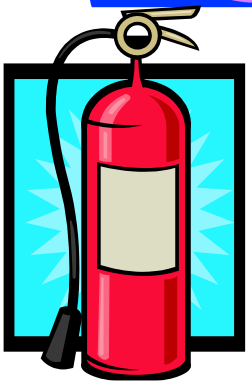
St Leonard's CE Primary School
Health and Safety Policy Arrangements

Part 3: School specific arrangements
HEALTH AND SAFETY POLICY
(To be read with Trust Health & Safety Policy part 1 and 2



Summer Term 2024

Introduction

This Health and Safety Policy is designed to complement alongside any training that you receive during your employment and to provide you with a basic general awareness of common health and safety issues which may exist within school.

Please read the policy carefully. If you have any questions, or do not understand anything, please ask your line manager or the school's H&S Coordinator for more information.

This Policy summarises key information regarding each topic and the HSE website www.hse.gov.uk also contains much useful information.

Should you feel that on having read this policy and the relevant sections within the Trust H&S policy that you require any additional specific health and training for your role, please discuss this with your line manager.

REMEMBER – Health and Safety is *everybody's* responsibility. Ensure that you act in a safe manner at all times.

Should you notice anything that you believe is unsafe or see anyone acting in an unsafe manner, if possible, take appropriate action to make the situation safer. If it is not possible for you to take action, please report the matter immediately to your line manager or the school's H&S Coordinator.

Names, positions and duties of persons responsible for controlling each of the following:

Health and Safety Co-Ordinator

Head Teacher	Luke Bridges

Health Safety and Welfare Advice and Training

Head Teacher	Luke Bridges
Facilities/Premises Manager	Andy Day

Fire Control / Emergency Evacuation

Head Teacher	Luke Bridges
Facilities/Premises Manager	Andy Day

Risk Assessment

Head Teacher	Luke Bridges
Facilities/Premises Manager	Andy Day

Field Trips, Expeditions and Visits

Co-ordinator: Kate Yeomans and Luke Bridges

Portable Electrical Testing

Co-ordinator for arrangements: Andy Day

Reporting and Recording of Accidents etc

Accident Books (CPOMS) can be accessed in the Reception Office.

Health and Safety (First Aid) Regulations 1981

Certificated First Aiders are as follows. Details of qualifications are held by the School administrator Kate Yeoman.

Mrs C Allen Forest School	Expiry 04.10.2025	Mrs R Colburn First Aid at Work	Expiry 01.12.2024
Mrs C Allen Paediatric First Aid	Expiry 04.05.2025	Mrs D Cox First Aid at Work	Expiry 01.12.2024
Mrs K Halpin First Aid at Work	Expiry 01.12.2024	Miss E Thomason First Aid at Work	Expiry 02.12.2024
Mrs P Ashling Forest School	Expiry 04.10.2025	Mrs J Thomas First Aid at Work	Expiry 01.12.2024
Mrs C Lloyd-Bowen Paediatric First Aid	Expiry 02.05.2025	Mrs D Berry Forest School	Expiry 04.10.2025
Mrs D Berry Paediatric First Aid	Expiry 09.02.2025	Mrs C Weaver First Aid at Work	Expiry 01.12.2024
Mrs N Robbins Paediatric First Aid	Expiry 09.02.2025	Miss C Howell First Aid at Work	Expiry 03.02.2025

Access on to and exit from the school site

The school premises is organised in such a way as to ensure that pedestrian and restricted traffic can circulate in a safe manner. Signs and lines have been put in place for designated parking e.g. staff, visitors. Gates are in place to ensure children cannot encounter the vehicles when walking along the foot paths.

Letters will be sent to parents/carers/guardians to inform them of the procedures at the beginning of the Autumn term and whenever necessary to ensure they only park in the appropriate bays and do not block the entrances. The car parks are only to be used by Parents if there are special circumstances – e.g. collecting a sick child; their child has a specific need. Parents/carers/carers are responsible for their children until handed over on the **playground after the whistle for K.S.1 and to a member of staff on duty on**

Accidents and reporting

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

- all fatal and specified major injuries,
- any injuries that result in 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 e.g. pupils, visitors, service user, volunteers, contractors, agency, work experience.

The Corporate Accident Reporting System (CARS) form must be used. Under the requirements of the Regulations, when someone dies or suffers a specified major injury or condition, or there is a dangerous occurrence, as defined in the Regulations. The Nominated Person, (Luke Bridges or See section 2) must immediately notify Shropshire Council's Corporate Health and Safety Team by the quickest practicable means during office hours telephone number 01743 252819. They will report the incident to the Health and Safety Executive (HSE). The incident must be confirmed in writing within 48 hours using the Council Accident Report Form (CARS).

Reporting an Incident out of hours.

It will be necessary to contact the Health and Safety Executive Incident Contact Centre directly. Either by phone (0845 30009923) or go online. Instructions are available on the back of the white sheet of the CARS form.

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

take witness statements and photos of the site of the incident as soon as possible while it is still fresh in everyone's mind.

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

- The Pink copy is retained for the school files in the Administrator's office,
- The Yellow and White copy must be sent to the Corporate Health and Safety Team, Shirehall, Shrewsbury.

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

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

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

Reviewing accidents

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

STAFF must be aware of the following:

- Parents are advised of incidents by phone and /or, in writing, by means of a note where deemed necessary. Details of the injury, time and date must be included, this is essential for head injuries. Parent letters are kept by the accident book in the drawer outside the main office, in the staffroom by accident book and in the blue folder of standard letters in every classroom.
- Children's allergies are permanently on view to staff and supply teachers on the register sheet. **These** will be on the door in the office stock cupboard and in the staffroom in the contact booklet. They will be discrete and follow GDPR guidelines.

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. Please see location plans in relevant rooms.

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 Head Teacher and/or Site Manager.

The asbestos register is kept in the main office.

Bad weather contingency plans - See 'Emergency Recovery Plan'

Site staff will be responsible for ensuring the site remains in a good and safe condition and they will follow the procedures for gritting the site during icy and snowy conditions. Staff must stick to the appropriate routes during icy/snowy conditions because some areas may not have been gritted. Staff will be notified of these areas and/or they will be cordoned off.

NB – In the event of strong winds the teacher on duty should ask for help to remove, or lie flat, the KS2 Basket Ball hoops. These are very heavy but can blow over in high winds.

6.5 Confidential Counselling Service

The school acknowledges that the Local Authority provides a confidential counselling service for all staff. Governors commend the use of this service to staff. Staff can find out more details through the Children and Young People's Services – Human Resources Department.

Contractors

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

All contractors will be informed of the School's emergency procedures. For extensive work or high-risk jobs the contractor must comply with the recommendations and procedures issued by Shropshire Council and current health and safety legislation. Close liaison between the Council representative and contractors must be maintained.

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

School safety arrangements regarding contractors

Shropshire Council assess the safety credentials of a contractor and these contractors will be listed on the approved list. CHAS (The Contractors Health and Safety Assessment Scheme) registered. This list must be checked before awarding the work.

The following are factors which 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 firefighting 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).

Control of Substances hazardous to Health (COSHH)

NO SUBSTANCES WILL BE USED OR GENERATED WITHIN THE SCHOOL UNLESS AN ASSESSMENT OF THE HAZARDS AND RISK THAT THEY PRESENT HAS BEEN MADE.

Whenever the school intends to use, or create a substance that could be a risk to the health of staff, pupils and others, the School's COSHH Assessment Co-ordinators (NAMES listed in section 2) will:

- identify and control these substances, minimising the risk of exposure to staff and others.
- ensure staff are aware that certain substances are hazardous to health. Wherever possible these will be taken out of use. Where substitution proves to be impossible a Shropshire Council COSHH assessment form will be used to ensure conformity. Copies of these documents will be available in the main Office, in the Health and Safety file.
- ensure All users are informed, trained and instructed in the safe use of these substances and have access to the COSHH assessments.
- ensure staff are informed to read labels and instructions, practise sensible, safe working habits and follow and understand the emergency procedures.
- ensure equipment is used as instructed.
- ensure personnel protective equipment/clothing is available and used when required (See Section 5.16 PPE.)

All Staff must be:

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

Legislation

The Control of Substances Hazardous to Health Regulations require detailed information on hazardous substances and these can be found in the COSHH assessment file kept in the Staff room/on line Shropshire Learning Gateway.

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.

Kate Yeomans 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 **Headteacher** who will see if it is appropriate to order the equipment e.g. screen riser, foot rest etc. Further advice can be obtained from CYPS Health and Safety Coordinator, details in section 2.

Safety Audit

Overall safety audit completed by Headteacher, Director of Finance and Business and Site Manager.

Equipment Safety

Equipment Safety Co-ordinator (Whole School): Site Manager

Further Details Regarding Portable Mains Electrical Equipment

All portable equipment is tested annually and all staff must be aware of their responsibilities under the Health and Safety Act.

- A "tested" label is affixed to each item of equipment and bears an expiry date after which the equipment must not be used.
- The use of any equipment which does not have a current tested label is forbidden. This applies to privately owned, borrowed or hired equipment used on TrustEd premises or on TrustEd work.
- New equipment must be registered and a registration label affixed. The equipment may then be used until the next testing date.
- Anyone using portable electrical equipment must, before use, carry out a visual inspection to ensure that there is no outward sign of mechanical damage to the equipment cable or plug.
- Any equipment found by a user to be faulty must be immediately withdrawn from service and returned to the responsible officer who will remove the "tested" label and affix a "defective" label. After repair the item cannot be used until a new test is carried out.
- The use of privately owned equipment whilst on TrustEd premises is expressly forbidden until it has been tested.
- Designated members of staff are trained and certificated to test electrical equipment. Testing will take place within July each year

Fire Safety

The **Fire Risk assessment is in the Headteacher's room.** This is reviewed on an annual basis unless there are significant changes before this. An assessment on the risks of fire is carried out **by the service provider MAGG.** As a result of the assessment, if any precautions are identified the school treats them with high priority.

Notices of fire procedures are fixed to visible sites 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.

The **Caretaker** checks all firefighting and detection equipment **each term** to ensure they are within the "use by" date as is the statutory requirement. In addition, there is an annual check of all fire extinguishers by the LA.

The fire alarms are tested weekly by Mr Day – Site Manager - and emergency lighting monthly as required by Regulatory Reform (Fire Safety) Order and the associated KYSIB guidance. Records are kept in the book found in the **Office – Health and Safety file**

Notices around school have the following information. **(Signs should comply with Health and Safety (Signs and Signal) Regulations 1996.**

FIRE ALARM / BOMB THREAT INSTRUCTIONS:

IF YOU DISCOVER A FIRE

Press the fire alarm nearest to where you are:

1. **The alarm will sound.**
2. **Pupils and staff will walk out of school by the nearest safe exit,** **this would be the fire door in each classroom of hall**

3. **Classes line up.**

Nursery the furthest corner of their playground.

KS 1 – at the far end of the playground nearest to the zebra crossing.

KS 2 – at the far side of their playground opposite the year 6 classrooms.

4. **Teaching staff to take Attendance Registers in the afternoons and check all children in their classes are out of the building. *Two named people* will check the toilets and staffroom and bring out registers if the bell goes in the mornings.**
5. **DO NOT PANIC. Walk quickly and quietly in line, DO NOT return to the classroom or cloakroom to pick up personal belongings.**

6. **Await further instruction before returning to the building.**
7. **If it is a bomb alert COLLECT personal belongings if safe to do so before leaving the building.**
8. **The assembly point in the event of a bomb is** **the playground of the opposite building ie – KS 1 got to KS 2 and vice versa.**

Fire drills take place every half term. Details are recorded and notes made of any problems which needing remedying.

- In the case of a fire, the first requirement is for staff to ensure the safe evacuation of all persons from the building to the safe places indicated on the fire procedures notices. The primary responsibility of class teachers remains to evacuate the premises, which should NOT then be re-entered.
- The Fire Brigade will be summoned by **Office Staff** but in circumstances where the Administrator is not at school, once everyone has safely left the building and moved to a place of safety, a delegated member of staff will ensure that the Fire Brigade is summoned.
- Fire wardens will sweep their designated areas and report to the 'Person in Charge' (The Head or, in their absence, the Deputy
- All attendance registers will be properly marked for the morning and afternoon sessions. Members of the teaching staff will take their registers with them on evacuating the premises.
- A roll call will be taken when all have reached the place of safety**.**
- All visitors/contractors report their presence on site to the Office staff and sign the appropriate 'Visitors' book and ensure they are familiar with the fire precautions**.** Reception staff must remind visitors to read the emergency arrangements.
- Staff or others taking after school clubs must ensure they are familiar with the fire precautions.
- The school premises are organised in such a way as to ensure that adults and children can circulate in a safe manner.
- All access routes will be maintained in a safe condition and be free from obstructions. So far as reasonably practicable any hole, slope, uneven or slippery surface which is likely to cause a person to slip, trip or fall preventing them getting out of the building safety will be repaired.

Invacuating drills Procedures as per – the Emergency Response Plan.

Signals	
Signal for shelter	An intermittent/beeping bell will sound for 1 minute inside each building. Adults will blow the whistle intermittently so children know to go straight in if they are outside. NB – in the event that there is an intruder inside the building - operate as if a fire.
Signal for all-clear	Phone calls to every classroom on KS 2 and Office to inform KS 1 classes. (NB: phones will be installed in KS 1 classes so they can be called too)

Lockdown	
Rooms most suitable for invacuation	Internal corridors away from windows if possible
Entrance points (e.g. doors, windows) which should be secured	All doors and windows
Communication arrangements	▪ Two-way radios ▪ Classroom telephones ▪ Mobile phones ▪ Instant messaging / email ▪ Other.
Notes	

Upon hearing the invacuation signal, take the action below. If someone is taken hostage on the premises, the school should seek to evacuate the rest of the site as per the fire safety procedures.

Ref'	Initial response - lockdown	Tick / sign / time
L1	Ensure all pupils are inside the school building. Alternatively, ask pupils to hide or disperse if this will improve their safety.	
L2	Lock / secure entrance points (e.g. doors, windows) to prevent the intruder entering the building.	
L3	Dial 999 for each emergency service that you require.	
L4	Ensure people take action to increase protection from attack: ▪ Block access points (e.g. move furniture to obstruct doorways) ▪ Sit on the floor, under tables or against a wall ▪ Keep out of sight ▪ Draw curtains / blinds ▪ Turn off lights ▪ Stay away from windows and doors.	
L5	Ensure that pupils, staff and visitors are aware of an exit point in case the intruder does manage to gain access.	
L6	If possible, check for missing / injured pupils, staff and visitors.	
L7	Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.	

Drills will take place once per term. Details are recorded and notes made of any problems which needing remedying.

- The first requirement is for staff to ensure the safe invacuation of all persons from outside to the safe places indicated on the invacuation procedures. The primary responsibility of class teachers remains to secure all pupils and adults inside the building, away from windows and as out of sight as possible, until the danger has passed.
- Emergency services will be called immediately by Office Staff, or the Deputy Head on kS 2 if the danger alert arises over there.

- All attendance registers will be properly marked for the morning and afternoon sessions. All attendance sheets should be checked and any missing children or adults located as safely as possible, without leaving the building.
- All visitors/contractors report their presence on site to the Office staff and sign the appropriate 'Visitors' book and ensure they are familiar with the invacuation procedures**.** Reception staff must remind visitors to read the emergency arrangements.
- The school premises are organised in such a way as to ensure that adults and children can circulate in a safe manner.
- All access routes will be maintained in a safe condition and be free from obstructions. So far as reasonably practicable any hole, slope, uneven or slippery surface which is likely to cause a person to slip, trip or fall preventing them getting out of the building safety will be repaired.

First Aid

The school will ensure that, adequate and appropriate facilities are provided to enable first aid to be rendered to staff and pupils should they be injured or become ill. A risk assessment has been undertaken to ensure the provision is always suitable for the school including out of normal working hours and on visits and journeys.

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

The school seeks to ensure that at least 2 members of staff, in each building, has received training on a first aid course and one other member of staff has the additional paediatric training.

The training is provided by Shropshire Council Occupational Health Team who have been approved by the Health and Safety Executive. Copies of the First Aider's certificates are displayed in reception or see section 2 for names of all the First Aiders within the school.

First Aid Facilities

- The first aid boxes are placed in clearly identified and accessible locations:
  K.S. 1 Nursery Main corridor Office
  K.S. 2 Staff room Kitchen by the hall By Mrs Coleman's room

- Each first aid box contains a list of required first aid items and sufficient quantities of suitable first aid material and nothing else. Contents of the box will be replenished as soon as possible after use in order to ensure there is always adequate supply of all materials. (Additional supplies are stored in the locked cupboard in the main office. **Ellie Hebbard** is responsible for ensuring these are replenished as soon as possible after use and checks all boxes/kits each month..
- Disposable plastic gloves will be provided in the first aid box which will be properly stored and checked regularly to ensure that they remain in good condition.
- Notices are posted in prominent positions throughout the school giving locations of first aid equipment and the names of the first aiders.

Recording First Aid Treatment

Records of all incidents treated will be made in the accident/Incident exercise book for pupils/students for events that do not arise out of a fault of the premise/activity etc. All other incidents will be recorded on the CARS forms and the pink copies of the CARS forms will be kept in the locked filing cabinet in the Administrator's office. See section **5.1** for further information on accident/incident reporting.

Administration of Medicines

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

Staff can be with the child as the child administers their own medicine. Any member of staff witnessing the child taking their medicine must sign a **form** to confirm this. Wherever possible 2 members of staff will be present especially when having to administer the medication.

Medicines are kept in the locked cupboard within the office or can be found stored in the fridge in the staff room if required to be refrigerated. Shropshire Council's 'Medical Arrangements, Guidelines and Procedures for Shropshire Schools' are followed. Staff can access the full document on the Shropshire Learning Gateway for further information.

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

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 Premier Cleaning Cleaning Staff.
- Hygiene standards are of the highest attainable by all staff serving dinners.
- All school staff are responsible on a daily basis for reporting Health and Safety issues to the Headteacher/person with delegated responsibilities for health and safety.

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 from Head Teacher or designated senior manager. The member of staff must have access to their mobile phone, or a landline, and at least one other adult should be on alert in case of an emergency.

Home Working

Any member of staff who has permission to work from home e.g. they may occasionally have their PPA (preparation, planning and assessment time) at home if writing reports, must do so at their own risk. School/LA will not be held responsible.

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. See pictures of correct procedures in **Appendix 3**.

Car use.

- 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 the correct child safety seats that comply with Government recommendations for height and weight. Staff hiring a minibus or other vehicle must make sure pupils wear seat belts at all times. Vehicles without seat belts **will not be used.**
- Parents' agreement will be sought (on the consent form for the visit/journey) for their children to be carried in other parents', volunteers' or other pupils' cars. Parents, volunteers or other pupils driving pupils will not be allowed to be alone with a pupil. The party leader will arrange a central dropping point for all pupils rather than individual home drops.

Out of Hours use of school premises

Consideration will be given to persons using 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 Fire Safety Officer details are in Section 2.

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

Parental/Adult Help

- All parents and adults must be DBS (police) checked if they offer to help with clubs, transport or any other school activity.
- When using their own car they must prove that their insurance is validated to take children on school business and the car is road worthy, taxed and MOT where appropriate.

Personal Protective Equipment (PPE)

PPE will be provided to staff as a last resort if no alternative control measures are available to reduce the risk to an acceptable level.

PPE will be provided to staff or pupils as necessary when identified during the assessment of the task/activity risk or COSHH assessment. This could be eye protection, hearing protection, gloves, high visibility wear, helmets and footwear.

A delegated member of staff will be responsible for purchasing the correct type of PPE which is suitable for the task in hand. The person who will be wearing the equipment should be involved in the process of purchase, to ensure that it is correct in size and fit so that it is comfortable to wear.

There will be suitable arrangements in place for the storage, cleaning and replacement of PPE. **(N.B. Replacement PPE must be available at all times).**

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.

Staff and personnel

- All employees of the school are expected to wear identification – photographic identification is provided by the school. The school operates a signing in and signing out system for visitors and uses "lesson
  monitor" to check on pupil attendance in lessons.
- Visitors to the school who are not "badged" will be challenged by staff when they are seen.

Buildings and site

- The access to the school site is controlled by locked gates and signage is in place to remind the public that the site is private.

School property

- All school property is recorded and logged. Electronic equipment is security marked and the school uses "smart-water" and has signs displaying this around the site.
- Staff are reminded of the need to keep all laptops safe and to follow basic classroom security procedures such as shutting windows and closing blinds at the end of the day.

Access in holiday time

- All staff and visitors to the school in holidays are expected to sign in/out and keep caretaking staff aware of their presence.

Health and Safety Training

The provision of training is part of many health and safety regulations. It is essential that you attend any training that is arranged for you, and follow any instructions or guidance given to you as part of that training.

During your induction you may have received basic health and safety training which included fire safety awareness, safe moving and handling awareness, safe use of steps and step-ladders, first aid and accident procedures, and the safe use of equipment that you use for your job. Some of this training will need to be refreshed on a regular basis, e.g. fire safety. You may also need additional job specific health and safety training for your role. This may have been identified during induction, or will be identified at some future date, e.g. first aid training or minibus driving courses.

If you attend training, it is important that a record is kept – keep all certificates and records of attendance from courses.

It is also important that you discuss your H&S training requirements with your line manager in order that any new training needs can be identified and refresher courses can be arranged when required.

Risk Assessments & Baseline Risk Register

Risk assessments are important methods of protecting everyone in the school – pupils, staff, contractors and visitors. They are also a legal requirement under the Management of Health and Safety at Work Regulations 1999.

Risk assessments enable us to consider the hazards which we may encounter in the school environment or during our activities, and to assess the risks so that we are able to determine whether the control measures we already have in place are adequate, or if any additional measures are required.

Risk assessment is a simple process we are undertake every day, e.g. when we cross a road. The main hazard when we cross the road is being hit by a car. The risk of this occurring will depend on:-

- Type of road (residential cul-de-sac – main road)
- Amount of traffic (occasional car – stream of vehicles)
- Speed of traffic (20mph – 70mph)
- The time of day (quiet Sunday afternoon – rush hour)
- Where we cross (underpass – blind bend)
- Our ability to judge traffic actions and speed (this will depend on our age and experience)

Whether we cross immediately, wait for a safe gap in the traffic, or move to a safer place to cross, will depend on the outcome of our risk assessment. A ‘Safe system of work’ is the green cross code.

These are 5 simple steps to use when carrying out a risk assessment:-

- Step 1 - Identify the hazards
- Step 2 - Decide who might be harmed and how
- Step 3 - Evaluate the risks and decide on precautions
- Step 4 - Record your findings and implement them
- Step 5 - Review your assessment and update if necessary

For further information refer to www.hse.gov.uk or www.shropshirelg.net

What is a Hazard?

A hazard is anything with the potential to cause harm. Harm includes “ill health”, “injury” or “damage to property”.

Examples of hazards which can be found in schools are:-

- Fire (burns, death)
- Objects left on floor (trips and falls)
- Heavy objects (injuries as a result of manual handling) What is Risk?

Risk is the likelihood that harm will occur and the severity of he consequences.

Factors that affect the level of risk include:-

- Who will be exposed to the hazard and for how long
- The age of the individuals at risk
- The individuals understanding/perception of the hazard
- The individuals level of training and experience.

What control measures are already in place What are Control Measures?

Control measures might include:-

- Guards and interlocks on machinery
- Safe systems of work
- Visual checks on equipment before use
- Maintenance checks and servicing and statutory inspections
- Safety equipment, e.g. fire extinguishers
- Training received by those at risk
- Personal protective equipment
- Notes of guidance
- Safety signage

What are Safe Systems of Work?

'Safe systems of work' are documented procedures, working methods or instructions that detail how a particular task should be carried out. There will be many 'safe systems of work' within the school e.g. lesson plans, laboratory and workshop safety rules, departmental codes of practice.

Hierarchy of Controls

When controlling the hazard the following hierarchy of controls should be followed:-

1. Remove or eliminate hazard
2. Substitute a hazardous material or process with a non-hazardous or less hazardous one
3. Separate/isolate worker from hazard (provide guards)
4. Develop and use safe systems of work
5. Train, instruct and supervise workers

6. Provide personal protective equipment (PPE) and warning signage Recording and Reviewing

All areas and activity risk assessments should be recorded on the Risk Assessment template which can be accessed from Kelsey Weston or on the Staff shared drive..

Once a risk assessment has been carried out for a particular task, ensure that the controls are implemented. All risks assessments should be reviewed annually or more frequently if there has been an accident, or a significant change to the activity of working environment, e.g. new equipment.

SPECIFIC RISK ASSESSMENT TEMPLATE							
HAZARD	**SEVERITY** 1 = Insignificant 2 = Minor 3 = Moderate 4 = Major 5 = Catastrophic	**INDIVIDUALS AT RISK**	**EXISTING CONTROL MEASURES**	**LIKELIHOOD** 1 = Improbable 2 = Conceivable 3 = Likely 4 Probable 5 = Certainly	**RISK RATING (With Controls)** Severity x Likelihood	**ACCEPTABLE** (Risk Rating ≥5) **TOLERABLE** (Risk Rating 5-8) **ACTION REQUIRED** (Risk Rating ≥9) **RECOMMENDED IMPROVEMENTS**	**RESIDUAL RISK**

Pregnancy

Pregnancy is a part of normal everyday life. Many women work during pregnancy and may return to work while they are still breast-feeding. However, there may be some hazards in the working environments which, although normally acceptable, could affect either the health of the women, the developing foetus, or the new born child whilst the mother is breast-feeding. Consequently the Management of Health and Safety at Work Regulations include regulations to protect the health and
safety of expectant and new mothers who work. 'New mothers' are those who have given birth within the previous six months, or who are breast-feeding.

Female members of staff who discover that they are pregnant should advise their line manager, in writing, in order that a maternity risk assessment can be undertaken and suitable control measures discussed and agreed.

The risks which should be considered when carrying out a maternity risk assessment should include the physical aspects of the mother's role, any risk of exposure to hazardous substances deemed unsuitable during pregnancy and the mother's normal working conditions. Common risks include:-

- Lifting/carrying of heavy objects
- Design of workstations
- Long working hours
- Exposure to hazardous chemicals and radioactive material, e.g. in science departments
- Prolonged periods of sitting or standing
- Extremes of cold and heat
- Work related stress

Risk assessment forms are available from Karen Cook.

Female members of staff, who wish to express and store their milk whilst they are at work, should be provided with a clean and healthy environment for this purpose.

For further information on Maternity Leave and Pay, please refer to the Trust.

Environmental Issues and Waste

As a nation we are becoming more aware of environmental issues and the effect that human ways of life can have on the environment, i.e., pollution and climate change. By making small changes to our way of life we can make a contribution towards protecting the environment for future generations.

Small things that YOU can do:-

- Turn off lights if you are the last person to leave the room
- Use natural light when this is light enough
- Dispose of empty toner cartridges for printers via recycling facilities
- Ensure taps are not left running
- Only fill the kettle with enough water for the drinks required, i.e., do not overfill the kettle when making only one cup of tea
- Cycle to work or take public transport where possible
- E-mail documents rather than send hard copies, if practicable to do so.

Hazardous Waste

Where substances contain hazardous properties, they are classified as 'Hazardous' and may be subject to Hazardous Waste (England and Wales Regulations 2005.

COSHH Assessments will determine what procedures should be followed when disposing of hazardous waste substances. The regulations are not exclusive to substances as such and other items which could be deemed as hazardous waste include electrical items, fluorescent light tubes and clinical waste.

Instructions on packaging and information on Material Safety Data Sheets should always be followed when disposing of hazardous waste. Where necessary, specialists in hazardous waste removal and disposal should be used.

For school specific waste procedures and recycling initiative, please contact Karen Cook.