



The Thomas Adams School

Health & Safety Policy

2021

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1. School Health and Safety Policy Statement

Local Governing Board (LGB) members 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 LGB 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 LGB 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 personal protective equipment where necessary.
- bring to the attention of all regular and temporary employees, pupils, volunteers, visitors, contractors, at the school premises, their responsibilities with regards to their own safety and the safety of others who may be affected by their acts or omissions. This will involve the provision of an initial induction and further information, training and supervision as is necessary;
- identify, eliminate or reduce by controls, hazards which exist at the place of work through risk assessment and bring such hazards to the attention of employees and others who may be affected. This will include the formulation and where necessary, practise of effective procedures for use in the event of a serious risk or imminent danger such as a fire.

In addition to assist in the proper implementation of this policy the LGB 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 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.

This statement of policy is approved by the Local Governing Body

Signed:		Chair
Date:	20 September 2021	
Signed:		Headteacher
Date:	20 September 2021	

2. Organisation

TITLE	NAME
LGB Chair	Jo Hickson
Headteacher	Mark Cooper
Competent Person (Business Manager)	Peter Neale

Shropshire Council Health, Safety and Welfare Advice and Training Services

Occupational Health and Safety Manager - Carol Fox	01743 252819
Senior Health and Safety Officer – Tim Tearle	01743 252819
Health and Safety Officer – Tim Sanderson	01743 252819
Crime Prevention Officer - Ian Bartlett	01743 252819
Email address for Health and Safety Team	health.safety@shropshire.gov.uk

Fire Control/Emergency Evacuation

Fire Safety Advice Shropshire Council Health and Safety Team	01743 252819
Nominated School Fire/Emergency Co-ordinator:	Peter Neale
Deputy Fire/Emergency:	Kevin Davies

Reporting and Recording of Accidents, RIDDOR etc.

Persons nominated for overseeing the reporting of accidents, diseases dangerous occurrences and incidents of violence:	Peter Neale
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Health and Safety (First-Aid) Regulations

First Aid Co-ordinator	Sharon Koopmann
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Educational Visits and Risk Assessments

Co-ordinator (EVC):	Belinda Howells
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Asbestos and Legionnaires Coordinator:

Nominated Co-ordinator:	Kevin Davies
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Portable Electrical Appliance Testing:

Nominated Co-ordinator:	Kevin Davies
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Control of Substances Hazardous to Health Assessment Co-ordinator:

Nominated Co-ordinator:	Kevin Davies
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Radiation Protection Supervisor

Nominated Co-ordinator:	Tom Cuthbert
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3. Responsibilities of Nominated Personnel

Local Governing Board

- will be responsible in conjunction with the Headteacher to ensure formulation, review and subsequent amendment to the School Health and Safety Policy consisting of a Statement of Intent, Organisation and Arrangements sections
- will ensure the Health and safety Policy is translated into effective action at all levels within the school
- will ensure that the Health and Safety Legislation, Codes of Practice and Guidance together with school rules are implemented and that staff and pupils are operating safe working practices
- will ensure that Health and Safety is put on the agenda of every appropriate LGB meeting
- in liaison with the Trust, 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 Competent Person appointed for the school premises
- will make adequate financial provision for enabling the policy to be put into effect
- will ensure the effectiveness of the policy and the safety performance of the school is monitored on a regular basis
- will ensure the health and safety policy is amended whenever necessary
- will promote a positive culture and an interest in health and safety matters throughout the school
- will nominate an LGB member to sit on the Safer School Committee
- will ensure that the Fire Risk Assessment is reviewed annually in conjunction with the Headteacher
- will ensure the Asbestos Management Plan is completed on receipt of the Asbestos Survey Report in conjunction with the Headteacher

The Headteacher

- will be responsible for the implementation of the Health and Safety Policy and will liaise with the LGB to ensure full compliance with all its requirements
- will appoint persons as listed in the organisation section of the policy 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/have access to 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 allocated to their position
- will ensure that effective channels of communication and consultation with staff and safety representatives are maintained
- will be responsible for formulating and implementation of the health and safety training policy arrangements 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 a positive culture and an interest in health and safety matters throughout the school

- will ensure that appropriate staff liaise with subject advisers and the Business Manager 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
- will be responsible for ensuring that the Fire Risk Assessment has been completed and is reviewed Annually unless significant changes occur before this time. (Completion of this document is delegated to the Business Manager)
- will be responsible for ensuring that the Asbestos Survey Report is reviewed on receipt from Property Services and an Asbestos Management Plan is completed and reviewed annually

Competent Person (Business Manager)

- 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 health and safety performance; this includes the organisation of periodic fire drills and all necessary checks to safety equipment (Firefighting equipment, First Aid Kits, Electrical Equipment, etc.) working with the School Administrator
- will ensure that all electrical 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 damage and plugs to ensure they are tightly fitting. Any defects should be notified to the Business Manager or Site Manager as soon as possible. The Site Manager will be responsible for checking items of electrical equipment.
- will liaise with outside Health and Safety Advisers such as Environmental Health Officers and Fire Safety Enforcement Officers, etc.
- will make themselves conversant with current legislation affecting health, safety and welfare of staff, pupils and others
- will seek expert advice from the Corporate Health and Safety Team at Shirehall when required

Heads of Department

- will ensure that staff under his/her immediate control are familiar with those parts of the Health and Safety Policy which affect them or the activities in which they are engaged;
- will arrange for all levels of staff under his/her immediate control to receive, where necessary, adequate and appropriate training and information in health and safety matters to enable them to undertake their job safely
- will initiate and maintain positive measures to raise the level of health and safety performance within the department
- will ensure that the Head of Department is conversant with current legislation affecting the health, safety and welfare of staff, pupils and others
- will advise the Business Manager of all health and safety matters requiring attention in the department
- will promote a positive culture and an interest in health and safety matters throughout the school.

Teaching Staff

- will, notwithstanding their individual functions, take reasonable care of their own health and safety and that of the pupils and others who may be affected by what they do
- will co-operate with school management on matters of health and safety and will not interfere with or misuse anything provided in the interest of health and safety
- will take special care in matters of health and safety if they teach in laboratories, workshops or other potentially hazardous areas and be aware of specific guidelines contained in Local Authority technical papers, specialist publications from bodies such as the CLEAPPS, DATA, the Association of Science Education and British Association of Advisors and Lecturers Physical Education (BAALPE)
- will report all accidents, dangerous occurrences and potentially dangerous practices and situations to the Business Manager as appropriate.

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\delegated senior member of staff\line manager.

Site Manager

- will ensure that staff under his immediate control are familiar with those parts of the Health and Safety Policy which affect them or the activities in which they are engaged
- will arrange for all levels of staff under his/her immediate control to receive, where necessary, adequate and appropriate training and information in health and safety matters
- will identify health and safety repairs and put into operation as necessary emergency work required to ensure the health and safety of staff, pupils and others
- will maintain plans, schedules and other data relating to the maintenance and building alterations as they affect health and safety issues
- will liaise with Property Services on matters of health and safety relating to electricity, gas, water supplies, waste disposal, safe access of pedestrians and vehicles, building regulations and planning
- will be able to manage asbestos in the building and be familiar with the Asbestos Register and management plan.
- will ensure that the school transport system includes sufficient funding for safety repairs to be carried out where necessary and be maintained in a safe condition
- will promote a positive culture and an interest in health and safety matters throughout the school.

Caretakers

- will make themselves familiar with those parts of the Health and Safety Policy which affect them or the activities in which they are engaged
- will undertake adequate and appropriate training in health and safety matters
- will report faulty equipment & other maintenance requirements to the Site Manager and carry out minor repairs when appropriate

4. School Health and Safety Policy Arrangements

Access on to and exit from the school site

The school premise is organised in such a way as to ensure that pedestrian and restricted traffic can circulate in a safe manner. Signs and demarcation lines have been put in place for designated parking e.g. staff, disabled people and visitors. Barriers are in place to ensure children cannot come into contact with the vehicles when walking along the foot paths.

Accidents and reporting

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

- all fatal and specified major injuries,
- any injuries that result in an employee not being able to work for more than 7 days,
- or any injury which results in a person being admitted to hospital for more than 24 hours.

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

The Council's Accident Reporting System (CARS) form will 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 will immediately notify Shropshire Council's Corporate Health and Safety Team by the quickest practicable means during office hours' telephone number 01743 252819. The Health and Safety Team will report the incident to the Health and Safety Executive (HSE). The incident must be confirmed in writing within 48 hours using the CARS Form.

Reporting an incident out of hours

It will be necessary to contact the Health and Safety Executive Incident Contact Centre directly, either by going online to the HSE website or if this is not available phoning (0845 30009923). 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 need to be aware that in the event of a serious accident/injury the Corporate Health and Safety Team may need to investigate the incident. Therefore, it is advisable to take witness statements and photos of the site of the incident as soon as possible while it is still fresh in everyone's mind.

The report form must 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 copy can be destroyed) and White copy must be sent to the Corporate Health and Safety Team, Shirehall, Shrewsbury SY2 6ND.

In addition to the completion of the appropriate form, ensure that notes of all telephone calls are made, including:

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

Reviewing accidents

An analysis of the accident reports and near-misses will be undertaken at intervals and considered by both school management and the LGB for consideration of further action.

Staff must be aware of the following:

- Parents are advised of incidents in writing by means of a note where deemed necessary. Details of the injury, time and date must be included, this is essential for head injuries. Parent slips are kept by the accident book in the administrator's office.
- Children's allergies are permanently on view to staff and supply teachers on the register sheet.

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 informed that they must not disturb areas where there is known asbestos and understand what to do in the event of an emergency. If there are any doubts or concerns they must contact the Headteacher and/or Site Manager /Caretaker.

The Asbestos Register includes the asbestos management plan located in the front of the file which is kept at reception. It will be given to all contractors that will/or could potentially disturb the fabric of the building.

Bad weather contingency plans

Site staff will be responsible for ensuring the site remains in a good and safe condition and they will follow the procedures that have been implemented for gritting the site during icy and snowy conditions. A risk assessment has been completed and the procedures are in the staff handbook which is kept in the Administrators Office. 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.

Confidential Counselling Service

The school acknowledges that the Trust provides a confidential counselling service for all staff. The LGB commends the use of this service to staff.

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 set guidelines.

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

For extensive work or high-risk jobs the contractor must comply with the recommendations and procedures issued by Shropshire Council and current health and safety legislation. Close liaison between the Council representative and contractors must be maintained. This will be arranged prior to work commencing and during the work activity as appropriate, i.e. provision will need to be made for emergency discussions to address unforeseen developments e.g. the work may take longer than planned and new safety arrangements may need to be made.

School safety arrangements regarding contractors

Shropshire Council assess the health and safety credentials of a contractor and these contractors will be listed on the approved list. They are CHAS registered. This list must be checked before awarding the work.

The following are factors will be considered as part of the safety vetting procedure:

- details of current relevant issues, supported by documentation where necessary;
- sight of the contractor's own safety policy (where they employ five or more employees - as required by Section 2 of Health and Safety at Work etc, Act 1974), method statements, permits to work etc., as applicable;
- confirmation that the contractor agrees to work in accordance with the School's Health and Safety Policy and arrangements, and the health and safety requirements are laid down in the contract;
- clarification of the responsibility for provisions of first aid and fire fighting equipment;
- details of articles and hazardous substances intended to be brought onto site, including any arrangements for safe transportation, handling, use, storage and disposal;
- details of plant and equipment brought onto site, including arrangements for storage, use, maintenance and inspection;
- clarification for supervision and regular communication during work, including arrangements for reporting problems or stopping work in cases where there is a serious risk of personal injury, imminent danger to employees and others, and possible damage to plant and buildings;
- arrangements for suitable working times and segregation of school activities from the contractors' work areas;
- confirmation that all workers are suitably qualified and competent for the work (including a requirement for sight of evidence where relevant).
- **N.B.** A hot work permit will be required when hot work is taking place e.g. roof works, soldering, stripping paints, etc. (further detail can be found in Shropshire Council's Hot Work Policy or Managing Contractors policy arrangements which can be found on the Shropshire Learning Gateway\Administration\Occupational Health and Safety\A-Z).

Control of Substances hazardous to Health (COSHH)

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

Whenever the school intends to use, or create a substance that could be a risk to the health of staff, pupils and others, the School's COSHH Assessment Co-ordinator 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 COSHH assessment form will be undertaken. Copies of the COSHH assessment will be available in the Science Department.
- ensure an inventory of all chemicals will be kept and is up-to-date.
- ensure **All users** are informed, trained and instructed in the safe use of these substances and have access to the COSHH assessments.
- ensure staff are informed to read labels and instructions, practise sensible, safe working habits and follow and understand the emergency procedures.
- ensure equipment is maintained and used as instructed.
- ensure personnel protective equipment/clothing is available and used when required

All Staff must be:

- aware that they have a responsibility for reporting hazards, potential hazards and "near misses" to the Business Manager.

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\Administration\Occupational Health and Safety, etc.

Display Screen Equipment – (visual display users)

Staff who use computers including laptops must ascertain whether they are classed as users. (e.g. use a computer/laptop for 1 hour or more at any one time during their working day). Staff who are classified as a user must undertake a workstation risk assessment.

Speak to the Business Manager who will be able to give you a copy of the self assessment and run through the procedure. If any changes/equipment are required that cannot be resolved directly by the user then report back to your Business Manager who will see if it is appropriate to order the equipment e.g. screen riser, foot rest etc. Further support and advice can be obtained from Health and Safety Team, Shropshire Council.

Fire Safety

The Fire Risk Assessment is undertaken by a fully qualified professional at least once every five years. This will be reviewed by the Business Manager 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 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. All fire doors are kept permanently unlocked while the premises are in use. Staff are actively encouraged to demonstrate good housekeeping.

The Site Manager checks all fire-fighting and detection equipment to ensure they are in good working order and within the "use by" date as is the statutory requirement. In addition, there is an annual check of all firefighting equipment by an approved contractor.

The fire alarms are tested weekly by the Site Manager and emergency lighting monthly as required by Regulatory Reform (Fire Safety) Order and associated Fire Risk Assessment for Educational Premises guidance documentation. Records are kept in the logbook found in the Site office.

Fire drills

- Take place every term. Details including the names of all staff in attendance will be recorded in the Fire Log book and notes made of any problems which need to be rectified.
- See separate fire procedures documents for each location within the school premises.
- Staff or others taking after school clubs must ensure they are familiar with the fire 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 is 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 at the earliest opportunity.

Fire safety training for staff/pupils

- All staff will be given fire safety awareness training which is based on the information detailed in the Fire Risk Assessment for Educational Premises document..
- Staff will be made aware of the findings of the fire risk assessment and have access to the fire safety policy statement
- 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.

First Aid

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

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

First Aid Facilities

- The first aid boxes are placed in clearly identified and accessible locations:
 - Admissions Office
 - Staff Room
 - Science Prep Room
 - PE Office
 - Music Department
 - Adams House
 - Stanier Hall

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 medical room. An administrator 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) are provided in the first aid box, 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 book for pupils 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 kept in the Administrator's office in the locked filing cabinet.

Administration of Medicines

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

Staff can be with the child as the child administers their own medicine. Any trained member of staff responsible for administering medicine, or any staff member witnessing the child taking their medicine must record this and sign the (Schools Administration of Medicines Record Log) to confirm. (N.B. this also applies to using an asthma inhaler.) Wherever possible 2 members of staff will be present, especially when having to administer the medication.

Medicines are kept in the locked cupboard or fridge within the medical room. 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. <https://www.shropshirelg.net/media/740507/Medical-Arrangements-in-Schools-2019.pdf>

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.

Housekeeping

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

- Staff must ensure that all spillages will be cleaned up immediately with safe disposal of the waste. If there is a large spillage the Site Manager should be contacted to assist. If the area is left unattended staff must put out warning signs/cones.
- All rubbish and waste paper bins will be emptied daily so as to minimise the amount of combustible material in the building in the case of a fire.
- All storage areas will be kept orderly, safe and provided with easy access.
- The school premises will be cleaned to an acceptable standard on a daily basis by cleaning staff.
- Hygiene standards are of the highest attainable by all staff including those serving dinners.
- All school staff are responsible on a daily basis for reporting health and safety issues to the School Business Manager.

Information, instruction and training

Appropriate information, instruction and training are an essential component in enabling a staff to carry out their duties. For example, understanding the control measures to prevent (list not exhaustive):

- A fire
- Accident reporting
- Accidental disturbance and exposure to asbestos dust
- How to use work equipment safely

The school will ensure that all employees receive adequate information; instruction and training to enable them carry out their tasks/duties safely. This will include induction training upon commencing employment as well as any specific training and refresher training that may be required. The school will ensure that adequate up to date records of training are maintained.

Lone Working

It is recognised that, from time to time, it may be necessary for school employees to work in situations or locations, which are remote from other members of staff. This includes employees working in the evenings, weekends or during holiday periods on their own.

Any staff wishing to work outside normal school hours must have prior agreement/permission from Headteacher or designated senior manager. In such circumstances, the school will assess the risk to these individuals and introduce suitable controls to ensure that all risks are minimised but where practicable no-one will work on their own in the school.

Manual Handling

The school recognises that manual handling does take place within the school and that the movement of heavy and awkward loads can contribute to significant workplace injuries. Therefore, it is a requirement at staff induction that manual handling will be identified within the tasks/activities undertaken by the individual and training will be provided where appropriate.

A specific manual handling risk assessment will be undertaken for the task/activity where hazardous manual handling cannot be eliminated and reviewed regularly. Training will be refreshed every 3 years unless it is deemed necessary to undertake the training more frequently.

Staff who have undertaken manual handling training will be familiar with the risk assessment process and will read the completed risk assessments and follow the recommended control measures at all times.

General manual handling guidance for all staff

To avoid manual handling injury, 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.

Minibus use

- The School follows the guidance from Shropshire Council and all staff have been made aware of the guidance which can be accessed on the Shropshire Learning Gateway.
- The minibus is operated under Section 19 Permit legislation. Minibuses will only be driven by persons who have successfully completed the 'Minibus Driving Assessment Scheme' (MIDAS) arranged by Integrated Transport. (This driver advice is also applicable to self-drive hire or otherwise "borrowed" vehicles).

- The schools authorised minibus drivers are listed in the Business Manager's office.
- Staff who drive the minibus must carry out the pre-use checks and fill in the log book.
- The driver is responsible for making sure that pupils have a seat belt and use it at all times and if necessary use booster pads.
- Staff hiring a minibus or other vehicles must make sure pupils wear seat belts at all times.
- Vehicles without seat belts will not be used.

Private vehicles

- 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 valid driving licence and insurance cover for carrying the pupils. Volunteers will be carefully vetted by the school before they are permitted to drive pupils in their cars. The Headteacher will request assurances as necessary. This will be encompassed in the risk assessment for trips where necessary.
- 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 or hiring the premises outside school hours in order to ensure their safety.

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

There will be control over the number of persons attending functions at the school to ensure it complies with the details in the fire risk assessment.

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 must sign that they agree to follow them.

Parental/Adult/Volunteers help

- All parents/adults/volunteers will be checked by the Disclosure and Barring Service (DBS) if they offer to help with clubs, transport or any other school activity.
- They will be given appropriate information e.g. emergency procedures when necessary.
- When using their own car, they must prove that they have a valid driving license for that vehicle, 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.

Suitable arrangements are in place for the storage, cleaning and replacement of PPE.

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

Portable electrical appliance testing (PAT)

The Business Manager will be responsible for ensuring that all portable electrical equipment is maintained and tested to ensure that it remains in a safe condition. A combined inspection and test will be carried out by a competent (in terms of appropriate electrical knowledge, training and experience) person at pre-determined intervals which are dependent on the type of work under taken and the conditions of use, in-line the guidance given in table 1 of the HSE's 'Maintaining portable electrical equipment in low-risk environments' to ensure the equipment remains safe to use. <https://www.hse.gov.uk/pubns/indq236.pdf>

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

No equipment other than newly purchased may be used unless P.A.T. tested. Newly purchased equipment **must** be visually inspected before first use. 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 Business Manager will be responsible for co-ordinating the registration, inspection and testing of equipment.

All staff will be informed/instructed how to visually check the electrical equipment before use e.g. checks on the casing/plug not cracked/in date, etc.

All hard wired electrical equipment will be maintained and tested at least every 5 years unless the manufacturers' instructions state otherwise. In all cases it will be maintained in accordance with British Standard 7671 so that its performance does not deteriorate to the extent that it puts people at risk.

Risk Assessment

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

All significant risks will be recorded on the appropriate risk assessment form, the assessment will be reviewed annually unless significant changes occur in the work process, or an accident or near miss incident has revealed a deficiency in the control measures needed. In which case the assessment will be reviewed and amended. All relevant staff will be made fully aware of the risks and additional control measures which may be required. This will be monitored by the Business Manager.

Staff who do not feel confident to undertake a risk assessment will be provided with training to enable them to undertake risk assessments.

Risk assessments are available for staff activities, the use of equipment and premise. See file of assessments in staff room.

- DSE assessments for individual staff are kept in their personnel files
- Risk assessments will be carried out or an existing risk assessment reviewed (to ensure nothing has changed since the last visit) before an educational visit takes place.
- Arthog Outdoor Education Centre does its own risk assessment.
- All Physical Education activities must be risk assessed including the use of the outdoor play equipment.

Equal Opportunities

The risk assessment process carried out to comply with health and safety legislation will also provide an opportunity to consider the reasonable adjustments required by the employer under the Equalities Act 2010. The Act defines a situation in which a disabled person is at a disadvantage that could be overcome through a reasonable adjustment to their work and removes barriers to disabled workers doing their jobs or pupils attending a particular school. What a reasonable adjustment is will depend on the situation, but might include things like the provision of accessible equipment, a change in hours or even moving the worker or pupil to a more appropriate job or work area. Identifying what is required will be part of the risk assessment process and will enable the school to demonstrate so far as is reasonably practicable everything reasonable has been done.

School Security (Safeguarding)

The school recognises that it is very important that the right decisions are made to ensure that family life is supported whenever possible but that, where a child is at risk of significant harm, there is a coordinated and effective response to the situation.

The agencies involved in protecting children can include the Police, Education, Health, Probation, the voluntary sector and other organisations who work with children as well as Children's Social Care who have the lead responsibility.

The School will follow best practice guidance and will actively engage and consult with the Shropshire Safeguarding Children Board which coordinates and monitors how the services and professional staff work together to protect children from abuse or neglect.

School Security

To ensure that the pupils, staff and school site remain safe, we will ensure:

- The main entrance is held closed on a magnetic lock at all times.
- Reception staff monitors those that come to the door at reception before deciding who to let into the building.
- All visitors sign in and out and wear badges of identification or a visitor's badge.
- The school is alarmed out of hours.
- Nominated members of staff will have a set of keys to access the school at any time. They can also activate the school's electronic security system. The Finance department has a full inventory of key holders and keys that have been allocated.
- Blinds/curtains have been installed in all classrooms and corridors for security, the classroom blinds/curtains are closed at the end of each school day.

The Site Manager is responsible for the security of the school at the end of the day by ensuring that doors, windows, skylights etc. are secured.

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

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

School Staff who are nominated as out of hours' key holders will sometimes be required to attend 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 employs security guarding company Taybar Security to be a keyholder for our premises in the event of an intruder alarm activation or call-out. (Further advice is available from the Council Crime Prevention Officer, telephone 01743 252819. The Crime Prevention Officer can also advise on the technicalities of intruder alarm systems).

N.B: On arrival at the school site, nominated employees must not enter the site or premises **before** the Police or Security Guarding Company arrive.

Supervision of pupils

The school will be open to pupils from 08:40 to 16:00hrs on weekdays during term times. Between these times supervision will be provided. Pupils will not be allowed on site outside these times. Parents are informed of the details of the school arrangements at the beginning of the school year and reminders sent throughout the year when necessary.

Violence

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

The Headteacher is responsible for ensuring that **all** staff:

- are aware of the policy and procedures for avoiding violence at work and reporting and recording all incidents of verbal and physical abuse on the Corporate Accident Form CARs
- are aware of the school's arrangements available to victims of violence at work.
- that they have meetings with potentially hostile parents in the presence of another member of staff.

Staff will be trained to handle aggressive or unacceptable behaviour where it is identified to be required.

Visits and Journeys

Shropshire Councils Regulations and Guidelines for Educational Visits and Journeys are followed. The Educational Visits Coordinator (EVC) will liaise with the members of staff who will be undertaking the trip to ensure the procedures have been followed.

Risk assessments for Educational visits

- Where practical, teachers will make a pre-visit to the place of their visit where practicable to assess the site/activity.
- They will complete a risk assessment form and return it to the EVC and Headteacher for approval.
- They will be aware of the Shropshire Council Educational Visits and Journeys Policy.
- They must ensure the ratio of adults to children will comply with national guidelines and School/Shropshire Council's Guidance and approved by the EVC and Headteacher.

- They must get the consent of every child's parents/guardian before taking them on a visit. (N.B. Parents/guardians may have signed a consent form at the beginning of the school year for regular visits that are organised as part of the curriculum).
- On a visit which will extend beyond the school day, the teacher will establish a suitable system such as a telephone pyramid in case of a coach breakdown or any other delay.
- First aid provision will be provided suitable for individual trips.
- Teachers must remind children to wear seatbelts.
- DBS checks will be required for parents/helpers/volunteers.

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. School staff required to carry out work at height will receive appropriate training to undertake the task. 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 BS EN 131 (Staff who have been trained will have the understanding of what equipment should be used) and that any kick stools provided will be maintained in good condition and meet European standard EN14183-F.

Only staff who have received ladder training will be permitted to use ladders/step ladders

There is a ladder/step ladder register which is sited in the Site Office. It is the responsibility of the Site Manager to keep it up to date. Trained staff must undertake a user check before use of the equipment.

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, woodworking machinery (DT), lifting equipment, 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 provided by the companies that supply the equipment.
- The equipment will be maintained to ensure the equipment remains in good condition by the Site Manager or will be under contact for maintenance and repairs via Shropshire Council Premises 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 the Site Manager.

The school keeps an inventory of all work equipment including site equipment e.g. hand tools, ladders, drills, etc. This includes a record of the inspections, including statutory inspections and user checks carried out. The record is kept in the Site Manager's Office.

Inventories and maintenance records will be required in all practical subject areas, i.e., Science, Design Technology and Physical Education. N.B. CLEAPSS provides guidance in this area.

5. Monitoring and Review

Internal monitoring and review of the health and safety policy and procedures will be undertaken on an annual basis.

The Headteacher and the LGB will be responsible for reviewing and amending this policy in conjunction with the Annual Health and Safety Self-Monitoring Checklist and Fire Risk Assessment.

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

1. All accident/incident reports
2. All advisory reports received
3. All termly audit reports (where appropriate)
4. The annual health and safety self-monitoring checklist and action plan
5. Incident reports i.e. near misses and violence
6. Other information about changes in requirements as they occur.