



HOLMER LAKE PRIMARY SCHOOL

HEALTH AND SAFETY POLICY

Policy- Document Status			
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Section 1; Policy Statement

It is the policy of Holmer Lake Primary School to safeguard the health, safety and welfare of its employees and all persons likely to be affected by its undertakings. The school accepts the aims and provisions of the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations and aims to comply with all other relevant statutory obligations. The successful management of health and safety contributes to the overall performance and objectives of the school.

The school is committed to;

- Developing a positive health and safety culture with the commitment and participation of all employees
- Assessing the risks to the health and safety of its employees and anyone else who may be affected by its undertakings to eliminate or control all hazards / risks, as far as is reasonably practicable
- Making arrangements using the 'Plan-Do-Check-Act' approach for the effective planning, organisation, control, monitoring and review of the preventive and protective measures identified as being necessary following the completion of risk assessments
- Providing safe plant, equipment, systems of work, information, training and supervision as is necessary to safeguard the health, safety and wellbeing of all employees and those who may be affected by our work activities
- Establishing arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances, so far as is reasonably practicable
- Providing and maintaining a working environment for employees that is safe, without risks to health, and adequate as regards facilities and arrangements for welfare at work, so far as is reasonably practicable
- Consulting with trade unions and other workforce representatives on health and safety issues to ensure that everyone is informed, involved and engaged in health and safety
- Providing and promoting positive policies regarding health, safety and welfare concerns at work to include access to occupational health and staff wellbeing support services
- Providing a robust audit and review process designed to measure safety performance and compliance with the school's policies, procedures and related safety guidance documents

This policy will be reviewed every twelve months and be updated as necessary.

Section 2; Organisation and Responsibilities

KEY PERSONNEL WITH HEALTH AND SAFETY RESPONSIBILITIES

Health, Safety and Welfare Advice and Training

Internal Health & Safety	01952 383627
Health and Safety Advisor for Schools – Donna Irish	01952 381817
Internal Health and Safety Training	01952 383627
Resilience Manager – Alan Boyd	01952 381932

Fire Control/Emergency Evacuation

Fire Safety Officer (Shropshire Fire & Rescue Service)	01743 260200
Fire Risk Assessments (biT Team)	01952 380934

Nominated Premise Fire/Emergency Co-ordinator: **Mrs H Kumar (Headteacher)**

Deputy Fire/Emergency Co-ordinator: **Miss A Pearson (School Business Manager)**

Fire Marshals: **Amy Pearson, Sadrah Sheriaz, Jo Davies, Helena Hogg, Elysia Gapper, Karen Gratton, Deborah Ferguson, Louise Collins, Maria Gibbons, Michaela Kennedy, Helen Watson and Anna Baylis.**

Reporting and Recording of Incidents & Accidents

Persons nominated for overseeing the recording and notification of accidents, near misses, violent incidents, diseases and dangerous occurrences: Mrs H Kumar/Miss A Pearson

First Aid

Certificated First Aiders: **Penny Knight, Maria Gibbons**

Paediatric First Aiders (Value 1): **Helena Hogg, Elysia Gapper, Sidrah Sheiraz, Jo Davies, Karen Gratton, Deborah Ferguson, Louise Collins, Maria Gibbons, Michaela Kennedy, Chloe Smith and Khanam Mashuda.**

Paediatric First Aiders (Value 2): **Jo Davies, Kelly Fradgley and Khanam Mashuda.**

Medication Trained Staff

Jo Davies, Helena Hogg, Karen Gratton, Maria Gibbons, Elysia Gapper, Louise Collins and Michala Kennedy.

Educational Visits Co-ordinator (EVC): **Sadrah Sheiraz (School Administrator).**

Asbestos and Legionnaires Coordinator: **School Caretaker & School Business Manager.**

Portable Electrical Appliance Testing Nominated Co-ordinator: **DLM Electrical**

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

School Caretaker & Cleaning Supervisor.

Section 2; Organisation and Responsibilities, ctd...

The Organisation and Responsibilities section of the School Health and Safety Policy provides a framework to ensure the school proactively creates and maintains a safe and healthy working environment for all employees and those who may be affected by the school's activities.

All Employees must co-operate fully with the measures the school takes to fulfil the requirements of this policy.

School Governing Bodies:

In schools where the Telford & Wrekin Council is the employer (i.e., community and voluntary controlled schools) the governing body will oversee the development and implementation of the school's specific version of Telford & Wrekin Council's Health and Safety Policy.

Board of Governors

The Board of Governors, along with the Senior Leadership Team form the body corporate for the school and have the collective and individual responsibility for planning, resourcing and overseeing the school's activities, the provision of its services and the conduct of its undertaking.

The School Governors have a responsibility to conduct their business and make decisions in conformity with health and safety legislation and the school's own policies. Governors must ensure that the decisions they make take account of health and safety issues and that sufficient resources are allocated for this purpose.

School Governors will therefore:

- Consider health, safety and welfare issues as part of their decision-making process.
- Use the advice provided by the Senior Leadership Team to help in their decision-making process to ensure the health and safety of all persons likely to be affected by these decisions.
- Formally scrutinise and adopt the School's Health and Safety Policy.
- Appoint a Lead Governor with specific health and safety responsibilities from within the board.

The Board of Governors are responsible for carrying out specific functions both individually and collectively.

The governors are not in day-to-day control of health and safety at the school, but they need to satisfy themselves that risks are considered as part of their decision-making process and are sensibly managed.

The Chair of Governors

The Chair of Governors has ultimate responsibility for all health and safety issues within the school and will provide effective leadership and direction for the implementation of this Policy. The Chair can also be the Lead Governor for Health and Safety, with the agreement of the Board.

The Chair of Governors (aided by the Senior Leadership Team), will as far as reasonably practicable, ensure;

- The provision of suitable competence and expertise to effectively deliver and implement this policy
- Adequate provision of suitable staffing levels, working conditions and environments
- Adequate provision and maintenance of suitable equipment and resources
- That School employees are appropriately informed and trained about health, safety and welfare
- That a robust audit process is in place to measure and review policy compliance and effectiveness
- That a Governor is appointed to lead on health and safety matters
- The Chair of Governors will chair meetings of the School Health and Safety Committee, will oversee the development of the School's Health and Safety Strategy and promote and support the activities of the Senior Leadership Team.

The **Lead Governor for Health & Safety** is responsible for health and safety and governance arrangements and will keep the Chair of Governors briefed on any significant safety matters arising outside of the Committee and elsewhere within the school.

The Headteacher and the Senior Leadership Team will provide effective leadership and direction to ensure the policy is implemented and will as far as reasonably practicable, ensure;

- The information contained within this policy is effectively communicated throughout the school
- That the personnel that they manage, have the necessary competence and resources to fulfil their health and safety responsibilities.
- That arrangements are in place for the on-going assessment of risks within the school that meets the requirements of the School Health and Safety Policy.
- That arrangements are in place for implementing the control measures which follow-on from the risk assessments within the school.
- That staff and others involved in the delivery of the school's services are provided with relevant information and training on the use of equipment, substances and machinery relevant to their role.
- That they and all levels of staff are appropriately represented on the Health and Safety Committee.

The Headteacher

The Headteacher has overall responsibility for the day-to-day operational management of health and safety within the school. They must have sufficient competence (or assistance from competent colleagues) to enable them to ensure that Telford & Wrekin's standards for health and safety are maintained in their establishments.

Headteachers will, as far as reasonably practicable;

- Ensure the effective implementation of this policy within their workplace(s)
- Provide leadership on health and safety to their employees and actively promote improvements in health and safety standards in their service area / department and across the Council as a whole
- Be responsible for ensuring the health, safety and welfare of all employees, trainees and other persons who may be affected by their work activities (e.g. visitors, volunteers, public, contractors, etc.)
- Ensure that risk assessments are carried out of all activities that present a potential risk of injury within their service areas. These must be documented and reviewed regularly (at least annually, or when there is a change of circumstances)
- Implement effective control measures, identified as part of the risk assessment process to reduce the risk of injury, where necessary
- Ensure new employees, apprentices, trainees are given a workplace safety induction during their first week at work, or as soon as is reasonably practicable thereafter
- Ensure their staff are informed about, suitably trained and competent in health and safety matters relevant to their role and the tasks they perform and that records are kept of this training via the OLLIE training management system
- Ensure that their service areas / departments are sufficiently provisioned with suitable equipment, including appropriate protective equipment, safety devices and clothing where this is required, and are given suitable information, training and instruction in its correct use.
- Ensure defects to premises, plant, equipment or processes affecting health and safety are made safe without delay.
- Ensure that personnel under their control are supervised and monitored, as appropriate for the degree of risk, as to ensure their safety, competence and compliance with the standards laid out in this policy.
- Ensure that suitable and appropriate fire safety and emergency arrangements are in place in respect of the buildings, premises & employees that they manage and / or are responsible for.
- Ensure that competent persons are appointed to test and maintain the services, facilities, plant and equipment within their buildings / areas of control, as appropriate (gas, electrical, water systems, etc.)
- Ensure service and maintenance records are maintained for all relevant services, facilities, plant and equipment within their buildings / areas of control.

- Ensure that where any health, safety or welfare related incident, concern or failing occurs or is reported, that this is promptly investigated and where appropriate, is effectively acted upon, so as to help prevent a recurrence. Those impacted by such incidents will be suitably assisted and supported.
- Ensure all relevant accidents/incidents and near misses are reported via the appropriate channels (i.e. MyView), that they are thoroughly investigated, reported to the relevant enforcing authority, where necessary and that appropriate remedial actions are taken to help prevent a recurrence.
- Ensure safety performance is effectively monitored, including accident / incident trends and satisfy themselves that safety standards are being maintained and that shortcomings are rectified in good time.
- Keep themselves and their employees up to date with all relevant health and safety information and consult with or seek advice, guidance and support from the Internal Health and Safety Team.
- Ensure that any health and safety issues that cannot be resolved locally are escalated to the next tier of management for approval / action.

The School Health and Safety Co-ordinator

- Will encourage a positive approach to accident prevention and the health and safety of staff, pupils and others on the school premises and affected by school activities
- Will ensure that they understand current school policies and procedures affecting health, safety and welfare of staff, pupils and others.
- Will carry out investigations as deemed necessary, periodically inspect the premises and activities in order to determine whether the policies and procedures are being complied with and whether adequate standards of health, safety and welfare are being achieved
- Will ensure that effective measures are in place to deal with and prevent emergencies, this includes the organisation of periodic fire drills and all necessary checks to safety equipment (Fire Extinguishers, First Aid Kits, Electrical Equipment etc) working with the School Caretaker
- Will ensure that all staff regularly check the electrical leads and plugs of the equipment they use. A system to report any defects e.g. a defects book must be set up so that defective equipment can be taken out of use and repaired by a competent person. The Cleaner in charge will be responsible for checking electrical items of cleaning equipment
- Will liaise with and seek advice, guidance and support from external Health and Safety Advisers (e.g. the Council's Internal Health and Safety Adviser, Enforcement Authorities, Health and Safety Executive and Environmental Health Officers, The Fire Prevention Officer, etc.) as and when necessary.
- 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 records of works plans, schedules and other data relating to the maintenance and building alterations in so far as they affect health and safety issues.
- Will liaise with key partners, as required on health and safety matters relating to electricity, gas, water supplies, waste disposal, safe access of pedestrians and vehicles, building regulations and planning.
- Will ensure that any vehicles belonging to the school are serviced and maintained in a safe condition.

Teaching Staff

- Will take reasonable care of their own health and safety and that of the pupils and others who may be affected by what they do;
- Will co-operate with school management on matters of health and safety and will not interfere with or misuse anything provided in the interest of health and safety;
- Will observe the additional safety precautions needed if they teach in laboratories, workshops or other potentially hazardous areas and be aware of specific guidelines and specialist publications from bodies such as the CLEAPPS, DATA, the Association of Science Education and AFPE (Association of Physical Education)
- Will promptly report all accidents, dangerous occurrences and potentially dangerous practices and situations to Management\Health and Safety Coordinator etc. as appropriate.

Occupational Health Provision

Occupational health provision will;

- Provide medical advice, from pre-employment, through to retirement, to both managers and employees to enable them to work in a way that does not endanger their (or anyone else's) health. Medical details remain strictly confidential throughout and will not be divulged to anyone without informed consent.
- Provide support and referrals for treatment, where appropriate, for Council employees who experience work related health issues and provide medical input into health and safety policies to promote improved standards of health and wellbeing.
- Assist in the placing and maintaining of employees in occupational environments suitable to their physiological needs, e.g., the adaptation of work to the worker.

Building Innovation Telford (biT Team)

The Council's 'biT Team' are a specialist service area that holds specific responsibilities for supporting the management of several key health and safety risks associated with the Council's buildings and premises portfolio. These key risk areas include; ensuring compliance with the Construction, Design and Management Regulations, the management of contractors, fire safety, asbestos management, water management, gas and electrical testing, amongst other building management functions.

The biT team will provide the above services for all Telford & Wrekin core buildings and 'supported service delivery areas' that are an established recipient of, or that opt to 'buy-in' to biT's services.

All Employees of the School

Must at all relevant times, to minimise the risk of injury to themselves, other colleagues, customers or partners of the school.

- Comply with the measures specified in this policy and other relevant risk control measures, procedures and guidance, produced by the school, whilst at work.
- Conduct themselves in an appropriate manner so that they, and/or others are not put at risk by their activities, actions or failings.
- Co-operate with the Head teacher, managers and supervisors, on all matters affecting health, safety and wellbeing at work.
- Make full and proper use, in accordance with the user instructions and the training provided, of any plant, machinery or equipment that is made available to them; and to not misuse such equipment.
- Only use plant, machinery and equipment for which they have been authorised, have been fully instructed as to its safe use and have received suitable training. Where appropriate, employees must ensure that plant, machinery and equipment is suitably guarded during use.
- Attend relevant training courses as requested by management and adhere to the techniques and practices specified within any training provided.
- Wear / use the necessary protective clothing and/or safety equipment (including PPE) as specified for their role / work.
- Report hazards, defects or potential risks affecting the health safety or welfare of themselves or others, which they cannot eliminate or control themselves to their supervisor or manager immediately.
- Report all accidents and incidents (i.e. near miss, violence, abuse, racial and hate related) occurring in their area of work including cases of work-related ill health to their manager/supervisor immediately, following the correct reporting process. Employees may be involved in the investigation and any remedial actions required arising from this process.
- If at any time, employees are involved in any activity that feels unsafe or they feel at risk, they should stop the activity and raise their concerns with the Senior Leadership Team.

Trainees, Apprentices and Volunteers

The school recognises its responsibilities both as sponsor and managing agent to all its Trainees, Apprentices and Volunteers (and similar groups that may be affected). Such groups will be afforded the

same health and safety status and adopt the same duties and responsibilities as that of an “Employee” and are required to be made aware of and adhere to the requirements of the School’s Health and Safety Policy.

Young persons and work experience students

All Young Persons and Work Experience Students have the same health and safety status and responsibilities as an employee and are required to be made aware of and adhere to the requirements of the School’s Health and Safety Policy. The potential vulnerability of such persons requires that they will be subject to greater levels of supervision than standard employees and may also be subject to additional controls depending upon the findings of the risk assessment process.

Visitors and the Public

Appropriate action must be taken to ensure that visitors are made aware of risks relevant to their visit, at the specific site they are attending. All visitors must be accompanied within areas of the school which are identified as non-public areas. These persons should not be allowed to access areas which may place them or others at significant risk. The school will conduct its undertakings in such a way as to ensure that visitors and members of the public are not endangered by its work activities.

Disciplinary Procedures

The Health and Safety at Work etc. Act 1974 states that, *“No person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.”*

Disciplinary action may be initiated against any employee who knowingly violates or fails to implement the schools’s safety policies, procedures or guidance, or who fails to use any personal protective equipment or other safety devices or equipment, when required, that is specifically provided for their protection.

Breaches of the health and safety policy, procedures and arrangements will be dealt with under the schools [Disciplinary Policy](#) and [Disciplinary Rules](#). It must be understood that such breaches may also expose the individual committing the breach and / or the school to criminal prosecution.

Section 3; Arrangements for Health and Safety

In order to promote a health and safety culture that aims to produce high standards and continuous improvement, the school has put in place the following health and safety arrangements.

Governance and Audit

The principles of good governance are integrity, openness and accountability.

These principles describe the systems and processes whereby the Chair of Governors and the Headteacher fulfil their collective responsibilities and provide the foundation for securing the health and safety of the school’s pupils, employees and others affected by its activities.

Governors and the Headteacher will meet for regular updates on health & safety performance, to determine if the school’s health and safety policy, strategy and action plans are being achieved and if necessary ensure that any outstanding issues are being prioritised and addressed via a risk based approach.

Risk Assessment

Risk assessment is the main tool that the school relies upon to identify and control the risks arising from our work that could potentially harm employees, pupils, parents, contractors, visitors and anyone else affected by the operations of the school.

Any employee that writes, reviews or process checks risk assessments must be competent to do so.

The School's Senior Leadership Team have the responsibility for ensuring that all significant risks, arising from their activities are properly assessed, to identify;

- Any hazards which have the potential to cause harm
- Who is likely to be harmed (employees, contractors, public etc.)
- How likely it is that the harm will occur.

From the above the SLT will do all that is reasonably practicable to protect people from harm by looking at the control measures already in place and then asking if the hazard can be removed altogether, or if not how the risk can be controlled e.g. trying a less risky option, organising the work differently to reduce exposure to the hazard and / or by providing PPE.

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

The Senior Leadership team should always consult employees, and others where appropriate, when completing the risk assessment process. Employees carrying out the work, generally know best as to what the risks are and should play a part in ensuring that the assessments are carried out robustly and that the precautions and preventive measures that we put in place, work effectively in practice. Employees must be made aware of the significant findings of the assessment and the control measures put in place to protect them.

All the significant risks to employees and those affected by the school's undertakings will be recorded and control measures put in place to enable all employees to operate in a safe manner.

The Senior Leadership Team/Managers are responsible for ensuring that they undertake the risk assessments and review them at least annually or more frequently as required.

This will be monitored by the School's Health and Safety Co-ordinator (School Business Manager) and the Headteacher.

Communication, Consultation and Co-operation on Health and Safety

High quality communication is an integral part of effective health, safety and wellbeing management. Holmer Lake Primary School will consult employees (and with recognised trade union and other employee representatives as required) on matters affecting health and safety as outlined below.

Such communication and consultation will take place in good time, where practicable and be in accordance with the school's established employee consultation processes and procedures.

School Governors' meetings

Governors take responsibility for monitoring and promoting good health and safety standards within the school.

Health and Safety is a standing agenda item at formal governor meetings.

Staff meetings

Staff meetings must create the opportunity to discuss health and safety issues. These give everyone the chance to raise health and safety concerns that apply to the team and discuss proposed improvements.

Other Health and Safety Communication Channels

In addition to the school's established committee structure additional communication channels will be provided and/or already exist, for the exchange of health and safety knowledge and information through the day-to-day supervisory channels.

These channels include, for example:

- Issuing and exchange of risk assessments, safe systems of work, safety policies, guidance documents
- Publication of policies, procedures and guidance documents
- Making health and safety a standing agenda item at Management / Team meetings
- Holding health and safety briefings
- Issuing safety alerts and raising the profile of key health and safety topics in staff news
- The provision of line management / supervision, and,
- 'On the job' training

Accident & Incident Reporting and Recording

All accidents, incidents (including near-miss, violence and/or abuse related) which occur on the school's premises or arising from school activities must be reported, using the correct reporting process. Such incidents must be reported by the employee on MyView so that details can be retained for future reference.

A range of manual forms (for accident, violent incident, near miss etc.) will be made available for the use of personnel who, for whatever reason do not have access to a computer. The line manager of such individuals must upload the manual form to MyView, once the incident is notified to them.

Any serious incidents must be reported to the Senior Leadership Team immediately.

The Headteacher will receive email notifications whenever an incident is entered onto MyView and are responsible for reviewing and authorising such reports, as necessary.

If there is any uncertainty as to what needs reporting staff can contact the Internal Health and Safety Advisor for advice and support 01952 383627. Staff should be aware that in the event of a serious accident/injury the Health and Safety Advisors may need to investigate the incident. Therefore, it is advisable to take witness statements and photos of the site of the incident as soon as possible while it is still fresh in everyone's mind.

Where such an incident results in a 'specified injury, incident or occurrence' as described in the Reporting of Injuries Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR), the school's line managers hold the responsibility for reporting such incidents or occurrences to the relevant authorities.

All RIDDOR reportable incidents involving the school's employees or others affected by the school's work activities, must be reported to the Health & Safety Executive within a proscribed timescale.

School staff must notify the Senior Leadership Team, whenever an incident is deemed to be reportable under RIDDOR so they can support the process. This must happen prior to reporting to the HSE.

The School Leadership Team have a responsibility to carry out a robust investigation following an incident and where appropriate to take reasonable action to prevent reoccurrence.

Employees are actively encouraged to report all safety concerns to the Senior Leadership Team.

Reviewing accidents

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

Staff must be aware of the following:

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

Fire Prevention and Control

The Headteacher and anyone else with line management responsibilities, are responsible for ensuring the suitability of all fire safety arrangements relating to the premises in which they operate and/or which affect the employees that they manage.

The Headteacher is required to ensure that a "responsible person" is nominated to manage fire safety issues within the school. The 'responsible person' may be the line manager themselves, or another suitably competent individual.

The Headteacher and/or the 'Responsible Person' are responsible for implementing suitable fire safety arrangements, which will include;

- Fire / smoke detection
- Means for raising the alarm
- Evacuation, including '*personal emergency evacuation plans*' for those staff that may need assistance
- Firefighting appliances
- Providing fire safety instruction and information to employees
- Putting in place a regular inspection regime of their buildings / equipment
- Ensuring that a **Fire Risk Assessment** is carried out.

Building Innovation Telford (biT) will arrange the fire risk assessments for Council owned / operational properties. Managers of Council owned/operational properties that are not supported by biT's services must ensure that all of the above measures, including the risk assessments are in place and are effective.

Issues arising from the fire risk assessment must be acted upon as appropriate, including ensuring that effective communication takes place with employees, building tenants and users on fire safety matters.

The assessment must be kept readily available for inspection by auditors and enforcement agencies.

The Shropshire Fire and Rescue Service will audit fire risk assessments and emergency arrangements as required and have enforcement powers should they feel it necessary to use them.

Employee's responsibilities for fire safety

- To learn the emergency evacuation procedure on the employees first day, during induction
- Talk to their line manager if they feel they need assistance to safely evacuate a building
- Discuss with SLT whether they are responsible for evacuating others in an emergency
- Find out where their nearest fire alarm call point is and where the fire extinguishers are
- Employees that are hybrid working must make themselves familiar with the fire safety arrangements for the building they are working in.
- Where Fire Marshals are appointed, find out who they are and where they are located
- Complete the online Fire Awareness training module on the Ollie training management system
- Understand the role of an Emergency Evacuation assistant during an evacuation

Fire Safety and Emergency Evacuation

A copy of the Fire Risk assessment is stored in the Fire Safety file in the reception office. This is reviewed on an annual basis unless there are significant changes before this. As a result of the assessment, if any additional precautions are identified as necessary the school will implement these as a matter of priority.

Notices setting out emergency evacuation procedures are displayed at key points around the school and in every classroom.

Emergency exit doors and routes are kept clear at all times and not obstructed at any time. All fire doors are kept permanently unlocked while the premises are in use.

Contractors check all firefighting and detection equipment monthly to ensure that is present in the correct locations and has been subject to a service check within the last 12 months. In addition, there is an annual check of all fire extinguishers.

The fire alarms are tested weekly by the school Caretaker and emergency lighting monthly. Records are kept in a log in the school office.

Fire drills take place at least termly. Details are recorded and notes made of any problems which needing remedying.

- In the case of a fire, the first requirement is for staff to ensure the safe evacuation of all persons from the building to the safe places indicated on the fire procedures notices. The building should NOT then be re-entered until it has been confirmed that it is safe to do so.
- The Fire Brigade will be summoned by the Headteacher or in their absence by School Business Manager/Caretaker.
- Fire wardens will sweep their designated areas and report to the 'Person in Charge'
- All attendance registers will be properly marked for the morning and afternoon sessions. Members of the teaching staff will take their registers with them on evacuating the premises.
- A roll call will be taken when all have reached the place of safety.
- All visitors/contractors report their presence on site to reception and sign the 'Visitors' book and ensure they are familiar with the fire precautions. Reception staff must remind visitors to read the emergency arrangements.
- In the event that anyone by reason of any sort of disability or special need on the premises would be unable to evacuate the building without assistance a Personal Emergency Evacuation Plan will be drawn up, agreed with them if possible and implemented.
- Staff or others taking after school clubs must ensure they are familiar with the fire precautions.
- 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.
- Drills to practice evacuation of the playground and field will take place termly.

Asbestos

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

Staff will be made aware that they must not disturb areas where there is known asbestos. If any disturbances do occur or staff have any concerns in relation to asbestos they must contact the Headteacher and/or School Business Manager/Caretaker, immediately.

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

Bad Weather Contingency Plans

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

If there are any concerns regarding the safety of the car park in bad weather conditions, the school will close the car park and staff/parents/visitors/contractors will be notified accordingly.

Chemical and Substance Safety

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

Whenever the school intends to use, or create a substance that could be a risk to the health of staff, pupils and others, the School's COSHH Assessment Co-ordinators (named on page 4) will:

- Identify and control these substances, minimising the risk of exposure to staff and others.
- Ensure staff are aware that certain substances are hazardous to health. Wherever possible these will be taken out of use. Where substitution proves to be impracticable then a full COSHH risk assessment will need to be carried out and documented.
- Ensure all users are informed, trained and instructed in the safe use of these substances and have access to the COSHH assessments.
- Ensure staff know that they are to read labels and instructions, practise sensible, safe working practices and follow and understand the emergency procedures.
- Ensure equipment is used as instructed.
- Ensure personal protective equipment/clothing is available and used when required.

Staff must be aware that they have a responsibility for reporting hazards, potential hazards and "near misses" to the Headteacher or if not available, School Business Manager.

Computers

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

Speak to the School Business Manager who will be able to give you a copy of the self-assessment and run through the procedure. If any changes or equipment are required that cannot be resolved directly by the user then report back to the School Business Manager who will see if it is appropriate to order the equipment e.g. screen riser, footrest etc.

Further advice can be obtained from the Internal Health and Safety Advisor.

Contractors

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

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

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

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

Once a competent contractor has been appointed the school will:

- discuss with the contractor details of current relevant issues and works to be completed, supported by documentation where necessary;
- require the contractor to provide method statements, permits to work etc, as applicable;
- seek confirmation that the contractor agrees to work in accordance with the School's Health and Safety Policy and arrangements, and the health and safety requirements that are laid down in the contract;

- clarify the responsibility for provision of first aid and firefighting equipment and the procedures to be followed in the event of emergency;
- obtain details of articles and hazardous substances intended to be brought onto site, including any arrangements for safe transportation, handling, use, storage and disposal;
- obtain details of plant and equipment brought onto site, including arrangements for storage, use, maintenance and inspection;
- agree key points of contact, arrangements for communication during work, including arrangements for reporting problems or stopping work in cases where there is a serious risk
- agree arrangements for suitable working times and segregation of school activities from the contractors work areas;
- seek confirmation that all workers are suitably qualified and competent for the work.

First Aid & Medical Emergencies

If urgent medical aid is needed an ambulance should be called immediately by dialling 999. Provide details of the exact location and send someone to direct the paramedics to the casualty if necessary.

First aid treatment should be provided to the casualty whilst waiting for the paramedics to arrive.

First Aid

- The school will ensure that first aid can be rendered to staff and pupils, should they be injured or become ill.
- The school will provide first aid services and facilities to the standards required by legislation.
- A 'first aid needs' risk assessment has been undertaken to ensure the provision is suitable for the school at all times including out of normal working hours and on visits and journeys.
- Employees will be advised of the first aid arrangements and who the first aiders are.
- These details are provided in key locations such as adjacent to first aid boxes, in our large council buildings there is a dedicated site that details who is available to provide first aid.
- The contents of first aid boxes and first aid room will be checked regularly, and any deficiencies made good without delay.
- SLT will ensure first aiders attend the appropriate approved first aid training courses.
- If employees have a particular medical problem, they should contact their first aiders so that they can be certain of providing the right treatment and assistance if the need arises.

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

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

First Aid Facilities

- The first aid boxes are placed in clearly identified and accessible locations i.e. First Aid room, the school office, staff room etc.
- Each first aid box contains a list of required first aid items and sufficient quantities of suitable first aid material and nothing else. Contents of the box will be replenished as soon as possible after use in order to ensure there is always adequate supply of all materials. Additional supplies are available from the first aid room. The lead first aider is responsible for ensuring first boxes are replenished on a regular basis.
- Disposable plastic gloves will be provided in the first aid box which will be properly stored and checked regularly to ensure that they remain in good condition.
- Notices are posted in prominent positions throughout the school giving locations of first aid equipment and the names of the first aiders.

Recording First Aid Treatment

Treatment provided will be recorded on Medical Tracker for pupils/students. Paper records may be made if treatment is provided on a trip etc. where Medical Tracker is unable to be accessed.

Parents/carers will be notified of any treatment administered.

If the incident was work related, then this will be reported and recorded using the electronic MyView system and a copy kept securely in case of follow up investigation or claim.

Administration of Medicines

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

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

Controlled medicines are kept in a locked cupboard in the locked first aid room. All other medicines are kept in a cupboard within the first aid room or, if required to be refrigerated can be found stored in the fridge located in the first aid room.

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

Lone Working

Working Alone should be avoided wherever possible. However, 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. Any staff wishing to work on the premises outside normal school hours must have prior agreement from Headteacher or designated senior manager.

Manual Handling

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

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

General manual handling guidance for all staff

- To avoid manual handling injuries all staff should follow established safe manual handling techniques:
- Plan the lift before you start.
- Assess the load – if it is awkward or heavy, find out whether there is a mechanical aid to use e.g. trolley or a second person to help.
- Ensure the route you are going to take is the most direct, clear from obstruction and as flat as is possible. When you off-load the object make sure the area is clear for you to do so.
- When lifting bend your knees and keep your back straight, feet apart and angled out and ensure the load is held close to the body and firmly gripped.
- Lift smoothly and slowly, using your powerful leg muscles and avoid twisting, stretching and over-reaching where practicable.

Out of Hours Use of School Premises

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

A responsible person will be nominated to represent the school and a user representative sought for liaison, to ensure that all visitors understand the procedures to be adopted in the case of fire/emergency evacuation, first aid provision, and safe use of buildings, equipment, substances and other facilities. There will be control over the number of persons attending functions at the school to ensure that they can all evacuate quickly and safely in the event of an emergency. If necessary, further advice will be sought from the Fire Safety Officer.

Hirers of the building will be given written emergency procedures that they have to comply with and sign to agree to follow those procedures.

Parental/Adult Help

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

Personal Protective Equipment (PPE)

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

PPE will be provided to staff or pupils where this is a necessary control identified by a risk assessment. This could be eye protection, hearing protection, gloves, high visibility wear, helmets and footwear.

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

There will be suitable arrangements in place for the storage, cleaning and replacement of PPE.

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

Play Equipment (indoors and outdoors)

All play equipment must be used in accordance with manufacturers/installers instructions.

All pupils are given an induction on the equipment before they first use it.

Staff rota for break time supervision can be found on SharePoint/Staff Resources. All staff as part of their duties must visually check the play equipment before the pupils use it and check that the weather conditions are suitable for its use. SLT to make the final decision for the equipment to be used.

Indoor and outdoor play equipment weekly/quarterly inspections are undertaken by the Caretaker/BiT team.

Records of the inspections are recorded and kept in the school office.

Annual inspections are undertaken by 'ROSPA' report kept by the School Business Manager.

Portable Electrical Appliance Testing

The Head teacher or School Business Manager is responsible for ensuring that all portable electrical equipment is tested regularly by an approved contractor.

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

The School Business Manager will be responsible for co-ordinating the registration, inspection and testing of equipment.

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

All hard-wired electrical installations are inspected at least every 5 years and more frequently where changes are made to the system.

Pregnancy and New Mothers

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

School Security

Safeguarding

Safeguarding procedures will be monitored and reviewed at least annually by the School Health and Safety committee.

- Gates are locked at the same time each day in the morning at 8.50am and after school at 3.30pm. After which time access to school is via the main reception. After school clubs use the gates at the hall entrance which are kept locked
- The admin team monitors those that come to the door at reception before deciding who to let into the building.
- All visitors sign in and out and wear badges of identification or a visitor's badge.
- The main doors have good locking mechanisms.
- Intruder alarms are installed.
- The following staff have a set of keys to access the school at any time:
 - Headteacher
 - School Business Manager
 - Caretaker
 - T & W caretaking team

They can also activate the school's electronic security system.

The School Office holds a full inventory of key holders and keys that have been allocated.

- Blinds or curtains have been installed in all classrooms and corridors for security, the classroom blinds or curtains are closed at the end of each school day.

The Caretaker/Cleaning Supervisor/Headteacher is responsible for the security of the school at the end of the day by ensuring that doors, windows, skylights etc. are secured. All staff have responsibilities for ensuring their classroom windows are shut and lights and computers are switched off at the end of the day.

Responding to call outs

The following are the school's nominated representatives who will respond in the event of an out-of-hours call out:

- Business Watch
- Caretaker
- Headteacher
- School Business Manager

The school have assessed the risks to these individuals and introduce suitable control measures to ensure that all risks are minimised.

Lone Worker attendance

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

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

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

Smoking/Vaping

Everyone's health is important, so smoking/vaping is prohibited during the school day either by staff or pupils whilst on the school premises.

Stress

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

If you feel that work is causing you to have too much stress or even that stress caused by other things is affecting you at work, then you need to tell your line manager/Headteacher or contact the Telford & Wrekin Internal Health & Safety (tel: 383627). If you wish, all such contact can be confidential. All employees also have access to confidential counselling via the school's employee assistance programme (EAP).

Supervision of Pupils

The school will be open from 7.45am to 5.00pm on weekdays during term times. Between these times supervision will be provided. Pupils will not be allowed on site outside of these times, unless this is for planned extra-curricular activities. Parents are informed of the details of the school terms and opening arrangements at the beginning of the school year and reminders sent throughout the year when necessary.

The school website gives details of arrangements for 'Breakfast Club' and 'After School Care' times.

The school operational arrangements will take account of the following:

- Supervision ratios and locations between school opening and lesson start time
- Supervision ratios and locations at break and lunchtimes
- Supervision ratios and locations between end of lessons and school closing time

- Areas to be used by pupils outside lesson times

Challenging Behaviour

The school follows Telford & Wrekin Council's Policy and Guidance on Personal Safety at Work. The Headteacher is responsible for ensuring that **all** staff:

- Are aware of the policy and procedures for avoiding violence at work and reporting and recording all incidents of verbal and physical abuse. See page 11 for Accident & Incident Reporting & Recording.
- Know that when they have meetings with potentially hostile parents/visitors these must be in the presence of another member of staff.

As appropriate, staff will be trained to manage actual and potential aggression and/or unacceptable behaviour.

Visits and Journeys

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

Working at Height

Working at height, can be very high risk and persons do not need to be very far off the ground for these risks to be realised. An assessment must be made of the risks from such work, and those risks should be designed out (by avoiding work at height) wherever possible. Relevant staff, particularly site managers/caretakers, whose role may periodically require them to use ladders must have completed ladder safety training if using a ladder cannot be replaced by safer means, as part of the risk assessment process.

Where work at height cannot be avoided the equipment used for such work must be appropriate and suitable for the job and must be regularly inspected and well maintained. **The use of chairs / desks and other equipment (that is not specifically designed for work at height) as a means of gaining access for such work is strictly prohibited within the school.**

Work Equipment

Work equipment relates to all things that the school relies upon for its effective operation. For example, tables and chairs, heating boilers, lifts, ladders, vacuum cleaners, utensils, computers, photocopiers, fire extinguishers etc.

All equipment purchased by, or on behalf of the school must be suitable and fit for purpose. Therefore, before any equipment is purchased managers must ensure they understand what is required, consult with all those that will be using the equipment, and take appropriate professional advice where necessary:

- Consideration will be given to the safe installation, storage and positioning of the equipment.
- Training in the safe use of the equipment may be required and should where practical be supplied by the companies providing the equipment.
- The equipment will be maintained to ensure that it remains in good condition by the Caretaker/Site Manager or will be under contract for maintenance and repairs either via Telford & Wrekin Council, the Supplier or an alternative competent maintenance provider.

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

Where any faults are noted with equipment, this must be taken out of use immediately and brought to the attention of the Caretaker or other appropriate manager for action.

The school keeps a record of the inspections and checks that are made to all equipment. These records are kept by the School Business Manager.

Health and Safety Training

Providing relevant health and safety training as is necessary to protect the health and safety of our employees is a key policy commitment of the school. All employees regardless of their status, must be provided with sufficient training, knowledge and skills to enable them to carry out their work safely and with the minimum of risk to themselves and / or anyone else.

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

Relevant members of the Board of Governors, along with the Headteacher and other managers (as appropriate) will attend periodic health and safety training sessions. This will help ensure that the School Leadership Team is kept abreast of their safety obligations and how to implement them.

It is particularly important that new employees are given an induction, ideally within the first week of their employment or as soon as is reasonably practicable. This induction must include essential health and safety related matters, including their responsibilities as identified in this policy; other basic information such as first aid, fire safety and the reporting of hazards and incidents.

Job specific training should follow which introduces local policies, processes and procedures.

Further specialist training should take place where additional skills are required; this will include refresher training where these skills are not frequently used or where the risks have potential to change.

The health and safety training needs of all employees will be the subject to review, on at least an annual basis.

Attendance on health and safety courses will be recorded on the schools training matrix.

Wellbeing of Employees

Employee Assistance Programme

The school's Employee Assistance Programme (EAP) provides employees with access to a dedicated online health hub to support their health and wellbeing. The Hub [Wellbeing \(sharepoint.com\)](https://wellbeing.sharepoint.com) contains a wealth of information and resources including webinars, wellbeing fact sheets, videos, articles, self-help programmes, interactive tools and educational resources to help with life's challenges.

The service operates a 24 hour, 7 days a week confidential telephone support line too and this can be used for advice or to access **counselling support 0800 783 2808**. Counselling support is also available for all adult family members living in the household. As part of this programme employees are entitled to up to 6 sessions of counselling to provide immediate support until other counselling support is available if required through the NHS (National Health Service) for example.

The health hub can be accessed by visiting healthassuredeap. Or by downloading the 'My Healthy Advantage' app on Google Play/the App Store

We will apply our legal duty to protect employees' health, safety and welfare by understanding the signs of drug and alcohol misuse (or abuse). A policy is in place to deal with drug and alcohol-related problems, manage the health and safety risks in the workplace and support our employees.

Sources of support, information and guidance on Health and Safety

Wherever possible school employees are encouraged to try and resolve health and / or safety issues for themselves in the first instance, providing it is safe to do so; **Sort it or report it!**

Where employees are unable to deal with a problem directly, they are encouraged to contact the person responsible for the issue and / or that has the necessary authority to resolve it.

Often this will be the employee's head teacher or line manager and, in any case, should the employee be uncertain of whom to go to, they should always report the matter to their line manager in the first instance.

If the line manager is unable to answer the query or the employee would feel more comfortable talking to someone independently, they should contact the Internal health and safety team on 01952 383627 and/ or their trade union health and safety representative.

List of associated policies, procedures and guidance documents

Detailed guidance and policies can be found on the school's SharePoint site under policies and risk assessments

Detailed guidance and policies can also be found on the Telford and Wrekin Health and Safety SharePoint site.

Further useful information and advice can be found on the HSE website <https://www.hse.gov.uk> and the web sites of the recognised trade unions.

Monitoring and Policy Review

The effectiveness of the Health and Safety at Work Policy will be subject to a management review by the Schools Governing Body and Senior Leadership Team.

This policy will be reviewed at least annually and updated, modified or amended as necessary to ensure the ongoing health and safety and welfare of School employees and visitors.

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

1. All risk assessments
2. All accident and incident reports
3. All advisory reports received
4. All termly audit reports (where appropriate)
5. The annual audit report
6. Progress on health and safety and fire action plans, policy and procedure updates
7. Other health and safety related matters and events arising throughout the school year.