



Health and Safety Policy

STATUTORY POLICY

Based on Telford and Wrekin Guidance/Model Policy

Key Points:

This Health and Safety policy is based on guidance from Telford & Wrekin Council. It refers to the detailed advice available in the Education SharePoint Knowledge Hub.

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

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

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

Agreed by Governors: Autumn 2024

To be reviewed: Autumn 2025

Contents

1. Policy statement	page 3
2. Organisation and Responsibilities	page 4
3. Arrangements for Health and Safety	page 9
Governance and the Health and Safety Committee	page 9
Risk Assessment	page 12
Communication, Consultation and Co-operation on Health and Safety	page 14
Accident & Incident Reporting and Recording	page 15
Fire Prevention and Control	page 16
Medical Emergencies	page 18
First Aid	page 18
Health and Safety Training	page 20
Wellbeing of Employees	page 21
Other School Health and Safety Arrangements	page 22
Sources of support, information & guidance on Health and Safety	page 29
List of associated policies, procedures & guidance documents	page 30

SCHOOL HEALTH AND SAFETY POLICY

Section 1: Policy Statement

It is the policy of Dothill Primary School to safeguard the health, safety and welfare of its employees, pupils, visitors, 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 Governors and Head teacher are committed to the following:

- 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 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

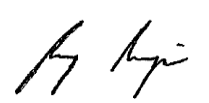
As the Chair of Governors of Dothill School, I along with the Head teacher are committed to the health, safety and well-being of all our employees, pupils, visitors and contractors.

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

Jenny Thomas:
Head Teacher
Date: November 2024



Jenny Naujeer:
Chair of Governors
Date: November 2024



The Corporate Health and Safety Policy provides a framework to ensure Telford & Wrekin Council proactively creates and maintains a safe and healthy working environment for all employees and those who may be affected by the Council's activities.

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

Section 2: Organisation and Responsibilities

Key personnel with health and safety responsibilities

TITLE	NAME
Chair of Governors	Jenny Naujeer
Head Teacher	Jenny Thomas
School Business Manager	Julie Thornton
Site Manager/ Caretaker	Mark Ramshaw (T&W Caretaking Services)

Health, Safety and Welfare Advice and Training

Internal Health & Safety and training	01952 383627
Health and Safety Advisor for Schools – Donna Irish	01952 381817
Nominated School Health and Safety Coordinator	Jenny Thomas – Head Teacher

Fire Control/Emergency Evacuation

Fire Safety Officer (Shropshire Fire & Rescue Service)	01743 260200
Fire Risk Assessments (biT Team)	01952 380934
Nominated Premises Fire/Emergency Co-ordinator	Jenny Thomas – Head Teacher
Deputy Fire/Emergency Co-ordinator	Julie Thornton – Business Manager

Reporting and Recording of Accidents etc

Persons nominated for the documentation and reporting of Accidents, Diseases, Dangerous Occurrences, and Incidents of Violence. They will report to the Head Teacher and complete necessary documentation:

Julie Thornton – Business Manager
Lorna Mellish – Administrator

Health and Safety (First aid) Regulations 1981

Certificated First-Aiders (First Aid at Work – three days): Hazel Maltby and Chris Jones

Paediatric First Aid (two days): Su Burbank, Gemma Gill, Alison Cooke, Skye Coomber, Isabella Dawes, Annette Evans, Heather Hodgkinson, Beth Jennings, Molly Lamb, Clare Murphy, Angela McInnis, Ali Melville, Beth Nickless, Karen Renshaw, Rachel Rouse, Sweta Shah, Lisa Street, Karen Sturmeay, Becky Taylor, Clare Thornhill, Courtney Williams-Hindle, Amy Wood

There is a programme of training planned to ensure that all First Aid training is kept up to date. Those who need refreshing are booked on the next training.

Expeditions and All School Trips and Visits

Educational Visits Co-ordinators (EVC): Beth Jennings, Dave Kirkpatrick, Nikki Harvey

Asbestos and Legionnaires:

Asbestos Co-ordinator	Jenny Thomas – Head Teacher
Legionnaires Co-ordinator	Jenny Thomas – Head Teacher

Portable Electrical Testing

Co-ordinator for arrangements	Julie Thornton – Business Manager
Deputy Co-ordinator	Lorna Mellish – Administrator

Control of Substances Hazardous to Health (COSHH)

Assessment Co-ordinators:	Jenny Thomas: Head Teacher; Nikki Harvey: Deputy Head Teacher
Site Manager/Caretaker:	Mark Ramshaw: T&W Caretaking Services

Annual Safety Audit

Safety Audit Co-ordinators: Jenny Thomas – Head Teacher; Julie Thornton – Business Manager and Lorna Mellish – Administrator (Deputies)

Equipment Safety

Equipment Safety Co-ordinator (Whole School): Jenny Thomas – Head Teacher, Nikki Harvey – Deputy Head Teacher; Julie Thornton – Business Manager

Key Holders: Business Watch Guarding, Mark Ramshaw – Caretaker, Jenny Thomas – Head Teacher, Nikki Harvey – Deputy Head Teacher, Julie Thornton – Business Manager, T&W Caretaking Services (Caretaker Cover Purposes)

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.

Board of Governors

The Board of Governors, along with the Senior Management 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 Management 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. Kerry Weston is the lead governor responsible for health and safety issues and governance arrangements for health and safety lie with that governor.

The Lead Governor responsible for Health and Safety actively monitors and promotes health, safety and wellbeing across the school raising matters with Senior Management and relevant Committees as necessary.

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 Management Team), will as far as reasonably practicable, ensure the following:

- 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 Management 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 Head teacher and the Senior Management Team will provide effective leadership and direction to ensure the policy is implemented and will as far as reasonably practicable, ensure the following:

- 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 Head teacher

The Head teacher 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.

Head teachers will undertake the following:

- Be responsible for the day to day, implementation of the Health and Safety Policy and will liaise with the Governors to ensure full compliance with all its requirements.
- 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.
- Facilitate the necessary health and safety training for staff, for them to undertake their work safely.
- Appoint key personnel to take responsibility for operational health, safety and welfare issues (see page 4)
- Periodically review the policy and make amendments to it whenever necessary.
- Monitor the safety performance and take such steps as may be necessary to improve performance
- Ensure that all employees have access to a copy of the school's health and safety policy and are aware of their responsibilities.
- Ensure that effective channels of communication and consultation with staff and safety representatives are maintained.
- Ensure that suitable and sufficient risk assessments are carried out in respect of the health and safety of all persons that are affected by the school's activities; and that such risks are controlled by effective and proportionate means. Also, that the assessments are recorded and highlight any employees, pupils or other individuals identified as being especially at risk.
- Promote a positive culture and an interest in health and safety matters throughout the school
- Ensure that appropriate staff liaise with subject advisers and health and safety officer/coordinator on health and safety matters.
- Make recommendations for improvement and present an annual report on Health and Safety to the Governing Body.
- Ensure all relevant accidents/incidents 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.
- Be responsible for dealing with visits from the Health and Safety Executive and other enforcing agencies.
- Ensure that competent persons are appointed to test and maintain the utilities, 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.
- Be responsible for ensuring that the Fire Risk Assessment has been completed and is reviewed at least annually.

- Ensure that suitable and appropriate fire safety and emergency arrangements are in place in respect of the buildings & premises, pupils & employees that they manage and / or are responsible for.
- Be responsible for ensuring that the Asbestos Survey Report is reviewed on receipt from the 'biT Team' and an Asbestos Management Plan is in place and reviewed annually.
- Be responsible for ensuring that there is liaison with key partners that have an interest in the building, on matters of health and safety relating to electricity, gas, water supplies, waste disposal, safe access of pedestrians and vehicles, building regulations and planning, etc.
- Be responsible for ensuring that health and safety repairs and necessary emergency work required to ensure the health and safety of staff, pupils and others are undertaken.
- Be responsible for ensuring that works plans, schedules and other data are maintained, in respect of the maintenance and building alterations of the school in so far as they affect health and safety.

The School Health and Safety Co-ordinator is responsible for the following:

- 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 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 Administrator/Business Manager.
- Will ensure that all staff regularly check the electrical leads and plugs of the equipment they use. A system to report any defects e.g. a defects book must be set up so that defective equipment can be taken out of use and repaired by a competent person. The Cleaner in charge will be responsible for checking electrical items of cleaning equipment.
- Will liaise with and seek advice, 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 vehicles belonging to the school are serviced and maintained in a safe condition.

Human Resources will undertake the following:

- Promote and maintain the highest degree of physical, mental, and social wellbeing for all employees.
- Encourage a culture where managers take an active interest in the health and wellbeing of their staff.
- Advise and inform managers, employees and trainees on all aspects of employee health and wellbeing to protect staff from factors adverse to their health.
- Attend meetings on employee health and wellbeing issues in an advisory capacity.
- Advise on employee health and wellbeing training for staff at all levels.
- Liaise with the Internal Health & Safety and Occupational Health Service regarding health and wellbeing matters.

Occupational Health

Occupational health provision will provide the following:

- 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 psychological 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.

The biT Team will also advise those service areas that choose not to 'buy-in', to biT's services, on how and from whom they may obtain assistance in complying with their legal obligations associated with such building management functions.

Health and Safety Representatives

They may be trade union representatives, but not necessarily. They will be consulted in good time about health and safety issues. Amongst their functions they have the right to:

- Carry out regular inspections of the workplace
- Investigate accidents and incidents, and
- Examine health and safety documents

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.

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 do the following:

- 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 their line manager.

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 school’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 Procedures. 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, school has put in place the following health and safety arrangements.

This document provides a summary of the school’s most significant health and safety arrangements but is not an exhaustive list. More comprehensive and detailed coverage of the school’s health and safety arrangements can be found on the school website.

Health and Safety Management

The school's Health and Safety Policy Arrangements are based on the 'Plan-Do-Check-Act' approach for the effective planning, organisation, control, monitoring and review of its safety management processes.

PLAN - Planning for Health and Safety – the Health and Safety Strategy

Planning is key to ensuring that every health and safety measure we put in place within the school is appropriate, is properly considered and will work in practice.

As part of our health and safety planning, the school will:

- Work with the Governor Health and Safety Committee and other key personnel to develop a 3-year health & safety strategy that identifies the risks and safety challenges faced by the school
- Produce realistic, measurable and achievable objectives that will make a real impact on reducing those risks and challenges, and that will have a positive impact on the health, safety and wellbeing of our employees, whilst enhancing the school's safety culture
- Establish key performance indicators to measure our performance against the strategy
- Ensure that clear lines of responsibility are detailed within our policies and procedures and that these are effectively communicated to all duty holders
- Ensure that all risks within the organisation are identified and suitably assessed
- Establish effective preventive and protective measures as identified as necessary following the risk assessment process and prioritise those needed to tackle the most significant risks firstly
- Set clearly defined safe operating standards to be achieved and communicate these through the provision of training, policies, procedures and guidance documents to all relevant personnel

DO - Implementing the Plan and putting the Strategy into practice

Having planned and set our strategy, completed our risk assessments and identified the issues that could cause harm, we need to implement our preventive and protective measures to manage the risk.

We will consult and engage with as many employees and their representatives as appropriate before deciding on the most suitable measures needed to manage the risks and then put them in place.

This engagement will help drive the safety culture by developing positive attitudes and behaviours.

As part of the implementation process, it is critical that

- the right tools and equipment are selected to support the preventive and protective measures,
- everyone involved in the work is competent, well trained and instructed, to carry out the tasks safely,
- where necessary, those involved in the work are supervised to make sure the measures are followed.

CHECK – Auditing and Reviewing Performance against the Safety Strategy

Measurement of Health and Safety Performance

Having implemented our health and safety strategy we need to measure our performance to check and make sure that what was planned and implemented is actually working in practice.

In order to substantiate that health and safety standards are actually being achieved, the school measures safety performance against pre-determined plans and objectives, so that areas where the standards are not being met are identified and can be the subject of remedial action.

Key performance indicators used by the school for reviewing health and safety performance include:

Active monitoring systems:

- The systematic examination of premises, plant and equipment daily, weekly and monthly
- Examining health surveillance and exposure monitoring records to check the effectiveness of health control methods and to detect early signs of harm to health
- Auditing of all service areas for compliance with agreed health and safety standards

Reactive monitoring systems:

- The investigation of accidents & incidents including near misses and work-related ill-health to establish both root cause and the development of incident trends
- Identifying where health and safety standards are not being met, by monitoring for failures in the systems - such as damage to equipment, property, etc.
- Analysis of all collected data to identify common features or trends and initiate improvements
- Benchmarking of our performance against similar schools through the Health and Safety Officer at the local authority.

Reviewing health and safety should be a continuous process undertaken at all levels within the school on a day-to-day basis.

It will include actions by supervisors/managers:

- To remedy process, equipment or system failures which they identify in the course of operations
- To remedy unsafe employee performance and practices identified by active and reactive monitoring
- To respond to the results of audits, both completed by self-assessment and the health and safety team.

Auditing

The school relies upon its 'health and safety management audit' processes to check that our policies, systems and processes are effective and relevant to the whole school site.

The Headteacher, School Business Manager and Caretaker supported by the Health and Safety Officer (Donna Irish) manages the school's health and safety audit programme, reporting back to senior management and the school Health and Safety Committee on the safety performance and standards within each specific service area.

We use audits to improve our understanding of, and ability to manage risk, by

- checking levels of compliance with our key health and safety performance indicators, including specific policies, procedures and guidance documents,
- assessment of the achievement or progress towards specific objectives and plans,
- identification of areas where the health and safety system is failing or absent,
- identifying non-conforming working practices or changes in operations across the organisation,
- checking for areas where performance can be improved,
- reviewing accident, assault, ill health and incident data, which analyses both the immediate and underlying, causes, trends and common features,
- checking that appropriate management arrangements and workplace precautions are in place,
- ensuring the ongoing safety and maintenance of the school building.

Schools are required to complete an annual self-audit of health & safety management arrangements for their service areas and associated teams. The Internal Health and Safety Team will then review the completed self-audit in order to substantiate and ensure that the required health and safety standards are actually being achieved.

With the frequency of audit completion being prioritised via a risk rated approach, health and safety audits will contribute to corporate governance arrangements and assist in ensuring all school services are delivered within acceptable parameters of safety and legislative compliance.

ACT - Acting on the findings of the Performance Review

Having measured our performance and checked what was working well and more importantly, what was not working so well; we need to act effectively to improve our safety performance.

Some of the ways we do this within school are by;

- The Health and Safety Team communicating audit findings and remedial recommendations with a clear plan of action and timetable for implementation to the relevant Service Delivery Manager
- Escalating such actions to the Governor Health and Safety Committee, where appropriate, to ensure effective completion

- Implementing remedial measures identified as necessary following accident / incident investigation and/or audit to prevent / reduce the likelihood of a recurrence
- Ensuring employees are kept informed of audit performance and remedial actions taken following audit deficiencies by emailing all staff and governors
- Reviewing training needs based on lessons learned to improve the provision of information, instruction and training to employees
- Ensuring that health and safety policies, procedures and guidance documents are regularly reviewed and updated as appropriate, so that they remain effective

Through the identification of issues and the implementation of necessary corrective actions, continuous improvement can be achieved which will give the Headteacher and Senior Management Team reasonable assurance on the effectiveness of the school's safety management strategies.

Governance and Audit

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

These principles describe the systems and processes necessary to ensure that the Chief Executive, Senior Management Team, the Cabinet Member for Highways, Housing & Enforcement and the Director responsible for Health and Safety, fulfil their collective responsibilities and provide the foundation for securing the health and safety of the Council's employees and others affected by its undertakings.

The Director of each Service Area will meet with their respective Health and Safety Advisor on a regular basis to review and progress the Service Area's performance against the Council's health and safety strategy and the Service Area's own specific objectives and key performance indicators.

The Health and Safety Team will produce a health and safety performance report for each Service Area to be submitted for review and consideration by the corporate health and safety committee. The frequency of the report and the requirement for attendance at the corporate health and safety committee is determined by the risk rating associated with and assigned to the specific service area.

The Council's Service Delivery Managers will periodically receive audit reports completed by the Internal Health and Safety Team, which may include recommendations for safety improvements. These recommendations will follow the Plan-Do-Check-Act approach, adhering to the Council's Health & Safety Strategy.

Where appropriate, the audit reports and associated recommendations will be submitted for consideration to the Corporate Health and Safety Committee. This will ensure that the appropriate preventive and protective measures are carefully considered, agreed and implemented.

Risk Assessment

Risk assessment is the main tool that Telford & Wrekin Council relies upon to identify and control the risks arising from our work that could potentially harm employees, customers, pupils, service users and anyone else affected by the operations of the Council.

The Council's line Managers have the responsibility for ensuring that all significant risks, arising from their service activities are properly assessed, to identify the following:

- 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 manager 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.

Managers 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 Council's undertakings will be recorded and control measures put in place to enable all employees to operate in a safe manner.

A full range of risk assessment templates and supporting documents are available from the health and safety SharePoint site to guide and assist managers with the risk assessment process.

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

Any employee that writes, reviews or process checks risk assessments must be competent to do so and training is a must for those involved in the risk assessment process and can be booked via Ollie.

Communication, Consultation and Co-operation on Health and Safety

High quality communication is an integral part of effective health, safety and wellbeing management. Dothill Primary School will consult with recognised trade union and other employee representatives on matters affecting health and safety via the safety forums and meetings outlined below.

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

General Health and Safety Communication Channels

In addition to the Council's established committee structure and the joint consultative forums (*see Corporate Health and Safety Committee, below*) 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 via the Health and Safety Intranet pages
- Safety communications between teams on shared sites (Building User Groups, etc.)
- Publication of the minutes of the Corporate Health & Safety Committee meetings on the T&W Intranet
- Making health and safety a standing agenda item at Management / Team meetings
- Holding health and safety briefings
- Delivering toolbox talks
- 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

Information available to all staff via the Health & Safety SharePoint site.

School Health and Safety Committee – Governing Body

The School Governing Body is the principal forum for health and safety matters at the School. The Governing Body oversees health and safety management within the School and is the formal mechanism for consultation with employee representatives (including the trade unions, where applicable) on health and safety matters. It will monitor performance and consider proposals on school health and safety policy and strategy.

Membership of the School Health and Safety Committee – Governing Body

- The School Health and Safety Committee responsibilities are carried out by the full governing body. Working parties are called as required for specific tasks. Health and Safety discussions involve Chair of Governors, the Lead Governor for Health and Safety, the Head teacher, other governors and members of staff and also employee representatives (including those of trade unions) as applicable.
- Members of the committee shall be nominated and appointed annually at the autumn term meeting of the Governing Body.
- The Committee shall be chaired by the Chair of Governors.
- **Neither the Head teacher, any 'Teacher Governor', nor anyone else employed at the school shall be appointed as the Chair of the Health and Safety Committee.**
- In the event of a vacancy arising on the Committee, a successor shall be appointed by the Governing Body at its next meeting following receipt of the resignation.
- The Governing Body will appoint the Clerk who shall not be the Head teacher.

Meetings

The Full Governing Body will meet at least three times a year to fulfil its responsibilities and to meet any prescribed deadlines.

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

The terms of reference for the School Health and Safety Committee are to

1. Consider, review and approve where appropriate, health and safety policy, strategy, procedures and guidance documents developed by and for the School.
2. Specifically prepare the health and safety policy and recommend it to the governing body. Keep the policy under review and to recommend such amendments to the governing body as may be necessary. *In the case of Community and Voluntary Controlled Schools the Telford & Wrekin Council Health and Safety Policy applies, but the school's own arrangements to implement the policy still must be drawn up and approved by the governing body.*
3. To recommend to the governing body procedures for implementing the health and safety policy and then to ensure, by means of periodic checks and reports, that those procedures are followed. *Procedures for dealing with a wide variety of health and safety issues have already been provided by Telford & Wrekin Council, including those for Educational Visits and Journeys and these should be adopted and monitored.*
4. Consider changes to (and new) health and safety legislation, the content of recommendations from professional bodies, and the necessity for changes to School policy(s) as a result
5. Consider reports from enforcement agencies and recommend appropriate action(s) in response.
6. Receive and review specific reports on accidents, incidents, near misses and work related ill health.
7. Monitor health and safety performance, including accident and incident rates. Review and consider any significant concerns or associated trends and recommend appropriate action(s) in response.
8. Receive health and safety inspection and audit reports, generated by the Head teacher and/or Lead Governor for Health and Safety and/or others and consider appropriate action to address any shortcomings identified.
9. To recommend to the governing body a school security procedure that addresses the security of pupils and staff as well as the protection of buildings and property. Review this regularly and make recommendations where appropriate.
10. With the head draft a documented emergency plan for the school for approval by the governing body.
11. To consider and recommend to the governing body suitable arrangements to ensure safeguarding and the promotion of the health, welfare and inclusion of pupils.
12. Consideration of reports and factual information provided by inspectors of the Enforcing Authority.
13. Promote a positive safety culture and play a key role in motivating and engaging with employees and actively monitoring and driving improvements in the health and safety performance of the school.

The terms of reference with specific regards to the maintenance of the school premises are

1. To monitor the state of repair of the school buildings, including the effective management of asbestos (if any) on the premises.

2. Through the Head teacher, to liaise with the school's building surveyor or other adviser over repairs and maintenance work to be undertaken each year.
3. Through the Head teacher, to take any action required to approve & carry out repairs in an emergency.
4. To consider and recommend to the governing body any proposed improvement projects.
5. To recommend to the governing body a lettings policy for the school, to keep this under review, including lettings charges and any proposals or requirements for insurance cover.

Local Health and Safety Arrangements

Access and egress from the school site

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

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

Accident & Incident Reporting and Recording

All accidents, incidents (including near-miss, violence and/or abuse related) which occur on school premises or arising from our 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 internal health and safety team immediately.

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

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 pupils, employees or others affected by the School's work activities, must be reported to the Health & Safety Executive within a proscribed timescale.

School Managers must notify the Internal Health and Safety 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.

School Managers 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 their line manager, and anyone can report a Health & Safety concern via the "Report it Button" on the council's health and safety SharePoint site.

Reviewing accidents

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

Staff must be aware of the following:

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

Fire Prevention and Control

Service delivery managers, group managers, head teachers, team leaders, 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.

Building managers and those with a building management responsibility are required to ensure that a "responsible person" is nominated to manage fire safety issues within the school building. The 'responsible person' may be the line manager themselves, or another suitably competent individual. In the school it is the Headteacher, Deputy Headteacher and School Business Manager who will fulfil this 'responsible person' role.

The Building Manager and Responsible Person are jointly responsible for implementing suitable fire safety arrangements, which will include the following:

- 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.

Fire Safety and Emergency Evacuation

The Fire Risk assessment is stored in the Fire Safety file in the office. This is reviewed on an annual basis unless there are significant changes before this. An assessment of the risks of fire is carried out by the appropriate body appointed by school. 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.

Notices around school have the following information.

(Signs should comply with Health and Safety (Signs and Signal) Regulations 1996)

FIRE ALARM / BOMB THREAT INSTRUCTIONS:

IF YOU DISCOVER A FIRE

Press the fire alarm nearest to where you are:

1. The alarm will sound.
2. Pupils and staff will walk out of school by the nearest safe exit to the playground
3. Classes line up quietly on the playground
4. Teachers to account for their pupils and relevant staff and check that all children in their classes are out of the building. Teaching assistants will check the toilets and restrooms.
5. **DO NOT PANIC.** Walk quickly and quietly in line, **DO NOT** return to the classroom or cloakroom to pick up personal belongings.
6. Await further instruction before returning to the building.

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

Mark Ramshaw checks 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 by Churches.

The fire alarms are tested weekly by Mark Ramshaw.

Emergency lighting is checked monthly by Dave Bethel from T&W.

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: Julie Thornton or in their absence by Lorna Mellish
- 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 fire 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.
- If 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 and procedures.
- 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 regularly.

Building Innovation Telford (biT) will arrange the fire risk assessments for Council owned / operational properties. Managers of Council service areas that are not supported by biT's services must ensure that all 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 the Headteacher / School Business Manger if they feel they need assistance to safely evacuate a building
- Discuss with their line manager 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

Comprehensive information on how the school manages its fire safety arrangements are contained in the school's Fire Risk Assessment and Fire Safety file in the school office.

Building Management and Safety

If you have been nominated as a Building Manager for a Telford & Wrekin Council building you may hold duties as a responsible person that may include: the co-ordination of fire safety management, general building safety, security,

and maintenance and infrastructure issues within a building on behalf of all the building occupants. Where the duties are shared between users' communication and co-operation on any safety matters is essential.

A building Safety audit will be carried out by the Building Manager with liaison with other occupants in a multi-occupancy building, the Health and Safety Team and when necessary, the local Fire Service to ensure a safe working environment. They will also be required to maintain the buildings emergency folder and Health & Safety (building related) records, ensure that adequate numbers of First Aiders and fire marshals are appointed within the building, investigate incidents, accidents & work related ill health (where related to the building), co-ordinate the preparation of risk assessments for building related issues and common areas and ensure that PAT (Portable Appliance Testing) testing is undertaken within the building

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. 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.

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 at Work training

The full First Aid at Work training course consists of at least 18 hours of learning (not including breaks), over a minimum period of three days.

On completion of training, whether a full FAW course or a FAW requalification course, successful candidates should have satisfactorily demonstrated competence in all the subject areas and be able to:

- Administer first aid to a casualty with:
 - Injuries to bones, muscles and joints, including suspected spinal injuries
 - Chest injuries
 - Burns and scalds
 - Eye injuries
 - Sudden poisoning
 - Anaphylactic shock
- Recognise the presence of major illness and provide appropriate first aid (including heart attack, stroke, epilepsy, asthma, diabetes).

This training must be renewed every three years by means of a two-day re-qualification course.

Paediatric first aid

The two-day paediatric first aid course focuses on emergency scenarios that face those looking after young children and infants, including day nurseries, private nursery schools, pre-schools, before and after school clubs for children in the early years age group, childminders and carers of children at home.

The paediatric first aid course must meet the Ofsted Early Years and Childcare Register requirements.

This training must be renewed every three years by means of a one-day re-qualification course.

The training can be arranged by Telford and Wrekin Council. See page 4 for names of all the First Aiders within the school.

First Aid Facilities

- The first aid boxes are placed in clearly identified and accessible locations

No.	Location
1	GP Room
2	Admin area (disabled toilet)
3	Fire Box (admin office)
4	EYFS area
5	Year 2 area
6	Year 1 area
7	Playground kit
8	Outside Staff Room
9	Year 6 area
10	Y3/4 by big hall
11	Year 3/4 by fire exit door
12	Year 5 area
13	Demountable
14	Lunchtime use
15-21	Trip Bags/Boxes x 7

- 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 to ensure there is always adequate supply of all materials. Additional supplies are available from the Learning Mentor. Karen Sturmeay is responsible for ensuring these are replenished as soon as possible after use.
- Disposable plastic gloves will be provided in the first aid box which will be properly stored and checked regularly to ensure that they remain in good condition.
- Notices are posted in prominent positions throughout the school giving locations of first aid equipment and the names of the first aiders.

Recording First Aid Treatment

Records of treatment provided will be made in the accident/Incident book for pupils/students. If the incident was work related, then this will be reported and recorded using the electronic MyView system and a copy kept securely in case of follow up investigation or claim. See page 12 for further information on accident/incident reporting.

Administration of Medicines

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

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

Medicines are kept in the locked cupboard in the staff room or, if required to be refrigerated can be found stored in the fridge located in the staff room. Further advice can be found in the Medication in Schools Guidance found in the School Knowledge Hub SharePoint system.

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.

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 Telford & Wrekin Council. 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.

The Director of each Service Area, along with the Senior Managers of that Service Area will attend a health and safety training day, which will be presented by the respective Health and Safety advisor for the Service Area on at least one occasion in every period of 12 months. This will help ensure that each specific management team is kept abreast of their safety obligations and how to implement them.

It is particularly important that managers ensure 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. The council has comprehensive Induction training program that includes health and safety and fire safety.

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.

Training and development within Telford & Wrekin Council is co-ordinated through the Organisational Delivery & Development Team, who will liaise with the Internal Health and Safety Team to ensure that health and safety training is provided covering relevant health and safety subject areas in good time and on an on-going basis. Training courses will take account of the Council's health and safety priorities, risk factors, legal requirements and other specific training needs identified.

The health and safety training needs of employees, managers and directors will be the subject of periodic reviews, with all teams and service areas contributing their own training plans to ODD on, at least an annual basis. Attendance on all health and safety courses must be recorded on the Ollie training management system.

Wellbeing of Employees

Many of us spend a great deal of our time at work, therefore our health and wellbeing in the workplace is as important as it is outside of the workplace, after all, how you are feeling does not automatically stop the moment you step foot into work! The Council's Health and Well-Being Service engages and inspires individuals to improve their physical, mental and social wellbeing. The tools included in our support employees in maintaining good wellbeing at work, with a proactive and preventative approach to wellbeing including self-care, support, developing resilience and therapy."

Employee Assistance Programme

The Council'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.co.uk 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.

Other School Based Health and Safety Arrangements

Asbestos

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

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

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

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.

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. Paper copies of these documents will be available in the office.
- Ensure all users are informed, trained and instructed in the safe use of these substances and have access to the COSHH assessments.
- Ensure staff know that they are to read labels and instructions, practise sensible, safe working 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 (see page 18 - PPE). All staff must be aware that they have a responsibility for reporting hazards, potential hazards and "near misses" to the Head teacher or if not available, School Business Manager/administrator.

Contractors

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

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

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

School safety arrangements regarding contractors

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

Once a competent contractor has been appointed the school will:

- discuss with the contractor details of current relevant issues 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.

Lone Working

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

In such circumstances, the school will assess the risk to these individuals and introduce suitable controls to ensure that all risks are minimised.

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

Also see section on school security and people responding to callouts.

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.

Use of cars

- Teachers, parents and others who drive pupils in their own private cars will ensure their passengers' safety by confirming the vehicle is roadworthy, and they have an appropriate licence and insurance cover for carrying the pupils. Volunteers will be carefully vetted by the school before they are permitted to transport pupils in their cars. The Head teacher will request assurances as necessary. This will be included in the risk assessment for trips where necessary.
- The driver is responsible for making sure that pupils wear a seat belt at all times and if necessary, use booster seats. Staff hiring a minibus or other vehicle must make sure pupils wear seat belts at all times. **Vehicles without seat belts will not be used.**
- Parents' agreement will be sought (on the consent form for the visit/journey) for their children to be carried in other parents', volunteers' or other pupils' cars. Parents, volunteers or other pupils driving pupils will not be allowed to be alone with a pupil. The party leader will arrange a central dropping point for all pupils rather than individual home drops.

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 (details are on page 4). Hirers of the building will be given written emergency procedures that they have to comply with and sign to agree to follow those procedures

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

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. If they have not been subject to a DBS check, they must be always accompanied by a school staff member.
- 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 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 to the manufacturers/installers instructions.

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

Staff rota for break time supervision is arranged by the Phase leader. 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. Head teacher/Deputy Head teacher/ Playground Supervisor to make the final decision for the equipment to be used.

T&W BiT team. Records of the inspections are recorded and kept in the file in the office. Annual inspections are undertaken by 'ROSPA' and the report is kept in the file in the office and on SharePoint.

Outdoor play equipment weekly inspections are undertaken by the Caretaker. Outdoor play equipment termly inspections are undertaken by T&W BiT team. Records of the inspections are recorded and kept in the file in the office. Annual inspections are undertaken by 'ROSPA' and the report is kept in the file in the office and on SharePoint.

For further information and details of the checks required see the Outdoor Playground Inspection & Maintenance Guidance available on the School Knowledge Hub SharePoint.

Portable Electrical Appliance Testing

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

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

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

The School Buildings Manager or administrator will be responsible for co-ordinating the registration, inspection and testing of equipment. (See page 4 for name of person responsible).

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

All hard wired electrical installations are maintained by the Facilities Management Team at Telford & Wrekin Council at least every 5 years 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 Head teacher know as soon as possible. Your Head teacher 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.

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.

The School's Senior Management 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 SMT 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.

Management teams 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.

A full range of risk assessment templates and supporting documents are available from the [health and safety pages of the Intranet](#) to guide and assist managers with the risk assessment process.

Training is also available for those involved in the risk assessment process and can be booked via Ollie.

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.

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

Training for school staff on risk assessment is arranged via the Telford & Wrekin Internal Health and Safety Team.

School Security

Safeguarding

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

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

- Gates are locked at the same time each day in the morning at 9.00 am and after school at 3.30pm, after which time access to school is through the front gate only. After school clubs use the delivery door and front gates.
- The school admin team monitor those who 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.
- See section 2 for the list of staff that 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.
- Blinds or curtains have been installed in all classrooms and most corridors for security. The classroom blinds or curtains are closed at the end of each school day.

The Caretaker 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/office windows are shut, lights and computers are switched off, and blinds are closed at the end of the day.

Responding to call outs

The school's nominated representatives who will respond in the event of an out-of-hours call out and shown in section 2.

The school have assessed the risks to these individuals and introduce suitable control measures to ensure that all risks are minimised. All nominated staff have been trained in how to deal with violence and aggression and will be supported if an incident occurs.

Lone 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.

A copy of the detailed procedures introduced to control these risks will be kept in the risk assessment file in the office.

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

Smoking

Everyone's health is important so smoking is prohibited during the school day either by staff or pupils whilst on the school premises. See the smoking policy for full details.

Stress

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

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

Supervision of Pupils

The school will be open from 8.30am to 3.15pm 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 Head teacher 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 15 for Accident & Incident Reporting & Recording.
- Are aware of Telford & Wrekin Council's arrangements available for victims of violence at work.
- Know that when they have meetings with potentially hostile parents these must be in the presence of another member of staff.

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 5 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 Head teacher then the EVC must make sure the Head teacher countersigns the approval documents including the risk assessment.)

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. The school keeps a record of the inspections and checks that are made to all equipment. The log/record is kept in the office.

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.

Monitoring and Review

This policy will be reviewed at least annually by the School Senior Management team and updated, modified and/or amended as necessary to ensure the ongoing health and safety and welfare of School employees, pupils 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.

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



List of associated policies, procedures and guidance documents

Detailed guidance and policies can be found in the Health and Safety pages of the intranet. Schools' specific guidance and policies can be found on the Education Health and Safety SharePoint site.

The subject areas that are covered by policies, procedures and guidance documents contained on the health, safety pages of the intranet, will include, but are not limited to;

Accident and incident reporting System Asbestos Building Management and Safety Checklists CDM (Construction, Design and Management) Policy Consultation with Employees Contractor Management Display Screen Equipment (DSE) and Workstations Driving for Work Electrical safety including portable and fixed equipment Event Safety	Manual Handling Manual Handling of People Medical Device Alerts New and expectant mothers Noise at Work Personal Safety Policy Personal Emergency Evacuation Plan Play Equipment Protective Clothing and Equipment Personal Safety Risk Register (PSP) Risk Assessments Safety Representatives and Safety
---	--

Fire Precautions and other evacuation procedures First Aid and Medical Attention Hazardous Substances (COSHH (CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH)) Health and Safety Law Health and Safety Strategy Hybrid working Legionella Bacteria and Water Safety Lone Working and Lone Workers Management Competence Checklist	Committees Safety Training Smoking Staysafe – lone worker system Stress Management Thermal Comfort Training Work Equipment Working at Height Young Persons
--	---

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.