

Newport Infant School

It is the Policy of Newport Infant School to follow the Telford and Wrekin

Health and Safety Policy:

School Procedures

This is included in Appendix 2

Date of Policy Creation	September 2020
Policy Lead	Governing Body
Date of Policy Adoption by Governing Body	October 2020
Frequency of review	Three yearly
Review Due	September 2023
Policy Category	H&S

HEALTH AND SAFETY POLICY - SCHOOL PROCEDURES

CONTENTS: **Page**

1	**Background**	**3**
2	**Responsibilities**	**3**
3	**Accidents, incidents and near misses**	**4**
	3.1 Staff and visitors	
	3.2 Children	
	3.3 Childrens' Centre	
	3.4 Monitoring and review	
4	**First Aid**	**5**
	4.1 Administering first aid	
	4.2 First aid boxes	
5	**Managing medicines in school**	**5**
6	**Fire Safety**	**6**
	6.1 Fire precautions	
	6.2 Fire drills	
	6.3 Dialling 999	
7	**Equipment safety**	**6**
	7.1 Electrical equipment	
	7.2 Computer / whiteboard projectors	
	7.3 PE equipment	
8	**Control of Substances Hazardous to Health (COSHH)**	**6**
9	**Hazards**	**7**
	9.1 Observed hazards	
	9.2 Pond safety	
	9.3 Using ladders in school	
	9.4 lifting and moving equipment around school	
10	**Visitors, governors, contractors and parent helpers**	**7**
11	**Smoking**	**7**
12	**Risk assessments**	**7**
13	**Training**	**7**
14	**Other related policies**	**8**
	Appendix 1	**9**
	Pond safety: detail	
	Appendix 2	**10**
	Telford & Wrekin Schools Health & Safety Policy	

1 Background

The Governors and Headteacher recognise their responsibility to provide a safe and healthy environment for teaching, non-teaching staff, pupils and visitors to the premises and take all reasonably practicable steps within their power to fulfill this responsibility.

For Health and Safety purposes the school and its staff operates within the framework of the Health and Safety Policy Statement and Advice issued by Telford and Wrekin (Appendix 2).

2 Responsibilities

The Headteacher has day to day responsibility for safety matters and will ensure the Health and Safety legislation, regulations and school rules are implemented and that staff and pupils are operating safe working practices.

The Headteacher and the Deputy Headteacher are the designated Safety Liaison Officers.

Health and Safety is a standing agenda item for the Full Governors and, the Finance and Personnel Committee meetings. The name of the designated Health and Safety Governor is displayed on the H&S noticeboard and on the staffroom notice board. Governors are involved in periodic Health and Safety inspections and reviews, the results of which are reported back to governor meetings.

Staff responsibilities are outlined in paragraph 1.4 of Telford and Wrekin's Health and Safety Policy: "The council's policy is to have a positive, proactive safety culture. This involves all employees, from casual staff to directors and members:

- being clear about their health and safety responsibilities
- being actively involved in making Telford & Wrekin Council a healthy and safe place to work
- providing services in a manner that protects the health and safety of the users
- working with partners and other agencies to promote good standards of health and safety"

All staff and new staff are informed of the Health and Safety arrangements by the School Administrator/Headteacher; proof of reading is kept on a signed register. All staff are to be issued with updates as appropriate and sign to acknowledge receipt.

3 Accidents, incidents and near misses

3.1 Staff and visitors

An accident form is to be completed for all staff or visitors who have, or see, an accident, violent incident or near miss. The form is then handed to the School Administrator. Blank forms are available in the First Aid and Changing Room or the school office. Following sign off by the Headteacher all the information will be logged on PSE H & S.

3.2 Children

We have agreed that small first aid issues, where there is no visible injury, will not require an accident form to be completed, however they will be recorded in a book kept at the First Aid station. Where a child is bleeding, or a plaster needs to be used, or more First Aid treatment is needed (i.e. nosebleed), an accident form will be completed – one copy to be retained in the First Aid room folder and one copy to be sent to the Class Teacher to make them aware of the incident and inform the parent if necessary.

All bumps to the head will be followed up by a telephone call to parents/carers.

A First Aid slip is completed and retained in the First Aid Book and one copy to be given to the class teacher to give to the parent/carer to inform them of the injury.

3.3 Children's Centre

Users of the Children's Centre adhere to the procedures set out in paragraphs 3.1 and 3.2 above

3.4 Monitoring and Review

Nominated members of the H&S Committee will review all accident forms termly, to assess if there are any trends or issues to be addressed.

4 First Aid

4.1 Administering First Aid – recording and reporting procedures.

Where a child has sustained an injury significant enough to have caused a breakage of any sort to the surface of the skin resulting in any bleeding, or where the child is demonstrating significant discomfort, upset or pain, where there has been an impact to the head, neck or facial area, or any other significant injury, an accident form will be completed. The accident form carbon copy book will be kept in the First Aid cabinet outside the Administrator's Office by the entrance foyer. Asthma inhalers will also be

stored in the First Aid cabinet outside the Administrator's office. For ease of access at playtimes First Aid equipment is located at the First Aid station in the corridor with the double doors off the main playground.

The loss of any bodily fluid which has subsequently caused any mark/stain of any kind to a child's clothing will result in the adult dealing with the accident changing the child into spare school clothing (stored in a unit in the staff toilet), sealing the soiled clothing in a plastic bag, clearly labeled with the child's name, and reporting the incident to the class teacher (or equivalent). The class teacher (or equivalent) will ensure that the soiled items are sent home when the child leaves school on the day the incident occurred.

There will be an allocated First Aid member of staff at every playtime and lunchtime, who will be responsible for completing the accident forms fully and accurately, and sharing them with the class teacher or equivalent. This reporting procedure will either be by:

-a face to face conversation for significant injuries (including head/facial injuries) that might require further monitoring of the child's welfare, or

-placing the accident forms in the individual pocket wallets in each classroom.

At the end of the school day it will be the responsibility of the adult dismissing the child to report the detail of the incident by giving out accident forms in the class pocket to the parent/carer (or the adult acting in loco parentis for that child, eg a childminder or after school provider) on the day the accident occurred.

When accidents happen outside of the usual playtime or lunchtimes, it will be the responsibility of the adult dealing with the child to ensure the recording and reporting procedures are followed.

The initial contact to deal with individual mishaps depends upon the time of day and location of the child, the arrangements are:

In class:	Teaching Assistants
In the playground:	The designated First Aiders provide cover on a rota basis
At lunchtimes:	Staff on duty

In emergency or when further advice is needed:
Most teaching and non-teaching staff hold First Aid qualifications. List of named persons is displayed in the First Aid point and First Aid/Changing Room and *throughout school.*

The Head/Deputy/Administrator/Person in charge informs parents and summons an ambulance in an emergency. A member of the teaching staff and a qualified First Aider would accompany a child to hospital.

4.3 First Aid boxes

Each class holds a small amount of basic First Aid equipment. A First Aid box is sited at First Aid point and First Aid/Changing Room. A mobile First Aid kit is carried by the member of staff on the playground by the bottom gate to deal with minor incidents.

5 *Managing Medicines in school*

A detailed log is kept of those children requiring regular medication within school time. Medicine is only administered by staff who have received the appropriate training

- Parents complete a medical information sheet
- A register is kept of daily medicines administered and a slip sent home to parents/carers to notify them the date and time medication was been administered
- Medications are held centrally in the school office
- Asthma medication is kept in the Cupboard outside the office and registers are kept in the office.
- A Code of Practice operates for the administration of asthma inhalers. All staff receive annual training in the administration of asthma inhalers.

This is in accordance with Newport Infants Medication in School Policy

http://www.newportinfants.co.uk/media/1398/medication-in-schools-2017-2020.pdf

A list of information about children with specific medical conditions which may require immediate response are held in each classroom, the School Office, the Staffroom, the First Aid room, Cooking Club and School Kitchen.

6 Fire safety

6.1 Fire precautions

The Caretaker is required to unlock the outside classroom doors each morning.

6.2 Evacuation procedures

Fire evacuations are held at least every half term. All staff and children are trained to leave the building via the nearest exit in a sensible, orderly fashion. The muster point will be the far side of the concrete playground. The fire alarm shall be identified as such by a loud, monotone, continuous ring.

6.3 Dialing 999

In such an emergency either the person identifying the fire or the person to which it is reported would summon the Fire Brigade (eg Cook, Headteacher or Administrator).

7 Equipment safety

7.1 Electrical equipment

The School Administrator holds responsibility for the annual portable electrical testing to be carried out. This is carried out by the Caretaker.

7.2 Computer/whiteboard projectors

Good practice guidelines are followed whereby staff and children are reminded not to stare directly into the projector beam and to mimimise their time standing facing into the beam.

7.3 PE equipment

Specific guidance for the safe practice in the use of PE equipment is incorporated in the school's PE policy.

8 Control of Substances Hazardous to Health (COSHH)

The Headteacher is responsible for maintaining the COSHH safety and reference sheets for dealing with hazardous substances; these are held in the school office.

The Asbestos Report for Newport Infant School is located in the Administration cupboard in the foyer and all contractors on site are requested to read before proceeding on their tasks.

9 Hazards

9.1 Observed hazards

It is the responsibility of ALL staff to keep school areas clean and tidy, and take action/move any local hazard they can deal with safely. Any hazard should be reported initially to the Senior Administrator, then to the Headteacher or a member of the Senior Management Team.

9.2 Pond safety

The school pond and bog in the conservation area is a local hazard. The area is fenced, gated and locked, the keys are held in the key cabinet in school office, and in Noah's Ark Nursery. The full policy is attached in Appendix 1.

10 Visitors, governors, contractors and parent helpers

All non-staff must report their presence to the school office, sign the Visitors' Register and wear a visitors' badge whilst on the school premises. The badge must be returned when signing out.

11 Smoking

Newport Infant School is a no smoking site.

12 Risk assessments

Generic risk assessments are undertaken for regular school activities, including health and safety on educational visits and road safety; specific risk assessments are completed where required. Copies are available from the school office.

13 Training

The Health and Safety Policy is available for all staff to view on the on the L:drive/Staff Resources/Health and Safety. All staff are requested to sign the register to confirm they have read the policy. The register is kept in the school office. The school provides staff with appropriate Health and Safety training.

14 Other related policies

Other related policies:
Telford & Wrekin Council Corporate Health and Safety Policy Appendix 2
Newport Infant School Accessibility Plan
Newport Infant School Road Safety Policy
Newport Infant School Security Policy
Newport Infant School PE Policy
Emergency Plan

Appendix 1

POND SAFETY

Pond area to be kept fenced – locked at all times.

Deep Water notice displayed.

Access and Supervision

Access to pond area must be

- reported in advance on the day of the visit to the Headteacher or Administrator to that they are informed should there be an emergency

- adult helpers and children must be briefed in pond safety before access takes place (see below)

Children must be grouped according to the following ratios:

Viewing	outside gated area	one class: 2 adults (inclusive of class teacher) half class: 2 adults

When just passing pond area for a look: one class teacher or 2 adults

Dipping	**4/6 pupils: one Teacher** **4/6 pupils: one Classroom Assistant** **max 4 pupils: student/helper**

GATE TO BE LOCKED, KEY RETURNED, FOLLOWING EACH VISIT

Rules to pond safety:

- care for those around you
- walk, don't run
- stand a safe distance from edge
- never push or lean on person in front, beside
- dip carefully, never over-reach
- keep the paving slabs clear of pond weed
- wash hands after dipping

Appendix 2

Key Points:

This Health and Safety policy is based on guidance from the Local Authority. It refers to the detailed advice available in the Education Health & Safety Manual and on the Telford & Wrekin Commercial Services Website

This is an example of a typical policy. Each school should identify what is appropriate for their school.

Governors/Headteachers should identify those staff with Health and Safety responsibilities and ensure that these are set out in this policy.

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

In order to carry out the policy effectively, the School Governors and Headteachers will seek cooperation, through consultation and involvement of all employees; bring key parts of the policy to the attention of visitors; keep abreast of legislation and good practice, monitor performance on a regular basis and seek professional advice when necessary.

Contents:

1. School Health and Safety Policy Statement Page 4

ORGANISATION

2. Key personnel with Health and Safety Responsibilities Page 5
3. Responsibilities of Nominated Personnel Page 5
4. Governors Health and Safety Committee Page 9
5. Health and Safety Committee Page 9

ARRANGEMENTS

6. School Health and Safety Policy Arrangements Page 10
6.1 Access onto and exit from the school site. Page 10
6.2 Accidents and Reporting Page 10
6.3 Asbestos Page 10
6.4 Bad Weather Contingency Plans Page 11
6.5 Chemical and substance safety Page 11
6.6 Computers Page 11
6.7 Confidential Counselling Service Page 11
6.8 Contractors Page 11
6.9 Fire Safety Page 12
6.10 First Aid (Administration of Medicines) Page 14
6.11 Housekeeping Page 15
6.12 Lone working Page 15
6.13 Manual Handling Page 15
6.14 Mini Bus Use Page 16
6.15 Outside School Hours Use of premises Page 16
6.16 Parental help Page 16
6.17 Personal Protective Equipment Page 16
6.18 Play equipment Page 17
6.19 Portable Electrical Appliance Testing Page 17
6.20 Pregnancy Page 17
6.21 Risk assessment Page 18
6.22 School Security Page 18
6.23 Smoking Page 19
6.24 Stress Page 19
6.25 Supervision of Pupils Page 19
6.26 Training Page 19
6.27 Violence Page 20
6.28 Visits and Journeys Page 20
6.29 Working at Height Equipment Page 20
6.30 Work Equipment Page 21
7.0 Monitoring and Reviewing the Health and Safety Policy and procedures Page 21

1: SCHOOL HEALTH AND SAFETY POLICY STATEMENT

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

In order to implement this policy the Governors and Headteacher 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 damage 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 employees, pupils, volunteers, visitors, and 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 then eliminate or reduce by controls, dangers 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 procedures for use in the event of a serious risk or imminent danger such as a fire.

In addition the Governors and Headteacher will:

- keep abreast of legislation and best practice by ensuring that adequate and appropriate advice is provided by persons competent in health and safety matters;
- allocate sufficient resources to ensure effective safety management;
- monitoring health and safety performance on a regular basis and keep necessary records;
- bring this policy statement and relevant safety arrangements to the attention of all employees and, as appropriate, other persons affected by the school's activities,
- review and amend this policy statement, organisation and arrangements as often as necessary.

2. KEY PERSONNEL WITH HEALTH AND SAFETY RESPONSIBILITIES

TITLE	NAME
Chair of Governors	Ross Doodson
School Governors	Lisa Partridge
Headteacher	Chris Pierce
School Teaching Staff	All Teaching staff
Teaching Assistants	??
School Health and Safety Coordinator	Angie Risbridger
Administrator	Angie Risbridger
Site Manager/ Caretaker	Nick Remington
Governors Health and Safety Committee	Lisa Partridge, Angie Risbridger and Caroline Hayward

Health, Safety and Welfare Advice and Training:

Internal Health & Safety 01952 383627
Health and Safety Adviser for Schools – Donna Adlam 01952 381817
Internal Health and Safety Training 01952 383618

Fire Control/Emergency Evacuation:

Fire Safety Officer (Shropshire Fire & Rescue Service) 01743 260260

Nominated Premise Fire/Emergency Co-ordinator: Chris Pierce

Deputy Fire/Emergency Co-ordinator: Emma Robson

Fire Marshals All Teaching Staff

Reporting and Recording of Accidents etc:

Persons nominated for overseeing the recording and notification of accidents, near misses, violent incidents, diseases and dangerous occurrences: Angie Risbridger

Certificated First Aiders: All staff are Emergency First Aid trained

First Aid at Work: Mrs Cotterill and Mrs Davies

Educational Visits Co-ordinator (EVC): Chris Pierce (EVC Lead) Angie Risbridger (EVC)

Asbestos and Legionnaires Coordinator: Angie Risbridger/ Nick Remington (Caretaker)

Portable Electrical Appliance Testing Nominated Co-ordinator: Nick Remington

Control of Substances Hazardous to Health Assessment Co-ordinator (COSHH:

Angie Risbridger/Nick Remington

3. RESPONSIBILITIES OF NOMINATED PERSONNEL

3.1 School Governors

- will be responsible in conjunction with the Headteacher to ensure formulation, reviewing and subsequent amendment to the School Health and Safety Policy.
- will ensure the Health and safety Policy is translated into effective action at all levels within the school

- will ensure that the school complies with Health and Safety Legislation and that Codes of Practice and Guidance are followed to ensure safe working practices
- will ensure that Health and Safety is put on the agenda of every main governor's meeting
- in liaison with the Headteacher, will ensure that professional, competent health and safety advice is available
- in liaison with the Headteacher, will ensure that there is a nominated Health and Safety Coordinator 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 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

3.2 The Headteacher

- will be responsible for the implementation of the Health and Safety Policy and will liaise with the Governors to ensure full compliance with all its requirements
- will appoint key personnel to take responsibility for operational health, safety and welfare issues
- will periodically review the policy and draft amendments to it whenever necessary
- will monitor the safety performance and take such steps as may be necessary to improve performance
- will ensure that all employees are have access to a copy of the school's health and safety policy and are aware of their responsibilities.
- will ensure that effective channels of communication and consultation with staff and safety representatives are maintained
- will be responsible for facilitating the necessary health and safety training for staff, in order for them to undertake their work safely
- will ensure that suitable and sufficient assessments of risks to the health and safety of all persons on the school premises or affected by school activities are carried out and that risks are controlled by effective and proportionate means. The assessments are recorded, together with the significant findings of the assessment and highlight any 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 health and safety officer/coordinator on health and safety matters
- will make recommendations for improvement 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 and other enforcing agencies.
- will be responsible for ensuring that the Fire Risk Assessment has been completed and is reviewed at least annually
- will be responsible for ensuring that the Asbestos Survey Report is reviewed on receipt from Development, Business & Employment and an Asbestos Management Plan is completed and reviewed annually.
- will be responsible for ensuring that there is liaison with Development, Business & Employment 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 responsible for ensuring that health and safety repairs and necessary emergency work required to ensure the health and safety of staff, pupils and others are undertaken;
- will be responsible for ensuring that plans, schedules and other data relating to the maintenance and building alterations as they affect health and safety issues are maintained;
- will be responsible for ensuring that there is liaison with Business, Development and Housing on matters of health and safety relating to electricity, gas, water supplies, waste disposal, safe access of pedestrians and vehicles, building regulations and planning;

3.3 The School Health and Safety Co-ordinator

- will encourage a positive approach to accident prevention and the health and safety of staff, pupils and others on the school premises and affected by school activities
- will carry out investigations and periodically inspect the premises and activities in order to determine whether the law is being complied with and whether adequate standards of health, safety and welfare are being achieved
- will ensure that effective measures are in place to deal with and prevent emergencies, this includes the organisation of periodic fire drills and all necessary checks to safety equipment (Fire Extinguishers, First Aid Kits, Electrical Equipment etc) working with the School Administrator/Business Manager
- will ensure that all staff regularly check the electrical leads and plugs of the equipment they use. A system to report any defects e.g. a defects book must be set up so that defective equipment can be taken out of use and repaired by a competent person. The Cleaner in charge will be responsible for checking electrical items of cleaning equipment
- will liaise with and seek advice from outside Health and Safety Advisers (e.g. Internal Health and Safety Adviser), Enforcement Authorities (Health and Safety Executive and Environmental Health Officers, The Fire Prevention Officer, etc) when necessary.
- will ensure that they understand current legislation affecting health, safety and welfare of staff, pupils and others.
- 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 Business, Development and Housing 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 ensure that vehicles belonging to the school are maintained in a safe condition.

3.4 Secondary School Heads of Department

- will ensure that staff under his/her immediate control are familiar with those parts of the Health and Safety Policy that apply to the work they do;
- will arrange for staff under his/her immediate control to receive, adequate and appropriate training and information in health and safety matters to enable them to undertake their job safely
- will work to achieve and maintain good standards of health and safety performance within the department
- will ensure that staff are conversant with current legislation affecting the health, safety and welfare of staff, pupils and others
- will advise the Headteacher of all matters requiring attention with regard to health and safety
- will liaise on, health and safety matters, with Local Authority School Improvement Advisers and Health and Safety Advisers
- will promote a positive culture and an interest in health and safety matters throughout the school.

3.5 Teaching Staff

- will 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 observe the additional safety precautions needed if they teach in laboratories, workshops or other potentially hazardous areas and be aware of specific guidelines and specialist publications from bodies such as the CLEAPPS, DATA, the Association of Science Education and AFPE (Association of Physical Education)
- will promptly report all accidents, dangerous occurrences and potentially dangerous practices and situations to Management\Health and Safety Coordinator etc. as appropriate.

3.6 Support Staff

- will 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 promptly report all accidents, dangerous occurrences and potentially dangerous practices and situations to the Headteacher\delegated senior member of staff\line manager.

4. GOVERNORS HEALTH AND SAFETY COMMITTEE

TERMS OF REFERENCE - PREMISES

1. To monitor the state of repair of the school buildings, including the effective management of asbestos (if any) on the premises.
2. Through the head, to liaise with the school's building surveyor or other adviser over repairs and maintenance work to be undertaken each year.
3. Through the head, to take any action required to carry out repairs in an emergency.
4. To consider and recommend to the governing body any proposed improvement projects.
5. To be responsible for the safe management, co-ordination, progress and successful completion of any self-help projects approved by the governing body.
6. To recommend to the governing body a lettings policy for the school, to keep this under review, including lettings charges and any proposals or requirements for insurance cover.

TERMS OF REFERENCE - HEALTH AND SAFETY

1. To prepare a health and safety policy and recommend it to the governing body. Keep the policy under review and to recommend to the governing body such amendments as may be necessary. In the case of Community and Voluntary Controlled Schools the Telford & Wrekin Council Health and Safety Policy applies, but the school's own arrangements to implement the policy still need to be drawn up and approved by the governing body.
2. To monitor the application and effectiveness of the health and safety policy.
3. To recommend to the governing body procedures for implementing the health and safety policy and then to ensure, by means of periodic checks and reports, that those procedures are followed. Procedures for dealing with a wide variety of health and safety issues have already been provided by Telford & Wrekin Council, including those for Educational Visits and Journeys and these should be adopted and monitored.
4. To recommend to the governing body a school security procedure that addresses the security of pupils and staff as well as the protection of buildings and property. Review this regularly and make recommendations where appropriate.
5. To make arrangements and establish any necessary procedures to ensure the school site is kept free of litter and refuse.

6. Through the head, to undertake the annual health and safety audit and to report to the governing body including recommended priorities for action.
7. With the head draft a documented emergency plan for the school for approval by the governing body.
8. To consider and recommend to the governing body suitable arrangements to ensure safeguarding and the promotion of the health, welfare and inclusion of pupils.

Membership

- The school has a health and safety committee formed of 3 Governors and the Headteacher (ex officio).
- Members of the committee shall be appointed annually at the autumn term meeting of the Governing Body.
- The committee shall appoint its own chair at its first meeting in each academic year.
- The Headteacher, any teacher Governor, or anyone else employed at the school appointed to the committee shall not be chair.
- In the event of a vacancy arising on the Committee, a successor shall be appointed by the Governing Body at its next meeting following receipt of the resignation.
- The Governing Body will appoint the Clerk who shall not be the Headteacher.

Quorum

The quorum for any meeting shall be 3 members.

Meetings

The Committee will meet at least 3 times a year to fulfil its responsibilities and to meet any prescribed deadlines.

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

5. HEALTH AND SAFETY COMMITTEE

The school recognises that it must establish a Health and Safety Committee when requested, in writing to do so, by at least two safety representatives.

Terms of Reference

- The study of accidents and trends, so that reports can be made to the Headteacher on unsafe and unhealthy conditions and practices, together with recommendations for corrective actions.
- Examination of safety audit reports on a similar basis.
- Consideration of reports and factual information provided by inspectors of the Enforcing Authority.
- Consideration of reports which health and safety representatives may wish to submit.
- Assistance in the development of health and safety rules and safe systems of work.
- Monitoring the adequacy of safety and health communication and publicity in the workplace.

Membership

The committee shall comprise of 4 appointed from the Governing Body

Quorum

A quorum shall consist of 3 the Governors

6. SCHOOL HEALTH AND SAFETY POLICY ARRANGEMENTS

6.1 ACCESS ON TO AND EXIT FROM THE SCHOOL SITE

The school premises is organised in such a way as to ensure that pedestrian and restricted traffic can circulate in a safe manner. Signs and lines have been put in place for designated parking e.g. staff, visitors. Barriers are in place to control the risk of children coming into contact with vehicles when walking along the foot paths on site.

Letters will be sent to parents/carers/guardians to inform them of the procedures at the beginning of the term and whenever necessary to ensure that they only park in the appropriate bays and do not block the entrances. Parents/carers/guardians are responsible for their children until handed over at the classroom doors.

6.2 ACCIDENTS, INCIDENTS AND NEAR MISSES AND ACCIDENT REPORTING

If there is any uncertainty to what needs reporting staff can contact the Internal Health and Safety Advisor for advice and support 01952 383627. Staff should be aware that in the event of a serious accident/injury the Health and Safety Advisors 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 should be completed by the Headteacher or nominated senior member of staff in their absence and inputted into the Health & Safety module of PSE. A copy should be retained for the school files in the Administrators office.

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 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.
- Information about children's allergies are readily accessible to staff and supply teachers on the register sheet.

6.3 ASBESTOS

Staff will be made aware of the areas in the school where there is known to be asbestos. This is to ensure they understand how it is being managed and what to do in the event that they notice that it is becoming damaged.

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

The Asbestos Survey is kept in reception and will be brought to the attention of all contractors whose work will or could disturb the fabric of the building. The school specific Asbestos Management plan is located in the front of the survey.

6.4 BAD WEATHER CONTINGENCY PLANS

Site staff will be responsible for ensuring the site remains in a safe condition and will produce a risk assessment for gritting the site during icy and snowy conditions. Staff must stick to the agreed 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.

6.5 CHEMICAL AND SUBSTANCE SAFETY

NO SUBSTANCES WILL BE USED OR GENERATED WITHIN THE SCHOOL UNLESS AN ASSESSMENT OF THE RISKS 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 (named 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 impracticable then a full COSHH risk assessment will need to be carried out and documented. Copies of these documents will be available in the school office
- ensure all users are informed, trained and instructed in the safe use of these substances and have access to the COSHH assessments.
- ensure staff know that they are to read labels and instructions, practise sensible, safe working habits and follow and understand the emergency procedures.
- ensure equipment is used as instructed.
- ensure personal protective equipment/clothing is available and used when required (See Section 5.16 PPE.) All staff must be aware that they have a responsibility for reporting hazards, potential hazards and "near misses" to the Headteacher or if not available, Business Manager/administrator

6.6 COMPUTERS

Staff who use computers, including laptops, for 1 hour or more at any one time during their working day must undertake a workstation risk assessment.

Speak to the Administrator/Business Manager who will be able to give you a copy of the self assessment and run through the procedure. If any changes or equipment are required that cannot be resolved directly by the user then report back to your 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 the Internal Health and Safety Advisor.

6.7 CONFIDENTIAL COUNSELLING SERVICE

Telford & Wrekin Council provides a confidential counselling service for all employees. Governors commend the use of this service to staff. Staff can find out more details via Occupational Health.

6.8 CONTRACTORS

All contractors working on the school premises are to report to the school office prior to starting work. They must be shown the relevant part of the asbestos survey and sign the ASBESTOS SIGNATURE SHEET to indicate that they will be expected to operate within the guidelines set to avoid disturbance of asbestos

For extensive work or high risk jobs the contractor must comply with the recommendations and procedures issued by Telford & Wrekin Council and current health and safety legislation. Close liaison between the Council representative and contractors must be maintained.

The procedure for this type of work will be agreed prior to work commencing and amended during the work activity as necessary especially when there are unforeseen developments.

School safety arrangements regarding contractors
Telford & Wrekin Council requires contractors included on their approved list to be CHAS registered or registered by another of the other Safety Schemes in Procurement. This provides a measure of confidence in the contractor's ability to manage health and safety. Schools should select contractors from the approved list wherever possible.

Once a competent contractor has been appointed the school will:

- discuss with the contractor details of current relevant issues, supported by documentation where necessary;
- require the contractor to provide method statements, permits to work etc., as applicable;
- seek 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 that are laid down in the contract;
- clarify the responsibility for provision of first aid and fire fighting equipment and the procedures to be followed in the event of emergency;
- obtain details of articles and hazardous substances intended to be brought onto site, including any arrangements for safe transportation, handling, use, storage and disposal;
- obtain details of plant and equipment brought onto site, including arrangements for storage, use, maintenance and inspection;
- agree key points of contact, arrangements for communication during work, including arrangements for reporting problems or stopping work in cases where there is a serious risk
- agree arrangements for suitable working times and segregation of school activities from the contractors work areas;
- seek confirmation that all workers are suitably qualified and competent for the work

6.9 FIRE SAFETY AND EMERGENCY EVACUATION

The Fire Risk assessment is in the Fire Safety file in the Reception admin cupboard. 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 Gill Knowles, Facilities Risk Officer, Telford and Wrekin Council. As a result of the assessment, if any additional precautions are identified as necessary the school will implement these as a matter of priority.
Notices setting out emergency evacuation procedures are displayed at key points around the school and in every classroom
Emergency exit doors and routes are kept clear at all times and not obstructed at any time. All fire doors are kept permanently unlocked while the premises are in use.

The caretaker checks all fire fighting and detection equipment to ensure that is present in the correct locations and has been subject to s service check within the last 12 months. In addition there is an annual check of all fire extinguishers by Churches Fire.

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

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**
3. **Classes line up in the playground**
4. **Teaching staff to take Attendance Registers and check that all children in their classes are out of the building. Designated Teaching Assistants will check the toilets and restrooms.**
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.**

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. Building should NOT then be re-entered until it has been confirmed that it is safe to do so.
- The Fire Brigade will be summoned by the: Chris Pierce or in their absence by Angie Risbridger
- Fire wardens will sweep their designated areas and report to the 'Person in Charge'
- 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 reception and sign the 'Visitors' book and ensure they are familiar with the fire precautions**.** Reception staff must remind visitors to read the emergency arrangements.
- In the event that anyone by reason of any sort of disability or special need on the premises would be unable to evacuate the building without assistance a Personal Emergency Evacuation Plan will be drawn up, agreed with them if possible and implemented.
- 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.
- Drills to practice evacuation of the playground and field will take place at least once per half term.

6.10 FIRST AID

The school will ensure that first aid can 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 immediate 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 or hospital by a member of staff.

The school seeks to ensure that at least two members of staff have received training on an approved first aid course and two other members of staff have the additional paediatric training.

First Aid Facilities

- The first aid boxes are placed in clearly identified and accessible locations all classrooms and First Aid areas in school
- 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 available from The First Aid Room. The administrators are responsible for ensuring these are replenished as soon as possible after use.
- 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 treatment provided will be made in the accident/Incident book for pupils/students. If the incident was work related then this will be reported and recorded using the Telford & Wrekin Accident Report form and a copy kept securely in case of follow up investigation or claim. See section **6.2** 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 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. Where ever possible two members of staff will be present especially when having to administer the medication.

Medicines are kept in the locked cupboard in the school office or, if required to be refrigerated can be found stored in the fridge located in the school office. Further advice can be found in the Medication in Schools Guidance found in the Education Health & Safety Manual or on the Telford & Wrekin Commercial Services website.

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.

6.11 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 children.

- Staff should ensure that all spillages are cleaned up immediately with safe disposal of the waste. If there is a large spillage the cleaner in charge 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.
- Good food hygiene standards are observed by all staff serving school meals.
- All school staff are responsible for reporting health and safety issues as these arise to the Headteacher/person with delegated responsibilities for health and safety.

6.12 LONE WORKING

Working Alone should be avoided wherever possible.
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 available in the Risk Assessment folder.

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

Also see section 5.20 for school security and people responding to call-outs

6.13 MANUAL HANDLING

Moving heavy and awkward loads can cause injury. Where staff roles require them to undertake significant manual handling, training will be provided.

A specific manual handling risk assessment will be undertaken for the task and reviewed regularly, staff must follow the control measure at all times.

General manual handling guidance for all staff
To avoid manual handling injuries all staff should follow the basic manual handling procedures:

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

6.14 MINI-BUS USE (Not applicable)

- The School follows the guidance from Telford & Wrekin Council and all staff have been made aware of the guidance which can be accessed on the Telford & Wrekin Commerical Services Website.
  The mini-bus is Certificated to Public Service Vehicle (PSV) standards/or operated under Section 19 Permit legislation. It will only 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.
- Staff who have taken the Telford & Wrekin Council's test to drive children in the mini bus. and are qualified to drive mini buses at present are:
  .....
- Staff who drive the minibus must carry out the pre-use checks and fill in the log book.

- 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 transport pupils in their cars. The Headteacher will request assurances as necessary. This will be included in the risk assessment for trips where necessary.
- The driver is responsible for making sure that pupils wear a seat belt at all times and if necessary use booster seats. 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.

6.15 OUT OF HOURS USE OF SCHOOL PREMISES

Consideration will be given to persons using the premises outside school hours in order to ensure their safety.
A responsible person will be nominated to represent the school 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 that they could all evacuate quickly and safely in the event of an emergency. If necessary further advice will be sought from the Fire Safety Officer details are in Section 2. Hirers of the building will be given written emergency procedures they have to comply with and sign to agree to follow the procedures

Events and entertainment programmes will be scrutinised beforehand with regard to any licensing requirements.

6.16 PARENTAL/ADULT HELP

- All parents and adults must be DBS (Disclosure & Barring Service) 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 cover is appropriate to take children on school business and the car is road worthy, taxed and MOT where appropriate.

6.17 PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE will be provided to staff as a last resort if no alternative control measures are available to reduce the risk to an acceptable level.
PPE will be provided to staff or pupils where this is a necessary control identified by a risk assessment. This could be eye protection, hearing protection, gloves, high visibility wear, helmets and footwear.

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

6.18 PLAY EQUIPMENT (indoor and outdoors).

All play equipment must be used in accordance to the manufacturers/installers instructions.
All new pupils are given an induction on the equipment before they first use it.

Staff rota for break time supervision can be found in: the Staffroom and the school office. All staff when on duty must visually check the play equipment before the pupils use it and check that the weather conditions are suitable for its use. Headteacher/Deputy Headteacher/ Playground Supervisor to make the final decision for the equipment to be used.

Indoor and outdoor play equipment weekly/quarterly inspections are undertaken by: Nick Remington. Records of the inspections are recorded and kept in the school office.
Annual inspections are undertaken by 'ROSPA' report kept on the L: Drive/Health and Safety/Play Equipment.

For further information and details of the checks required see the Playground Inspection & Maintenance Guidance contained in the Education Health & Safety Manual or on the Telford & Wrekin Commercial Services Website.

6.19 PORTABLE ELECTRICAL APPLIANCE TESTING

The Headteacher or delegated responsible person is responsible for ensuring that all portable electrical equipment is tested regularly by an approved contractor.

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

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

The School Buildings Manager or administrator will be responsible for co-ordinating the registration, inspection and testing of equipment. (See section 2 for name person responsible).

All staff will be instructed to visually check electrical equipment for obvious defects before use.

All hard wired electrical installations are maintained by the Facilities Management Team at Telford & Wrekin Council at least every 5 years unless changes have occurred.

6.20 PREGNANCY AND NEW MOTHERS

Risk assessments must be produced to identify any further precautionary measures that are needed to protect pregnant employees. If you are expecting a baby (or have given birth in the last six months) you will need to let the Headteacher know as soon as possible. Your Headteacher will review the risk assessments applicable to you to ensure that you are as safe as possible during your pregnancy and will take any additional measures needed to protect you.

6.21 RISK ASSESSMENT

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

All significant risks will be recorded on the Telford & Wrekin Council risk assessment template. Risk assessments should be reviewed annually or if significant changes require this to be done earlier. The relevant staff will be made fully aware of any risks or additional control measures required which have been brought about by the changes. This will be monitored by the School's Health and Safety Co-ordinator.

- Risk assessments will be carried out or reviewed before every educational visit
- All P.E. activities have been risk assessed including the use of the outdoor play equipment.
- Arthog Outdoor Education Centre does its own risk assessment which staff are familiar with. They will check the control measures to ensure they correspond with the school risk assessment.

There is guidance on risk assessment in the Education Health & Safety Manual and a resource called the risk assessment bank that can be used to help record suitable risk assessments. For training on risk assessment contact People Services.

6.22 SCHOOL SECURITY (Safeguarding)

This will be monitored at least annually by the Health and Safety committee.

- Gates are locked at the same time each day in the morning at 9.00 am and after school at 3.30 pm. After which time access to school is through the Main School Reception. After school clubs use main door.
- The school office 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 main doors have good locking mechanisms.
- Intruder alarms are installed.
- The following staff have a set of keys to access the school at any time: Chris Pierce, Nick Remington and Angie Risbridger. They can also activate the school's electronic security system. The School Administrator has a full inventory of key holders and keys that have been allocated.
- Blinds or curtains have been installed in all classrooms and corridors for security, the classroom blinds or curtains are closed at the end of each school day.

The Business Manager/cleaner in charge/headteacher is responsible for the security of the school at the end of the day by ensuring that doors, windows, skylights etc are secured. All staff have responsibilities for ensuring their classroom windows are shut and lights and computers are switched off at the end of the day.

Responding to call outs

The following are the school's nominated representatives who will respond in the event of an out-of-hours call out or see section 2: Nick Remington and Chris Pierce.
The school have assessed the risks to these individuals and introduce suitable control measures to ensure that all risks are minimised. All nominated staff have been trained in how to deal with violence and aggression and will be supported if an incident occurs.

Lone person attends

If anyone has to attend to a call out on their own, procedures must be in place so that the individual on site keeps in contact with someone on arrival at site, at regular intervals whilst on site, when leaving site and on arriving safely at home. If the lone worker fails to make contact within the agreed time further steps to establish their whereabouts will be needed. Also see section 6.12 Lone Working.

No employee will enter a building alone unless there is an urgent and important need to do so before assistance arrives. No employee is expected to enter a building where it is believed there is a significant risk.

A copy of the detailed procedures introduced to control these risks will be kept in .....
Following any event the risk assessment should be reviewed and further control measures implemented where appropriate.

6.23 SMOKING

Everyone's health is important so smoking is not permitted during the school day either by staff or pupils whilst on the school premises. See the smoking policy for full details.

6.24 STRESS

Although pressure is necessary for us to live normal lives, excessive pressure can cause stress which in turn can lead to real physical and mental problems. Training is available on handling personal stress and employees are encouraged to take their PPA time and take regular exercise. Heads are expected to be able to recognise and manage stress and try to promote a harmonious working environment within their teams. Training is available to help with this.

If you feel that work is causing you to have too much stress or even that stress caused by other things is affecting you at work, then you need to tell your manager/Headteacher or contact the Telford & Wrekin Internal Health & Safety (tel: 383627). If you wish, all such contact can be confidential. All employees can also contact one of the independent employee counsellors for free, confidential counselling. Leaflets giving the numbers are available in school and on the Telford & Wrekin Commercial Services website.

6.25 SUPERVISION OF PUPILS

The school will be open from 8.50 am to 3.15 pm 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 arrangement at the beginning of the school year and reminders sent throughout the year when necessary. The school website gives details of arrangements for Breakfast Club times and After school care.

The school arrangements must contain the following:

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

6.26 TRAINING IN HEALTH AND SAFETY

Training on various aspects of health and safety is a legal requirement. Initial training is organised on induction and more specialist training is arranged as needed. Some training may be provided on the job. Your head teacher or manager will have details of any courses you need to attend or other opportunities to improve your health and safety skills. You should be given the opportunity to put your health and safety skills into practice and your head teacher or manager will need to follow up to check that the training you've received has been effective.

Some training is very specific to the job you are doing and should be undertaken *before* commencing work. Examples include The Moving and Handling of People, Driving Skills and Control of Substances Hazardous to Health.

One of the core competencies for Headteachers and managers is health and safety and all Headteachers and managers will be assessed on this and encouraged to improve their skills and knowledge.

6.27 VIOLENCE

The School follows Telford & Wrekin Council's Policy and Guidance on Personal Safety 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 see 5.2. for Accident Reporting.
- are aware of Telford & Wrekin Council's arrangements available for victims of violence at work.
- Know that when they have meetings with potentially hostile parents these must be in the presence of another member of staff.

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

6.28 VISITS AND JOURNEYS

Telford & Wrekin Council's Educational Visits and Journeys Guidance is followed and the Educational Visits Coordinator (EVC) is listed on page 4 of this policy. The EVC will liaise with the members of staff who will be undertaking the trip to ensure the procedures have been followed. (N.B. If the EVC is not the Headteacher then the EVC must make sure the Headteacher countersigns the approval documents including the risk assessment.)

<u>Risk assessments for Educational visits</u>

- 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 for approval.
- They will read and be aware of the Shropshire Council Educational Visits and Journeys Guidance.
- They must ensure the ratio of adults to children will comply with Shropshire Council's Guidance and approved by the EVC\Headteacher.
- They must get the consent of every child's parents/guardian before taking them on a visit. 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 telephone pyramid in case of a coach breakdown or any other delay.
- First aid provision will be arranged.
- Teachers must remind children to wear seatbelts.
- CRB checks will be required for parents/helpers/volunteers.

6.29 WORKING AT HEIGHT

Working at height, such as on a roof or up a ladder, can be very hazardous. An assessment must be made of the risks from such work, which should be designed out wherever possible. Equipment used for working at height must be suitable for the job, regularly inspected and well maintained. Relevant staff, particularly site managers/caretakers, must have completed ladder safety training if using a ladder is an unavoidable part of their work.

6.30 WORK EQUIPMENT

Work equipment relates to all things that assist you to do your job from tables and chairs, ladders, vacuum cleaners, utensils, computers, photocopiers, fire extinguisher's 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 to the installation, storage and positioning of the equipment.
- Training and use of the equipment will be required and where practical provided by the companies that provide the equipment.
- The equipment will be maintained to ensure that it remains in good condition by the Caretaker/Site Manager/or will be under contact for maintenance and repairs either via Telford & Wrekin Council - or the Supplier.

It is the responsibility of the person using the equipment to ensure it is in a safe condition before using it. They may require instruction and/or training before the initial use to know how to undertake the checks.

The school keeps a record of the inspections and checks that are made to all equipment. The log/record is kept in the Caretaker/Site Manager's Office.

7. 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 Health and Safety Committee will be responsible for reviewing and amending this policy in conjunction with the Annual Health and Safety Self Monitoring Checklist and Fire Risk Assessment which is required by Telford & Wrekin Council.

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

1. All accident and incident reports
2. All advisory reports received
3. All termly audit reports (where appropriate)
4. The annual audit report
5. Progress on health and safety and fire action plans, policy and procedure updates

6. Other information about changes in requirements as they occur.

Aspects of these will be reported on to the appropriate Committee of Governors/Officers responsible for Health and Safety so that any review of policy that may be necessary or contemplated can be informed by them.