



# HEALTH & SAFETY POLICY

|                                     |                                |
|-------------------------------------|--------------------------------|
| Senior member of staff responsible: | Ms E Evans, Business Manager   |
| Designated member of staff:         | Mr P Lowe-Werrell, Headteacher |
| Governor Committee:                 | Finance and General Purposes   |
| Revised:                            | October 2021                   |
| Approved by Governing Body:         |                                |
| Review date:                        | Summer 2024                    |



# CONTENTS

|      |  |            |
|------|--|------------|
| 1.   | School Statement of Health and Safety Policy       | Page 4     |
| 2.   | Health and Safety Representatives and Organisation | Page 5-6   |
| 3.   | Responsibilities of Nominated Personnel            | Page 6-9   |
| 4.   | School Health and Safety Policy Arrangements       | Page 10    |
| 4.1  | Fire Safety  | Page 10-11 |
| 4.2  | Means of Safe Access/Exit and Security             | Page 12    |
| 4.3  | Control of Substances Hazardous to Health (COSHH)  | Page 12-13 |
| 4.4  | Reporting of Accidents                             | Page 13-14 |
| 4.5  | First Aid  | Page 15-16 |
| 4.6  | Confidential Counselling Service                   | Page 16    |
| 4.7  | Contractors  | Page 16-17 |
| 4.8  | Portable Electrical Appliance Testing              | Page 17    |
| 4.9  | Use of Premises Outside School Hours               | Page 17    |
| 4.10 | Risk Assessment                                    | Page 17    |
| 4.11 | Risk Assessments - Educational Visits              | Page 18    |
| 4.12 | Good Housekeeping                                  | Page 18    |
| 5.   | Mini Bus Use                                       | Page 18    |
| 6.   | Parental help                                      | Page 18    |
| 7.   | Bad Weather Contingency Plans                      | Page 18    |
| 9.   | Monitoring and Review                              | Page 18    |



# HEALTH & SAFETY POLICY

## 1. School Statement of Health and Safety Policy

Mary Webb School and Science College Governors and Head Teacher recognise their responsibility to provide a safe and healthy environment for teaching and non-teaching staff, students, visitors, contractors at the premises and those affected by the school's activities elsewhere. Within the ethos of self-regulation, the Governors and Head Teacher 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 Head Teacher, 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 students, including adequate provision for first aid treatment;
- ensure safety and the absence of risks to health and to the general environment in connection with the use, handling, storage, transport and disposal of articles and substances, and to provide appropriate protective equipment where necessary (*Shire cleaning*);
- bring to the attention of all regular and temporary employees, students, visitors, contractors, at the school premises, their responsibilities with regards to their own safety and the safety of others who may be affected by their acts or omissions. This will involve the provision of such information, training and supervision as is necessary;
- identify, eliminate or reduce by controls, hazards which exist at the place of work through risk assessment and bring such hazards to the attention of employees and others who may be affected. This will include the formulation and, where necessary, practice of effective procedures for use in the event of a serious risk or imminent danger.

In addition, to assist in the proper implementation of this policy, the Governors and Head Teacher will:

- keep abreast of legislation by ensuring adequate and appropriate advice through persons competent in health and safety matters and provide the necessary resources to ensure effective safety management. This will include monitoring health and safety performance on a regular basis with regards to places of work, work activities and, where necessary, contractor activities as well as keeping records;
- bring this policy statement and relevant safety arrangements not only to the attention of all employees, but other persons affected by the school's activities. The policy statement, organisation and arrangements will be reviewed and amended as often as necessary.

This statement of policy was approved by the Finance and General Purposes Committee at their meeting on 27th May 2021.

Signed: \_\_\_\_\_ (*Chairperson*)

Signed: \_\_\_\_\_ (*Head Teacher*)

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

## 2. Health and Safety Representatives and Organisation

|  |                              |
|--|------------------------------|
| Chair of Governors                                     | Mrs R Douglas                |
| Governors of Finance and General Purposes committee    | Mr G Lawrence (V.Chair)      |
|  | Mr M Mellors                 |
|  | Mr G Rogers                  |
|  | Mr C Crane                   |
| Governor of Safer recruitment                          | Mr G Lawrence                |
| Governor of safeguarding                               | Mr G Lawrence                |
| Headteacher  | Mr P Lowe-Werrell            |
| Education Visits Co-ordinator                          | Ms E Evans & Mr M Jervis     |
| Business Manager & School Health & Safety Co-ordinator | Ms E Evans                   |
| Union Rep responsible for Health & Safety              | Miss I Chorr & Miss B Sadler |
| School Site Officer & Assistant                        | Mr D Dunn & Mr K Pinches     |
| Site Cleaning  | Shire Cleaning               |
| First Aid Administration                               | Mrs L Bellamore/ Mrs P Roe   |
| TPEE Administration                                    | Mrs N Dulake / Mr A Morris   |
| Catering Manager                                       | Shropshire Council - vacancy |

### Health and Safety and Welfare Advice & Training

|  |               |              |
|--|---------------|--------------|
| Human Resources & Development – Health & Safety Manager                          | Carol Fox     | 01743 252814 |
| Health and Safety Officer  | Shelley Reid  | 01743 252818 |
| Health and Safety Co-ordinator   | Jill Johnson  | 01743 254404 |
| Training undertaken via the Corporate training Organisation and Development Unit | Jude Cottrell | 01743 252995 |
| Occupational Health nurse manager  | Mrs A Wilson  | 01743 252833 |

### Fire Control/Emergency Evacuation

|   |                            |              |
|---|----------------------------|--------------|
| Health & Safety team, Shropshire Council      |                            | 01743 252819 |
| Nominated Premise Fire/Emergency Co-ordinator | Headteacher / Site Manager |              |
| Deputy Fire / Emergency                       | Business Manager           |              |

### Reporting and Recording of Accidents etc

Persons nominated for the documentation of accidents, diseases, dangerous occurrences, and incidents of violence.

Mrs L Bellamore 01743 792100

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

#### Certificated First Aiders:

|                 |               |
|-----------------|---------------|
| Mrs L Bellamore | Reception     |
| Mrs P Roe       | Reception     |
| Mrs N Dulake    | Science       |
| Mr M Carthy     | Workshops     |
| Mrs C Swancott  | Science       |
| Mr D Dunn       | Site staff    |
| Mr K Pinches    | Site Staff    |
| Mr P Lee        | Humanities    |
| Mr D White      | PE Department |
| Mrs V Jevons    | PE Department |
| Mrs M Satoor    | Admin Office  |

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

Ms E Evans & Mr M Jervis

## **Portable Electrical Testing**

|                    |                |
|--------------------|----------------|
| Mr A Morris        | IT             |
| Mrs N Dulake       | Science        |
| Mr M Carthy        | D&T and School |
| Mr K Pinches       | School         |
| Shropshire Council | If required    |

## **Control of Substances Hazardous to Health**

|                         |                               |
|-------------------------|-------------------------------|
| Co-ordinator            | Mrs C Jones (Head of Science) |
| Assessment Co-ordinator | Mrs N Dulake                  |

## **Radiation Protection Supervisor**

Dr G Ward

## **3. Responsibilities for Nominated Personnel**

### **3.1 School Governors:**

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

### **3.2 The Headteacher:**

- will be responsible for the implementation of the Health and Safety Policy and will liaise with the governors to ensure full compliance with all its requirements;
- will appoint persons as listed in the organisation so as to deal with the day-to-day issues on health, safety and welfare;
- will periodically review the policy and draft amendments to it whenever necessary;

- will monitor the safety performance of the school and take such steps as may be necessary to improve performance;
- will ensure that all employees are supplied with a copy of the statement and are aware of their responsibilities as determined by the policy, particularly those parts of the policy which affect them or the responsibilities that are individually allocated;
- will ensure that effective channels of communication and consultation with staff and safety representatives are maintained;
- will be responsible for the formulating and execution of the Health and Safety training policy for staff, in order for them to undertake their work safely;
- will ensure that a suitable and sufficient assessment of risks to the health and safety of all persons on the school premises are carried out - the assessments are recorded, together with the significant findings of the assessment and any group of employees identified as being especially at risk;
- will promote an interest in, and enthusiasm for, health and safety matters throughout the school;
- will ensure that appropriate staff liaise with subject advisers and safety officers on health and safety matters;
- will provide ongoing recommendations and present an annual report on health and safety to the governing body;
- will be responsible for dealing with visits from the Health and Safety Executive Inspectorate - Inspectors do not have to make an appointment to visit and inspect premises and have extensive powers under section 20 of the Health and Safety at Work Act.

### **3.3 The Business Manager:**

- will create a positive approach to accident prevention and the health and safety of staff, students and others on the school premises;
- will carry out investigations and periodically inspect the premises and activities in order to determine whether the law is being complied with and whether the highest standards of health, safety and welfare, which it is reasonably practicable to attain, are being achieved;
- will initiate and maintain positive measures to raise the level of safety performance - this includes the organisation of periodic fire drills and all necessary checks to safety equipment (fire extinguishers, first aid kits, electrical apparatus,) working with the school administrator;
- will ensure that leads and plugs are regularly checked. All staff, however, must satisfy themselves that equipment is safe at the time of use. In particular, they should check electrical leads for evidence of fraying and plugs to ensure they are tightly fitting. Any defects should be notified to the Headteacher as soon as possible and a note made in the Defects Book for subsequent repair by a competent person. The Cleaner in Charge will be responsible for checking those items of electrical equipment which are provided by Shire Cleaning for cleaning purposes.
- will liaise with outside Safety Advisers (Central Safety Officer), Enforcement Authorities (Health and Safety Executive and Environmental Health Officers etc), The Fire Prevention Officer, etc;

- will ensure that they are conversant with current legislation affecting health, safety and welfare of staff, students and others;
- In all health and safety issues dealt with by the appointed School Safety Co-ordinator, expert advice will be sought from the HR & D Health and Safety Team at Shirehall when appropriate.

### **3.4 Teaching Staff:**

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

### **3.5 Support Staff:**

- will, notwithstanding their individual functions, take reasonable care of their own health and safety and that of the students and others who may be affected by what they do;
- will co-operate with school management on matters of health and safety and will not interfere with or misuse anything provided in the interest of health and safety;
- will report all accidents, dangerous occurrences and potentially dangerous practices and situations to the Health and Safety Co-ordinator (or in his absence the Headteacher).

### **3.6 Site Officers and Business Manager**

- will, notwithstanding their individual functions, take reasonable care of their own health and safety and that of the students and others who may be affected by what they do;
- will ensure that they and the staff under their immediate control are familiar with those parts of the Safety Policy which affect them or the activities in which they are engaged;
- will arrange for all levels of staff under their immediate control to receive, where necessary, adequate and appropriate training and information in health and safety matters;
- will respond to health and safety repairs, as identified, and put into operation as necessary emergency work required to ensure the health and safety of staff, students 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 outside bodies on matters of health and safety relating to electricity, oil, water supplies, waste disposal, safe access of pedestrians and vehicles, building regulations and planning;
- will ensure that repairs to the minibus are carried out where necessary and it is maintained in a safe condition;



- will promote an interest in, and enthusiasm for, health and safety throughout the school;
- will carry out specific tasks in relation to the school fire safety policy including testing the alarm system weekly and recording results and be responsible for all aspects of site security.

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

##### **4.1 Fire Safety**

- Fire drills take place every term. Details are recorded and notes made of any problems needing remedying.
- Notices of fire procedures are fixed to visible sites around the school and in every classroom.
- All fire escape routes are kept free from obstruction.
- All fire doors are kept permanently unlocked while the premises are in use.
- The Site Manager and the Business Manager check all fire equipment (termly) to ensure they are within the 'use by' date as is the statutory requirement. In addition, there is an annual check of all fire extinguishers by Chubb.
- The fire alarms are tested weekly by the Site Officers. Records are kept in a book in the admin office.
- An assessment on the risks of fire is carried out (Site and Business Managers – summer term). As a result of the assessment, if any precautions are identified, the school treats them with high priority.
- The staff's first requirement is to ensure the safe evacuation of all persons from the building to the safe places indicated on the fire procedures notices.
- The fire brigade will be summoned by a member of staff in the main reception in the case of a fire.
- The primary responsibility of class teachers remains to evacuate the premises which should NOT then be re-entered until it is confirmed that it is safe to do so. In circumstances where the Head Teacher is not at school, once everyone has safely left the building and moved to a place of safety, the senior member of staff present will make every effort to ensure that the fire brigade is summoned.
- All attendance registers will be properly marked for each session. Members of the teaching staff will be given their registers by the admin assistant responsible for attendance at the assembly point.
- 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 appropriate 'Visitors' book and ensure they are familiar with the fire precautions.
- Persons responsible for taking after school clubs should ensure they too are familiar with the fire precautions.
- The school premises are organised in such a way as to ensure that adult and children can circulate in a safe manner.
- All access routes will be maintained in a safe condition and be free from any hole, slope, uneven or slippery surface which is likely to cause a person to slip, trip or fall.

**Notices around school have the following information**

**FIRE ACTION**

1. Operate the nearest fire alarm call point.
2. On hearing the fire bell ...  
The instruction to evacuate will be given by the teacher, who will indicate the route to be followed.  
  
At all times remain calm and act quickly.
3. Leave the building by the nearest exit as indicated on the Fire Notice for the area.
4. Report to the assembly point as indicated in the Fire Notice
  - Do not stop to collect personal belongings.
  - Teachers are to check that the classroom is empty.
  - Reception will check the toilets, bring out registers and any emergency medication.
  - Do not re-enter the school until you are told it's safe to do so.

**4.1.2 Means of Safe Access/Exit and School Security**

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

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

**4.2 Security**

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

- Gates are locked at the same time each day; in the morning at 9.00 am and after school at 5.30 pm. After which time access to school is through the main entrance. After-school clubs use main door.
- All visitors sign in and out and wear badges of identification or a visitor's badge.
- Main doors have good locking mechanisms.
- The main school and outer blocks are alarmed.
- Only the Headteacher, Business Manager and Site Officers have a set of keys to access the school at any time. They can also activate the school's electronic security system. The Business Manager has a full inventory of key holders and keys that have been allocated.
- Anyone working with children has been DBS checked.
- An annual audit by the governors on the Health and Safety committee is carried out
- Action plan acted on.
- Risk assessments carried out before every educational visit.

- All PE activities have been risk assessed.
- All electrical devices are annually tested (see records).
- Fire drills take place every term. Details are recorded and notes made of any problems needing remedying.
- Fire hydrants are tested annually.
- Step in school is marked with a yellow line.
- Blinds have been installed in all classrooms and corridors. Following county guidelines in 2006 for security, the classroom ones are closed at the end of each school day.
- All staff are made aware of the Health and Safety at Work Act 1974, and associated legislation through a poster in the staff room.
- An HSE Health and Safety poster will be displayed in the staffroom and prominent positions.

#### **4.3 Control of Substances Hazardous to Health (COSHH)**

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

Whenever the school intends to use, or create a substance that could be a risk to the health of staff, students and others, the School COSHH Assessment Co-ordinators will:-

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

All members of staff have a responsibility for reporting hazards, potential hazards and 'near misses' to the Head Teacher or Cleaner in Charge.

- Staff must be aware that certain substances are hazardous to health. Wherever possible these will be taken out of use. Where substitution proves to be impossible a simplified Assessment Form, COSHH PS2 available on School Net, must be completed for each substance. Copies of these documents will be made available in the office. All users will be informed, trained and instructed in the use of these substances.
- Read labels carefully.
- Follow warnings and instructions.
- Use the proper procedures and protective clothing and equipment.
- Learn emergency procedures and practise sensible, safe working habits.
- No new substance to be used in the school until it has first been assessed.
- Be alert to the potential dangers of allowing children to bring their own pens into school. Spirit based items should not be allowed.
- The use of solvent-based Tippex will be controlled by the school office.
- Substances used by the Shropshire Cleaning Services and by the School Meals Department of the Direct Services Organisation will be controlled by their respective departments which will ensure that the assessments are carried out and staff informed, trained and instructed.

## Legislation

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

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

### 4.4 Reporting of Accidents

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

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

- all fatal and specified major injuries;
- any injuries that result in the inability of an employee to work more than 3 days; *or*
- any injury which results in a person being admitted to hospital for more than 24 hours.

The regulations relate to any employee or other person within the school or engaged upon an activity arranged by the school.

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

A schedule of injuries and conditions which are required to be reported is listed in the school's Health and Safety manual, section 4. 10.

In addition, where a serious accident/injury has occurred, the Human Resources and Development Health and Safety Team may be required to investigate the incident.

The CARS form should be used for all accidents, incidents, violence and near misses eg reporting deaths, injuries and dangerous occurrences. This includes employees, students, visitors, service users, volunteers, contractors, agency staff, work experience students.

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

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

The report form will be signed/completed by the Headteacher; the pink copy should be retained for the school files, the yellow copy sent to Children and Young People's Services Health and Safety Co-ordinator at The Guildhall, Shrewsbury. The white copy should be sent to the Human

Resources and Development Health and Safety Team, Shirehall, Shrewsbury. In the case of a RIDDOR reportable incident, the information will be forward to the Health and Safety Executive. The school will be notified of the outcome and provided with a reference/incident number.

(Further information is available of Shropshire Council Intranet).

Parents are advised of incidents in writing by means of a note where deemed necessary. NB Head injury forms are kept in the accident book.

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

**Staff must ensure that they have meetings with potentially hostile parents in the presence of another member of staff.**

**Staff will be trained to handle aggressive or unacceptable behaviour.**

**Near miss incidents and incidents of strangers to be recorded on incident sheets in the SAFE SCHOOL INITIATIVE folder.**

### **Reviewing the Accident**

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

### **4.5 First Aid**

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

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

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

See page 4 & 5 for names of First Aiders at work recognised by the Health and Safety Executive.

In any event the school will seek to ensure that a person is trained in emergency aid procedures. See page 4 for names.

### **First Aid Facilities**

- The first aid containers are placed in clearly identified and accessible locations.
- Hand-held boxes: (A) First aid room (B) PE Office
- Each first aid box will contain sufficient quantities of suitable first aid material and nothing else.
- Contents of the box will be replenished as soon as possible after use in order to ensure there is always adequate supply of all materials (*see reception*). D&T technician is

responsible for ensuring these are replenished as soon as possible after use. Each box contains a list of required first aid items.

- Disposable plastic gloves will be provided in the first aid box which will be properly stored and checked regularly to ensure that they remain in good condition.
- All first aiders know the location of nearest first aid kits and hand-held box.
- Two members of the school's staff have received defibrillator training. The defibrillator is located in Reception.

#### **Recording First Aid Treatment**

- Records of all cases treated will be made and kept in the appropriate Accident and Incident Book.
- The names of the persons nominated to deal with first aid can be found on the wall by Reception and on Pages 4 and 5 of this Health and Safety policy.

#### **Administration of Medicines**

- First Aid does not include administering medicines to children. The receptionist must be with the child as the child administers its own medicine. Medicines must be handed over and kept in reception.
- Parent's need to fill in a form asking for medicine to be stored in school.
- The teacher must sign a form to say they have witnessed the child taking their medicine.

#### **4.6 Confidential Counselling Service**

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

#### **4.7 Contractors**

- All contractors working on the school premises are to report to the school office prior to starting work. They must sign the ASBESTOS book and will be expected to operate within the guidelines set.
- For extensive work or high risk jobs, the contractor must comply with the recommendations and procedures issued by the County Council and also current health and safety legislation.
- Close liaison between the LA representative and contractors must be maintained.

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

#### **School Safety Arrangements regarding Contractors**

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

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

- Details of current relevant issues, supported by documentation where necessary;
- Sight of the contractor's own safety policy (where they employ five or more employees - as required by Section 2 of HASAWA), method statements, and permits to work etc, as applicable;
- confirmation that the contractor agrees to work in accordance with the schools' safety policy and arrangements, and the health and safety requirements laid down in the contract;
- Clarification of the responsibility for provisions of first aid and fire extinguishing equipment;
- Details of articles and hazardous substances intended to be brought onto site, including any arrangements for safe transportation, handling, use, storage and disposal;
- Details of plant and equipment brought onto site, including arrangements for storage, use, maintenance and inspection;
- Clarification for supervision and regular communication during work, including arrangements for reporting problems or stopping work in cases where there is a serious risk of personal injury, imminent danger to employees and others, and possible damage to plant and buildings;
- Arrangements for suitable working times and segregation of school activities from the contractor's work areas;
- Confirmation that all workers are suitably qualified and competent for the work (including a requirement for sight of evidence where relevant).

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

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

#### **4.8 Portable Electrical Appliance Testing**

- The Headteacher is responsible for ensuring that all portable electric equipment is tested annually by an approved contractor or trained member of staff.
- A record of all such electrical equipment used in the school is kept in the Business Manager's office.
- No equipment other than that 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 technicians, Mr A Morris, Mrs N Dulake, Mr K Pinches and Mr M Carthy will be responsible for co-ordinating the registration, inspection and testing of equipment.

#### **4.9 Use of Premises outside School Hours**

- Consideration will be given to persons using the premises outside school hours in order to ensure their safety.
- A responsible person will be nominated to represent the school and a user representative sought for liaison, to ensure that all visitors understand the procedures

to be adopted in the case of fire/emergency evacuation, first aid provision, safe use of buildings, equipment, substances and other facilities.

- A control on numbers of persons attending functions at the school will be exercised and the advice of the Fire Prevention Officer sought. Main Hall - **250 maximum**.
- Events and entertainment programmes will be scrutinised beforehand with regard to licensing and the above mentioned procedures.

#### **4.10 Risk Assessment**

- The school will assess all risks to health and safety as required by the Management of Health and Safety at Work Regulations.
- The risk assessment will be recorded and updated regularly by the department leaders and reviewed by the Business Manager.
- The school understands that, should any changes occur, it will be necessary to review and amend the assessment to ensure that those who need to know are fully aware of any risks brought about by the changes.

#### **4.11 Risk Assessments - Educational Visits**

Refer to:

- (a) Shropshire Council's Regulations and Guidelines for Educational Visits and Journeys, September 2012.
- (b) School share drive to obtain relevant documentation to run a trip (*updating January 2013 GD & PS*)

#### **4.12 Good Housekeeping**

- The school has adopted policies and practices which lead to a safe working environment.
- All spillages will be immediately cleaned up with safe disposal of the waste.
- All rubbish and waste paper will be disposed of every day so as to minimise the amount of combustible material in case of a fire.
- All storage areas will be kept orderly, safe and provided with easy access.
- The school premises will be cleaned to an acceptable standard on a daily basis.
- Hygiene standards are of the highest attainable by all staff serving dinners.
- All school staff are responsible on a daily basis for reporting Health and Safety issues to the Head Teacher.

#### **5. Mini Bus Use: Co-ordinator –**

- No mini bus since Summer Term 2017
-



## **6. Parental/Adult Help**

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

## **7. Bad Weather Contingency Plan**

- See bad weather procedures.

## **8. Monitoring and Review**

This will happen on an annual basis.

The Headteacher, Business Manager and the Finance and General Purposes Committee will be responsible for reviewing and amending this policy where necessary.