

# Bicton C.E. Primary School and Nursery

*Learning for a Lifetime*



## HEALTH, SAFETY AND WELFARE POLICY

This policy is based on guidance from the Local Authority and should be read in conjunction with the documents listed in the Appendices.

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

This policy was adopted by the Premises, Security, Health and Safety Committee on behalf of the Governing Body in March 2016.

This policy was reviewed and updated in April 2024

Next review due: April 2025

Signed

Head teacher

Signed

Chair of Committee

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# 1. School Health and Safety Policy Statement

The Governing Body and Head teacher recognise their responsibility to provide a safe and healthy environment for teaching and non-teaching staff, pupils, visitors, and contractors at the premises and those affected by the school's activities elsewhere. Within the ethos of self-regulation, the governors and Head teacher 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 Head teacher, 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 Head teacher 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.

## 2. Health and Safety Representatives and Organisation

This section lists the people involved in ensuring the Health, Safety and Welfare of the staff, pupils and visitors of Bicton CofE Primary School and Nursery. It also gives guidance on the responsibilities of these people in ensuring this policy is properly implemented.

<b>ROLE</b>	<b>NAME</b>		
<b>Chair of Governors</b>	Mrs J Freeman		
<b>School Governors</b>	Mrs S Tiplady Mrs M Owoniyi Mr I Simons Miss J Leake	Mr J Street Revd. H Lins Mrs M Mavin Mrs S Ansell	
<b>Head teacher</b>	Mrs N Johnson		
<b>Administrators</b>	Mrs H Jones	Mrs L Neal	
<b>Teaching Staff</b>	Ms A Stone Mrs S McCormac Mrs H Ryan Mrs S Bowes Mrs N Walker Mrs A Wiewiora	Mrs V Erasmus Mrs S Thomas Mrs R Allen	Miss S Robinson Mrs R Haycocks Mr P Harris Mrs R Arblaster Mrs E Mavin Mrs J Law Mr K Andrews
<b>Health and Safety Coordinator</b>	Mrs N Johnson – Head teacher		
<b>Cleaners</b>	Mr P Evans – Cleaner in charge		
<b>School Cook</b>	Mr R Whilding		
<b>Kitchen Staff</b>	Mrs A Pink		
<b>Governors' Health and Safety Committee</b>	Mrs N Johnson – Head teacher Mr I Simons – Clerk Mr J Street – Chair Mrs M Owoniyi (reserve)		

<p><b>Health, Safety and Welfare Advice and Training</b></p> <p><a href="mailto:Health.Safety@shropshire.gov.uk">Health.Safety@shropshire.gov.uk</a></p>	<p>Occupational Health, Safety and Wellbeing Manager</p> <p>Crime Prevention Officer</p>	<p>01743 252819</p>
<p><b>Fire Control/Emergency Evacuation</b> Fire Safety Advice Shropshire Council H &amp; S Team</p> <p>Nominated School Premises Fire / Emergency Coordinator Deputy Fire / Emergency Coordinators</p>	<p>Mrs N Johnson Mrs H Jones Mrs L Neal</p>	<p>01743 252819</p> <p>01743 850212</p>
<p><b>Reporting and Recording of Accidents, RIDDOR, etc.</b> Persons nominated for overseeing the reporting of accidents, diseases, dangerous occurrences, and incidents of violence</p>	<p>Mrs N Johnson</p>	
<p><b>Educational Visits &amp; Risk Assessments Co-ordinator</b></p>		
<p><b>Asbestos and Legionnaires Coordinator</b></p>		
<p><b>Portable Electrical Appliance Testing Nominated Co-ordinator (for arrangements)</b></p>	<p>Mrs L Neal</p>	
<p><b>Control of Substances Hazardous to Health Assessment Coordinator</b></p>	<p>Mrs N Johnson</p>	<p>01743 850212</p>
<p><b>Training and Risk Assessment</b> Health &amp; Safety Training / Audit Coordinator</p>	<p>Mrs N Johnson</p>	
<p><b>Safe School Initiative</b> School Coordinator Crime Prevention Officer for Schools</p>	<p>Mrs N Johnson Mr I Bartlett</p>	<p>01743 850212</p> <p>01743 252819</p>
<p><b>Health and Safety (First aid) Regulations 1981</b> First Aid at Work (3 day course)</p> <p>Paediatric First Aiders</p> <p>First Aid Co-ordinators</p> <p>Forest School First Aider</p>	<p>Mr K Andrews Mrs J Law Mrs R Arblaster Mrs R Haycocks</p> <p>Mrs S McCormac Mrs H Ryan Ms A Stone Mrs N Walker Mrs R Allen</p> <p>Mrs N Johnson Mrs H Jones</p> <p>Ms A Stone</p>	

### **3. Responsibilities of Nominated Personnel**

#### **3.1 School Governors**

- will be responsible in conjunction with the Head teacher to ensure formulation, reviewing and subsequent amendment to the School Health, Safety and Welfare Policy consisting of a Statement of Intent, Organisation and Arrangements sections
- will ensure the School Health, Safety and Welfare 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 Governing Body meeting
- in liaison with the Head teacher, will ensure that professional health and safety advice is available
- 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, Safety and Welfare Policy is amended whenever necessary
- will promote a positive culture and an interest in health and safety matters throughout the school
- will ensure that the Fire Risk Assessment is reviewed annually in conjunction with the Head teacher

#### **3.2 The Head teacher**

- will be responsible for the implementation of the Health, Safety and Welfare 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 to deal with the day-to-day issues on Health, Safety and Welfare
- will annually 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 a copy of the Policy and are aware of their responsibilities as determined by the Policy, particularly those parts 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 arrangements for staff, to enable 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 should be 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 Safety Officers on health and safety matters

- will provide ongoing recommendations 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 the Fire Risk Assessment has been completed and is reviewed annually unless significant changes occur before this time.

### **3.3 The School Health and Safety Co-ordinator**

- 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, 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-fighting equipment, First Aid kits, electrical equipment, etc.) working with the School Administrator (s).
- will ensure that all electrical leads and plugs are regularly checked. The staff, however, must satisfy themselves that equipment is safe at the time of use. They should check electrical leads for evidence of damage and plugs to ensure they are tightly fitting. Any defects should be notified to the Head teacher or School administrator(s) as soon as possible and a repair arranged by a competent person.
- will liaise with outside Health and Safety Advisers such as Corporate Health and Safety Officer, Enforcement Authorities - Health and Safety Executive, Environmental Health Officers and Fire Safety Enforcement Officers, etc.
- will ensure that they are conversant with current legislation affecting health, safety and welfare of staff, pupils and others.
- will co-ordinate the activities of other persons who have Health and Safety responsibilities. 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 their 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, waste disposal, safe access of pedestrians and vehicles, building regulations and planning
- will be able to manage asbestos (*where applicable*) in the building and be familiar with the Asbestos Register and management plan

### **3.4 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 report all accidents, dangerous occurrences and potentially dangerous practices and situations to the Head teacher immediately.

### **3.5 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 Head teacher and class teacher.

### **3.6 Cleaner in Charge**

- will ensure that staff under their immediate control are familiar with those parts of this Policy which affect them or the activities in which they are engaged.
- will report all accidents, dangerous occurrences and potentially dangerous practices and situations to the Head teacher.

## **4. Governors' Health and Safety Committee**

### **Terms of Reference**

- In conjunction with the Head teacher, 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 Head teacher or the Committee any items of concern.
- With the Head teacher, 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 Head teacher, 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, Safety and Welfare Policy for the School.
- To monitor and keep under review the Governing Body's Health, Safety and Welfare Policy, making recommendations for amendments or modifications as appropriate.
- To, in conjunction with the Head teacher, 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 review the fire risk assessment on an annual basis or if there have been any significant changes in school, to ensure that it is kept up to date and valid.
- To recommend to the Governing Body a lettings policy for the school, including lettings charges and any proposals or requirements for insurance cover.
- To keep under review the lettings policy and charges and to recommend any changes to the Governing Body.
- 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.
- To receive and study information of accidents and notifiable disease statistics and trends, so that reports can be made on unsafe and unhealthy conditions and practices, together with recommendations for corrective actions.
- To examine health and safety audit reports on a similar basis.
- To consider reports and factual information provided by inspectors of the Enforcing Authority appointed under the Health and Safety Act.
- To monitor the adequacy of safety and health communication and publicity in the workplace.
- To undertake an annual review of the School Information and ICT Security Policy.
- To monitor and evaluate the application of the School Information and ICT Security Policy as adopted by the Governing Body and undertake an annual risk assessment.
- To monitor the application of the Medical Conditions Policy: Supporting Pupils with Special Medical Needs.

### **Membership**

The membership of the Committee will be **4** Governors, comprising

- Ex Officio: 1 Head teacher
- Other Members: 3 including a reserve
- Members of the committee, other than ex officio members, 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 Head, 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 Head teacher.

### **Quorum**

At least three members, including the Chair of the Committee, must be present for any meeting.

### **Meetings**

The committee will meet at least termly, to fulfil its responsibilities and to meet any prescribed deadlines imposed or requested.

Meetings of the Committee may be called by the Chair or the Head teacher or by any other member, provided that 7 days' notice is given to members with an explanation of the purpose of the meeting.

### **Proceedings**

The committee shall be conducted in accordance with the Education (School Government) Regulations 1989 and any other Regulations or directions as may be issued from time to time. Minutes shall be kept of each meeting which shall be presented to the next meeting of the full Governing Body for information and approved at the following meeting of the committee.

## 5. School Health, Safety and Welfare Policy Arrangements

### 5.1 Access on to and exit from the school site

The school premises are organised in such a way as to ensure that pedestrian and restricted traffic can circulate in a safe manner. Signs and demarcation lines have been put in place for designated parking for disabled people.

Parents/carers/guardians will be informed of the procedures at the start of the school year and whenever necessary to ensure they only park in the appropriate areas and do not obstruct the entrances. Parents/carers/guardians are responsible for their children until they are handed over at the school gate/doors.

### 5.2 Accidents and reporting

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) requires that Employers report:

- all fatal and specified\* major injuries, (\*see *HSE information sheet - Incident reporting in schools (accidents, diseases and dangerous occurrences)*)
- 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 users, volunteers, contractors, agency, work experience.

Incidents or accidents that need to be reported to the Shropshire Council's Health and Safety Team are reported using the online 'Incident Form' on ERP. This will be done as soon as possible after the event but must be done within 48 hours.

When someone dies or suffers a specified major injury or condition, or there is a dangerous occurrence, the Headteacher will immediately notify Shropshire Council's Corporate Health and Safety Team by the quickest practicable means during office hours telephone number 01743 252819.

#### **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 by phoning (0845 30009923).

If there is any uncertainty as 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.

Any reports / witness statements must be signed by the person making the report / statement. In addition to the completion of the online form on ERP, ensure that notes of all telephone calls are made, including:

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

## **Reviewing accidents**

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

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

- Parents must be advised of incidents on a first aid slip (available in the First Aid file in each class) or by telephone if deemed necessary. Details of the injury, time and date must be included; this is essential for head injuries.
- When recording injuries/incidents, staff must record where the injury/incident occurred, which should be marked on a map of the school site. These records are kept in the School Office and are scrutinised at the end of each month (or sooner as deemed necessary) by the Head teacher.
- Children's allergies are known to all staff and recorded on SIMS.
- Supply teachers are made aware of any specific medical/dietary needs.

**Also see section 5.11 for recording minor injuries and first aid treatment.**

## **5.3 Arson, Bomb threats**

Further information can be found at [www.wmarsontaskforce.gov.uk](http://www.wmarsontaskforce.gov.uk) and [www.homeoffice.gov.uk/terrorism](http://www.homeoffice.gov.uk/terrorism)

## **5.4 Asbestos**

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

\* There is no asbestos present in the school building but there is asbestos dispersed underground beneath the school field – see Asbestos Management Plan at the school office for further information.

**The person who has been delegated the responsibility for managing asbestos must have attended the Asbestos Awareness Session organised by Shropshire Council)**

(Mrs Jones attended October 2015 / Mrs Johnson attended refresher training November 2023.)

## **5.5 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 that have been implemented for gritting the site during icy and snowy conditions. A risk assessment for gritting is kept in the Risk Assessment file and Health and Safety file and is reviewed annually. All site users 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 at the start of the day and/or they will be cordoned off.

## **5.6 Confidential Counselling Service**

- The Local Authority provides a confidential counselling service for all staff available through Human Resources Department on 01743 258414. Staff might also be signposted to NOSS (Network of Staff Supporters) Counselling Service for LA employees - on 01978 780 479

## 5.7 Contractors

All contractors working on the school premises should report to the school office prior to starting work.

All contractors who come onto site are notified of the procedures in place for fire safety, emergency evacuation, first aid and reporting an incident

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. This 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.

The complexity of the arrangements must be directly proportional to the risks and consequence of failure. For further information please refer to the Shropshire Learning Gateway.

### **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 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 which can be found on the Shropshire Learning Gateway.

## 5.8 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-ordinator (Mrs Natalie Johnson) 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. **(This is available on Shropshire Learning Gateway and must be completed for each substance).** Copies of these documents are available in the School Office.
- ensure an inventory of all chemicals is 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 and is not permitted for use by pupils.
- Aware that they have a responsibility for reporting hazards, potential hazards and 'near misses' to the Head Teacher.

### **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 Head teacher's Health and Safety file.

**(N.B. Substances used by Shire Services staff [or other contractors] will be controlled by their respective departments who will ensure that the assessments are carried out and staff are informed, trained, and instructed.)**

## 5.9 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. **(N.B. under the Provision and Use of Work Equipment Regulations there is a legal requirement for all employees who use work equipment to be given appropriate instruction/training to be able to use the equipment safely).**

Speak to the School Administrators 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 the Head Teacher 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 details.)

### 5.10 Fire Safety/Bomb

The **Fire Risk Assessment** is carried out by the Head teacher and a record kept in the School Office Fire Log Book and electronically. 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 Fire Policy statement is in Appendix 1 and is also kept with the Fire Risk Assessment.)**

Notices of fire procedures are visible around the school and in every classroom.

Emergency exit doors and routes are always kept clear 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 Head teacher and School Administrators check all fire fighting and detection equipment to ensure they are in good working order and within the 'use by' date as is the statutory requirement. There is an annual check of all fire fighting equipment by Walker Fire (UK) Ltd.

The fire alarms are tested weekly by Mrs Natalie Johnson (Head teacher) 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 Fire Log Book in the School Office.

#### Fire Alarm Procedures (displayed at all exits)

##### What to do if you discover a fire

- Activate the nearest break glass point / raise the alarm.
- Make your way to the **Assembly Point located on the infant playground.**



##### What to do if you hear the fire alarm bell

- Leave the building immediately.
- Do not collect your belongings.
- Walk sensibly to the Assembly Point on the infant playground and await further instructions.
- Stand silently whilst the registers are taken.
- Do not return to the building until you are told by the Fire Service / Fire Marshall that it is safe to do so.

## **BOMB THREAT PROCEDURES**

- **Collect personal belongings, if told it is safe to do so, before exiting the building.**
- **Teachers lead pupils to the assembly point on the infant playground.**
- **Support staff check toilets and group room adjoining classroom before exiting the building.**
- **Stand silently during roll call while all pupils, staff and visitors are accounted for.**
- **Once everyone is accounted for, walk quickly and calmly to Bicton Church.**

**Fire drills** take place every term. Details are recorded in the Fire Log book and notes made of any problems which need addressing.

- In the case of a fire, the first requirement is for staff to ensure the safe evacuation of all persons from the building to the safe places indicated on the fire procedures notices. The primary responsibility of class teachers remains to evacuate the premises, which should NOT then be re-entered until instructed to do so.
- Shropshire Fire and Rescue Services (SFRS) will be summoned by the Head Teacher or Administrator once everyone has safely left the building and moved to a place of safety.
- Staff will check their designated areas and report to the Person in Charge.
- All attendance registers will be properly marked for the morning and afternoon sessions.
- Administrators will take the attendance registers, staff signing-in register and the Visitors' Book with them on evacuating the premises.
- A roll call will be taken when everyone has 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. Administrators must remind visitors to read the emergency arrangements. (These can be found on the back of the visitor's badge and a notice is displayed at reception.)
- Special consideration will be given to staff, visitors and pupils with special needs, disabilities etc. An Individual Personal Emergency Evacuation Plan (PEEP) will be completed for staff and/or pupils when required.
- Staff or other adults taking after-school clubs must ensure they are familiar with the fire procedures and take the register with them in the event of an evacuation.
- 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.
- See also the Emergency Response and Business Recovery Plan.

## **Fire safety training for staff/pupils**

- All staff will be given fire safety awareness training which is based on the information detailed in the Fire Risk Assessment for Educational Premises part 1 section 4.4 and part 2 section 7.4 Fire Safety Training.
- Staff will be made aware of the findings of the Fire Risk Assessment and have access to the Fire Safety Policy statement
- Records of staff health and safety training are kept by the Headteacher / School Office.
- New staff and pupils will be made aware of the fire safety procedures, particularly the fire exits and assembly point, so that they are aware of the actions to take in the event of a fire.
- Pupils are closely supervised when extinguishing the candle for worship/assembly.

### **5.11 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. The school ensures that adequate provision is always made, including out of normal working hours, and detailed risk assessments are carried out to ensure provision is appropriate for visits and journeys off-site.

If medical assistance is thought to be necessary, parents will be contacted. However, if the parent/s are unavailable medical assistance will be sought by the school and the child will be accompanied to the GP or hospital by 2 members of staff.

First Aid training will be provided by Shropshire Council's Occupational Health Team / Marches Trust. Copies of the First Aiders' certificates are displayed in the staff room. Section 2 lists the names of all the trained First Aiders in school (correct at March 2024.)

#### **5.11.1 First Aid Facilities**

- The first aid boxes are placed in clearly identified and accessible locations including outside classroom. The emergency inhaler is also stored at the school office.
- A highly-visible first aid box is used for Forest School – children's inhalers should be taken out to Forest School in the first aid bag.
- Each first aid box has a list of required first aid items, and enough suitable first aid material and nothing else. Contents of the box will be replenished as soon as possible after use, to ensure there is always adequate supply of all materials. (Additional supplies are stored in the medical room at the main reception.)
- First aiders are responsible for carrying out monthly checks on the contents of the first aid box assigned to their classroom.
- Mrs H Jones is responsible for managing first aid supplies in the medical room and ordering supplies as necessary.
- Disposable plastic gloves provided in the first aid box are properly stored and checked regularly to ensure that they remain in good condition. Non-latex gloves are used.
- Notices are posted in prominent positions throughout the school giving locations of first aid equipment and the names of the first aiders (see Section 2 of this Policy.)

#### **5.11.2 Recording First Aid Treatment**

Records of all injuries treated/incidents will be made on the first aid record sheets for pupils where events that do not arise out of a fault of the premise/activity etc. All other incidents will be recorded on the 'Incident Form' via ERP. See section **5.2** for further information on accident/incident reporting.



### 5.11.3 Administration of Medicines

First Aid does not include administering medicines to children. Staff are required to attend 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/guardians/carers and the school nursing team.

Staff can be with the child as the child administers their own medicine. Any member of staff witnessing the child taking their medicine must record to confirm this. **(N.B. this also applies to using an asthma inhaler.)** Whenever possible, 2 members of staff will be present, especially when having to administer the medication.

Antibiotics (which need to be kept refrigerated) are kept in the fridge in the medical room. Other medicines are kept in teachers' store cupboards. Shropshire Council's *'Medical Arrangements, Guidelines and Procedures for Shropshire Schools'* are followed, alongside the school's *'Medical Conditions Policy'* and other working procedures. Staff can access Shropshire Council's full document on the Learning Gateway. Copies of the school's policies are available in the policies folder in the staffroom or from the Head teacher.

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 that they will be responsible for making sure the medicine is kept within date.

### 5.12 Housekeeping

The school has adopted policies and practices which lead to a safe working environment. Good housekeeping is always practised and sets a good example to the pupils.

- Staff must ensure that all spillages are cleaned up immediately with safe disposal of the waste. If the area must be left unattended, staff must put out warning signs/cones.
- All rubbish and wastepaper bins will be emptied daily to minimise the amount of combustible material in the building in the case of a fire.
- All storage areas will be kept orderly, safe and provided with easy access.
- The school premises will be cleaned to an acceptable standard on a daily basis by School cleaning staff.
- Hygiene standards are of the highest attainable by all staff including those serving dinners.
- All school staff are responsible on a daily basis for reporting Health and Safety issues to the Head teacher or School Administrator (s) in the Head teacher's absence.
- Contaminated waste (blood and body fluids) is disposed of in a yellow sharps bin which is collected monthly by PHS.

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

Any staff wishing to work outside normal school hours should inform the Head teacher to obtain permission to do so. In such circumstances, the school will assess the risk to these individuals and introduce suitable controls to ensure that all risks are minimised but where practicable no-one should work on their own in the school.

If the Head teacher is going into school, or the Head teacher is unobtainable, the Deputy head teacher should be informed when anyone is going into school. In all cases, staff who have gained consent to go into school alone, must inform the Head / Deputy Headteacher when they are safely out of the building.

**(Staff should understand the actions that are required in the event of a fire or other emergency. This includes cleaning and catering staff out of school hours.)**

#### **5.14 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 where manual handling cannot be eliminated and reviewed regularly. Training will be refreshed every 3 years unless it is deemed necessary to undertake the training more frequently.

#### **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 twisting, stretching, and reaching where practicable. See pictures of correct procedures in **Appendix 3**.

#### **5.15 Transport**

- 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 Head teacher 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. Vehicles without seat belts **will not be used**.
- Parents' agreement will be sought (on the consent form for the visit/journey) or verbally in some cases for their children to be carried in other parents' or volunteers' cars. Parents or volunteers driving pupils will not be allowed to be alone with a pupil, unless it is their own child.

#### **5.16 Out-of-hours use of school premises**

Consideration will be given to persons using or hiring the premises outside school hours to ensure their safety.

A responsible person will be nominated to represent the school and a user representative sought for liaison, to ensure that all visitors understand the procedures to be adopted in the

case of fire/emergency evacuation, first aid provision, and safe use of buildings, equipment, substances, and other facilities.

There will be control over the number of persons attending functions at the school to ensure it complies with the details in the Fire Risk Assessment. If necessary, further advice will be sought from the Corporate Health and Safety Team - details can be found in Section 2.

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

#### **5.17 Parental / Adult/ Volunteers help**

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

#### **5.18 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 should be made 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.

#### **5.19 Play equipment (indoor and outdoor)**

All play equipment must be used in accordance with the manufacturer's/installer's instructions.

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

All new pupils are given an induction on the equipment before they first use it, and children are reminded regularly of rules for using the equipment. The staff rota for playground duties is set at the start of the year and shared with all staff. When on duty, staff must visually check the play equipment before the pupils use it and check that the weather conditions are favourable. The Head teacher will make the final decision for the equipment to be used.

Weekly outdoor play equipment inspections are undertaken by Mrs N Johnson and the risk assessment is reviewed annually or sooner if required. A copy of the Risk Assessment is kept in the Risk Assessment file in the Head teacher's office. An annual RoSPA playground inspection is also carried out.

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

### **5.20 Portable electrical appliance testing (PAT)**

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

A register of all such electrical equipment used in the school is kept at the School Office. (Also see Section 5.26. 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 will be tested as soon as possible. Mrs L Neal, School Administrator, will be responsible for co-ordinating the testing of equipment. 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.

### **5.21 Road Safety**

Whenever the children are required to walk adjacent to any public highway, each class must be accompanied by at least two adults if walking as a single class group. There will be one adult at the front of the line and one at the rear. Children should walk in a line in pairs or, where the pavement is particularly narrow or where there is no pavement, they should walk in single file.

When crossing the road, they should stay in their assembled line and form a queue away from the edge of the footpath until they are instructed to cross the road. Once the road is clear, two adults/teachers should stand in the road to stop any oncoming traffic and children should cross the road between the 2 adults. The children crossing the road first should start to reform the line in pairs on the opposite side of the road, leaving sufficient distance for the children following behind to assemble on the pavement. (Adults will tell the first children crossing the road where to stop at to start the new line.)

Where more than one class is involved, they should walk together following the procedures set out above.

### **5.22 Risk Assessment**

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

All significant risks will be recorded on the approved Shropshire Council risk assessment, which will be updated annually unless changes occur before the said time and the assessment will be reviewed and amended. Staff will be made fully aware of any risks or additional control measures required which have been brought about by the changes. This will be monitored by the School's Health and Safety Co-ordinator Mrs N Johnson.

For staff who do not feel confident to undertake a risk assessment, additional guidance is available in Appendix 2. Members of staff are expected to discuss this with Mrs N Johnson.

- Risk assessments are available for staff activities, the use of equipment and premise. See Risk assessment file in Head teacher's office.
- Risk assessments will be carried out before every educational visit unless one is available for a previous visit which will be reviewed and updated to ensure nothing has changed since the last visit.
- Arthog Outdoor Education Centre does its own risk assessment which staff are familiar with. They will check the control measures to ensure they correspond with the school risk assessment. The Head teacher carries out an additional risk assessment for the journey and any activities carried out in 'down time' whilst the pupils are supervised by school staff and not under the supervision of Arthog staff.
- All Physical Education activities have been risk assessed, including the use of the outdoor play equipment.

### **5.22.1 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; it might include things such as 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.

### **5.23 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 Premises, Security and 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.

- Gates are locked at 8:45 (school) or 9:00 am (nursery) each morning after which time access to the school is through the main entrance door. The pedestrian gate onto the playground is opened again at 3:05 p.m. At the end of after-school clubs, parents wait either at the side hall door or on the infant playground, depending on the club and finish time.
- The School Administrators monitor those who come to the door at reception before deciding who to let into the building. If staff know that they have visitors attending, they must inform the Administrators.
- All visitors sign in and out and wear badges/identification and a visitor's badge.

- The main doors have good locking mechanisms, and the hall door cannot be accessed from outside once closed.
- All teachers, the cleaner in charge, school administrators and Breakfast Club staff have a set of keys to access the school at any time. They can also activate and deactivate the school's alarm system. The School Administrators have a full inventory of key holders and keys that have been allocated.
- All staff have a security fob to enter the main entrance or side door.
- Anyone working with children unsupervised has been DBS checked.
- All electrical devices are tested annually.
- Fire drills take place every term. Details are recorded and notes made of any actions which need addressing. Drills are carried out on different days and from different locations.
- The edges of the steps on to the junior playground are marked with yellow lines.
- Blinds have been installed in most classrooms for security and are closed at the end of each school day.
- All staff have been made aware of the Health and Safety at Work Act 1974, and associated legislation through an induction and the HSE Health and Safety Poster which is displayed in a prominent position in the staff room and school office.

The Cleaner in Charge is responsible for the security of the school at the end of the day by ensuring that doors, windows, etc. are secured. The Head teacher is responsible for carrying out checks of the premises during the school holidays.

All staff are expected to check that their classroom windows/doors are shut, and lights and computers are switched off at the end of the day. Laptops should not be left in sight, where there are no blinds at a window. Laptop trollies should be locked at the end of each day and the key removed and stored securely. Locked trollies should be moved into store cupboards during holiday periods.

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

School staff who are nominated or identified as out-of-hours key holders will sometimes be required to attend the site following the activation of the alarm. They will not know what situation to expect so robust systems need to be established to reduce the potential risk of them being harmed.

Employees and/or spouses/partners should not attend to intruder alarm activations or callouts alone. The school have assessed the risks to these individuals and introduce suitable control measures to ensure that all risks are minimised. Following any event, the risk assessment should be reviewed, and further control measures implemented where appropriate.

### **5.24 Supervision of Pupils**

The school is open to pupils from 7.45 a.m. to 4.30 p.m. Monday to Friday (5:30 pm on Wednesdays) during term times. Between these times, supervision will be provided. Pupils will not be allowed on site outside of these times. Parents dropping their children off at Breakfast Club should do so at the side hall door and must not leave their child unattended until a member of staff has opened the door and acknowledged the child's arrival. Parents are informed of collection times for after-school clubs at the start of the term and reminders are sent throughout the year when necessary.

Any pupils who are not collected at the end of the school day/after-school club, for whatever reason, are supervised by a member of staff until they are collected. School cannot guarantee that there will be staff available to supervise children after the end of the school day / when clubs have finished so parents are expected to make alternative arrangements for their child to be collected if they are not able to get to school by collection time.

The school arrangements must contain the following:

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

### **5.25 Violence**

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

The Health and Safety Coordinator, Mrs N Johnson 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. 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.

### **5.26 Visits and Journeys**

Shropshire Council's Policy and Guidance for Educational Visits and Journeys is followed. The Educational Visits Coordinator (EVC), Mrs N Johnson, 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, whenever possible, to assess the site/activity.
- They will complete a risk assessment form and return it to the EVC/Head teacher for approval.
- They will read/be aware of the School's Educational Visits Policy and the LA's guidelines.
- They must ensure the ratio of adults to children will comply with national guidelines and Shropshire Council's Guidelines and which must be approved by the EVC/Head teacher.
- They must get the consent of every child's parents/guardians, before taking them on a visit. On a visit which will extend beyond the school day, the teacher will establish a telephone communication system in case of a coach breakdown or any other delay.
- First aid provision will be provided suitable for individual trips.
- Teachers must ensure children always wear seatbelts.
- DBS checks will be required for parents/helpers/volunteers.

### **5.27 Work at Height**

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

Ladders/step ladders will comply with the following standards BS 2037, BS 1129 Class 1 or BSEN 13. Staff should always check that any ladder used is safe to use before doing so. Mrs Johnson should be informed if any equipment is faulty, and the ladder should not be used.

### **5.28 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. Before any equipment is purchased staff must ensure they understand what is required and consult with all those who will be using the equipment:

- Consideration will be given for the installation, storage, and positioning of the equipment.
- Training and use of the equipment will be required and, where practicable, training provided by the companies that supply the equipment.
- The equipment will be maintained to ensure the equipment remains in good condition.

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 the Health and Safety Coordinator.

## **6. Monitoring and Review – Health, Safety and Welfare**

Internal monitoring and review of the Health, Safety and Welfare Policy and procedures will be undertaken on an annual basis.

The Head teacher and the Premises, Security and Health and Safety Committee will be responsible for reviewing and amending this Policy in conjunction with the Annual Health and Safety Self Monitoring Checklist and Fire Risk Assessment which are required by the Local Authority. The Self-Monitoring Checklist & Fire Risk Assessment must be sent to the Corporate Health and Safety Team at [health.safety@shropshire.gov.uk](mailto:health.safety@shropshire.gov.uk) annually.

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

1. All accident/incident reports
2. All advisory reports received
3. All termly audit reports (where appropriate)
4. The annual Health and Safety Self-monitoring Checklist and Action Plan
5. Incident reports i.e. near misses and violence
6. Other information about changes in requirements as they occur.



## 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: Bicton C E Primary School and Nursery**

**Name of the responsible person: Mrs Natalie Johnson**

The Head teacher, 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
2. Appropriate fire precautions\*
3. Management systems that identify staff with specific fire safety duties, enable the safe evacuation of employees, pupils 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:  Head teacher

Date: January 2024

**N.B.** \* & \*\* Guidance for the fire safety management plan and systems can be obtained from guidance documents on the Shropshire Learning Gateway

## **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 complete a risk assessment form for all operations, and each should be prioritised into risk categories e.g., low, medium and high. Using the LA risk assessment form, identify the activities/operations that take place in and categorise them into high, medium or low risk. Concentrate on assessing those activities considered to be high risk first and medium risk second, leaving low risk till last. (If no significant risk is identified, a detailed assessment may not be needed for low risk).

#### **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.

#### **Workplace**

Each assessment should be given a clear name. 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 This is 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/manufacture is required by law to provide a manufacturer's data sheet which identifies the hazards of the substances and remedial first aid measures etc. A competent/experienced person must undertake this assessment. The product's 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. 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
- Vehicles
- Electricity
- Noise
- 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
- Pupils/staff with disabilities
- Visitors
- Lone Workers

### Control Measures, to reduce the risk

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

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

A systematic approach to reducing the risk of harm is:

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

### Manual Handling Risk

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

## Good Handling Techniques

Think before lifting / handling

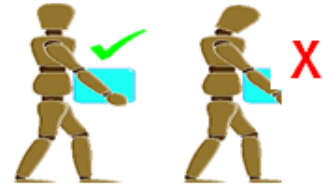


Avoid twisting the back or leaning sideways.

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



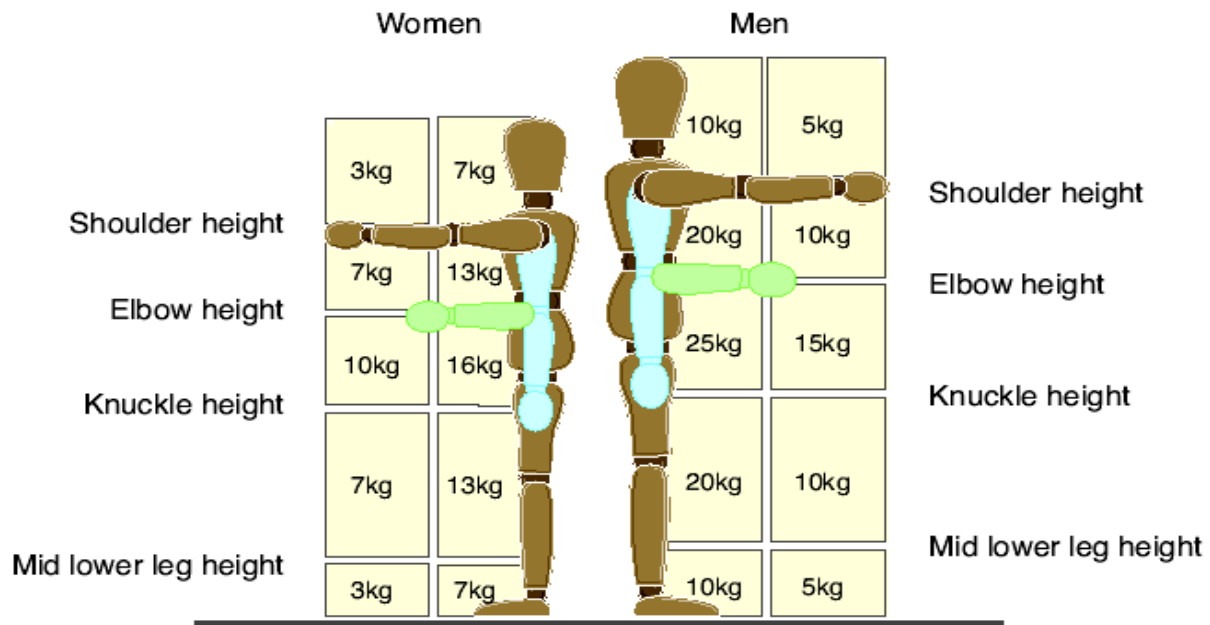
Keep the head up when handling.  
Move smoothly.



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

# General risk assessment guidelines

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



**Note**

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

The list of arrangements shown are not exhaustive and the index in the main Shropshire Council Policy should be checked to ensure that all areas that are applicable in the school have been covered.