

# Coleham Primary School



## Health and Safety Policy

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## 1. School Health & Safety Policy Statement.

**Aim:** To provide a safe and healthy environment for the children to learn in and for the staff to work in.

The Priory School Trust, Headteacher, Business Manager and Local Governing Body recognise their responsibility to provide a safe and healthy environment for all stakeholders. Within the ethos of self regulation the school will, so far as is reasonably practicable, ensure a safe place of work and a safe system of work.

We recognises that decisions about workplace health and safety should take account of the views and priorities of the workforce as well as the management. When workers are actively engaged in health and safety, the end result is fewer accidents and less ill health.

In carrying out the above policy effectively we will 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.
- Seek 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. Responsibilities of Nominated Personnel

### 2.1 The Trust

- will ensure the school has a Health and Safety Policy and there is effective health and safety action at all levels within the school.
- will ensure that the Health and Safety Legislation, Codes of Practice and Guidance are implemented and that staff and pupils are operating safe working practices.
- in liaison with the Headteacher, will ensure that professional health and safety advice is available.
- in liaison with the Headteacher, will ensure that there is a nominated Health and Safety Coordinator/Officer appointed for the school premises.
- to monitor the condition of the school buildings.
- 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 promote a positive culture and an interest in health and safety matters throughout the trust.
- will ensure that there are adequate arrangements in place for Asbestos/legionella management.

### 2.2 The Headteacher and School Business Manager

- will ensure the Health and Safety Policy is translated into effective action at all levels within the school.
- will be responsible for the implementation of the Health and Safety Policy and will liaise with the trust to ensure full compliance with all its requirements.
- will appoint persons to deal with the day to day issues on Health, Safety and Welfare and nominate a Health and Safety Co-ordinator.
- 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 with a copy of the Health and Safety policy and are aware of their responsibilities, particularly those parts of the policy which affect them or the responsibilities that are allocated to their position.
- will ensure that effective channels of communication and consultation with staff and safety representatives are maintained.
- will ensure that a suitable and sufficient assessment of risks to the health and safety of all persons on the school premises are carried out. The assessments are recorded, together with the significant findings of the assessment and any group of employees identified as being especially at risk.
- will promote a positive culture and an interest in health and safety matters throughout the school.
- will ensure that appropriate staff liaise with Health and Safety advisers and Health and Safety Coordinator on health and safety matters.

- 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 Safety is effective and maintained.
- will be responsible for ensuring that Asbestos/Legionella management is effective and maintained.

### **2.3 The School Health and Safety Co-ordinator (School Business Manager)**

- Will be responsible to ensure formulation, reviewing and subsequent amendment to the School Health and Safety Policy consisting of a Statement of Intent, Organisation and Arrangements sections.
- Will be responsible for the implementation of the Health and Safety Policy, the arrangements included in the policy and ensure full compliance with all its requirements and legislation.
- Will provide termly updates on Health and Safety to the Link Governor and Local Governing Body.
- To monitor the condition of the school buildings.
- Liaise with the surveyors over repairs and maintenance work to be undertaken each year.
- To take any action required to carry out repairs in an emergency.
- To propose, action and project manage improvement projects.
- Will make adequate financial provision for enabling the policy to be put into effect.
- Will be responsible for arranging and recording of Health and Safety training for staff, including updates and refreshers.
- Will carry out investigations and periodically inspect the premises, grounds and activities in order to ensure the highest standards of health, safety and welfare, which it is reasonably practicable to attain, are being achieved.
- Will create regular Action Plans to monitor Health and Safety risks and ensure completion of remedial maintenance/safety works.
- Will initiate and maintain positive measures to raise the level of health and safety performance; this includes the organisation of periodic fire/lockdown drills and all necessary checks to safety equipment and the building (Fire Extinguishers, First Aid Kits, Electrical Equipment, Emergency lighting, Fire Alarm system, Security alarm system etc.).
- Will be responsible for Fire Safety.
- Will liaise and seek advice from Health and Safety Advisers (e.g. Health and Safety Advisors, 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 ensure that the Caretaker is familiar with the Health & Safety Policy and general health and safety matters which affect his role and duties.
- Will arrange for the school staff to receive, where necessary, adequate and appropriate training and information updates at meetings in health and safety matters.

## **2.4 Link Governor for Health and Safety**

- will take an active role in the review and monitoring of Health and Safety as Link Governor.
- will attend termly meetings to discuss Health and Safety with the Business Manager.
- will feedback assurance to the Local Governing Body on the Health and Safety policy, procedures and arrangements in place.
- will ensure that Health and Safety legislation is complied with and that the school will, so far as is reasonably practicable, provide a safe and system of work.

## **2.5 Caretaker**

- will ensure that they are familiar with those parts of the Health and Safety Policy which affect them or the activities in which they are engaged.
- will identify health and safety repairs and put into operation as necessary emergency work reported required to ensure the health and safety of staff, pupils and others.
- will work with the Business Manager to conduct premises and grounds inspections and be responsible for completing maintenance to rectify health and safety issues.
- will liaise with Property Management and contractors 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.
- will attend Health and Safety and Fire Warden training.
- will work with the Business Manager to maintain effective fire Safety arrangements.
- will be familiar with Asbestos/Legionella management and appropriate log books.
- will promote a positive culture and an interest in health and safety matters throughout the school.

## **2.6 Teaching and 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 any Health and Safety concerns, accidents, dangerous occurrences and potentially dangerous practices and situations to the Health and Safety Coordinator or Caretaker as appropriate.

## 3. School Health and Safety Policy Arrangements

### 3.1 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. Parents dropping children off are not meant to park on the yellow hatchings outside school as this can be very dangerous and, where possible, children are encouraged to walk or cycle to school with an adult. A permit system, whereby parents/carers can park for free at Greyfriars Car Park, for half an hour and walk to drop their children off is in force to ease congestion and ensure that the area around school remains safe for children arriving on foot. Barriers are in place to ensure children cannot come into contact with vehicles when walking along the foot paths.

Letters will be sent to parents and carers regularly and whenever necessary to inform them of the procedures to ensure they park safely, park in the appropriate bays and do not block the entrances. The school works closely with the local Police Special Constables to ensure safety at drop off and collection times.

### 3.2 Accidents and reporting

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 (RIDDOR) puts duties on employers to report certain serious workplace accidents, occupational diseases and specified dangerous occurrences (near misses).

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

RIDDOR requires deaths and injuries to be reported only when:

- there has been an **accident** which caused the injury
- the accident was **work-related**
- the injury is of a type which is **reportable**

The following injuries are reportable under RIDDOR when they result from a work-related accident:

- The death of any person (Regulation 6)
- Specified Injuries to workers (Regulation 4)
- Injuries to workers which result in their incapacitation for more than 7 days (Regulation 4)
- Injuries to non-workers which result in them **being taken directly to hospital for treatment**, or specified injuries to non-workers which occur on hospital premises. (Regulation 5)

Staff should record the incident/injury as soon as possible on the CARS forms (Council's Accident Reporting System). These are held in the Reception office (folder in locked cabinet).

The Business Manager will be aware of the RIDDOR duties and liaise, report and seek advice from the Health and Safety Advisors or Health Safety Executive. Staff need to be aware that in the event of a serious accident/injury there may need to be an investigation of 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 Business Manager will analyse the CARS forms and near misses and record the number of these termly for the Governor Data Dashboard which is reported at each Local Governing Body for consideration of further action.

### **3.3 Asbestos**

Staff will be made aware of the areas in the school where there is known asbestos and how it is being managed. They will be given information to ensure they understand that they must not disturb areas where there is known asbestos and what to do in the event of an emergency. If there are any doubts or concerns they must contact the Business Manager and/or Caretaker.

The Asbestos Register including the asbestos management plan located in the front of the file is kept in the reception office (open shelving). It will be given to all contractors that will/or could potentially disturb the fabric of the building.

At Coleham the only known quantities of Asbestos are located in the boiler rooms.

The school will procure a professional, Asbestos Management Service to ensure legislation is complied with and documentation is prepared.

### **3.4 Bad Weather Contingency Plans**

The Caretaker will be responsible for ensuring the site remains in a good and safe condition and they will follow the procedures and management advice for gritting the site during icy and snowy conditions. A risk assessment has been completed and the procedures are in the caretaker's handbook which is kept in the Business Managers office. Staff and children must stick to the appropriate routes during icy/snowy conditions. Staff will be notified of hazard areas and/or they will be cordoned off. Should there be advance adverse weather warnings, the Headteacher and Business Manager will monitor this daily, prepare staff in advance where possible and implement the Emergency Closure Policy and procedures.

**(See Coleham Emergency Closure Policy)**



## 3.5 Carpark

The Caretaker is responsible for opening the car park at 8:00am each morning and assisting with parking if a number of contractors are due. The school car park is for staff use only. Staff must park in the designated bays and provide the office with their car registration in case cars need to be moved. The access routes marked with 'Keep Clear' should be kept clear at all times to allow for deliveries, contractor access, grounds maintenance, waste disposal and emergency services. Staff should remind visitors that the car park is for staff use only and sign post them to the Greyfriars carpark or on street parking in advance of their visit. The last person leaving the car park is responsible for locking the gate.

## 3.6 Contractors

The Business Manager will liaise and arrange contractors on site and ensure the safety for all persons in the building by conducting walk arounds and seeking professional advice if required.

All contractors working on the school premises are to report to the school office prior to starting work. They must read and sign the red Asbestos book if working in the boiler room and will be expected to operate within the set guidelines.

All contractors that come onto site are notified of the procedures in place for fire safety, and emergency evacuation.

For extensive work or high risk jobs the contractor must comply with hot working guidance and current health and safety legislation.

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.

The Headteacher and Business Manager will be responsible for works during the holiday. Close liaison between the school, property representative and contractors will be maintained. Staff will be informed of all works taking place with safety instructions to follow. Regular walkrounds will be performed to check Health & Safety and the advice sought from Health and Safety Advisors where necessary.

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

Property Services assess the health and safety credentials of a contractor and these contractors will be listed on the approved list. They are CHAS registered and DBS cleared. 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).

### 3.7 Control of Substances hazardous to Health (COSHH)

Whenever the school intends to use, or create a substance that could be a risk to the health of staff, pupils and others, a COSHH Assessment will be undertaken:

- identify and control these substances, minimising the risk of exposure to staff and others.
- 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 safe storage of these substances.

Coleham Primary School maintains minimal hazardous substances which must be stored in the caretaker's locked garage.

Substances used by Cleaning or Catering staff [or other contractors] will be controlled by their respective departments who will ensure that the assessments are carried out and staff informed, trained and instructed.

### **3.8 Display Screen equipment – (visual display users)**

Staff who use computers including laptops must undertake a workstation risk assessment.

The Business Manager will be able to give you a copy of the self-assessment to determine if any adjustments/equipment are required e.g. screen riser, foot rest etc.

### **3.9 Fire Safety**

The Fire Risk Assessment is undertaken by the School Business Manager. 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.

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

The Caretaker regularly checks all fire extinguishers and fire resisting doors/means of escape monthly and the fire detection equipment/alarm system weekly 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 extinguishers by a specialist company.

The fire alarms are tested weekly by the caretaker and emergency lighting monthly. Records are kept in the book found in the admin assistant's office.

**Fire drills** take place at least every term (each classroom has details of their route to use). The Business Manager and Caretaker are trained Fire Wardens. Exits may be blocked or a child detained to replicate real life hazards. Staff should provide feedback to the Business Manager to remedy/improve the process.

- In the case of a fire, the primary responsibility is for Teachers to ensure the safe evacuation from the nearest available exit of all children from the building to the evacuation point (playground line up points) Remaining staff should follow, after checking the classrooms are empty and closing the door.
- DO NOT PANIC. Walk quickly and quietly in line, DO NOT return to the building or cloakroom to pick up personal belongings.
- Shropshire Fire and Rescue Services (SFRS) will be summoned by a member of the Administration Team.
- All attendance registers will be properly marked for the morning and afternoon sessions. Members of the teaching staff will be given their registers by a member of the office team once out on the playground.

- A roll call will be taken when all have reached the place of safety. Staff will hold up their yellow registers as a visual signal that all children are accounted for.
- Fire Wardens and the Administration Manager will sweep (Middle section of school, KS1 corridor and KS2 corridor) and report to the evacuation point.
- All visitors/contractors report their presence on site to the school reception via the electronic signing in system and staff ensure they are familiar with the fire precautions, as listed on the Reception window and sign in badges. Reception staff must remind visitors to read the emergency arrangements.
- A member of the office team will check off adults to the staff & visitors register at the evacuation point.
- The Headteacher will give the instruction for staff and children to re-enter the building.
- Special consideration will be given to staff, visitors and pupils with special needs, disabilities etc.
- The school will ensure that anybody using the premises before or after the school day, knows the emergency procedures.
- The school premises are organised in such a way as to ensure that adults and children can circulate in a safe manner.
- All access routes will be maintained in a safe condition and be free from obstructions. So far as reasonably practicable any hole, slope, uneven or slippery surface which is likely to cause a person to slip, trip or fall preventing them getting out of the building safely will be repaired.

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

- All staff will be given fire safety awareness training which is refreshed every 3 years.
- Individual records of staff health and safety training will be logged by the Business Manager.
- Pupils will be made aware of the fire safety procedures so that they are aware of the actions to be taken in the event of a fire.
- The Headteacher will give the instruction for staff and children to re-enter the building.

Coleham Primary School accepts responsibilities under current fire legislation the Regulatory Reform (Fire Safety) Order 2005. These responsibilities are addressed in the above establishment by:

- the provision of a suitable and sufficient risk assessment using the KYBIB\KYSIB format;
- appropriate fire precautions\*
- 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;
- an emergency evacuation plan for the premises; regular, monitored fire drills, which are evaluated, recorded and any issues addressed;
- fire safety training for all employees, covering routine fire safety arrangements
- the provision of fire safety equipment which is maintained and tested by competent people, and suitable and sufficient record-keeping.

### **3.10 Bomb Alert**

Should the school be notified of a bomb alert, then the order to evacuate to a designated point will be given.

### **3.11 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, become ill and require first aid.

The school's First Aid & Children's Health Co-ordinator is Mrs Jane Davies, a Teaching Assistant who administers the children's healthcare paperwork including allergies and acute medical conditions. She is the day to day contact for all First Aid advice, provides updates at staff meetings and orders and replenishes first aid stock. The Business Manager oversees the system for First Aid and is responsible for the policies and procedures in place.

#### **First Aid Facilities**

There are First Aid point posters displayed at the school First Aid Points. The school ensures that a large number of staff are trained certified First Aiders. Posters displaying the names of First Aiders and location of First Aid kits are displayed prominently throughout school. (Green coloured posters)

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 cupboard in the medical room (GP room) The First Aid Coordinator is responsible for ensuring these are replenished as soon as possible after use. Disposable plastic gloves (avoid using latex gloves because some people suffer from an allergic reaction) will be provided in the first aid box which will be properly stored and checked regularly to ensure that they remain in good condition.

## **Recording First Aid Treatment**

Records of minor incidents and illness (First Aid) treated will be made in the Coleham Incidents and Illness Register located in the staffroom and EYFS. Carbon duplicate slips recording the injury and treatment will be sent home with pupils as information for parents. Cheque books of carbon slips will be made available for First Aid on the playground or school trips. The office will issue chequebooks to MSA's, After School Club and for trips.

All major incidents will be recorded on the CARS forms kept in the locked filing cabinet in the Administrator's office.

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 hospital by a member of staff.

## **Administration of Medicines (Please see Supporting Children with Medical Conditions Policy for more detail)**

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

Staff can be with the child as the child administers their own medicine. 2 members of staff must be present when having to administer the medication and must sign the form to verify this.

Medicines are kept in the locked cupboard within the Reception school office or can be found stored in the fridge in the staff room if required to be refrigerated. They will be stored in Tupperware containers and a photograph of the child will be affixed to the container to ensure that the correct medicine is given to the correct child.

Parents/Guardians will be required to complete a consent form asking for medicine to be stored in the school. Parents/Guardians must be made aware they will be responsible for making sure the medicine is kept within date. Office staff will complete a form to go in the registers for class teachers to see what medicines the children are taking and when they are meant to take it.

## **3.12 Housekeeping**

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

- Staff should ensure that all spillages will be cleaned up immediately with safe disposal of the waste. If there is a large spillage the 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 Cleaning Staff.

- All school staff are responsible on a daily basis for reporting Health and Safety issues to the Caretaker/Business Manager with delegated responsibilities for health and safety.

### 3.13 Lone Working

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

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

The school will assess the risk and introduce suitable controls on the Lone Working Risk Assessment to ensure that all risks are minimised.

### 3.14 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.

Manual handling forms part of the caretaker's risk assessment, the control measures are followed and the Risk Assessment is reviewed regularly.

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

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

- Plan the lift before you start
- Assess the load – if it is awkward or heavy, use a 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**.

### 3.15 Driving

- A form needs to be completed by any staff members who transport children using their car.
- 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.
- 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.

- Parents' agreement will be sought (on the consent form for the visit/journey) for their children to be carried in other parents', staff cars. Parents and staff 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.

### **3.16 Out of Hours use of school premises**

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

A responsible person will be nominated to represent the school, 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.

Events and entertainment programmes will be scrutinised beforehand with regard to Licensing, Health & Safety and the above mentioned procedures. Hirers of the building will be given a Hire Agreement, Terms and Conditions and written emergency procedures they have to comply with and sign to agree to follow the procedures.

PTA events will be subject to a Risk Assessment and a nominated member of staff will be present to ensure that Health & Safety and Fire/Evacuation procedures are followed and there is adequate first aid provision and safe use of the equipment and facilities.

### **3.17 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.

### **3.18 Play equipment (indoor and outdoor).**

All play equipment must be used in accordance to the manufacturers/installers instructions and guidance on the Risk Assessments should be adhered to. Staff should read the risk assessments for play equipment.

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

Indoor and outdoor play equipment weekly inspections are undertaken by the caretaker.



Records of the inspections are recorded and documents/book kept in the administrator's office.

Annual inspections are undertaken by 'ROSPA' and the reports and recommendations are kept by the Business Manager.

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

The Health and Safety Coordinator will be responsible for ensuring that all portable electrical equipment is tested by an approved contractor annually or in accordance with the HSE guidance document 'Maintaining portable electric equipment in low-risk environments' INDG236 (rev2) published 04/12.

Only new equipment may be used unless tested. This includes personal equipment brought into school by members of staff.

All staff should 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 undertaken at least every 5 years.

### **3.20 Risk Assessment**

The school will assess all risks to safety and health using the risk assessment process to identify any significant risk. Risk Assessments are required under the Management of Health and Safety at Work Regulations and other specific regulations for the workplace, workplace activities and equipment. Risk assessments are reviewed annually by the Business Manager and Headteacher. The Business Manager will ensure these are accessible to staff and regularly remind them of ones to review.

### **3.21 Supervision of Pupils**

No child is to leave the premises before the usual finishing time unless they are being collected by parents/carers and signed out at the office. Children arriving late, after 9.00am must complete a late slip and be recorded in the book held in the school office.

Children should be under adult supervision at all times. This means the following will apply:

- No teacher should leave a class unattended unless replaced
- All fit children should go out at playtime in fine weather, unless working with a teacher/other adult
- Children are encouraged to walk quietly and calmly around school, running in school is not allowed
- Children should not be allowed to carry heavy objects, hot liquids or glass containers, and the use of scissors, DT tools etc., should be carefully supervised

### **Supervision at lunchtime**

Lunchtime Supervisors are responsible for the welfare and safety of the children throughout the midday break. In all matters the safety of the children should be

uppermost in our minds. A group/class of children should never be left unsupervised. If a supervisor needs to enter school, eg. with an injured child, they should first alert a colleague to oversee the rest of the children under his/her care

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

Out of hours key holders: Headteacher, Caretaker, Business Manager and ICT Technician.

These staff members will sometimes be required to attend the site following the activation of the alarm. They will not know what situation they will find and consequently robust systems need to be established to reduce the potential risk for them to be harmed.

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

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

For the school's nominated representatives who will respond/liaise with the security company (Securitywise and Taybar) in the event of an out-of-hours call out.

### **3.23 Work at Height**

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

Ladders/step ladders will comply with the following standards BS 2037, BS 1129 Class 1 or BSEN 13. (Staff who have been trained will have the understanding of what equipment should be used).

There is a ladder/step ladder register which is sited in the caretaker's log book and ladders are checked every 6 months. It is the responsibility of the Caretaker to keep it up to date.

### **3.24 Work equipment**

Work equipment relates to all things that assist staff to do their job from tables and chairs, ladders, vacuum cleaners, utensils, computers, photocopiers, fire extinguishers, etc.

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

- consideration will be given for the installation, storage and positioning of the equipment.

- training and use of the equipment will be required and where practicable, training will be provided by the companies that supply the equipment.
- the equipment will be maintained to ensure the equipment remains in good condition by the Caretaker/Site Manager or will be under contact for maintenance and repairs via Shropshire Council Property Services and/or the Supplier.

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

The school keeps an inventory of all work equipment including site equipment e.g. hand tools, ladders, drills, etc. and this is kept updated by the caretaker.

#### **4. Monitoring and Review**

Internal monitoring and review of the health and safety policy and procedures will be an ongoing process as part of the Business Managers role and duties.

The Business Manager will be responsible for reviewing and amending this policy bi-annually in conjunction with the Annual Health and Safety Self-Monitoring Checklist and Fire Risk Assessment which is required by the Local Authority.