

# Coleham Primary School



## Health and safety Policy

Date of policy: June 2016  
Review date: June 2018

# Coleham Primary School Policy

## Contents

1. School Health and Safety Policy Statement
2. Health and Safety Representatives and Organisation
3. Responsibilities of Nominated Personnel
4. Governors Health & Safety Committee
5. School Health and Safety Policy Arrangements
  - 5.1 Access onto and exit from the school site.
  - 5.2 Accidents and Reporting
  - 5.3 Arson, Bomb Threats, (See separate policy)
  - 5.4 Asbestos
  - 5.5 Bad Weather Contingency Plans
  - 5.6 Confidential Counselling Service
  - 5.7 Contractors
  - 5.8 COSHH (Control of Substances Hazardous to Health)
  - 5.9 Display Screen Equipment
  - 5.10 Fire Safety
  - 5.11 First Aid (Administration of Medicines)
  - 5.12 Housekeeping
  - 5.13 Lone working
  - 5.14 Manual Handling
  - 5.15 Driving
  - 5.16 Out of hours use of School premises
  - 5.17 Parental/Adult help
  - 5.18 Personal Protective Equipment
  - 5.19 Play equipment
  - 5.20 Portable Electrical Appliance Testing
  - 5.21 Risk assessment
  
  - 5.22 Supervision of Pupils
  - 5.23 Violence
  - 5.24 Visits and Journeys
  - 5.25 Working at Height
  - 5.26 Work Equipment
- 6.0 Monitoring and Reviewing the Health and Safety Policy and procedures

## Appendix

- 1 Fire Safety Policy Statement



## 1. School Health & Safety Policy Statement.

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

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

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

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

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

# Coleham Primary School Policy

---

This policy was approved by the Governing Body at their meeting on:-  
Signed: \_\_\_\_\_ (Chairperson)  
          \_\_\_\_\_ (Headteacher)  
Date: \_\_\_\_\_



## 2. Health and Safety Representatives and Organisation

TITLE	NAME
Chairman of Governors	Kevin Quigley
School Governors	Ben Boutwood (Health & Safety Governor) See Governors list for all Governors
Headteacher	Claire Jones
School Teaching Staff	See staffing list
Teaching Assistants	See Teaching Assistant list
Lunch time supervisor	See MSA list
School Health and Safety Coordinator	School Business Manager-Tracy Othen
Cleaner	See Shire Service's list
Lunch time server	Sally Moseley
Administration Manager	Jane Hilbert
Health & Safety Committee	Forms part of the Finance and General Personnel, Premises, Security and Health and safety Committee. See Governors List.

### **Health, Safety and Welfare Advice and Training**

Shropshire Council's Health and Safety Manager - Carol Fox 252819	01743
Lead Health and Safety Officer for Schools - Shelley Reid 252819	01743
Assistant Health and Safety Officer – Tim Sanderson 252819	01743
Crime Prevention Officer - Ian Bartlett 255685	01743

### **Fire Control/Emergency Evacuation**

Fire Safety Officer Shropshire Council - Tim Mason 255684	01743
Nominated Premise Fire/Emergency Co-ordinator: School Business Manager Deputy Fire/Emergency: Deputy Headteacher	

### **Reporting and Recording of Accidents etc**

Persons nominated for overseeing the documentation of accidents, diseases, dangerous occurrences, and incidents of violence: School Business Manager

### **Health and Safety (First-Aid) Regulations 1981**

Please see register of First Aiders & Paediatric First Aiders held by the School Business Manager.

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

Headteacher/ Administration Manager

### **Asbestos and Legionnaires Coordinator**

School Business Manager

## Portable Electrical Appliance Testing

Caretaker

## Control of Substances Hazardous to Health Assessment Co-ordinator

School Business Manager

### 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 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 main governor's meeting
- in liaison with the Headteacher, will ensure that professional health and safety advice is available (such as a nominated Shropshire Council Health and Safety Officer unless the School has their own)
- in liaison with the Headteacher, will ensure that there is a nominated Health and Safety Coordinator/Officer 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 and School Business Manager

- will be responsible for the implementation of the Health and Safety Policy and will liaise with the Governors to ensure full compliance with all its requirements
- will appoint persons as listed in the organisation section of the policy so as to deal with the day to day issues on Health, Safety and Welfare
- 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 with a copy of the statement and are aware of their responsibilities as determined by the policy, particularly those parts of the policy which affect them or the responsibilities that are 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 health and safety officer/coordinator on health and safety matters
- will provide ongoing recommendations and present termly updates on Health and Safety to the Governing Body and an annual report based on the Health & Safety annual audit.
- 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 (completion maybe delegated to another responsible person).
- 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.

### ***3.3 The School Health and Safety Co-ordinator (School 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 periodically review the policy and draft amendments to it whenever necessary
- 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 (Fire Extinguishers, First Aid Kits, Electrical Equipment etc,) working with the School Administrator
- will ensure that all electrical leads and plugs are regularly checked. This task will be delegated to the Caretaker. 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 caretaker as soon as possible. A note can be made in the Maintenance Book held in the staffroom for subsequent repair by a competent

person. The Caretaker will be responsible for checking items of electrical equipment (this may include equipment provided by Shire Cleaning for cleaning purposes.)

- will liaise with outside Health and Safety Advisers (e.g. Corporate Health and Safety Officer), Enforcement Authorities - Health and Safety Executive, Environmental Health Officers and Fire Safety Enforcement Officers, etc.
- will ensure that they are conversant with current legislation affecting health, safety and welfare of staff, pupils and others.
- In all health and safety issues dealt with by the appointed School Health & Safety Co-ordinator, expert advice will be sought from the Health and Safety Team at the Shirehall when required.
- will ensure that the Caretaker is familiar with the Health & Safety Policy.
- will arrange for the Caretaker to receive, where necessary, adequate and appropriate training and information in health and safety matters;

### **3.4 Teaching and Support Staff**

- will, notwithstanding their individual functions, take reasonable care of their own health and safety and that of the pupils and others who may be affected by what they do;
- will co-operate with school management on matters of health and safety and will not interfere with or misuse anything provided in the interest of health and safety;
- will report all accidents, dangerous occurrences and potentially dangerous practices and situations to Management\Health and Safety Coordinator as appropriate.

### **3.5 Caretaker**

- will ensure that they are familiar with those parts of the Health and Safety Policy which affect them or the activities in which they are engaged;
- will identify health and safety repairs and put into operation as necessary emergency work 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/outside bodies on matters of health and safety relating to electricity, gas, water supplies, understand the chlorination/testing of the water systems, be familiar with the legionnaires log, waste disposal, safe access of pedestrians and vehicles, building regulations and planning;
- will be able to manage asbestos in the building and be familiar with the Asbestos Register. (They must have attended the asbestos awareness session organised by Shropshire Council).
- will promote a positive culture and an interest in health and safety matters throughout the school.

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

# Coleham Primary School Policy

The Governors Health and Safety Committee forms part of the Finance and General Personnel, Premises, Security and Health and Safety Committee.

## TERMS OF REFERENCE – PREMISES

- To monitor the state of repair of the school buildings.
- Through the head, to liaise with the school's building inspector or other adviser over repairs and maintenance work to be undertaken each year.
- Through the head, to take any action required to carry out repairs in an emergency.
- To consider and recommend to the governing body any proposed improvement projects for which resources might be sought from the LA or from private school funds.
- To be responsible for the co-ordination, progress and successful completion of any self-help projects approved by the governing body.
- To recommend to the governing body a lettings policy for the school, including lettings charges and any proposals or requirements for insurance cover.
- To keep under review the lettings policy and charges and to recommend any changes to the governing body.

## TERMS OF REFERENCE - HEALTH AND SAFETY

- To prepare a health and safety policy, to recommend such a policy to the governing body, to keep it under review and to recommend to the governing body such amendments as may be necessary.
- To recommend to the governing body a school security policy which addresses the security of pupils and staff as well as the protection of buildings and property
- To recommend to the governing body procedures for implementing the health and safety policy and thereafter to ensure those procedures are followed.
- To make arrangements and establish any necessary procedures to ensure the school site is kept free of litter and refuse.
- To monitor the application of the health and safety policy adopted by the governing body.
- To arrange for security measures to be reviewed regularly and to report to the governing body with recommendations where appropriate.

With the head, to undertake the annual health and safety audit and to report to the governing body

### **Membership**

- The membership of the committee shall be:
  - at least five governors
  - the head (ex officio)
- Except for the head, members shall be appointed annually at the autumn term meeting of the governing body.
- Should a vacancy arise, a successor shall be appointed by the governing body at its next meeting following receipt of the resignation, and members so appointed shall serve until the next annual review.



- The governing body shall appoint the Chair and Vice Chair.
- The governing body will appoint the clerk who shall not be the headteacher.

## **Quorum**

The quorum for any meeting shall be **5** members.

## **Meeting**

- The committee shall meet as and when necessary to fulfil its responsibilities.  
Meetings of the committee will be called by the clerk and seven days' notice will be given with an explanation of the purpose of the meeting.

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

### **5.1 Access on to and exit from the school site**

The school premises is organised in such a way as to ensure that pedestrian and restricted traffic can circulate in a safe manner. Parents dropping children off are not meant to park on the yellow hatchings outside school as this can be very dangerous and, where possible, children are encouraged to walk to school with an adult. A permit system, whereby parents/carers can park for free at Asda or Greyfriars Car Park, for half an hour and walk to drop their children off is in force to ease congestion and ensure that the area around school remains safe for children arriving on foot. Staff and school visitors are to park in the staff car park (letting the office know their registration details) but parents are not allowed to park here or to walk through the staff car park as it is extremely dangerous. Barriers are in place to ensure children cannot come into contact with vehicles when walking along the foot paths.

Letters will be sent to parents/carers/guardians regularly and whenever necessary to inform them of the procedures to ensure they only park in the appropriate bays and do not block the entrances.

### **5.2 Accidents and reporting**

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

- all fatal and specified major injuries,
- any injuries that result in 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, (Claire Jones) 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 will be signed/completed by the Headteacher or nominated senior member of staff in their absence.

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

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

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

### **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 all incidents in writing by means of a note. Details of the injury, time and date must be included. A separate note is sent home if the child has bumped their head, had a nose bleed, had sickness or had an asthma attack (see appendix 3). Parent slips are kept by the accident book in the staff room.
- Children's allergies are permanently on view to staff and supply teachers on the register sheet.

**Also see section 6.11 for recording minor injuries and first aid treatment.**

### **5.3 Arson, Bomb threats**

See Anti-Arson policy.

## 5.4 Asbestos

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

The Asbestos Register including the asbestos management plan located in the front of the file is kept at reception. It will be given to all contractors that will/or could potentially disturb the fabric of the building. **(N.B. The only contractors that do not normally sign are from Waterchem.)**

## 5.5 Bad Weather Contingency Plans See 'Critical Incident Plan'

The Caretaker 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 caretaker's handbook which is kept in the School Business Managers 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.

## 5.6 Confidential Counselling Service

The school acknowledges that the Local Authority provides a confidential counselling service for all staff. Governors commend the use of this service to staff. Staff can find out more details through the Learning and Skills – Human Resources Department. Occupational Health telephone 01743 252833.

## 5.7 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.

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

## **School safety arrangements regarding contractors**

Shropshire Council assess the 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).

## **5.8 Control of Substances hazardous to Health (COSHH)**

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

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

- identify and control these substances, minimising the risk of exposure to staff and others.
- ensure staff are aware that certain substances are hazardous to health. Wherever possible these will be taken out of use. Where substitution proves to be impossible a

Shropshire Council COSHH assessment form will be used to ensure conformity. Copies of these documents will be available in the **Administrator's 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 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 (See Section 5.16 PPE.)

### **All Staff must be:**

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

### *Legislation*

The Control of Substances Hazardous to Health Regulations require detailed information on hazardous substances and these can be found on line Shropshire Learning Gateway.

N.B. Substances used by Shire Services Cleaning or Catering staff [or other contractors] will be controlled by their respective departments who will ensure that the assessments are carried out and staff informed, trained and instructed. The Headteacher or delegated responsible person on a regular basis will need to ensure that these documents are in place and up-to-date.

### **5.9 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 Administrator/Business Manager who will be able to give you a copy of 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 administrator 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.

### **5.10 Fire Safety**

The Fire Risk Assessment is sited in the Headteacher's office. The Fire Risk Assessment is undertaken the Headteacher (Fire Officer) and School Business Manager (Deputy Fire officer). This will be reviewed on an annual basis or sooner if significant changes have taken place before this time. If the risk assessment identifies any significant risk the school will treat them with the appropriate priority and an action plan will be generated to address the high risks immediately and reasonable time periods applied to implement the control measures for the medium and low risks.

# Coleham Primary School Policy

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 at any time. All fire doors are kept permanently unlocked while the premises are in use. Staff are actively encouraged to demonstrate good housekeeping.

The Caretaker checks all fire extinguishers and fire resisting doors/means of escape monthly and the fire detection equipment/alarm system weekly to ensure they are in good working order and within the "use by" date as is the statutory requirement. In addition there is an annual check of all fire extinguishers by a specialist company.

The fire alarms are tested weekly by the caretaker and emergency lighting monthly as required by Regulatory Reform (Fire Safety) Order and associated Keeping Your School In Business (KYSIB) guidance documentation. Records are kept in the book found in the admin assistant's office.

Notices around school have the following information.

## 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 (each classroom has details of which route to use).
3. Classes line up. (Reception and KS 2 on Junior playground and Years 1 and 2 on infant playground)
4. Teaching staff to check children in their classes are out of the building. Fire Wardens to check the toilets and restroom in the middle section of school, the KS 1 corridor and the KS 2 corridor. Office Staff to bring out registers and do staff & visitor role call if the bell goes in the morning or afternoon.
5. DO NOT PANIC. Walk quickly and quietly in line, DO NOT return to the classroom or cloakroom to pick up personal belongings.
6. Await further instruction before returning to the building.
7. If it is a bomb alert COLLECT personal belongings if safe to do so before leaving the building.
8. The assembly point in the event of a bomb is at the bottom of the field.

**Fire drills** take place at least every term. The details including the names of all staff in attendance are recorded and notes made of any problems which needing remedying.

- In the case of a fire, the first requirement is for staff to ensure the safe evacuation of all persons from the building to the safe places indicated on the fire procedures notices. The primary responsibility of class teachers remains to evacuate the premises, which should NOT then be re-entered until instructed to do so.
- Shropshire Fire and Rescue Services (SFRS) will be summoned by **the Administration Manager** but in circumstances where she is not at school, by another member of the office staff.



- Fire wardens will sweep their designated areas (Middle section of school, KS1 corridor and KS2 corridor) and report to the Headteacher (a map will be required of the designated areas and full instructions/training so staff fully understand their duties.)
- All attendance registers will be properly marked for the morning and afternoon sessions. Members of the teaching staff will be given their registers by a member of the office team once out on the playground.
- A roll call will be taken when all have reached the place of safety.
- All visitors/contractors report their presence on site to the school reception via the electronic signing in system and staff ensures they are familiar with the fire precautions. Reception staff must remind visitors to read the emergency arrangements.
- A roll call, using the staff & visitors register, will be taken by a member of the office team.
- Special consideration will be given to staff, visitors and pupils with special needs, disabilities etc.
- 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 reasonably practicable any hole, slope, uneven or slippery surface which is likely to cause a person to slip, trip or fall preventing them getting out of the building safely will be repaired.

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

- All staff will be given fire safety awareness training which is based on the information detailed in the Fire Risk Assessment for Educational Premises part 1 section 4.4 and part 2 section 7.4 Fire Safety Training.
- Individual records of staff health and safety training will be kept in the School Business Manager's office.
- 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.

## **5.11 First Aid**

The school will ensure that, adequate and appropriate facilities are provided to enable first aid to be rendered to staff and pupils should they be injured or become ill. A bodily fluids risk assessment has been undertaken to ensure that any bodily fluids (urine, blood, vomit) is dealt with appropriately and the risk of contamination with others is reduced..

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

The school seeks to ensure that at least 5 members of staff have received training on a first aid course and two other members of staff have the additional paediatric training.

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

## **First Aid Facilities**

- The first aid boxes are placed in clearly identified and accessible locations:
  - a) by the staff room, b) In the GP room.
  - b) Each first aid box contains a list of required first aid items and sufficient quantities of suitable first aid material and nothing else. Contents of the box will be replenished as soon as possible after use in order to ensure there is always adequate supply of all materials. (Additional supplies are stored in the cupboard in the medical room (GP room) Barbara Thomas is responsible for ensuring these are replenished as soon as possible after use.
- Disposable plastic gloves (avoid using latex gloves because some people suffer from an allergic reaction) will be provided in the first aid box which will be properly stored and checked regularly to ensure that they remain in good condition.
- 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 book for pupils/students for events that do not arise out of a fault of the premise/activity etc. All other incidents will be recorded on the CARS forms and the pink copies of the CARS forms will be kept in the locked filing cabinet in the Administrator's office. See section 6.2 for further information on accident/incident reporting.

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

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

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

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.

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

container to ensure that the correct medicine is given to the correct child. Medicine is administered in Administration Manager's office.

Parents/Guardians will be required to complete a consent form asking for medicine to be stored in the school. Parents/Guardians must be made aware they will be responsible for making sure the medicine is kept within date. Office staff will complete a form to go in the registers for class teachers to see what medicines the children are taking and when they are meant to take it (see Appendix 5).

## 5.12 Housekeeping

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

- Staff should ensure that all spillages will be cleaned up immediately with safe disposal of the waste. If there is a large spillage the Caretaker should be contacted to assist.
- All rubbish and waste paper will be disposed of every day so as to minimise the amount of combustible material in case of a fire.
- All storage areas will be kept orderly, safe and provided with easy access.
- The school premises will be cleaned to an acceptable standard on a daily basis by Shire Services Cleaning Staff.
- Hygiene standards are of the highest attainable by all staff serving dinners.
- All school staff are responsible on a daily basis for reporting Health and Safety issues to the Headteacher/person with delegated responsibilities for health and safety.

## 5.13 Lone Working

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

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

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

Also see section 6.22 for school security and staff/governors responding to call-outs.

## 5.14 Manual Handling

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

Manual handling forms part of the caretaker's risk assessment and is reviewed regularly.

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

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

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

- Plan the lift before you start
- Assess the load – if it is awkward or heavy, is there a mechanical aid to use e.g. trolley or will it require a second person to help.
- Ensure the route you are going to take is the most direct, clear from obstruction and as flat as is possible. When you off-load the object make sure the area is clear for you to do so.
- When lifting bend your knees and keep your back straight, feet apart and angled out and ensure the load is held close to the body and firmly.
- Lift smoothly and slowly and avoid twisted, stretching and reaching where practicable. See pictures of correct procedures in **Appendix 3**.

## **5.15 Driving**

- A form needs to be completed by any staff members who transport children using their car. These are kept in the Administration Managers office.
- Teachers, parents and others who drive pupils in their own private cars will ensure their passengers' safety by confirming the vehicle is roadworthy, and they have an appropriate licence and insurance cover for carrying the pupils. Volunteers will be carefully vetted by the school before they are permitted to drive pupils in their cars. The Headteacher will request insurances as necessary. This will be encompassed in the risk assessment for trips where necessary.
- The driver is responsible for making sure that pupils have a seat belt and use it at all times and if necessary use booster pads. 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.

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

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

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

There will be control over the number of persons attending functions at the school to ensure it complies with the details in the Fire risk assessment. If necessary further advice will be sought from the Fire Safety Officer details are in Section 2.

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

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

## 5.17 Parental/Adult Help

- All parents and adults must be DBS (police) checked if they offer to help with clubs, transport or any other school activity, unless they are constantly working in a class with a teacher (they must not work alone with groups of children unless DBS checked).
- When using their own car they must prove that their insurance is validated to take children on school business and the car is road worthy, taxed and MOT where appropriate.
- All volunteers are inducted by the Pastoral Care Team and provided with all the relevant Safeguarding, Health & Safety information and emergency procedures.

## 5.18 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 (see Shire Services RAs). 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.

## **5.19 Play equipment (indoor and outdoors).**

All play equipment must be used in accordance to the manufacturers/installers instructions and guidance on the outdoor play equipment Risk Assessment should be adhered to.

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

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

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

Annual inspections are undertaken by 'ROSPA' and the reports and recommendations are kept by the Health & Safety Co-ordinator.

For further information and details of the checks required see caretakers log book and the outdoor play equipment risk assessment.

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

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

A register of all such electrical equipment used in the school is kept by the Health & Safety Co-ordinator in the School Business Manager's Office.

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

The School caretaker 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 instalments are maintained by Shropshire Council Property Services at least every 5 years unless changes have occurred.

## 5.21 Risk Assessment

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

**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.

All significant risks will be recorded on the approved Shropshire Council risk assessment which will be updated annually unless changes occur before the said time and the assessment will be reviewed and amended. 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 before every educational visit unless one is available. It will be reviewed to ensure nothing has changed since the last 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.

For staff who do not feel confident to undertake a risk assessment, additional guidance is available in Appendix 2. Otherwise the member of staff can discuss this with their Line Manager/Head of Department and arrange to go on a training course provided by Shropshire Council Training Unit. Contact Jude Cottrell/Claire Allen 01743 252994/5

## 5.22 Supervision of Pupils

# Coleham Primary School Policy

No child is to leave the premises before the usual finishing time unless in the company of a teacher or parent/guardian. If staff receive verbal messages, letters, phone calls concerning alteration to a child's normal routine, the school office should be informed. Children arriving late, after 9.00am or leaving early must complete a late slip and be recorded in the book held in the school office.

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

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

## **Supervision at lunchtime**

Lunchtime Supervisors are responsible for the welfare and safety of the children throughout the midday break. In all matters the safety of the children should be uppermost in our minds. A group/class of children should never be left unsupervised. If a supervisor needs to enter school, eg. with an injured child, they should first alert a colleague to oversee the rest of the children under his/her care

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

Out of hours key holders: Headteacher, Caretaker and DHT.

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

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

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

See section 2. For the school's nominated representatives who will respond/liaise with the security company (Securitywise and Taybar) in the event of an out-of-hours call out.



The school have assessed the risks to these individuals and introduce suitable control measures to ensure that all risks are minimised (see risk assessment in file).

Following any event the risk assessment should be reviewed and further control measures implemented where appropriate.

## 5.23 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 see 6.2. Accident Reporting.
- are aware of Shropshire Council'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.

## 5.24 Visits and Journeys

Shropshire Councils Regulations and Guidelines for Educational Visits and Journeys (September 2012) is followed. The Educational Visits Coordinator (Jane Hilbert) is listed in section 2 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 assessments.)

### *Risk assessments for Educational visits*

- 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/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 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. (N.B. Parents/guardians will 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, there are systems in place to contact parents 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.

## 5.25 Work at Height

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

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

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

## **5.26 Work equipment**

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

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

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

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

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

## **6. Monitoring and Review**

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

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

# Coleham Primary School Policy

---

Headteacher .....

Chairperson.....

Signatures Date .....

**Date of policy review: June 2018**



# Fire Safety Policy Statement

(A copy of this document should be displayed alongside the Health and Safety Policy, and one copy should be placed at the front of the Fire Safety Log Book).

**Name of school or premise:** \_\_\_\_\_

**Name of the responsible person:** \_\_\_\_\_  
(person in control of the premise).

The Premise Manager/Headteacher/Governors, and staff acknowledge and accept our responsibilities under current fire legislation the Regulatory Reform (Fire Safety) Order 2005 These responsibilities are addressed in the above establishment by:

1. the provision of a suitable and sufficient risk assessment using the KYBIB\KYSIB format;
2. appropriate fire precautions\*
3. management systems that identify staff with specific fire safety duties, enable the safe evacuation of employees, students and others from our buildings and minimise the damage in the event of fire\*\*

**The following are provided to meet the requirements of the relevant legislation:**

- an appropriate method of giving warning in case of fire;
- suitable and appropriate routes, exits and means of protection to enable occupants of the building to evacuate quickly and safely in the event of fire;
- suitable emergency lighting where necessary;
- suitable fire signage;
- suitable fire-fighting equipment at appropriate locations throughout the building;
- appropriate structural fire precautions.

**Our fire safety management plan incorporates:**

- a suitable and sufficient risk assessment which gives information about significant risks and is brought to the attention of employees and any others affected by those risks;
- an emergency evacuation plan for the premises; regular, monitored fire drills, which are evaluated, recorded and any issues addressed;
- the production of a fire safety training programme for all employees, covering routine fire safety arrangements and any relevant issues identified from the fire risk assessment and evacuation plan; systems for recording the content, duration and provider of fire safety training;
- the provision of fire safety equipment which is maintained and tested by competent people, and suitable and sufficient record-keeping.

Signed: \_\_\_\_\_  
Premise Manager/Headteacher/Governor

Date: \_\_\_\_\_