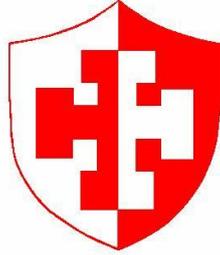


# Prees C.E Primary School and Nursery



*Believe and Achieve*

## Health and Safety Policy

*Including PIPS*



**Prees C.E School  
Our Mission Statement**

Christian values are the foundation upon which Prees C. E. School is built.

St Chad's church is at the heart of our school and the wider community.  
The cross of St Chad symbolises our link through the ages to the Cathedral of our  
Lichfield Diocese.

We are committed to promoting Christian values such as love, peace, forgiveness and self-control, to  
enable our children to develop into the people they are meant to be.

All staff should be able to access the information and should notify the Headteacher if they cannot.

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

## Contents

|   |            |
|---|------------|
| 1. School Statement of Health and Safety Policy       | Page 3     |
| 2. Health and Safety Representatives and Organisation | Page 4     |
| 3. Responsibilities of nominated personnel            | Page 5-6   |
| 4. Governors Health and safety Committee              | Page 7     |
| 5. School Health and Safety Policy arrangements       | Page 9-10  |
| 5.1 Fire Safety                                       | Page 10    |
| 5.2 Means of Safe Access/Exit and Security            | Page 11    |
| 5.3 Control of Substances Hazardous to Health (COSHH) | Page 11-12 |
| 5.4 Reporting of accidents                            | Page 12-13 |
| 5.5 First Aid   | Page 14    |
| 5.6 Confidential Counselling Service                  | Page 14    |
| 5.7 Contractors                                       | Page 14-15 |
| 5.8 Portable Electrical Appliance Testing             | Page 15    |
| 5.9 Use of premises Outside School Hours              | Page 16    |
| 5.10 Risk assessment                                  | Page 16    |
| 5.11 Risk assessments-educational visits              | Page 16    |
| 5.12 Good Housekeeping                                | Page 16    |
| 6.0 Mini Bus Use                                      | Page 17    |
| 7.0 Parental help                                     | Page 17    |
| 8.0 Bad Weather Contingency Plans                     | Page 18    |
| 9.0 Monitoring and review                             | Page 18    |

# 1. School Statement of Health and Safety Policy

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

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

- seek the co-operation, through consultation and involvement, of all employees with a view to implementing the requirements of the Health and Safety at Work Act 1974, and associated legislation;
- maintain all places of work, including the means of access and exit from such places, in a safe condition and ensure that work equipment and systems of work are maintained to be safe and without risks to health;
- provide and maintain facilities and arrangements for the welfare of employees and pupils, including adequate provision for first aid treatment;
- ensure safety and the absence of risks to health and to the general environment in connection with the use, handling, storage, transport and disposal of articles and substances, and to provide appropriate protective equipment where necessary.
- bring to the attention of all regular and temporary employees, pupils, 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 such 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.

In addition to assist in the proper implementation of this policy the governors and headteacher will;

- keep abreast of legislation by ensuring adequate and appropriate advice through persons competent in health and safety matters and provide the necessary resources to ensure effective safety management. This will include monitoring health and safety performance on a regular basis (annual audit – October) 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 & Organisation

| TITLE                                    | NAME   |
|--|--|
| Chairman of governors                    | Mr Kevin Carty   |
| Link Governor                            | Paul Wignall   |
| Headteacher                              | Mrs Y McDaniel   |
| School Teaching Staff                    | Gareth Pierce, Jane Johnson, Helen Rose, Rebecca Johnson, Sarah Jackson, Michael Parry, Hannah Mullaney, Carly Edwards, Amanda Smout, Donna Owens, Fiona Wilson<br>PIPS staff: Beverly Haycock, Tracy Williams, Rebecca Parkes |
| Teaching Assistants                      | Vanessa Taylor, Sandra Powell, Alison Coles, Kerry Partington, Caroline Parkes, Inga Housden, Jackie Gittins, Emily Walton, Sarah Davies, Louise Haslam, Carlynn Wignall, Sarah Millman  |
| Lunch time supervisor                    | Emma Smith, Sarah Allison-Smith  |
| School Safety Officer                    | Mr D G Pierce (Deputy Headteacher)   |
| Caretaker                                | Vacant   |
| Lunch time server                        | Shire Services   |
| Administrator                            | Jackie Knight  |
| Governors<br>Health and Safety Committee | Mr K Carty, Mrs Y McDaniel, Mr G Pierce, Rev Paul Wignall, Cllr Mr B Collins, Mrs B Hodges, Mrs M Jones, Mrs L Sowry, Mrs K Partington, Mr M Parry, Mrs G Wilkinson  |

### Health and safety and Welfare Advice & Training

|  |              |
|--|--------------|
| Heath & Safety Team Manager – Carol Fox  | 01743 252814 |
| Lead Health and Safety Officer for CYPS - Shelley Reid   | 01743 252818 |
| CYPS Health and Safety Coordinator – Jill Johnson  | 01743 254404 |
| Training undertaken via the Corporate training Organisation and Development Unit –<br>Contact Jude Cottrell/Claire Allen | 01743 252995 |
| Crime Prevention Officer – Ian Bartlett  | 01743 255685 |
| Asst Crime Prevention Officer – Helen Palin  | 01743 253413 |

### Fire Control/Emergency Evacuation

|  |              |
|--|--------------|
| Fire Safety Officer Shropshire Council Tim Mason | 01743 255684 |
| Nominated Premise Fire/Emergency Co-ordinator    | D G Pierce   |
| Deputy Fire/Emergency                            | Y McDaniel   |

### Reporting and Recording of Accidents etc

Persons nominated for the documentation of accidents, diseases, dangerous occurrences, and incidents of violence. Incidents relating to health and safety to be recorded in 'Safer School' Incident Recording Folders located in KS1 shared area and main office.

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

Gareth Pierce

### Portable electric Testing

AGG

### Control of Substances Hazardous to Health

Gareth Pierce

### Asbestos and Legionnaires Coordinators

Gareth Pierce  
**Health and safety (First-aid) regulations 1981**  
 Certificated First Aiders

|                                 | Renewal date     |
|---------------------------------|------------------|
| <b>Gareth Pierce</b>            | <b>12/09/16</b>  |
| Sarah Allison-Smith (Emergency) | 01/04/17         |
| Emma Smith (Emergency)          | 01/04/17         |
| Vanessa Taylor                  | 20/06/17         |
| Elizabeth Tune                  | 03/07/17         |
| Beverley Haycocks               | 09/07/17         |
| Emily Walton (inc paediatric)   | 04/12/17 & 02/18 |
| Jackie Gittins (inc Paediatric) | 25/05/18 & 02/18 |
| Emma Morris                     | DATE TBC         |
|                                 |                  |
|                                 |                  |
|                                 |                  |
|                                 |                  |

### 3. Responsibilities for nominated personnel

#### 3.1 School Governors

- will be responsible in conjunction with the Headteacher to ensure formulation, reviewing and subsequent amendment to the School Health and Safety Policy Statement, Organisation and arrangements
- will cause the Health and safety Policy to be translated into effective action at all levels within the school
- will ensure that the Health and Safety Legislation, Codes of Practice and Guidance together with school rules are implemented and that staff and pupils are operating safe working practices
- will ensure that Health and Safety is put on the agenda of every main governor meeting
- in liason with the Headteacher, will ensure that professional safety advice is available and that a safety officer for the premises is appointed
- will make adequate financial provision for carrying the policy into effect
- will cause the effectiveness of the policy and safety performance of the school to be monitored
- will cause the health and safety policy to be amended whenever necessary
- will promote an interest in, and enthusiasm for Health and Safety matters throughout the school
- will nominate a governor to sit on the Safe School Initiative Committee

#### 3.2 The Headteacher

- will be responsible for the implementation of the Health and Safety Policy and will liaise with the governors to ensure full compliance with all its requirements
- will appoint persons as listed in the organisation so as to deal with the day to day issues on Health, Safety and Welfare
- will periodically review the policy and draft amendments to it whenever necessary
- will monitor the safety performance of the school and take such steps as may be necessary to improve performance
- will ensure that all employees are supplied with a copy of the statement and are aware of their responsibilities as determined by the policy, particularly those parts of the policy which affect them or the responsibilities that are individually allocated

- will ensure that effective channels of communication and consultation with staff and safety representatives are maintained
- will be responsible for the formulating and execution of the Health and Safety training policy for staff, in order for them to undertake their work safely
- will ensure that a suitable and sufficient assessment of risks to the Health and Safety of all persons on the school premises are carried out. The assessments are recorded, together with the significant findings of the assessment and any group of employees identified as being especially at risk
- will promote an interest in, and enthusiasm for 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 and present an annual report on Health and safety to the governing body.
- will be responsible for dealing with visits from the Health and Safety Executive Inspectorate. Inspectors do not have to make an appointment to visit and inspect premises and have extensive powers under section 20 of the Health and Safety at Work Act.

### **3.3 The School Safety Officer (SSO)**

- will create a positive approach to accident prevention and the Health and Safety of staff, pupils and others on the school premises
- will carry out investigations and periodically inspect the premises and activities in order to determine whether the law is being complied with and whether the highest standards of health, safety and welfare, which it is reasonably practicable to attain, are being achieved
- will initiate and maintain positive measures to raise the level of safety performance; this includes the organisation of periodic fire drills and all necessary checks to safety equipment (Fire Extinguishers, First Aid Kits, Electrical Apparatus,) working with the school administrator
- will ensure that leads and plugs are regularly checked. All staff, however, must satisfy themselves that equipment is safe at the time of use. In particular they should check electrical leads for evidence of fraying and plugs to ensure they are tightly fitting. Any defects should be notified to the Headteacher –as soon as possible and a note made in the Cleaner in Charge’s Book for subsequent repair by a competent person. The Cleaner in Charge will be responsible for checking those items of electrical equipment which are provided for cleaning purposes.
- will liaise with outside Safety Advisers (Central Safety Officer), Enforcement Authorities (Health and Safety Executive and Environmental Health Officers etc), The Fire Prevention Officer, etc.
- will ensure that they are conversant with current legislation affecting Health, Safety and Welfare of staff, pupils and others.
- In all health and safety issues dealt with by the appointed School Safety Co-ordinator, expert advice will be sought from the HR&D- Health and Safety Team at the Shirehall when appropriate.

### **3.4 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 all accidents, dangerous occurrences and potentially dangerous practices and situations to the Headteacher

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

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

1. In conjunction with the Headteacher to monitor and generally keep under review, the state of repair of the school buildings. To assist with this, establish any necessary reporting systems to allow staff, pupils and others where appropriate to bring to the attention of the Headteacher or the Committee any items of concern.
2. With the Headteacher, liaise, as appropriate, with the School's Building Surveyor over the establishment of the list of necessary repair and maintenance items to be undertaken.
3. To, in conjunction with the Headteacher, initiate any necessary emergency repairs that may arise from time to time, e.g. following break-ins, vandalism etc.
4. To consider and recommend to the full Governing Body any desirable improvement projects that might form the subject of bids, for resourcing, to the Local Authority (LA) or from school funds in connection with this to obtain any necessary estimates and feasibility studies.
5. To be responsible for the co-ordination and successful completion of any self help projects approved by the Governing Body.
6. To draft for full Governing Body approval a written Health and Safety Policy for the School.
7. To monitor and keep under review the Governing Body's Health and Safety Policy making recommendations for amendments or modifications as appropriate.
8. To, in conjunction with the Headteacher, make sure buildings, equipment and materials are safe and no risk to health, reporting or making recommendations to the full Governing Body as is appropriate.
9. 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.
10. To make arrangements and establish any necessary procedures to ensure that the school site is kept free from litter and refuse.
11. To ensure that all security measures, including signage, lighting and procedures are in place.

##### **Membership**

- Health and safety reporting and monitoring is the responsibility of the Finance and Personnel committee which includes the School Safety Officer.
- Members of the committee, other than the ex officio member shall be reviewed annually at the Autumn Term Meeting of the Governing Body.
- The committee shall appoint its own chair at its first meeting in each academic year.
- The Headteacher, any teacher Governor, or anyone else employed at the school appointed to the committee shall not be chair.
- In the event of a vacancy arising on the Committee, a successor shall be appointed by the Governing Body at its next meeting following receipt of the resignation.
- The Governing Body will appoint the Clerk who shall not be the Headteacher.

##### **Quorum**

The quorum for any meeting shall be 3 members.

##### **Meetings**

The Committee will meet when required to fulfil its responsibilities and to meet any prescribed deadlines.

Meetings of the committee shall be called by the clerk to the committee and seven days notice will be given with an explanation of the purpose of the meeting.

See APPENDIX for TERMS OF REFERENCE .

The school recognise that it must establish a safety committee when requested, in writing to do so, by at least two safety representatives. (Not school appointed Safety Liason Officers)

### **Terms of Reference**

1. The study of accidents and notifiable disease statistics and trends, so that reports can be made to the head on unsafe and unhealthy conditions and practices, together with recommendations for corrective action.
2. Examination of safety audit reports on a similar basis.
3. Consideration of reports and factual information provided by inspectors of the enforcing authority appointed under the Health and Safety Act.
4. Consideration of reports which safety representatives may wish to submit.
5. Assistance in the development of safety rules and safe systems of work.
6. A watch on the adequacy of safety and health communication and publicity in the workplace.
7. The provision of a link with the appropriate enforcing authority.

### **Membership**

The committee shall comprise of 8 members appointed from the Governing Body and staff representatives.

**Quorum** A quorum shall consist of at least 3 representatives of the Governors and staff representatives.

## **5. School Health and Safety Policy Arrangements**

### **5.1 FIRE SAFETY**

- Fire drills take place every term. Details are recorded and notes made of any problems needing remedying.
- Notices of fire procedures are fixed to visible sites around the school and in every classroom
- All fire escape routes are kept free from obstruction.
- All fire doors where not a security risk to children are kept permanently unlocked while the premises are in use.
- There is an annual check of all fire extinguishers by approved officer.
- The fire alarms are tested weekly by the SSO. Records are kept in the Fire, Health and Safety folder in the office.
- An assessment on the risks of fire is carried out by the fire officer. As a result of the assessment, if any precautions are identified the school treats them with high priority.
- The Staff's first requirement is to ensure the safe evacuation of all persons from the building to the safe places indicated on the fire procedures notices.
- The Fire Brigade will be summoned by the administrator or headteacher in the event of a fire.
- The primary responsibility of class teachers remains to evacuate the premises which should NOT then be re-entered. In circumstances where the administrator is not at school, once everyone has safely left the building and moved to a place of safety, the senior member of staff present will make every effort to ensure that the Fire Brigade is summoned.
- All attendance registers will be properly marked for the morning and afternoon sessions. The administrator will take the registers with them on evacuating the premises.  
A roll call will be taken when all have reached the place of safety.
- All visitors/contractors report their presence on site to the administrator sign the appropriate 'Visitors' book and ensure they are familiar with the fire precautions.
- People taking after school clubs should ensure they too are familiar with the fire precautions.
- The school premises are organised in such a way as to ensure that adult and children can circulate in a safe manner.
- All access routes will be maintained in a safe condition and be free from any hole, slope, uneven or slippery surface which is likely to cause a person to slip, trip or fall.

**Notices around school are as example on page 11.**

# FIRE!

In the event of fire it is the first duty of all staff to **prevent loss of life or injury**.

For this purpose you should make certain that you are familiar with all means of escape in case of fire. In line with the evacuation policy you are not expected to attempt to fight the fire.

If you discover a fire or one is reported to you: **Sound the Alarm**.

The administrator, headteacher or authorised deputy is responsible for ensuring that the fire service is called immediately on the sounding of the fire alarm.

### **As soon as the fire alarm sounds you must:**

- See that any doors or windows surrounding the fire situation are closed
- Evacuate the children in your charge in accordance with the fire drill procedure below ensuring that all doors through which you pass are closed after you.
- Evacuate the buildings by the following exits:

|                      |   |
|----------------------|---|
| EYFS Unit 1          | Exit leading onto play area <b>Take gate key located by door</b>    |
| EYFS Unit 2          | Main entrance leading directly onto playground                      |
| Classroom 1 (Year 1) | Classroom door leading to playground                                |
| Classroom 2 (Year 2) | Fire exit to rear of school   |
| Classroom 3 (Year 3) | Fire exit at end of corridor <b>TA to close corridor fire doors</b> |
| Classroom 4 (Year 4) | Fire exit via library <b>Take playground gate key</b>               |
| Classroom 5 (Year 5) | Main entrance to school   |
| Classroom 6 (Year 6) | Door from practical area of classroom                               |
| Hall                 | Nearest fire exit (rear left, rear right, front and 'bottom door')  |
| Kitchen              | Fire exit to playground   |
| GP Room              | Adjacent door in corner of hall                                     |
| Meeting Room         | Fire exit in corner of room   |
| Library              | Fire Exit to rear of building.                                      |

### **Main Assembly Point – Playground in front of fence by 'quiet area' Alternative assembly point—St Chad's Church**

Use an alternative escape route only when obstructed by fire.

**Each teacher must ensure that upon hearing the alarm children should STOP WORK immediately, LINE UP BY THE FIRE EXIT and WALK OUT silently in an orderly manner under direction. (See that windows are closed and ensure that the door is shut when the room is empty.)**

Class registers will be taken to the assembly point by the school administrator. The Headteacher, and key workers or administrator should check the toilet and cloak room areas *as they leave* the building.

No person should re-enter the building without authority from the person in charge of the premises or the Fire Service.

As each group arrives at the assembly point call the register and notify the person in charge at once of the result. State 'ALL PERSONS PRESENT' or if any pupil is missing the name and possible location.

If the fire alarm sounds during lunchtime - lunchtime supervisors have the duty to lead children from the dining hall and/or classrooms through the hall door or fire exits as listed. The administrator will take all registers to the assembly point.

### **5.1.2 Means of safe access/exit and school security**

The school premises is organised in such a way as to ensure that pedestrian and restricted traffic can circulate in a safe manner.

**Emergency exit doors and routes must not be obstructed by random storage at any time.**

### **5.2 Security**

Also see the APPENDIX for SAFE SCHOOL INITIATIVE CRITERIA which are monitored at least annually by the Local Authority officer and the Health and Safety committee.

- Gates are locked at the same time each day in the morning at 9.05 am and after school at 3.20 pm. After which time access to school is through the main entrance, except for After School clubs and Wrap Around. After school clubs use hall exit and main gate which is locked and unlocked on request by Wrap Around staff.
- Administrator has a monitor on which to ascertain who is at the door.
- All visitors sign in and out and wear badges of identification or a visitor's badge.
- Main doors have good locking mechanisms.
- Hall and school are alarmed.
- All teaching staff and cleaner in charge have a front door key. The chair of governors, Headteacher, deputy and head cleaner can activate and deactivate the school's electronic security system. The school administrator has a full inventory of key holders and keys that have been allocated.
- Anyone working with or giving lifts to the children has been CRB(historical)/DBS checked.
- An annual audit by the governors on the Health and safety committee
- Action plan acted on. See School Development Plan. (Resource Management)
- Risk assessments carried out before every educational visit.
- All P.E. activities have been risk assessed.
- Arthog Outdoor Education Centre does its own risk assessment.
- All electrical devices are annually tested. (See check list and finance sheets)
- Fire drills take place every term. Details are recorded and notes made of any problems needing remedying.
- As from September 2010 drills to evacuate the playground and field will take place each term. (See administrator's record). Safe sanctuary is Church
- Fire (hydrants) are tested annually.
- Steps in the school are marked with yellow lines.
- Blinds have been installed in all classrooms and corridors. Following County guidelines for security, the classroom ones are closed at the end of each school day.
- All staff are made aware of the Health and Safety at Work Act 1974, and associated legislation through a poster in the staff room.
- A HSE Health and Safety Poster is displayed in the staff room, KS1 area and Nursery.

(Optional - Appendix See School Travel Plan).

### **5.3 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, children and others the School COSHH Assessment Co-ordinators will:-

- identify and control those substances
- minimise the risk to staff and others exposed to those substances
- arrange for the provision of information and training needed to do the job safely.

All members of staff have a responsibility for reporting hazards, potential hazards and "near misses" to the Headteacher, Deputy or head cleaner.

- Staff must be aware that certain substances are hazardous to health. Wherever possible these will be taken out of use. Where substitution proves to be impossible a simplified Assessment Form, COSHH PS2 is available on Shropshire Learning Gateway – Services – Human Resources – Health and Safety, must be completed for each substance. Copies of these documents will be made available in the office. All users will be informed, trained and instructed in the use of these substances.
- Read labels carefully.
- Follow warnings and instructions.
- Use the proper procedures and protective clothing and equipment
- Learn emergency procedures and practise sensible, safe working habits
- No new substances to be used in the school until it has first been assessed.
- Be alert to the potential dangers of allowing children to bring their own pens into school.  
Spirit based items should not be allowed.
- The use of solvent based "Tippex" will be controlled by the school office.
- Substances used by the cleaners and Shire Catering will be controlled by their respective departments which will ensure that the assessments are carried out and staff informed, trained and instructed.  
(N.B. The school should have access to the Shire Service Health and Safety arrangements which must not contradict with the schools arrangements. If the catering and cleaning are organised by the school they will need to have their own procedures in place).

## **Legislation**

The Control of Substances Hazardous to Health Regulations for detailed information on substances refer to the COSHH assessment file.

The standard COSHH assessment forms are available on Shropshire Learning Gateway and School Net and will be used to ensure conformity.

### **5.35 Asbestos**

Staff will be informed of asbestos where necessary to ensure they have an awareness of the siting of any asbestos and how it is being managed within the school and what to do in the event of an emergency.

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

## **5.4 Reporting of Accidents**

### **Reporting of Injuries, Diseases & Dangerous Occurrences**

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

- all fatal and specified major injuries,
- any injuries that result in the inability of an employee to work more than 3 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.

Under the requirements of the Regulations, where someone dies or suffers a specified major injury or condition, or there is a dangerous occurrence, as defined in the Regulations, the Nominated Person, (See list of responsibilities in Organisation Section) has to notify the Health and Safety Executive (H.S.E.) immediately by the quickest practicable means. During normal office hours a telephone call must be made to Shropshire Council Human Resources and Development – Health and Safety Team (01743 252819) who will report the incident if necessary. This must be confirmed in writing within 48 hours by the use of the Council Accident Report Form (CARS). Out of hours it will be necessary to contact the Incident Contact Centre of the H.S.E. directly. Either by phone (0845 30009923) or go online. Instructions are available on the back of the white sheet of the CARS form.

A schedule of injuries and conditions which are required to be reported is listed in the Schools Health and Safety Manual, section 4. 10.

In addition where a serious accident/injury has occurred the Health and Safety Team - Chief Executive's Office maybe required to investigate the incident.

The CARS form should be used for all accidents, incidents, violence and near misses e.g. reporting deaths, injuries and dangerous occurrences. This includes employees, pupils, visitors, service user, volunteers, contractors, agency, work experience.

In addition to the completion of the appropriate form, it is useful to ensure that a note of all telephone notifications is made, including:-

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

The report form will be signed/completed by the Headteacher, the pink copy should be retained for the school files, the yellow copy sent to Children and Young People's Services Health and Safety Coordinator at The Guildhall, Shrewsbury. The white copy sent to the Health and Safety Team -Chief Executive's Office, Shirehall, Shrewsbury. In the case of a RIDDOR reportable incident the information will be forward to the Health and Safety Executive. The school will be notified of the outcome and provided with a reference/incident number.

(Further information is available of Shropshire Council Intranet).

Parents are advised of incidents in writing by means of a note where deemed necessary. N.B. Head injury forms which are kept by the staff room and the accident book.

**Children's allergies are permanently on view to staff and supply teachers on the register sheet.**

**Staff must ensure 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.**

**Near Miss incidents and incidents of strangers to be recorded on incident sheets in the purple INCIDENT REPORTING FILE**

### **Reviewing the accident**

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.

## **5.5 FIRST AID**

The school will ensure that, adequate and appropriate facilities are provided to enable first aid to be rendered to staff and children should they be injured or become ill.

If medical assistance is thought necessary, parents will be contacted. However, should the parent(s) be unavailable medical assistance will be sought by the school and the child will be accompanied to the doctor or hospital by a member of staff and a first aider.

The school seeks to ensure that at least two members of staff has received training on a first aid course and hold a certificate issued by an Organisation approved by the Health and Safety Executive.

See page 3 for names of First Aiders at work recognised by the Health and Safety Executive.

In any event the school will seek to ensure that a person is trained in emergency aid procedures.

See page 3 for names.

### **First Aid Facilities**

- The first aid boxes are placed in clearly identified and accessible locations. A) By the staff room, B) In the Kitchen by the hall C) In the Key Stage 1 wet area cupboard above units
- Each first aid box will contain 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. (Cupboard opposite the gents staff toilet). School Administrator is responsible for ensuring these are replenished as soon as possible after use. Each box contains a list of required first aid items.
- Disposable plastic gloves will be provided in the first aid box which will be properly stored and checked regularly to ensure that they remain in good condition.
- Notices are posted in prominent positions throughout the school giving locations of first aid equipment and the names of the first aiders.

### **Recording First Aid Treatment**

Records of all cases treated will be made and kept in the appropriate Accident and Incident Book.

The names of the persons nominated to deal with first aid can be found on the wall by the main door, corridor first aid kit, key stage 1 area room and on page 3 of this Health and Safety policy.

### **Administation of Medicines**

First Aid does not include administering medicines to children. A first aider can be with the child as the child administers its own medicine. Medicines should be kept in the Administrator's office. Parent's need to fill in a form asking for medicine to be stored in school.

The staff member administering the medicine must sign a form to say they have witnessed the child taking their medicine. A witness must be present at any time a child is administered, or self-administers medication.

## **5.6 Confidential Counselling Service**

The school notes that the Local Authority provides a confidential counselling service for all staff. Governors commend the use of this service to staff. Information available in staff room.

## **5.7 Contractors**

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

For extensive work or high risk jobs the contractor must comply with the recommendations and procedures issued by Shropshire Council and also current health and safety legislation.

Close liaison between the LA representative and contractors must be maintained.

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

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

The LA will assess, where possible, the safety credentials of a contractor before awarding work e.g. CHAS registered.

The following are factors that will be considered as part of their 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 HASAWA), method statements, permits to work etc., as applicable;
- confirmation that the contractor agrees to work in accordance with the schools's safety policy and arrangements, and the health and safety requirements laid down in the contract;
- clarification of the responsibility for provisions of first aid and fire extinguishing 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).

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

*Details of fire and evacuation procedures should be notified to every visitor to the site and are on the back of visitor badges.*

### **5.8 Portable electrical appliance testing**

The Headteacher is responsible for ensuring that all portable electric equipment is tested annually by an approved contractor.

A record of all such electrical equipment used in the school is kept in the office.

No equipment other than newly purchased may be used unless tested. This includes personal equipment brought into school by members of staff. All new equipment must be entered into the register as soon as practicable and not left until required to be tested.

The school administrator, will be responsible for co-ordinating the registration, inspection and testing of equipment.

### **5.9 Use of premises outside school hours**

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

A responsible person will be nominated to represent the school and a user representative sought for liaison, to ensure that all visitors understand the procedures to be adopted in the case of fire/emergency evacuation, first aid provision, safe use of buildings, equipment, substances and other facilities.

A control on numbers of persons attending functions at the school will be exercised and the advice of the Fire Prevention Officer sought.

Events and entertainment programmes will be scrutinised beforehand with regard to licensing and the above mentioned procedures.

### **5.10 Risk Assessment**

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

The risk assessment will be recorded and updated regularly by the Safety co-ordinator.

The school understands that should any changes occur, it will be necessary to review and amend the assessment to ensure that those who need to know are fully aware of any risks brought about by the changes.

### **5.11. Risk assessments - Educational visits**

Teachers will (unless circumstances prevent e.g. annual event) make a pre-visit to the place of their visit.

They will fill in a risk assessment form. **This will be approved and signed by the EVC.**

They will read the necessary sections of the Guidelines for Educational Visits and Journeys Policy.

Ratio of adults to children will be discussed with the EVC.

They must get the consent of every child's parents/guardian before taking them on a visit.

On a visit which will extend beyond the school day, the teacher will establish a telephone pyramid in case of a coach breakdown or any other delay.

Teachers must ensure children to wear seatbelts.

### **5.12. Good Housekeeping**

The school has adopted policies and practices which lead to a safe working environment.

- All spillages will be immediately cleaned up with safe disposal of the waste.
- 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.
- Hygiene standards are of the highest attainable by all staff serving dinners.

All school staff are responsible on a daily basis for reporting Health and Safety issues to the Headteacher.

### **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 will include employees working in the evenings, weekends or during the holiday in the school on their own.

In such circumstances, the school will assess the risk to these individuals and introduce suitable controls to ensure that all risks are minimised. A copy of the procedures introduced to control these risks will be kept in the staff room.

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

### **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.

A specific manual handling risk assessment will be undertaken for the task/activity and reviewed regularly. Training will be refreshed every 3 years unless it is deemed necessary to undertake the training more frequently.

Those staff who undertake manual handling will be familiar with the risk assessment process and read the completed risk assessments and follow the control measures at all times.

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

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

- Plan the lift before you start
- Assess the load – if it is awkward or heavy, is there a mechanical aid to use e.g. trolley or will it require a second person to help.
- Ensure the route you are going to take is the most direct, clear from obstruction and as flat as is possible. When you off-load the object make sure the area is clear for you to do so.
- When lifting bend your knees and keep your back straight, feet apart and angled out and ensure the load is held close to the body and firmly.
- Lift smoothly and slowly and avoid twisted, stretching and reaching where practicable.

### **6. Mini-bus use.**

- All staff must have taken the county test to drive children in the mini bus.  
At present, the following members of staff are qualified to drive mini buses: **D G Pierce, V Taylor, A Coles.**
- Staff must check children are wearing seat-belts and if necessary booster seats
- If several vehicles are being used there should be communication between all parties e.g. mobile phone (hands free) so that there is support for staff/parents in case of a breakdown and are covered in terms of any accusations in child protection cases.

### **7. Parental/Adult Help.**

- All parents and adults must be CRB/DBS checked if they offer to help with clubs, transport or any other school activity where they may be supervising children without a teacher.

- They must prove that their insurance is validated to take children on school business and that the car is road taxed and MOT. Parent's will only be used to transport children as a very last resort.

## **8. BAD WEATHER CONTINGENCY PLANS**

In the case of bad weather the headteacher, without compromising their own safety, will assess the safe ability of staff and pupils at getting to school. Should they feel that this is not deemed safe they shall close the school, following the procedures set out to inform parents. The safety of children may also include insufficient staffing capabilities.

## **9. MONITORING AND REVIEW This will happen on an annual basis.**

**The Headteacher, School Safety Officer and the Health and Safety Committee will be responsible for reviewing and amending this policy where necessary.**

**Print name: D G Pierce**

**Date: 29<sup>th</sup> September 2016**

**Signature: *D Gareth Pierce***

**Reviewed: September 2016**