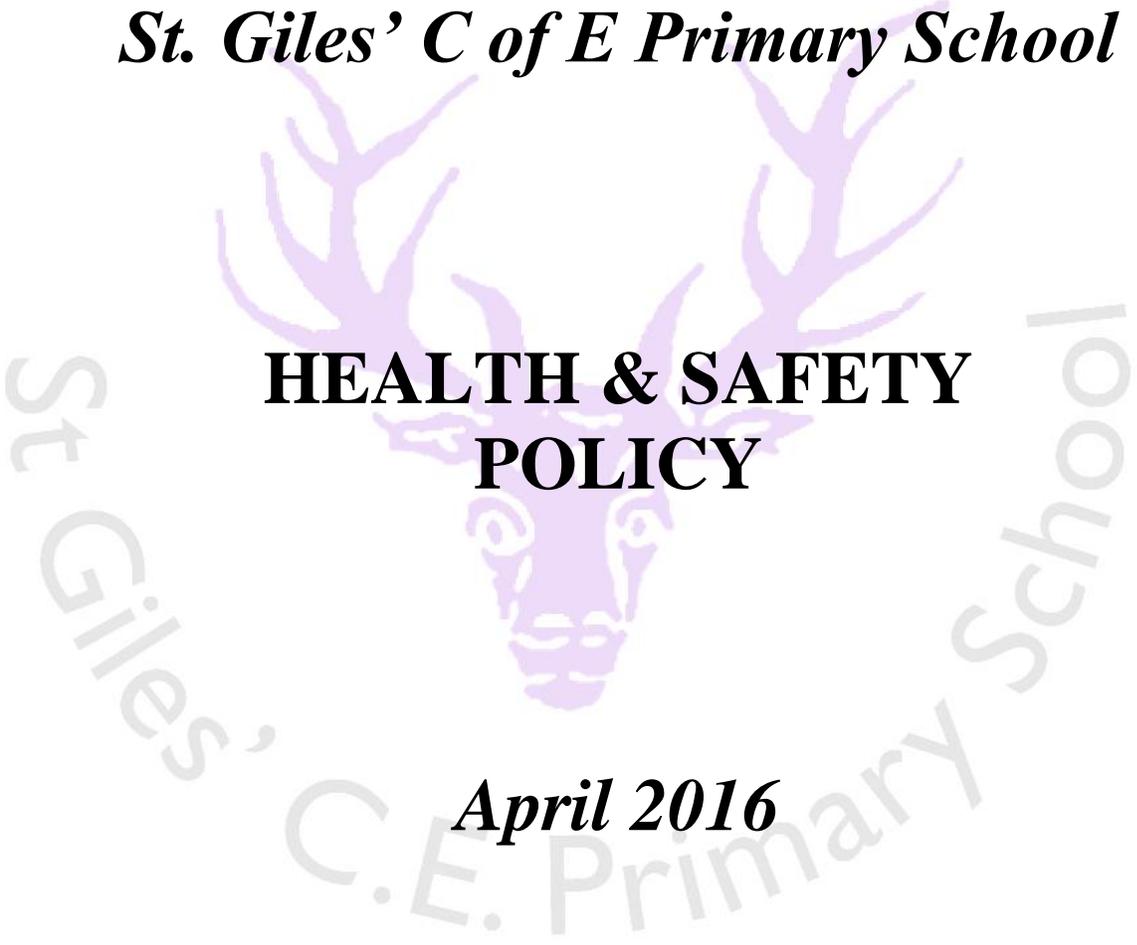


*St. Giles' C of E Primary School*



**HEALTH & SAFETY  
POLICY**

*April 2016*

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## 1. School Health and Safety Policy Statement

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

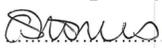
In carrying out the above policy effectively the Governors and Headteacher, within the ethos of self-regulation, undertake so far as is reasonably practicable to:-

- ✿ 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 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 regular and temporary employees, pupils, volunteers, visitors, 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, eliminate or reduce by controls, hazards 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 the formulation and where necessary, practise of effective procedures for use in the event of a serious risk or imminent danger such as a fire.

In addition to assist in the proper implementation of this policy the Governors and Headteacher will;

- ✿ keep abreast of legislation by ensuring adequate and appropriate advice through persons competent in health and safety matters and provide the necessary resources to ensure effective safety management. This will include monitoring health and safety performance on a regular basis with regards to places of work, work activities and, where necessary, contractor activities as well as keeping records;
- ✿ bring this policy statement and relevant safety arrangements not only to the attention of all employees, but other persons affected by the school's activities. The policy statement, organisation and arrangements will be reviewed and amended as often as necessary.

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

Signed:   
(Chairperson)

  
(Headteacher)

Date: April 2016

## 2. Health and Safety Representatives and Organisation

TITLE	NAME
Chairman of Governors	Helen Thomas
School Governors	Rebecca Chew
Headteacher	Caroline Gardner
School Teaching Staff	Janine Walker and Rebecca Lewis
Teaching Assistants	
Lunch time supervisor	
<b>School Health and Safety Coordinator</b>	Rebecca Chew (Bursar) Plen Evans (Site Manager)
Cleaner	Plen Evans
Lunch time server	Sam Robbins
Administrator	Rebecca Chew
Governors Health and Safety Committee	Dawn Powell Hannah Fraser Rebecca Chew

### **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 Officer Shropshire Council Health and Safety Team	01743 252819
Nominated Premise Fire/Emergency Co-ordinator	Caroline Gardner (Head Teacher)
Deputy Fire/Emergency	Janine Walker Rebecca Lewis (Assistant Head Teachers)

### **Reporting and Recording of Accidents etc**

Persons nominated for overseeing the documentation of accidents, diseases, dangerous occurrences, and incidents of violence: Caroline Gardner

### **Health and Safety (First-Aid) Regulations 1981**

Certificated First Aider:	Maggie Randle	Expires: 19 <sup>th</sup> April 2016
	Amanda Hardman	Expires: 6 <sup>th</sup> February 2017
	Fiona Arrowsmith	Expires: 23 <sup>rd</sup> January 2017
	David Beal	Expires: 27 <sup>th</sup> January 2018
	Nicola Perks	Expires: 9 <sup>th</sup> June 2018
	Christine Richards	Expires: 9 <sup>th</sup> July 2018
	Kimberley Kelsall	Expires: 23 <sup>rd</sup> November 2018
	Keri Roberts	Expires: 23 <sup>rd</sup> November 2018
	Mark Clowes	Expires: 23 <sup>rd</sup> November 2018
	Shirley Lockett	Expires: 2 <sup>nd</sup> December 2018

Forest School First Aiders	Rachael Fortune	Expires: 6 <sup>th</sup> January 2019
	Lydia Shipley	Expires: 6 <sup>th</sup> January 2019
	Harry Brown	Expires: 6 <sup>th</sup> January 2019
	Emma Rickard	Sophie Proctor
	Becky Lewis	Stuart Haycock

**Educational Visits and Risk Assessments Co-ordinator (EVC)**

Rebecca Chew – School Business Manager

**Asbestos and Legionnaires Coordinator**

Plen Evans – Site Manager

Rebecca Chew – School Business Manager

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

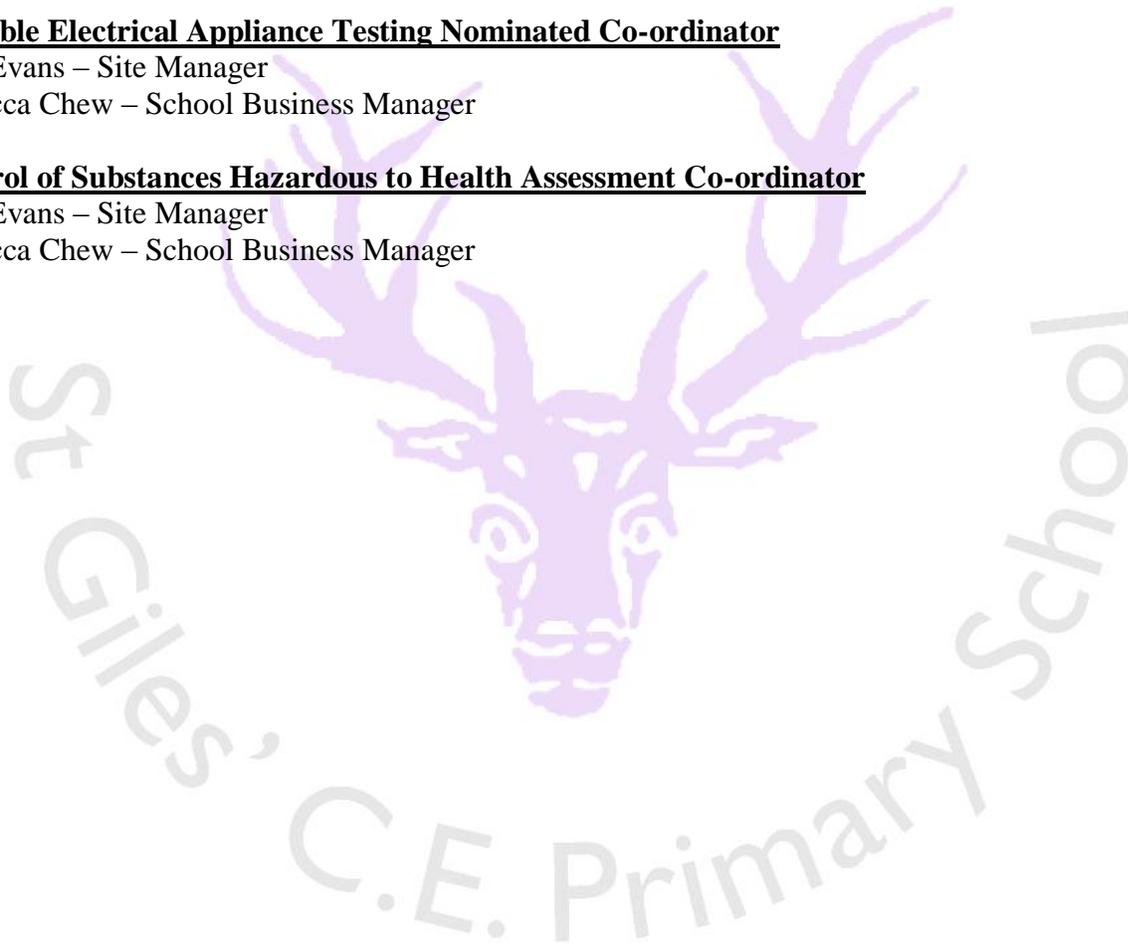
Plen Evans – Site Manager

Rebecca Chew – School Business Manager

**Control of Substances Hazardous to Health Assessment Co-ordinator**

Plen Evans – Site Manager

Rebecca Chew – School Business Manager



### 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 consisting of a Statement of Intent, Organisation and Arrangements sections
- ✚ will ensure the Health and safety Policy is translated into effective action at all levels within the school
- ✚ will ensure that the Health and Safety Legislation, Codes of Practice and Guidance together with school rules are implemented and that staff and pupils are operating 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 health and safety advice is available (such as a nominated Shropshire Council Health and Safety Officer unless the School has their own)
- ✚ in liaison with the Headteacher, will ensure that there is a nominated Health and Safety Coordinator/Officer 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 nominate a Governor to sit on the Safer School Initiative Committee
- ✚ 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 persons as listed in the organisation section of the policy so as to deal with the day to day issues on Health, Safety and Welfare
- ✚ will periodically review the policy and draft amendments to it whenever necessary
- ✚ will monitor the safety performance of the school and take such steps as may be necessary to improve performance
- ✚ will ensure that all employees are supplied/have access to with a copy of the statement and are aware of their responsibilities as determined by the policy, particularly those parts of the policy which affect them or the responsibilities that are allocated to their position
- ✚ will ensure that effective channels of communication and consultation with staff and safety representatives are maintained
- ✚ will be responsible for formulating and implementation of the health and safety training policy arrangements for staff, in order for them to undertake their work safely
- ✚ will ensure that a suitable and sufficient assessment of risks to the health and safety of all persons on the school premises are carried out. The assessments are recorded, together with the significant findings of the assessment and any group of 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 provide ongoing recommendations 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 Inspectorate. Inspectors do not have to make an appointment to visit and inspect premises and have extensive powers under section 20 of the Health and Safety at Work Act.
- ✿ will be responsible for ensuring that Rebecca Chew: Bursar who is delegated responsibility has completed the Fire Risk Assessment and reviews it annually
- ✿ will be responsible for ensuring that the Asbestos Survey Report is reviewed on receipt from Property Services and an Asbestos Management Plan is completed and reviewed annually.

### **3.3 The School Health and Safety Co-ordinator (Site Manager/School Business Manager)**

- ✿ will create a positive approach to accident prevention and the health and safety of staff, pupils and others on the school premises
- ✿ will carry out investigations and 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
- ✿ will initiate and 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 (Fire Extinguishers, First Aid Kits, Electrical Equipment etc,) working with the School Administrator
- ✿ will ensure that all electrical leads and plugs are regularly checked by the Site Manager. All staff, however, must satisfy themselves 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 Site Manager – as soon as possible and a note made in the Defects Book for subsequent repair by a competent person. The appointed contractor by Property Services will be responsible for checking items of electrical equipment.
- ✿ will liaise with outside Health and Safety Advisers (e.g. Corporate Health and Safety Officer), Enforcement Authorities - Health and Safety Executive, Environmental Health Officers and Fire Safety Enforcement Officers, etc.
- ✿ will ensure that they are conversant with current legislation affecting health, safety and welfare of staff, pupils and others.
- ✿ health and safety issues which are dealt with by the appointed School Health and Safety Co-ordinator, may seek expert advice from the Corporate Health and Safety Team at Shirehall when required.

### **3.4 Key Stage leaders**

- ✿ will ensure that staff under his/her immediate control are familiar with those parts of the Health and Safety Policy which affect them or the activities in which they are engaged;
- ✿ will arrange for all levels of staff under his/her immediate control to receive, where necessary, adequate and appropriate training and information in health and safety matters to enable them to undertake their job safely
- ✿ will initiate and maintain positive measures to raise the level of health and safety performance within the department
- ✿ will ensure that all 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 Officers

- ✎ will promote a positive culture and an interest in health and safety matters throughout the school.

### **3.5 Teaching Staff**

- ✎ will, notwithstanding their individual functions, 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 take special care in matters of health and safety if they teach in laboratories, workshops or other potentially hazardous areas and be aware of specific guidelines contained in Local Authority technical papers, and in specialist publications from bodies such as the CLEAPPS, DATA, the Association of Science Education and BAALPE (British Association of Advisors and Lecturers Physical Education)
- ✎ will 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, notwithstanding their individual functions, 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 report all accidents, dangerous occurrences and potentially dangerous practices and situations to the Headteacher\delegated senior member of staff\line manager.

### **3.7 Site Manager**

- ✎ will ensure that staff under his immediate control are familiar with those parts of the Health and Safety Policy which affect them or the activities in which they are engaged;
- ✎ will arrange for all levels of staff under his/her immediate control to receive, where necessary, adequate and appropriate training and information in health and safety matters;
- ✎ 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 Property Services/outside bodies on matters of health and safety relating to electricity, gas, water supplies (understand the chlorination/testing of the water systems, be familiar with the legionnaires log), waste disposal, safe access of pedestrians and vehicles, building regulations and planning;
- ✎ will be able to manage with the Bursar, asbestos in the building and be familiar with the Asbestos Register and have attended an asbestos awareness session organised by Shropshire Council.
- ✎ will ensure that the school transport system includes sufficient funding for safety repairs to be carried out where necessary and be maintained in a safe condition;
- ✎ will promote a positive culture and an interest in health and safety matters throughout the school.

#### 4. Governors Health and Safety Committee

##### **Terms of reference**

- ✿ In conjunction with the Headteacher to monitor and generally keep under review, the state of repair of the school buildings. To assist with this, establish any necessary reporting systems to allow staff, pupils and others where appropriate to bring to the attention of the Headteacher or the Committee any items of concern.
- ✿ With the Headteacher, liaise, as appropriate, with the School's Building Surveyor over the establishment of the list of necessary repairs and maintenance items to be undertaken.
- ✿ To, in conjunction with the Headteacher, initiate any necessary emergency repairs that may arise from time to time, e.g. following break-ins, vandalism etc.
- ✿ To consider and recommend to the full Governing Body any desirable improvement projects that might form the subject of bids, for resourcing, from Shropshire Council or from school funds in connection with this to obtain any necessary estimates and feasibility studies.
- ✿ To be responsible for the co-ordination and successful completion of any self help projects approved by the Governing Body.
- ✿ To draft for full Governing Body approval a written Health and Safety Policy for the School.
- ✿ To monitor and keep under review the Governing Body's Health and Safety Policy making recommendations for amendments or modifications as appropriate.
- ✿ To, in conjunction with the Headteacher, make sure buildings, equipment and materials are safe and no risk to health, reporting or making recommendations to the full Governing Body as is appropriate.
- ✿ To recommend to the full Governing Body the setting up of procedures for implementing the Health and Safety Policy and thereafter ensuring those procedures are followed.
- ✿ To make arrangements and establish any necessary procedures to ensure that the school site is kept free from litter and refuse.
- ✿ To ensure that all security measures and procedures, including signage and lighting are in place.

##### **Membership**

- ✿ The school has a health and safety committee formed with Governors and the Headteacher (ex officio). Members of the committee, other than the ex officio member shall be reviewed 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 as and when necessary to fulfil its responsibilities.

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.

## **Proceedings**

The committee shall be conducted in accordance with the school Governance (Procedures)(England) Regulations 2003 and with any other regulations, amendments or directions as may be issued from time to time.

Minutes shall be kept of each meeting and shall be circulated to all members of the committee before being signed by the chairman/chair. A report shall be submitted to the next meeting of the governing body.

The minutes shall be kept in a separate book.

## **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 notifiable disease statistics 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 health and safety audit reports on a similar basis.
- ✚ Consideration of reports and factual information provided by inspectors of the Enforcing Authority appointed under the Health and Safety Act.
- ✚ 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.
- ✚ The provision of a link with the appropriate Enforcing Authority.

### **Membership**

The committee shall comprise 3 appointed from the Governing Body and 3 staff representatives

### **Quorum**

A quorum shall consist of at 2 of the Governors and 2 staff representatives.

## 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. A barrier is in place to ensure children cannot come into contact with the vehicles when walking along the foot paths. Entry to the school car park is through the barrier, which can only be activated by staff identity badges or through visitors using the intercom to identify themselves to office staff. The office staff will therefore make the decision as to whether the visitor can be allowed to access the car park, following the guidelines set by the school.

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 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 doors.

### 6.2 Accidents and reporting

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.

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 Nominated Person, (See section 2) 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. (N.B. For reportable incidents the Corporate Health and Safety Team will notify the School of the outcome and provide a HSE reference/incident number. Further information is available on the Shropshire Learning Gateway).

**Reporting an incident out of hours.** It will be necessary to contact the Health and Safety Executive Incident Contact Centre directly, either by going online to the HSE website or if this is not available phoning (0845 30009923). Instructions are available on the back of the white sheet of the CARS form.

If there is any uncertainty to what needs reporting staff can contact the Corporate Health and Safety Team for advice and support 01743 252819. Staff need to be aware that in the event of a serious accident/injury the Corporate Health and Safety Team 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.

The report form will be signed/completed by the Headteacher or nominated senior member of staff in their absence.

- ☺ 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, it is useful to ensure that notes of all telephone notifications 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 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.
- ✎ Children's allergies are permanently on view to staff and supply teachers within a class medical booklet stored within the individual class first aid rucksacks.

**Also see section 6.11 for recording minor injuries and first aid treatment.**

### **6.3 Arson, Bomb threats**

**The Headteacher and Governors** take their responsibilities for fire safety and security very seriously. They recognise that a serious fire risk faced today is from deliberate ignition.

**Arson** is an even-present threat, and no building is immune. It is associated with vandalism and burglaries. The management and staff greatly reduce the risk to St. Giles' pupils and premises by following the safeguards as detailed below.

#### **Responsibilities**

- ✎ A Nominated person or a named individual must be made responsible for Fire Safety (this includes arson). At St. Giles' this is Caroline Gardner, the Headteacher.
- ✎ The management have looked at the premises to identify weak, vulnerable areas and if necessary an action plan has been drawn up to deal with the areas.
- ✎ The Police are always informed, as well as the Fire Brigade, if there are any small fires on our own or neighbouring premises. A small fire could be a warning of something worse to come!
- ✎ As part of the Safer Schools status held by the school, all acts of vandalism to the premises are recorded and analysed regularly, with an action plan drawn up if required.

#### **Security**

- ✎ One controlled entrance is manned throughout the day by the Office Staff. The Site Manager is on call at all times, and understands the needs for vigilance when in the school grounds.
- ✎ Outer fences, walls and gates need to be high enough and strong enough to keep out intruders. This is borne in mind during any building works undertaken to the premises or in the grounds. All plans completed for schools are undertaken based on the secured by design framework
- ✎ Doors and windows are kept in good repair and locked when not in use. Broken windows are repaired immediately.
- ✎ Only good quality locks and padlocks are used.
- ✎ A check is kept of individuals who have keys to the premises.

- ✚ All staff are issued with a security card which gives them access to the school as all external doors require a badge to be scanned to allow entry. Visitors are issued with badges when entering the building.
- ✚ Materials are never stored or stacked adjacent to fences or walls where they could set alight from outside.
- ✚ All unnecessary combustibles are taken to an outside storage area at regular intervals.
- ✚ The outside rubbish storage area is away from the building.
- ✚ Any suspicious parcels or containers holding flammable liquids must be reported to the Office.
- ✚ Any persons seemingly acting suspiciously or watching the premises must be reported according to the Office.

### **Employees**

- ✚ Staff are advised about the threat from arson fires.
- ✚ Staff are instructed to be aware of strangers and challenge anyone who should not be on the premises and report any suspicious activities to Mrs Crouch or the Office Staff.
- ✚ New employees are vetted.
- ✚ Only bona fide contractors are used, who are detailed on the Shropshire Council approved contractor list.

### **Non-Staff**

- ✚ All staff need to be aware that the movements and actions of visitors within the building should be controlled.

### **Fire Safety**

- ✚ We ensure that all of our equipment; extinguishers, hose reels, alarms and detectors are in good working order, checked regularly (weekly by our own staff and quarterly or bi-annually depending on the legal requirements by Chubb, RMW Electrical Services and SRS Electrical Services) and protected against sabotage attempts.

### **Late person check list**

A named person must be responsible for ensuring that the premises are secure at the end of the working day (some evenings the premises are let to outside organisations) by way of checking:

- ✚ That doors and windows are locked.
- ✚ No combustible materials are left lying around.
- ✚ No unauthorised people are on the premises.
- ✚ Alarm systems are armed.

## **6.4 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 given information to ensure they understand that they must not disturb areas where there is known asbestos and what to do in the event of an emergency. If there are any doubts or concerns they must contact the Headteacher and/or Site Manager /Caretaker.

The Asbestos Register including the asbestos management plan located in the front of the file is kept at reception. It will be given to all contractors that will/or could potentially disturb the fabric of the building. (The only contractors that do not normally sign are from Waterchem.) The Headteacher, Site Manager and Bursar have all attended the Asbestos Awareness Session organised by Shropshire Council

## **6.5 Bad weather contingency plans** See 'Critical Incident Plan'

Site 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 the procedures are in the staff handbook which is kept in Administrators 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.

## **6.6 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 should contact the Occupational Health Unit at Shropshire Council on 01743 252833 for initial counselling support.

## **6.7 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 book 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 will 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 undertaken.

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

The above will be arranged prior to work commencing and during the work activity as appropriate, i.e. provision will need to be made for emergency discussions to address unforeseen developments e.g. the work may take longer than planned and new safety arrangements may need to be made.

Clearly, it is not necessary to go to such elaborate lengths where the contract is very short and will not cause hazards of any significance. The complexity of the arrangements must be directly proportional to the risks and consequence of failure.

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

Shropshire Council assess the health and safety credentials of a contractor and these contractors will be listed on the approved list. They are CHAS registered. This list must be checked before awarding the work.

The following are factors will be considered as part of the safety vetting procedure:

- ✎ details of current relevant issues, supported by documentation where necessary;
- ✎ sight of the contractor's own safety policy (where they employ five or more employees - as required by Section 2 of Health and Safety at Work etc, Act 1974), method statements, permits to work etc., as applicable;
- ✎ 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 are laid down in the contract;

- ✚ clarification of the responsibility for provisions of first aid and fire fighting equipment;
- ✚ details of articles and hazardous substances intended to be brought onto site, including any arrangements for safe transportation, handling, use, storage and disposal;
- ✚ details of plant and equipment brought onto site, including arrangements for storage, use, maintenance and inspection;
- ✚ clarification for supervision and regular communication during work, including arrangements for reporting problems or stopping work in cases where there is a serious risk of personal injury, imminent danger to employees and others, and possible damage to plant and buildings;
- ✚ arrangements for suitable working times and segregation of school activities from the contractors work areas;
- ✚ confirmation that all workers are suitably qualified and competent for the work (including a requirement for sight of evidence where relevant).
- ✚ N.B. A hot work permit will be required when hot work is taking place e.g. roof works, soldering, stripping paints, etc. (further detail can be found in Shropshire Council's Hot Work Policy or Managing Contractors policy arrangements).

### **6.8 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.**

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 (Names listed 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 impossible a Shropshire Council COSHH assessment form will be used to ensure conformity. Copies of these documents will be available in the Administrator's Office.
- ✚ ensure an inventory of all chemicals will be kept and is up-to-date.
- ✚ ensure **All users** are informed, trained and instructed in the safe use of these substances and have access to the COSHH assessments.
- ✚ ensure staff are informed to read labels and instructions, practise sensible, safe working habits and follow and understand the emergency procedures.
- ✚ ensure equipment is maintained and used as instructed.
- ✚ ensure personnel protective equipment/clothing is available and used when required (See Section 5.16 PPE.)

#### **All Staff must be:**

- ✚ alert to the potential dangers of allowing pupils to bring their own pens into school. Spirit based items are not allowed.
- ✚ The use of solvent based "Tippex" will be controlled by the school office.
- ✚ Aware that they have a responsibility for reporting hazards, potential hazards and "near misses" to the Site Manager/Business Manager.

#### **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.

Substances used by Cygnet Catering staff will be controlled by their respective departments who will ensure that the assessments are carried out and staff informed, trained and instructed. The Headteacher or

delegated responsible person on a regular basis will need to ensure that these documents are in place and up-to-date.

### **6.9 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.

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/equipment are required that cannot be resolved directly by the user then report back to your Bursar who will see if it is appropriate to order the equipment e.g. screen riser, foot rest etc. Further support and advice can be obtained from Health and Safety Team, Shropshire Council, See Section 2 for contact numbers.

### **6.10 Fire Safety**

The **Fire Risk Assessment** is sited in Health and Safety folder within the school office. The Fire Risk Assessment is undertaken the Bursar and Site Manager in the Summer term. This will be reviewed on an annual basis or sooner if significant changes have taken place before this time. 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. The school fire policy statement is displayed with the Health and Safety notice within the photocopier room.

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.

The Site Manager checks all fire fighting and detection equipment regularly to ensure they are in good working order and within the "use by" date as is the statutory requirement. In addition there is an annual check of all fire extinguishers by Walker Fire (UK) Ltd.

The fire alarms are tested weekly by the Site Manager and emergency lighting monthly as required by Regulatory Reform (Fire Safety) Order and associated Keeping Your School In Business (KYSIB) guidance documentation. Records are kept in the book found in the main school office

Notices around the school have the following information which comply with Health and Safety (Signs and Signals) Regulations 1996

### Fire Instructions

An adult discovering a fire will:

**OPERATE THE NEAREST FIRE ALARM**

A pupil discovering a fire will inform a member of staff (this includes kitchen, secretarial and ancillary staff) who will:

**OPERATE THE NEAREST FIRE ALARM**

On hearing the fire signal (a continuous ringing of the school bell system):

**When in class:** the order to evacuate will be given by your teacher who will indicate the route to be followed

**When NOT in class:** form single file and walk by the nearest safe route to the place of assembly

**At all times:** act quietly – DO NOT talk (you need to listen carefully at all times to the instructions you are being given)

**DO NOT STOP TO COLLECT YOUR PERSONAL BELONGINGS**

**DO NOT ATTEMPT TO PASS OTHERS ON YOUR WAY TO THE PLACE OF ASSEMBLY**

**Fire drills** take place every term. The details including the names of all staff in attendance 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. 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 a member of the Administration team, once everyone has safely left the building and moved to a place of safety. A delegated member of staff will ensure that the SFRS is summoned.
- ✿ 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.
- ✿ A roll call will be taken when all have reached the place of safety.
- ✿ All visitors/contractors report their presence on site to a member of the school administration team and sign the appropriate 'Visitors' book and ensure they are familiar with the fire precautions. Reception staff must remind visitors to read the emergency arrangements.
- ✿ Special consideration will be given to staff, visitors and pupils with special needs, disabilities etc. (An Individual Personal Emergency Evacuation Plan (PEEP) maybe required for staff and/or pupils

- ✚ 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.
- ✚ individual records of staff health and safety training will be kept in.
- ✚ 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.

### **6.11 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.

The training is provided by Shropshire Council Occupational Health Team who have been approved by the Health and Safety Executive. Copies of the First Aider's certificates are displayed in reception 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:
  - a) by the staff room, b) In the kitchen by the hall c) within the demountable classrooms d) within the work areas of the school and e) in the school hall.
- ✚ 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 junior work area) Our First Aid Co-ordinator is 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 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 will be kept in the locked filing cabinet in the Administrator's office. 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 2 members of staff will be present especially when having to administer the medication.

Medicines are kept in the locked cupboard within the Administration office 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.

### **6.12 Housekeeping**

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

- ✿ Staff should ensure that all spillages will be cleaned up immediately with safe disposal of the waste. If there is a large spillage the Site Manager 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 by Cleaning Staff.
- ✿ Hygiene standards are of the highest attainable by all staff serving dinners.
- ✿ All school staff are responsible on a daily basis for reporting Health and Safety issues to the Headteacher/person with delegated responsibilities for health and safety.

### **6.13 Lone Working**

**Working Alone** – (wherever possible this MUST be avoided.)

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 kept in the staff room. Emergency information is included to ensure the individuals understand the actions that are required in the event of a fire or other emergency. N.B. This will apply to non-staff e.g. contracted cleaning or catering staff especially if they are lone working.

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

Also see section 6.21 for school security and staff/governors responding to call-outs

## **6.14 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 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 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**.

## **6.15 Transporting children by private vehicle**

- ☺ 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.

## **6.16 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 it complies with the details in the Fire risk assessment. If necessary further advice will be sought from the Fire Safety Officer details are 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 the procedures.

### **6.17 Parental/Adult Help**

- ✿ All parents and adults must be DBS (police) 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 is validated to take children on school business and the car is road worthy, taxed and MOT where appropriate.

### **6.18 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.

### **6.19 Play equipment (indoor 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 (at the beginning of the academic year).

Staff rota for playground duties is on 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. The Deputy Headteacher to make the final decision for the equipment to be used.

Indoor and outdoor play equipment weekly/quarterly inspections are undertaken by local authority appointed contractor Records of the inspections are recorded and documents/book kept Site Managers office

Annual inspections are undertaken by 'ROSPA' and the report kept by Site Manager

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

### **6.20 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 (rev2) published 04/12

A register of all such electrical equipment used in the school is kept in the **school** 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 Site 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 Property Services at least every 5 years unless changes have occurred.

### **6.21 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, workplace activities and equipment.

**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.

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. 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 before every educational visit unless one is available. It will be reviewed to ensure nothing has changed since the last 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.

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 Training Unit.

## **6.22 School Security (Safeguarding)**

Refer to the SAFER SCHOOL INITIATIVE CRITERIA.

This will be monitored at least annually by Shropshire Council's Crime Prevention Officer and the Health and Safety committee.

The SAFER SCHOOLS checklist 'Security/safety recommendations and considerations for sites' is reviewed once a year. All the 'essential' items are implemented and the remainder of the checklist is reviewed.

- ✿ The side gates are locked at the same time each day in the morning at 9.05 am and after school at 3.20 pm. After which time access to school is through the main entrance. After school clubs use main door.
- ✿ The Administrator/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.
- ✿ All teaching staff and the site manager 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.
- ✿ Anyone working with or giving lifts to the children has been CRB checked.
- ✿ All electrical devices are annually tested. (See check list and finance sheets)
- ✿ Fire drills take place every half term. Details are recorded and notes made of any problems needing remedying.
- ✿ As from September, drills to evacuate the playground and field will take place each half term. (See Administrator's record).
- ✿ The edges of the steps around the school are marked with yellow lines.
- ✿ 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 a poster in the staff room.
- ✿ A HSE Health and Safety Poster will be displayed in a prominent position

The Site Manager is responsible for the security of the school at the end of the day by ensuring that doors, windows, skylights etc are secured. The site manager is responsible for carrying out checks of the premises during the school holidays

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**

The School will employ a security guarding company (Taybar) 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.

See section 2. For the school's nominated representatives who will respond/liase with the security company (Taybar) in the event of an out-of-hours call out. 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.

### **6.23 Supervision of pupils**

The school will be open from **8.45** am to **3.15** pm 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 arrangements must contain the following:

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

### **6.24 Violence**

The School follows Shropshire Council's Policy and Guidance on Violence at Work.

The Headteacher who 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 6.2. Accident Reporting.
- ✚ 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 will be trained to handle aggressive or unacceptable behaviour where it is identified to be required.

### **6.25 Visits and Journeys**

Shropshire Council's Regulations and Guidelines for Educational Visits and Journeys (September 2014) 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.

### **6.26 Work at Height**

Where ever 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. Staff who have been trained will have the understanding of what equipment should be used.

There is a ladder/step ladder register which is sited in the Administrator's Office. It is the responsibility of the Site Manager/Caretaker to keep it up to date.

### **6.27 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 will be provided by the companies that supply the equipment.
- ✿ the equipment will be maintained to ensure the equipment remains in good condition by the Caretaker/Site Manager 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 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 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 audit report
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.

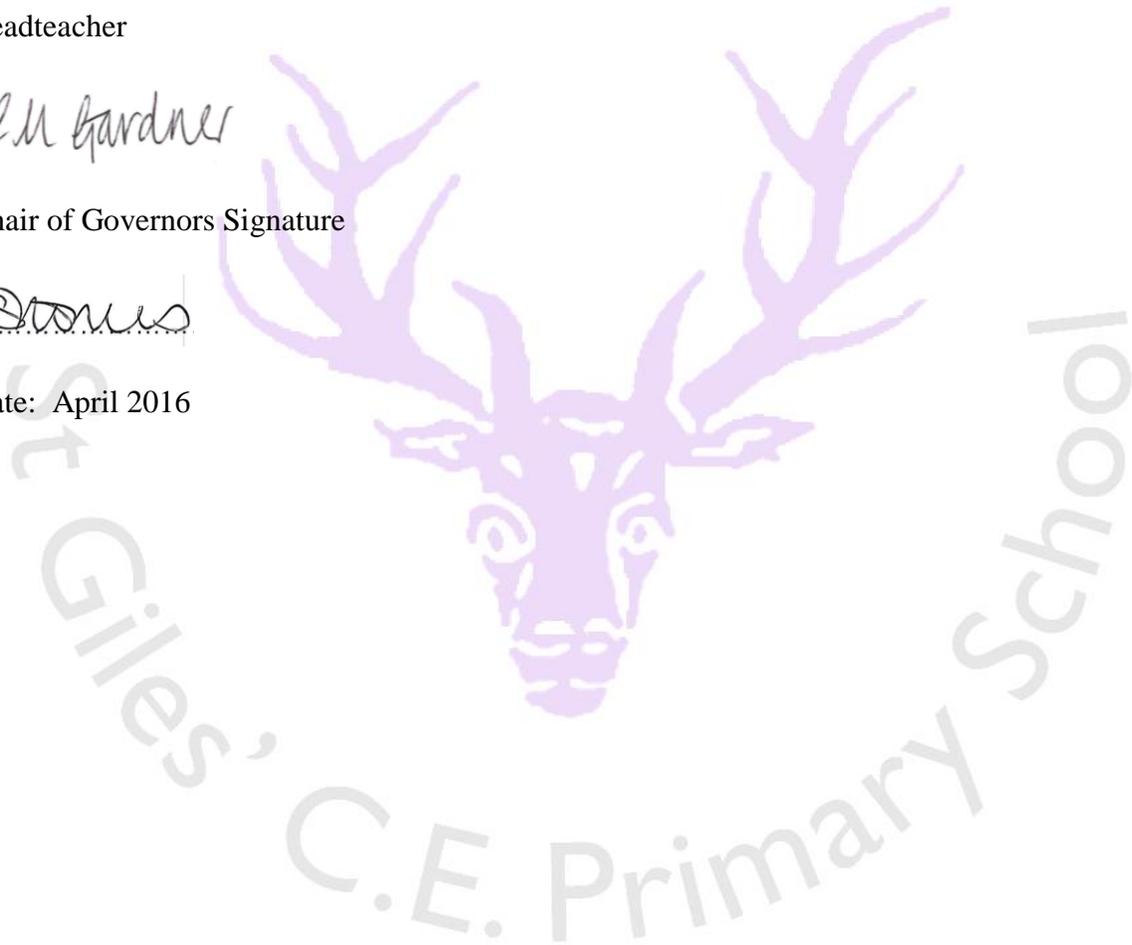
Headteacher

*E.M. Gardner*

Chair of Governors Signature

*Stonnis*

Date: April 2016



## Appendix 1



# Fire Safety Policy Statement

**Name of school or premises:** St. Giles' C E Primary School

**Name of the responsible person:** Caroline Gardner (Headteacher)

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 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 other 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:**

A handwritten signature in black ink that reads "C.M. Gardner".

(Headteacher)

**Date:**

April 2016

**N.B.**

*\* and \*\* Guidance for the fire safety management plan and systems can be obtained from the guidance documents which support the KYBIB/KYSIB these are obtainable from:  
[www.wmarsontaskforce.gov.uk](http://www.wmarsontaskforce.gov.uk) and [www.firesafetylaw.communities.gov.uk](http://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;

- i) **Remove the risk completely.**
- ii) **Consider less risky alternative work methods.**
- iii) **Prevent access to the hazard (e.g. by guarding).**
- iv) **Organise work to reduce exposure to the hazard.**
- v) **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**

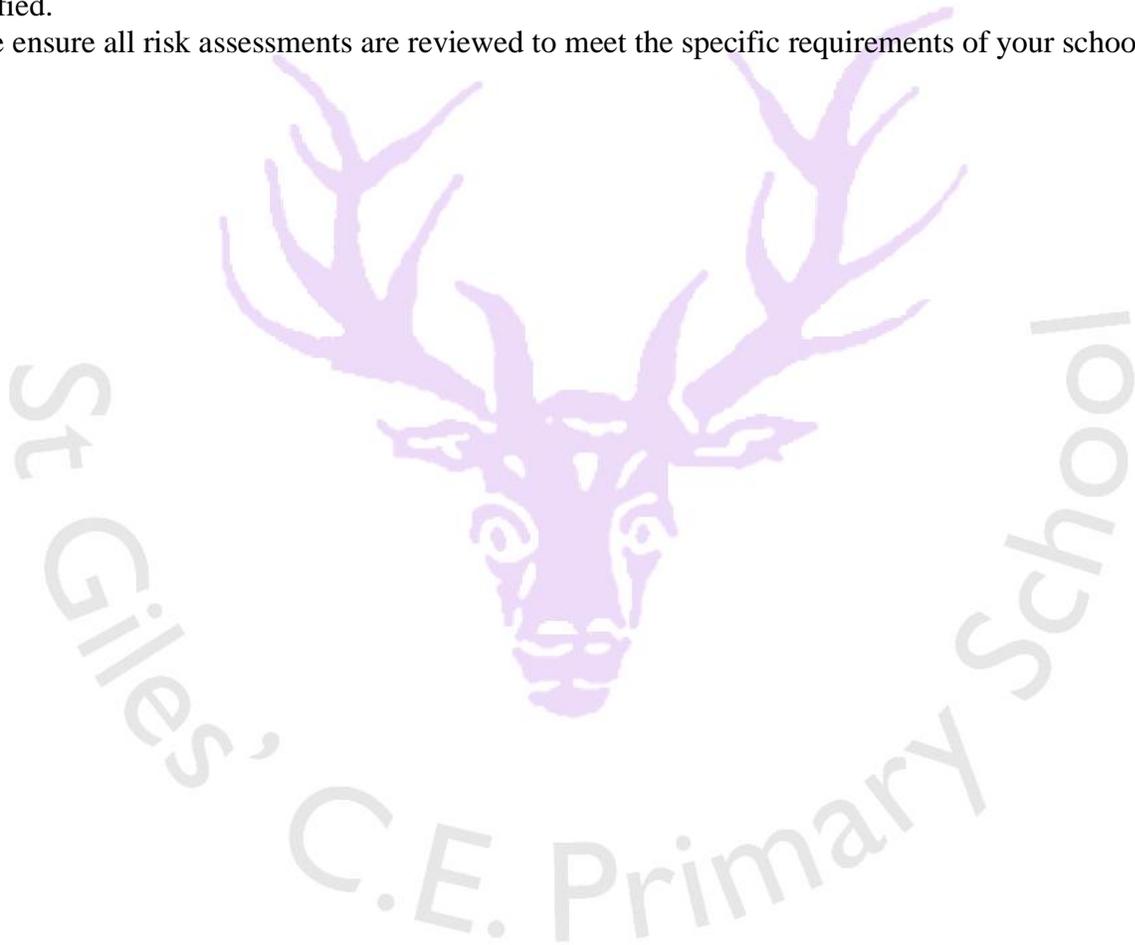
Dependent upon the severity of risk it may be necessary to monitor the work on a regular basis to ensure that all precautions are being adhered to. The frequency of this monitoring should be identified and noted.

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 may be 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.

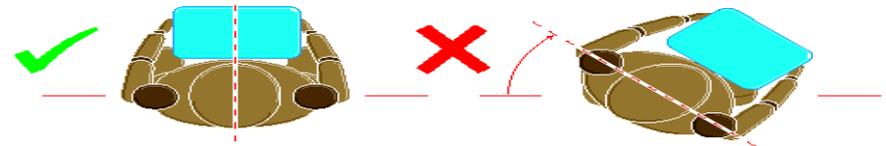
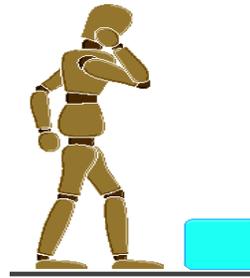
Please ensure all risk assessments are reviewed to meet the specific requirements of your school.





# Good Handling Techniques

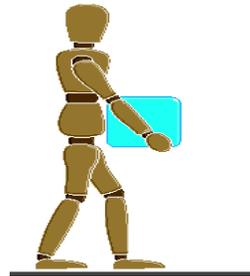
**Think before lifting / handling**



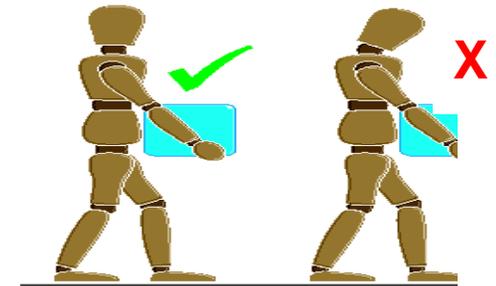
**Avoid twisting the back or leaning sideways.**

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

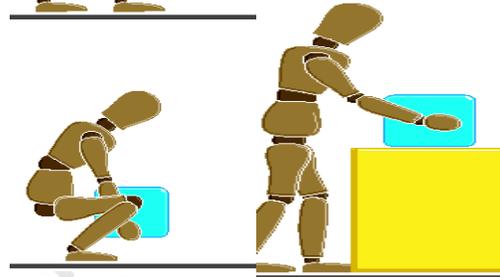
**Keep the load close to the waist.  
Adopt a stable position.  
Get a good hold.**



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



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

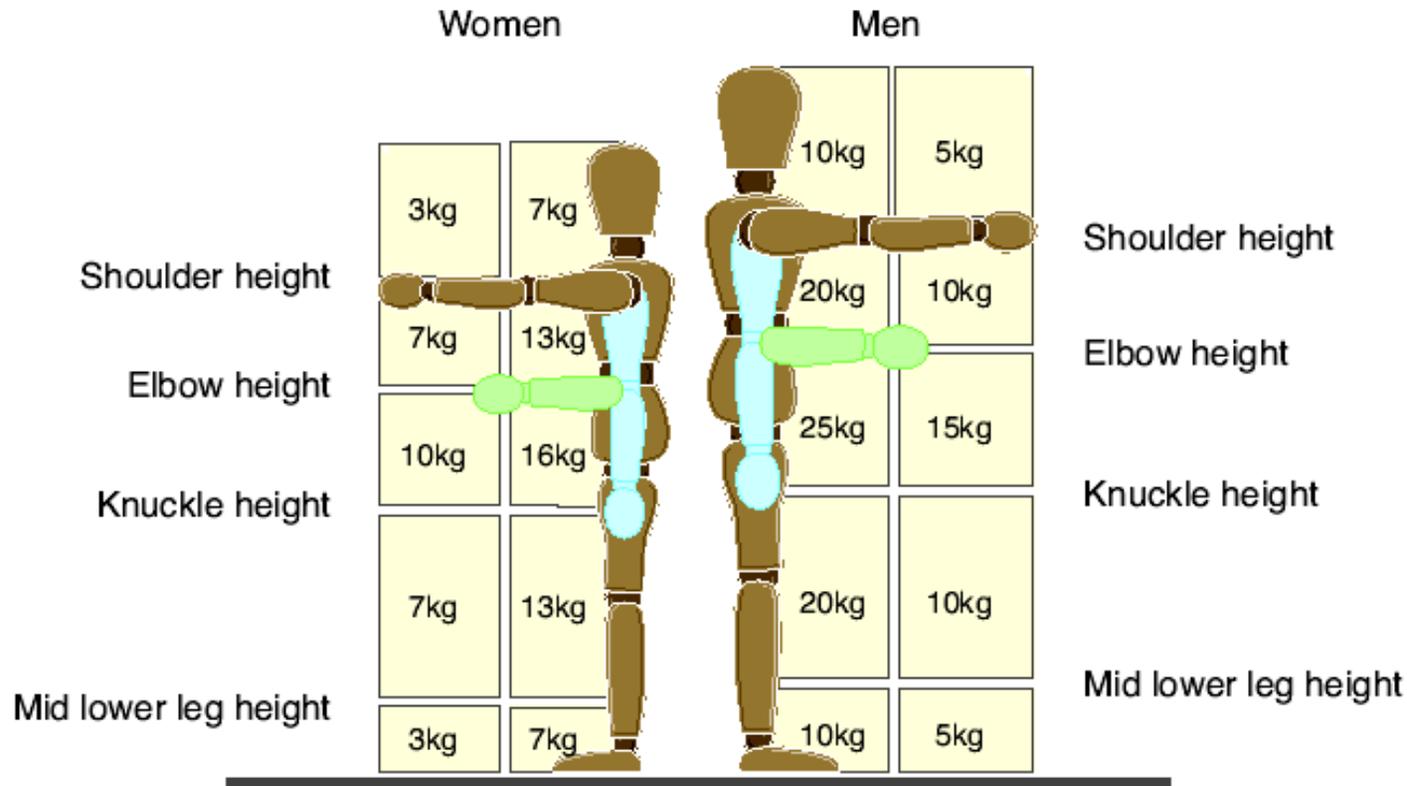


**Don't lift or handle more than  
it can be easily managed.  
Put down, then adjust.**

C.E. Prim

# 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.