

**TrustEd
Schools' Partnership
Health and Safety Policy**

FREQUENCY OF REVIEW: **Annually**

RATIFICATION: **Spring term 2020**

DATE OF NEXT REVIEW: **Spring term 2021
unless there is a material change**

APPROVED BY: **the Board of Trustees
(Board Meeting 29 January 2020)**

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PART 1

GENERAL STATEMENT

TrustEd Schools' Partnership has overall responsibility for the health, safety and welfare of staff and students in its schools. It recognises that ensuring the Health and Safety of staff, students and visitors is essential to the success of its schools.

The Board of Trustees and Executive Headteacher/CEO recognise and accept their respective responsibilities under Sections 4 & 7 of the Health & Safety at Work etc. Act (HASAWA) 1974 and will seek to provide a safe and healthy workplace for all its employees.

The Trust recognises that decisions about workplace Health and Safety should take account of the views and priorities of those employed by the Trust. When employees are actively engaged in Health and Safety, the end result is fewer accidents and less ill health.

The Trust is committed to:

- Providing a safe and healthy working and learning environment.
- Ensuring adequate welfare facilities exist in the schools.
- Preventing accidents and work-related ill health.
- Meeting our legal responsibilities under Health and Safety legislation.
- Assessing all risks to anyone who could be affected by our curriculum and non-curriculum activities and putting in place measures to control these risks.
- Ensuring safe working methods and providing safe work equipment.
- Providing effective information, instruction, training and supervision.
- Consulting with employees and their representatives on Health and Safety matters as required.
- Monitoring and reviewing our safety arrangements and prevention measures to ensure they are effective.
- Ensuring adequate resources are made available for Health and Safety issues, so far as is reasonably practicable.

The Trust will support its schools by putting in place clear policies, which focus on the key risks and in checking that control measures have been implemented and remain appropriate and effective. The Trust Health and Safety Policy will be reviewed annually. All those who are part of the Trust, including local governing bodies, will play their part in policy implementation.

The Trust delegates its responsibility for Health and Safety to: -

The Executive Headteacher/CEO, Headteachers of each school and the Principal Deputy at Oldbury Wells.

The Trust Director of Finance and Business to act as the Trust Health & Safety Co-ordinator responsible to the Executive Headteacher/CEO.

The Trust Resources Committee – to receive a termly report from the Headteachers/Trust Health and Safety Co-ordinator on the following areas: Health and Safety inspections, accident reporting, fire safety, premises and department issues, minibuses.

Employees are required to actively contribute in implementation of this policy by:

- a) taking reasonable care for the Health and Safety of themselves, colleagues and others, observing safety rules where applicable to them;
- b) co-operating with management in any measures implemented to meet statutory obligations and designed to promote Health and Safety at work.
- c) at least annually, reminding themselves of the contents and responsibilities in this policy.

All employees should note that failure to discharge the obligations placed on them by this or any relevant statutory provision may render them liable to:

- a) prosecution by the Health and Safety Executive (note: far more likely to be the employer), and/or
- b) disciplinary action under the Trust's Disciplinary Procedures.

The Trust has a service level agreement with the Shropshire Council Health & Safety Team who will provide competent technical advice on Health and Safety matters where necessary to assist such employees in their task.

Executive Headteacher/CEO: Sarah Godden

Chair of Trustees: Judy Mondon

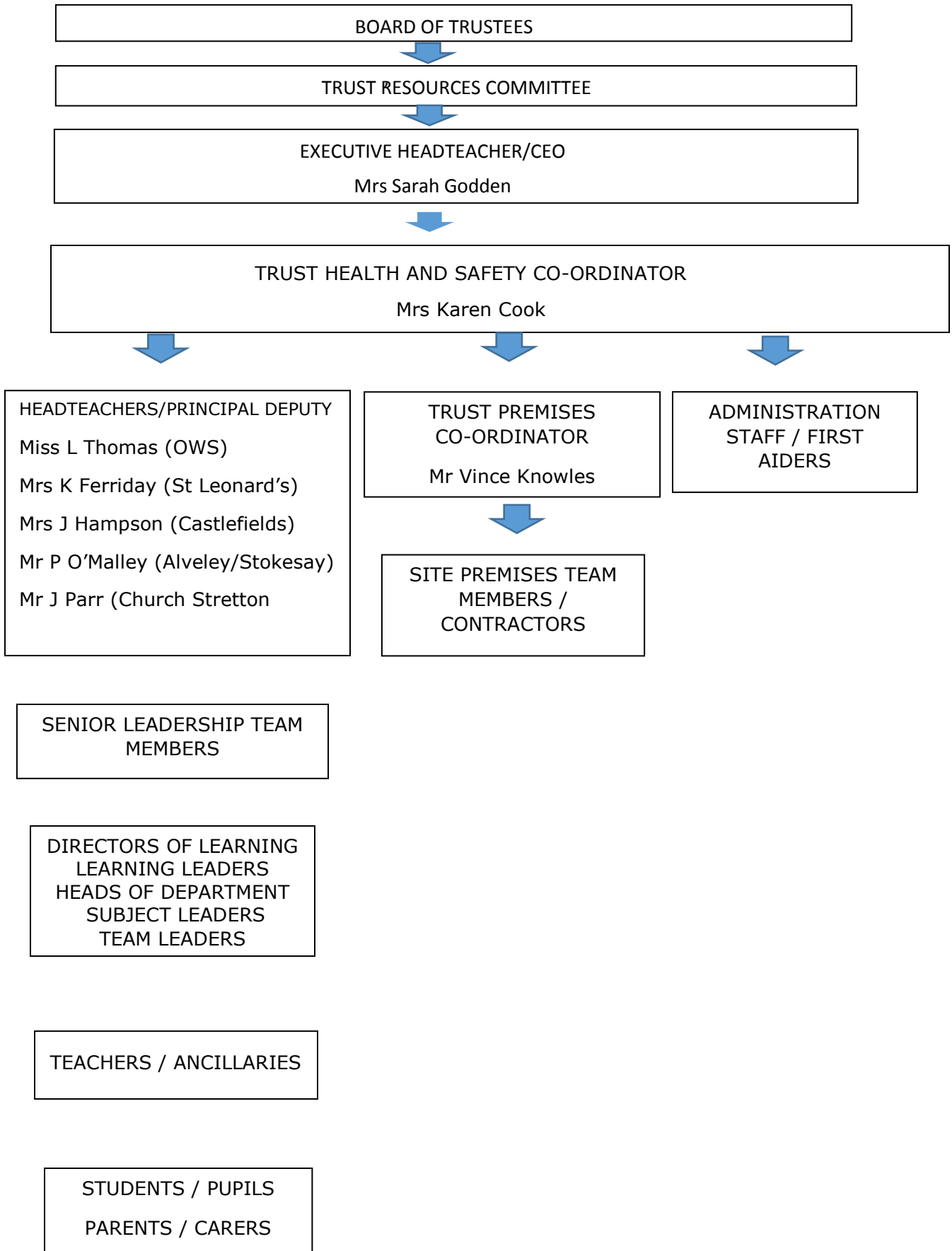
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Signature

Date

Date

**TRUST-ED SCHOOLS' PARTNERSHIP
HEALTH AND SAFETY ORGANISATION CHART**



PART 2

ORGANISATION

In order to achieve compliance with the Statement of Intent, the Headteacher, Trust officers, and/or other relevant staff, will have responsibilities assigned to them as detailed in this part of the Policy. The Trust Board has ultimate responsibility for Health and Safety matters in all Trust schools, but will delegate day-to-day responsibility as follows: -

Designated Responsibilities

Executive Headteacher/CEO

Reporting to Trustees, the Executive Headteacher/CEO has the overall responsibility for ensuring that school Health and Safety Policies are effectively implemented, on behalf of the Trust, and that proper resources are made available in order to achieve this.

The Executive Headteacher/CEO delegates the day-to-day responsibility in schools for Health and Safety to Headteachers who will: -

- a. be responsible for the implementation of the Trust Health and Safety Policy and liaise with Trustees to ensure full compliance with its requirements;
- b. appoint persons to deal with the day to day issues on health, safety and welfare, and ensure that all employees are supplied with a copy of the policy statement and are aware of their responsibilities as determined by the Policy, particularly those parts of the Health and Safety Policy which affect them or the responsibilities that are individually allocated;
- c. ensure that effective channels of communication and consultation with staff and safety representatives are maintained;
- d. facilitate adequate arrangements for joint consultation and participation of employee trade union safety representatives in measures for promoting Health and Safety at work;
- e. monitor the safety performance of each school and take such steps as may be necessary to improve the performance;
- f. ensure that a suitable and sufficient assessment of the risks to the Health and Safety of all persons on Trust premises is carried out. The assessment to be recorded including the hazards identified, the level of risk, any group of people identified as being especially at risk and details of action required (if any);
- g. provide ongoing recommendations and present an annual report on Health and Safety to the Board of Trustees;
- h. be responsible for dealing with visits from the Health and Safety Executive (HSE). However, the day to day liaison with the HSE can be delegated, to the Headteacher or Health and Safety Co-ordinator, the HSE does expect to talk to the Executive Headteacher/CEO on overall policy matters;
- i. ensure that the Trust's duties in relation to the management of Health and Safety across the Trust are met;
- j. support Trustees/Local Governing bodies/Headteachers to monitor and review the Policy and ensure it is implemented;
- k. ensure appropriate and adequate procedures are in place to assess and manage risk;
- l. ensure systems are in place for the successful management of Health and Safety, including monitoring, reviewing and reporting;
- m. ensure sufficient funds are set aside with which to operate safe working practices;
- n. ensure Health and Safety performance is monitored, failures in health & safety policy or implementation recognised, and policy and procedure revised as necessary.

Headteacher/Principal Deputy

Responsibility for the implementation of the Health and Safety Policy within each Trust school lies with the Headteacher/Principal Deputy who has delegated responsibility for Health & Safety.

The Headteacher/Principal Deputy aided by the Senior Leadership Team members will ensure that:

- a. Health and Safety rules are followed by all staff and pupils to ensure that the Government Statutory guidance 'Supporting pupils at school with medical conditions' is adhered to: (https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/638267/supporting-pupils-at-school-with-medical-conditions.pdf);
- b. the school/Trust is so organised that there is no unacceptable risk to members of staff, pupils, members of the public or to property;
- c. the Fire Risk Assessment has been completed and is reviewed annually (completion may be delegated to another responsible person);
- d. the Asbestos Survey Report is reviewed on receipt from the nominated contractor and an Asbestos Management Plan is completed and reviewed annually;
- e. staff and pupils know to report all defective equipment, plant, premises and hazards associated with the working environment and ensure that steps are taken to remove or control the hazard;
- f. systems are in place so that all equipment is regularly maintained and kept in a safe condition;
- g. systems and schedules are in place for statutory inspections;
- h. all staff are properly briefed and trained in their duties and responsibilities as part of the general programme of staff development;
- i. senior management set a personal example and encourage a safe attitude towards work amongst all employees;
- j. there are safe systems of work and that members of staff and pupils use protective equipment provided, observe the standards laid down by law and co-operate in agreed safety measures and that any safety issues with the equipment that cannot be dealt with are referred to the Senior Leadership Team for action;
- k. termly meetings of staff safety representatives are convened to ensure that Health and Safety issues are reported regularly to the Trustees/LGB;
- l. termly summary reports are presented to the LGB and Resources Committee on significant Health and Safety issues, outcomes of investigations (e.g. accidents, near misses) and completed actions to resolve previous issues;
- m. a consolidated annual report is presented to the Resources Committee on Health and Safety statistics, risk management issues and any other significant Health and Safety issues together with an action plan for their resolution;
- n. an overview of school Health and Safety matters, including accidents, is reported at each meeting of the Trust's Resources Committee;
- o. an annual report on Health and Safety is completed and presented to LGBs and Trustees in the Summer Term meeting;
- p. they work with the Trust Health & Safety Co-ordinator to ensure that Heads of Departments implement appropriate safety procedures, undertake risk assessments and adhere to established systems of reporting;
- q. the safeguarding of children is maintained through the 'Safer Recruitment' process of all staff;
- r. issues raised by anyone concerning safety are thoroughly investigated and, when necessary, further effective controls implemented;

- s. hazardous substances are identifiable, stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures;
- t. agreed safety standards are maintained, particularly those relating to housekeeping;
- u. all relevant safety documents including CLEAPSS and DfE Guides, are maintained and made available to all employees;
- v. First Aid procedures are established and monitored;
- w. liaison is arranged with the Executive Headteacher/CEO and Trust Health and Safety Co-ordinator, concerning Health and Safety matters and welfare at work;
- x. an annual inspection is arranged of the site with the Chair of the LGB or the Chair of the Resources Committee and a report produced and any priorities highlighted acted upon.

Trust Director of Finance and Business (Health and Safety Co-ordinator) will:

- a. work in conjunction with any Trust consultants and advise to the Headteachers and Executive Headteacher/CEO on Health and Safety policy;
- b. assisting the Executive Headteacher/CEO/Headteachers/Principal Deputy in ensuring that the Health and Safety Policy is clearly communicated to all relevant persons;
- c. analyse accident reports and prepare regular reports for the Trust's Resources Committee;
- d. source and procure services deemed to be necessary to ensure the maintenance of the premises and associated services meet the highest standards;
- e. engage external competency for health, safety and welfare matters to support any arrangements for Health and Safety;
- f. ensure there is a suitable system in place for relevant records to be kept of Health and Safety activities e.g. assessments, inspections (Data Dashboard);
- g. ensure staff are provided with adequate information, instruction and training on Health and Safety issues;
- h. provide support to the Executive Headteacher/CEO/Headteachers and Principal Deputy to ensure that accidents are investigated, and any remedial actions required are taken or requested;
- i. hold relevant, up-to-date information on Health and Safety which will include Health and Safety Executive (HSE) guidance notes, codes of practice and copies of the Policy;
- j. assist the Headteacher/Principal Deputy in undertaking risk assessments in relation to the premises and site and liaise with Heads of Department in relation to their curriculum specific risk assessments. In particular, carrying out annual reviews of risk assessments in practical areas e.g. Science, D&T, Art and PE and report any concerns to Senior Leadership Team links;
- k. establish a system for the monitoring and vetting of contractors on site and promote Health & Safety when planning new buildings, refurbishment or building projects;
- l. regularly monitor cleaning and grounds maintenance contractors to ensure they comply with Health and Safety legislation and that areas affected are safe for pupil and staff use.

Trust Premises Co-ordinator

Working alongside and supporting the Trust Director of Finance and Business (Trust Health and Safety Co-ordinator), the Trust Premises Co-ordinator will:

- a. support other premises staff roles effectively to ensure that monitoring of the premises and associated services, systems and equipment, including fire safety tests, are carried out in a scheduled and structured manner;
- b. ensure the administration and maintenance of records, drawings and plans relating to the inspection, servicing, planned and unplanned maintenance of the premises and equipment;
- c. maintain the Trust Data Dashboard and ensure relevant records are kept of Health and Safety activities e.g. assessments, inspections, accidents etc.;

- d. ensure risk assessments of the premises and working practices are undertaken;
- e. ensure safe systems of work are in place as identified from risk assessments;
- f. ensure emergency procedures are in place;
- g. ensure plant, machinery and equipment is inspected and tested to ensure it remains in a safe condition;
- h. establish the competency of companies or individuals (contractors) to provide professional services meeting required Health and Safety standards, prior to engagement;
- i. ensure the activities of contractors are adequately monitored and controlled;
- j. ensure appropriate information on significant risks is given to visitors and contractors;
- k. ensuring arrangements are in place to inspect the premises and monitor performance.

Site Caretaker/Premises Lead

Each Trust site premises staff lead person is responsible for:

- a. maintaining an understanding of the site premises team responsibilities, including an awareness of relevant premises related Health and Safety legislation, issues and procedures and operating within these requirements;
- b. ensuring that they are familiar with those parts of the Health and Safety Policy which affect them or the activities in which they are engaged, and where necessary, adequate and appropriate training and information in Health and Safety matters is provided;
- c. controlling contractors working on the premises, and ensuring that hazard information has been exchanged and suitable risk control measures implemented;
- d. ensuring adequate security arrangements are maintained;
- e. ensuring the general cleanliness of the premises and that adequate welfare facilities are provided;
- f. arranging for regular inspection of the areas of the premises for which they are responsible to monitor that workplace Health and Safety standards are in effective working order and that a safe means of access and egress is maintained;
- g. ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained;
- h. ensuring that plant and equipment is adequately maintained;
- i. arranging for the regular testing and maintenance of electrical equipment;
- j. maintaining records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance;
- k. ensuring that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored;
- l. ensuring the adequate provision of Health and Safety notices and that warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations;
- m. ensuring that a copy of the Health and Safety Law Poster is displayed in an accessible location and the information on the poster kept up to date;
- n. maintaining a Health and Safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations and make this available to contractors upon request;
- o. ensuring that adequate systems are in place for the management of asbestos and control of legionella and excessive water temperatures;
- p. liaising with 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;
- q. liaising with contractors and those letting school premises on Health and Safety practices before starting work or commencing a letting. Contractors will provide evidence that they have completed an adequate risk assessment of all their planned work;

- r. liaising with the Trust Premises Co-ordinator/Headteacher with regards to the engagement of contractors and other service providers, ensuring that they are competent to carry out the duties for which they are engaged without the school incurring excessive cost.

Directors of Learning/Learning Leaders/Heads of Department/

Subject Leaders/Team Leaders will ensure:

- a. all staff within their department, or whom they line manage, understand their responsibilities under the terms of this policy;
- b. procedures for safe working practices within their departments are laid out in their curriculum schemes of work and comply with appropriate Health & Safety regulations;
- c. risk assessments are undertaken within their departments and these are reviewed annually or sooner if required with any issues reported to their link SLT member or the Trust Health and Safety Co-ordinator;
- d. appropriate inspections and routine maintenance are carried out for all equipment within their department and relevant records kept of such works;
- e. protective clothing and equipment needs are identified and provided where necessary;
- f. staff have appropriate training and access to safety information in relation to all equipment and materials used;
- g. there is liaison with their link SLT member and/or Trust Health & Safety Co-ordinator and that required safety measures are implemented when agreed;
- h. that any accidents to pupils or staff are immediately reported through the established systems;
- i. when authorising work to be undertaken, or authorising the purchase of equipment, that the Health and Safety implications of such work or purchases are considered;
- j. that hazardous substances are identifiable, stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures;
- k. agreed safety standards are maintained, particularly those relating to housekeeping. All relevant safety documents, including CLEAPSS and DfE Guides, must be maintained and made available to all employees;
- l. that Health & Safety is an agenda item at the Department Meeting at least 3 times a year for practical subjects and at least twice a year for other subjects.

All Employees will:

- a. act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons;
- b. observe all instructions on Health and Safety issued by the Trustees or any other person delegated to be responsible for a relevant aspect of Health and Safety;
- c. act in accordance with any specific Health and Safety training received;
- d. report all accidents and near misses in accordance with site procedures;
- e. know and apply emergency procedures in respect of fire, first aid and other emergencies;
- f. co-operate with other persons to enable them to carry out their Health and Safety responsibilities;
- g. inform their line manager of all potential hazards to Health and Safety, in particular those which are of a serious or imminent danger;
- h. inform their line manager of any shortcomings they identify in these Health and Safety arrangements;
- i. exercise good standards of housekeeping and cleanliness;
- j. co-operate with any appointed/elected safety representative(s) and the enforcement officers of the Health and Safety Executive (HSE);

- k. follow up issues raised by themselves concerning safety to ensure that they are thoroughly investigated and, when necessary, further effective controls implemented;
- l. take reasonable care of their own safety;
- m. be aware of the procedures for lone working and follow guidance to ensure their own safety and security;
- n. take reasonable care of the safety of others affected by their actions;
- o. dress sensibly and safely for their particular working environment or occupation;
- p. conduct themselves in an orderly manner in the workplace and refrain from any antics or pranks;
- q. use all safety equipment and/or protective clothing as directed;
- r. maintain all equipment in good condition and report defects to their line manager and the site premises lead;
- s. report any safety hazard or malfunction of any item of plant or equipment to their line manager and the site premises lead;
- t. follow the site accident reporting procedure for all accidents whether an injury is sustained or not;
- u. attend, as, requested any Health and Safety training course;
- v. observe all laid down procedures for processes, materials and substances used;
- w. observe the fire evacuation procedure and the position of all fire equipment and fire exit routes.

Special obligations of Teachers

- a. exercise effective supervision of their students and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out;
- b. follow the Health and Safety procedures applicable to their area of work;
- c. give clear oral and written Health and Safety instructions and warnings to students as often as necessary;
- d. ensure the use of personal protective equipment and guards where necessary;
- e. make recommendations to their line manager on Health and Safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery;
- f. integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on Health and Safety in line with any agreed requirements;
- g. ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the school without prior authorisation;
- h. regularly check their classrooms for potential hazards and report any observed to the site premises team/caretaker;
- i. undertake an annual risk assessment for their classroom(s).

Senior Leadership Team (with responsibility for duties) will be responsible for:

- a. drawing up a rota of staff to man specific areas of the premises and site;
- b. training and supervising of the lunchtime duty team to ensure they understand their role and carry it out effectively.

Lunchtime supervisors/Duty Staff will:

- a. ensure that pupils queue for lunch in a safe and orderly manner;
- b. monitor behaviour in their designated area of duty;
- c. deal with any incidents of bad behaviour and follow these up.

Staff Carrying out Bus Duties will:

- a. ensure that they are at their designated place on time;
- b. ensure the safety of pupils while they wait for and board the buses;

- c. ensure that pupils wait in an orderly manner and do not move until the bus has finished manoeuvring;
- d. liaise with office staff regarding late or missing buses;
- e. report any concerns regarding pupil transport to the Headteacher/member of the SLT.

Contractors

All contractors who work on the premises are required to identify and control any risk arising from their activities and inform the relevant authority of any risks that may affect the school staff, students and visitors.

All contractors must always be aware of the Trust's Health and Safety Policy and emergency procedures and comply with these.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, Trust officers or Headteachers will take such actions as are necessary to protect the safety of school staff, students and visitors.

Pupils and Parents will:

- a. co-operate with Teachers and school staff on Health and Safety matters;
- b. not interfere with anything provided to safeguard their own or their child's Health and Safety or the safety of others in school;
- c. take reasonable care of their own and their child's Health and Safety in school and report all Health and Safety concerns to a member of staff.

Students

Students, in accordance with their age and aptitude, are expected to:

- a. exercise personal responsibility for the Health and Safety of themselves and others;
- b. observe standards of dress consistent with safety and/or hygiene;
- c. observe all the Health and Safety rules of the school and the instructions of staff given in an emergency;
- d. use and not wilfully misuse, neglect or interfere with things provided for their Health and Safety.

LEGAL FRAMEWORK

The following is a brief guide on Health & Safety legislation for the benefit of all staff within the Trust:

- a. Health and Safety legislation is enforced by the Health & Safety Executive (HSE), in accordance with the requirements of the Health & Safety at Work Act etc. 1974 (HASAWA).
- b. The Trustees remain ultimately responsible for Health and Safety across the Trust. Within this framework, the Trust may appoint an external party, to provide the framework for the management of Health and Safety. This will include the development and maintenance of policies, and the provision of guidance, on the management of foreseeable risks to Health and Safety in school.
- c. An advisor is commissioned to monitor standards of Health and Safety across the Trust, ensuring adequate risk assessments are developed in accordance with generic guidance. An external provider acts on behalf of the Trust to report accidents and ill health resulting from the work activity across the Trust, following the recommendations of the legal framework.

- d. All Trust staff should follow all policies and procedures described in the TrustEd Schools' Partnership Health & Safety Policy.
- e. All employees must also co-operate with any commissioned external parties monitoring procedures and report any matters that may jeopardise the Trust's ability to comply with Health and Safety legislation. Essentially, how these Policies are applied in your school is described in this document.
- f. Section 7 of HASAWA places a duty on all employees of the Trust to take reasonable care to ensure that their actions or omissions at work do not adversely affect the Health and Safety of themselves or other persons.
- g. The act also requires employees to co-operate as far as is necessary so that the Trustees can comply with any duties or requirements placed on them by any of the relevant statutory provisions.
- h. A person who does not co-operate as necessary may be liable to prosecution by the Health & Safety Executive. Employees are advised that the commission of an offence carries a penalty, on summary conviction at a magistrate's court, a fine for each breach of Sections 2-6 of HASAWA.

HM Inspectors of Health & Safety

- a. Inspectors may enter Trust premises at any time, without notice, but in practice they would usually notify the Trust of a proposed visit to one of our schools.
- b. Section 21 of HASAWA Act empowers a duly appointed Inspector to serve any person an "Improvement Notice" stating that he/she is contravening HASAWA of one or more of the statutory provisions and requiring the person to remedy the contravention within a specified time.
- c. Section 22 of HASAWA empowers an Inspector to issue a Prohibition Notice upon any person in control of activities that constitute an immediate risk of serious personal injury. The Notice prevents the activity from taking place until the risk has been re-assessed and reduced to a level acceptable to the Inspector.
- d. If notified of a visit, announced or otherwise, by an Inspector from the Health & Safety Executive, the Headteacher will advise the external advisor (Shropshire Council Health and Safety Team) immediately. Any person receiving an Improvement Notice, a Prohibition Notice or a Notice of Prosecution, must immediately inform the Headteacher who will,

immediately, in



TRUST·ED
Schools' Partnership

Health & Safety Policy

STOKESAY PRIMARY SCHOOL

TITLE	NAME
Headteacher	Mr. Paul O'Malley
Associate Headteacher	Mrs J. Holt
Teaching Staff	Mr. S. Ansell, Mr. W. Vaughan, Miss K. Hadley, Miss K. Pinches, Mrs. J. Langton, Mrs S. Thomas
Teaching Assistants	Mrs. L. Wood, Miss D. Lewis, Mrs. G. Upton, Mrs. G. Good, Miss R. Gibbs, Mrs. T. Winter, Miss M. McKnight, Miss K. Roberts, Mrs D. Jones, Mrs. K. Walden, Mrs. C. Howard, Miss D. Berta, Mrs. H. Millburn
Lunch time supervisors	Mrs. J. Juckes, Mrs L. Wilding, Mrs. T. Winter, Mrs. K. Walden, Mrs. C. Howard, Miss D. Berta
School Health and Safety Coordinator	Mr. P. O'Malley
Cleaners	Mrs. G. Good, Miss R. Gibbs, Mrs. A. Richards
Shire Services Staff	Miss R. Huffer, Mrs. Linda Reeves : Mrs. K. Broxton : Miss K. Gardener
School Business Manager	Mrs. Pam Price
Clerical Assistant	Miss J. Morgan
Caretaker	Mr. S. Jones

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
Assistant Health and Safety Officer - Jill Johnson	01743 252819
Crime Prevention Officer - Ian Bartlett	01743 255685
Assistant Crime Prevention Officer - Helen Palin	01743 253413

Fire Control/Emergency Evacuation

Fire Safety Officer Shropshire Council - Tim Mason	01743 255684
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Nominated Premise Fire/Emergency Co-ordinator: Mr. P. O'Malley
Deputy Fire/Emergency: Mrs. P. Price

Reporting and Recording of Accidents etc

Person nominated for overseeing the documentation of accidents, diseases, dangerous occurrences, and incidents of violence: Mr. P. O'Malley

Health and Safety (First-Aid) Regulations 1981

Certificated First Aiders:: Mr. S. Ansell, Miss K. Roberts, Mrs. R. Gibbs, Mrs. K. Walden, Mrs. C. Howard, Mrs. G. Upton, Miss D. Berta, Miss J. Morgan, Mrs. H. Milburn, Mrs. D. Jones, Mrs. G. Good

Educational Visits and Risk Assessments Co-ordinator (EVC): To be appointed

Asbestos and Legionnaires Coordinator: Mr. P. O'Malley

Portable Electrical Appliance Testing Nominated Co-ordinator: Mr. P. O'Malley

Control of Substances Hazardous to Health Assessment Co-ordinator: Mr. P. O'Malley

1. School Health and Safety Policy Arrangements

1.1 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. Barriers are in place to ensure children cannot come into contact with the vehicles when walking along the foot paths.

Regular reminders are sent to inform parents/carers of the procedures and whenever necessary to ensure they only park in appropriate places and do not block the entrances. Parents/carers/guardians are responsible for their children until they leave or are handed over at the school doors.

1.2 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 Corporate Accident Reporting System (CARS) form must 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, must 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 Council Accident Report Form (CARS).

Reporting an Incident out of hours. It will be necessary to contact the Health and Safety Executive Incident Contact Centre directly. Either by phone (0845 30009923) or go online. 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 should 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 School Office,
- One 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 a note 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

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

Reviewing accidents

An analysis of the accident reports and near-misses will be undertaken at intervals and considered by the Headteacher.

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 available for staff to view in the Pupil Information Sheets. An Asthma Register is in place in the school.

1.3 Asbestos

Staff will be made aware of the areas in the School where there is known asbestos. This is to ensure they understand how it is being managed and what to do in the event of an emergency.

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

The Asbestos Register is kept in reception and will be given to all contractors that will/or could potentially disturb the fabric of the building. The Asbestos Management plan is located in the front of the register.

1.4 Bad weather contingency Plans

Site staff will be responsible for ensuring the site remains in a good and safe condition and they will follow the procedures for gritting the site during icy and snowy conditions. 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.

1.5 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 Children and Young People's Services – Human Resources Department. 01743 252835 or 01952 385216

1.6 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 Asbestos Record and will be expected to operate within the guidelines set.

All contractors will be informed of the School's emergency procedures.

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 school's 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.

School safety arrangements regarding contractors

The school uses Shropshire Council approved contractors

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).

1.7 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.

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 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 School Office
- 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 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 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 Cleaners Store/Shropshire Learning Gateway

1.8 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.

Speak to the Headteacher 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 Head of school who will see if it is appropriate to order the equipment e.g. screen riser, foot rest etc. Further advice can be obtained from CYPs Health and Safety Coordinator, details in section 2.

1.9 Fire Safety

The Fire Risk Assessment is kept in the School 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 each year. As a result of the assessment, if any precautions are identified the school treats them with high priority. **The Fire Policy statement is available in the Fire Safety File, which is kept in the School Office.** Notices of fire/emergency evacuation 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.

The Caretaker checks all fire fighting and detection equipment **on a regular basis** 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 by a contractor nominated by the Local Authority.

The fire alarms are tested weekly by the Caretaker and emergency lighting monthly as required by Regulatory Reform (Fire Safety) Order and the associated KYSIB guidance. Records are kept in the School Office..

Notices around school will include the following information.

IF YOU DISCOVER A FIRE

Press the fire alarm nearest to where you are:

- 1. The alarm will sound.**
- 2. Pupils and staff will walk out of school by the nearest safe exit**
- 3. Classes line up.**
- 4. Teaching staff to take Attendance Registers in the afternoons and check all children in their classes are out of the building. (Who?) will check the toilets and restroom bring out registers if the bell goes in the mornings.**
- 5. DO NOT PANIC. Walk quickly and quietly in line, DO NOT return to the classroom or cloakroom to pick up personal belongings.**
- 6. Await further instruction before returning to the building.**
- 7. If it is a bomb alert COLLECT personal belongings if safe to do so before leaving the building.**
- 8. The assembly point in the event of a bomb is the Secret Hills Centre**

Fire drills take place at least once each term. Details are recorded and notes made of any problems which need 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.
- The Fire Brigade will be summoned by the Headteacher or School Office staff but in circumstances where they are not available (once everyone has safely left the building and moved to a place of safety) a delegated member of staff will ensure that the Fire Brigade is summoned and staff in the other building are notified.
- Fire wardens will sweep their designated areas and report to the 'Person in Charge'
- Attendance numbers are known by staff.
- A roll call will be taken when all have reached the place of safety.
- All visitors/contractors report their presence on site to the School Office 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, which are displayed at Reception
- **Special consideration must 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 precautions.
- The school premises are organised in such a way as to ensure that adults and children can circulate in a safe manner.
- All access routes will be maintained in a safe condition and be free from obstructions. So far as reasonably practicable any hole, slope, uneven or slippery surface which is likely to cause a person to slip, trip or fall preventing them getting out of the building safety will be repaired.

1.10 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 has 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) in the photocopying room (main building) (b) In the hall (Newton building)
- 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 cabinet in the photocopying room. The First Aiders are responsible for ensuring these are replenished as soon as possible after use, and reporting low stocks to the School Business Manager.
- 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.

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

1.11 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 Caretaker 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 school 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.

1.12 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 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.

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

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

1.13 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 if necessary.

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.

Those staff who undertake 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**.

1.14 Transporting Pupils

- 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.

1.15 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.

1.16 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.

1.17 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.

There will be suitable arrangements in place for the storage, cleaning and replacement of PPE.

Staff will receive training as appropriate and will be required to wear the PPE provided. They will be responsible to keep it clean, stored correctly and report any faults so that replacements can be provided.

1.18 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.

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. Lunchtime Supervisors make the final decision for the equipment to be used.

Indoor and outdoor play equipment quarterly inspections are undertaken by the Head of school. Records of the inspections are recorded and documents kept in the School Office. Annual inspections are undertaken by 'ROSPA' report kept in the school Office.

For further information and details of the checks required see section 4.50 play equipment safety arrangements on the Shropshire Learning Gateway.

1.19 Portable electrical appliance testing

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

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

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

All staff will be informed/instructed 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 checked every 5 years unless changes have occurred.

1.20 Risk Assessment

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

All significant risks will be recorded on the 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 there is additional guidance 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. Contact Jude Cottrell/Claire Allen 01743 252994/5

1.21 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 following will be site specific):

- Doors are locked each morning at 9.05 am and after school at 3.30 pm. After which time access to school is through the main entrance. After school clubs use the main door.
- The School Office monitors those that come to the door at reception before deciding who to let into the building. **(If staff know they have visitors attending they must inform the Office).**

- All visitors sign in and out and wear badges of identification or a visitor's badge.
- The main doors have good locking mechanisms.
- The school is alarmed on both sites
- All teaching staff, caretaker and the school business 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 Business 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. (See check list and finance sheets)
- Fire drills take place every 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 a poster in the staff room.
- A HSE Health and Safety Poster is displayed in the School Office

The Caretaker is responsible for the security of the school at the end of the day by ensuring that doors, windows, skylights etc are secured. **(If staff enter the building during school holidays they are responsible for ensuring the security of the building)**

All staff have responsibilities for ensuring their classroom windows are shut and lights and computers are switched off at the end of the day

Responding to call outs

The systems that are in place are:

The following **person(s) Mrs. S. Jones & Mrs. P. Price** are the school's nominated representatives who will respond in the event of an out-of-hours call out or 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.

Call out arrangements

The school has introduced call out arrangements that will reduce the possibility of injury to staff and which ensures that if an incident occurs support will be provided.

a) Police Attendance –

In any call out situation it is preferable to meet the police on site or at a police station before travelling to site. This ensures that there will be at least two people present on site and with a direct link to support, e.g. police radio, should it be required.

b) Security Firm Personnel Attending –

The school employs a security firm to do nightly checks of the school sites. They do not have keys to the premises but can be contacted to meet a member of staff near the site if necessary.

c) Two Persons to Attend –

The school can implement a procedure whereby there are sufficient key holders to ensure that at least two persons will attend site together. The key holders could be staff members or governors.

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

Following any event the risk assessment should be reviewed and further control measures implemented where appropriate.

1.22 Supervision of pupils arrangements

The school will be open from 8.45 am to 3.00 pm in the Newton Building and 8.45 a.m. to 3.15 p.m. in the main building 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

Playground supervision will be provided by teaching staff in the KS2 playground from 8.35 a.m.

If pupils are not collected at the end of the school day, supervision will be provided by school staff until their parents have been contacted and the pupil is collected.

1.23 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 see 5.2. for 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.

1.24 Visits and Journeys

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

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 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/Head of school.
- They must get the consent of every child's parents/guardian before taking them on a visit which involves coach transport. A form will be signed by parents when their child starts in the school giving consent for regular visits (not requiring transport) that are organised as part of the curriculum.
- 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.
- CRB checks will be required for parents/helpers/volunteers.

1.25 Work equipment

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

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

- Consideration will be given for the installation, storage and positioning of the equipment.
- Training and use of the equipment will be required and where practical provided by the companies that provide the equipment.
- The equipment will be maintained to ensure the equipment remains in good condition by the and will be under contact for maintenance and repairs either via Shropshire Council - Property Services or the Supplier.

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

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

2. 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.

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.....

Date.....

Appendix 1

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: STOKESAY PRIMARY SCHOOL

Name of the responsible person: Mr. O'Malley
(person in control of the premise).

The 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: _____
Headteacher

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 RISK ASSESSMENT

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 maybe a satisfactory way of keeping abreast of future developments.

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

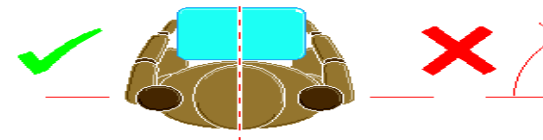
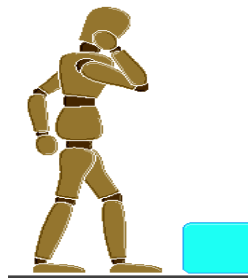
A reference file of all assessment needs to be created. The information contained within the assessments should be brought to the attention of employees who should be instructed in the use of the control measures identified.

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

Appendix 3

Good Handling Techniques

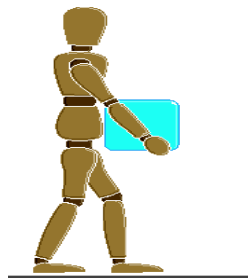
Think before lifting / handling



Avoid twisting the back on

Turning by moving the feet is better

Keep the load close to the waist.

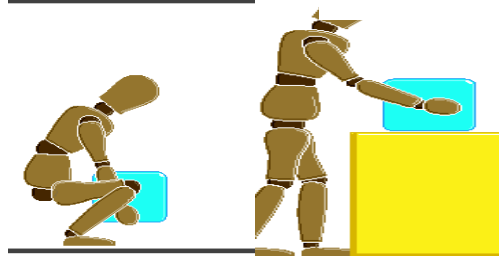


Keep the head up when handling.

Move smoothly

Adopt a stable position.

Get a good hold.



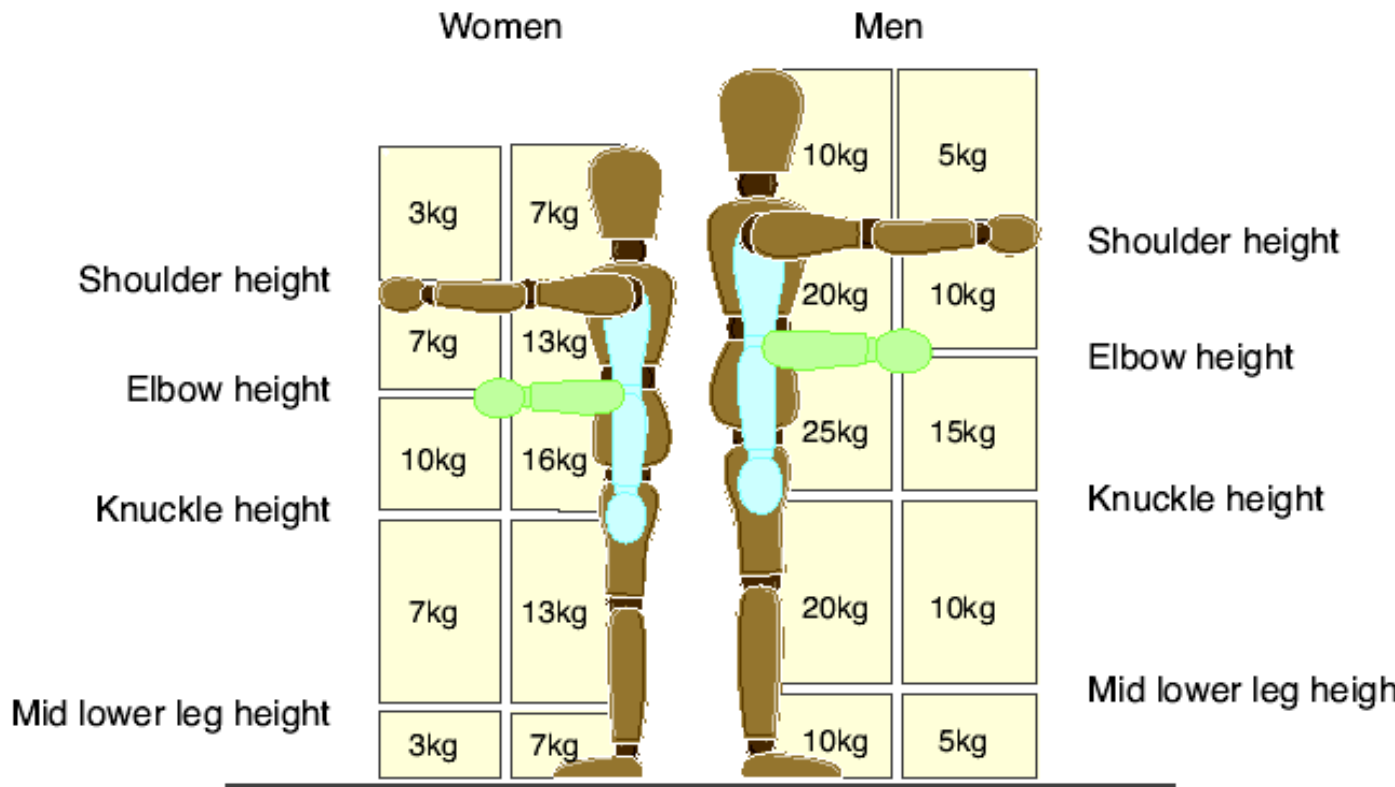
Don't lift or handle loads that are too heavy or awkward

can be easily lifted or put down

Put down the load

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.