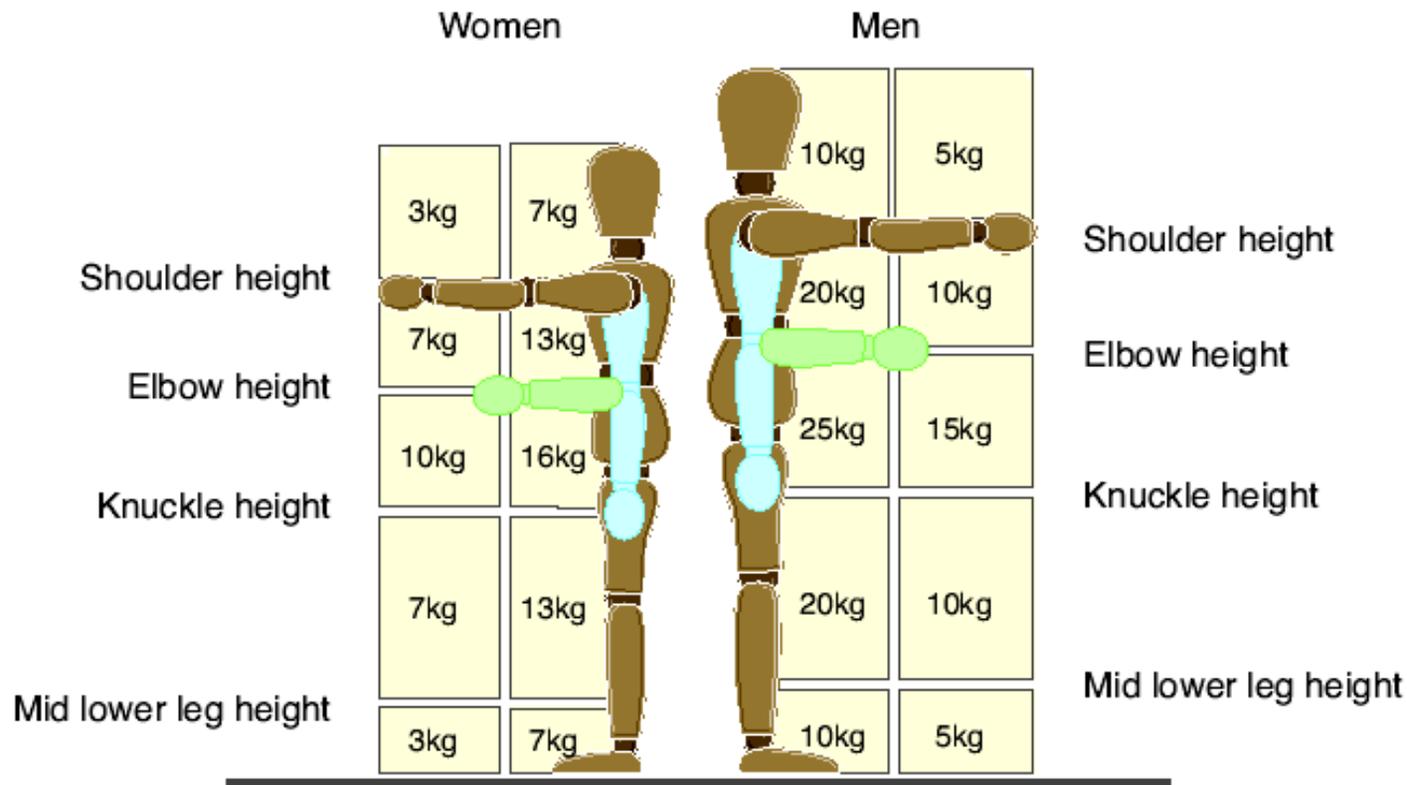
**Start in a good posture.
Don't flex the back any further while lifting.**



**Don't lift or handle more than
it
can be easily managed.
Put down, then adjust.**

General risk assessment guidelines

There is no such thing as a completely 'safe' manual handling operation. But working within the following guidelines will cut the risk and reduce the need for a more detailed assessment.



Note

Although great care has been taken in the compilation and preparation of this work to ensure accuracy, it is the responsibility of the premise manager/responsible person to ensure that all measures so far as is reasonably practical have been taken.

The list of arrangements shown are not exhaustive and the index in the main Shropshire Council Policy should be checked to ensure that all areas that are applicable in the school have been covered. All the high risk activities will have their own policies e.g. Science, Design and Technology, Physical Education and Food Technology.