



St Lawrence Primary School

Health and safety

Review date: November 2023

Reviewed By:

Approved by

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Policy amendments may occur at any time, and you should consult the Policies page on the website for the latest update.

1. School Statement of Health and Safety Policy

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

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

- Seek the co-operation, through consultation and involvement, of all employees with a view to implementing the requirements of the Health and Safety at Work Act 1974, and associated legislation;
- Maintain all places of work, including the means of access and exit from such places, in a safe condition and ensure that work equipment and systems of work are maintained to be safe and without risks to health;
- Provide and maintain facilities and arrangements for the welfare of employees and pupils, including adequate provision for first aid treatment;
- Ensure safety and the absence of risks to health and to the general environment in connection with the use, handling, storage, transport and disposal of articles and substances, and to provide appropriate protective equipment where necessary.
- Bring to the attention of all regular and temporary employees, pupils, visitors, contractors, at the school premises their responsibilities with regards to their own safety and the safety of others who may be affected by their acts or omissions. This will involve the provision of such information, training and supervision as is necessary.
- Identify, eliminate or reduce by controls, hazards which exist at the place of work through risk assessment and bring such hazards to the attention of employees and others who may be affected. This will include the formulation and where necessary, practise of effective procedures for use in the event of a serious risk or imminent danger.

In addition to assist in the proper implementation of this policy the governors and Headteacher will:

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

2. Health and Safety Representatives & Organization

TITLE	NAME
Chair of Governors	Emily Russell
Headteacher and School Safety Officer	Alan Brannen
Governor with responsibility for Fire Safety	Emily Russell
Governor with responsibility for Health and Safety	Emily Russell
Business Manager	Mrs Sally Betton
Site Manager	Mr Wayne Castree
Certificated First Aiders	
First Aid at Work	Alan Brannen Joanne Malone
EFAW/Paediatric Certificate	Julie Williams Joanne Malone Adel Connacher James Braown Alan Brannen Becky Watkins Denise Edwards Lorna Will-Hart Sian Williams

3. Responsibilities for nominated personnel

3.1 School Governors

- will be responsible in conjunction with the Headteacher to ensure formulation, reviewing and subsequent amendment to the School Health and Safety Policy Statement, Organisation and arrangements;
- will cause the Health and Safety Policy to be translated into effective action at all levels within the school;
- will ensure that the Health and Safety Legislation, Codes of practice and Guidance together with school rules are implemented and that staff and pupils are operating safe working practices;
- will support the Headteacher through appointing a member to carry out the annual Health and Safety Audit;
- will ensure that Health and Safety is put on the agenda of every Finance, Safeguarding and General Purposes Committee meeting;
- in liaison with the Headteacher, will ensure that professional safety advice is available and that a safety officer for the premises is appointed;
- will make adequate financial provision for carrying the policy into effect;
- will cause the effectiveness of the policy and safety performance of the school to be monitored;
- will cause the health and safety policy to be amended whenever necessary;
- will promote an interest in, and enthusiasm for Health and Safety matters throughout the school.

3.2 The Headteacher

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

3.3 The School Safety Co-ordinator

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

- Will liaise with outside Safety Advisers (Central Safety Officer), Enforcement Authorities (Health and Safety Executive and Environmental Health Officers etc), The Fire Prevention Officer, etc.
- Will ensure that they are conversant with current legislation affecting Health, Safety and Welfare of staff, pupils and others.

In all health and safety issues dealt with by the appointed School Safety Co-ordinator, expert advice will be sought from the HR & Health and Safety Teams at the Shirehall when appropriate.

3.4 Teaching and Support Staff

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

4. Governors Health and Safety Committee

Terms of Reference

1. In conjunction with the Headteacher to monitor and generally keep under review the state of repair of the school buildings. To assist with this, establish any necessary reporting systems to allow staff, pupils and others where appropriate to bring to the attention of the Headteacher or the Committee any items of concern.
2. With the Headteacher, liaise, as appropriate, with the School's Building Surveyor over the establishment of the list of necessary repair and maintenance items to be undertaken.
3. To, in conjunction with the Headteacher, initiate any necessary emergency repairs that may arise from time to time, e.g. following break-ins, vandalism, etc.
4. to consider and recommend to the full Governing Body any desirable improvement projects that might form the subjects of bids, for resourcing, to the Local Authority (LA) or from school funds in connection with this to obtain any necessary estimates and feasibility studies.
5. to be responsible for the co-ordination and successful completion of any self help projects approved by the Governing Body.
6. To draft for full Governing Body approval a written Health and Safety Policy for the School.
7. to monitor and keep under review the Governing Body's Health and Safety Policy making recommendations for amendments or modifications as appropriate.
8. To, in conjunction with the Headteacher, make sure buildings, equipment and materials are safe and no risk to health, reporting or making recommendations to the full Governing Body as is appropriate.
9. To recommend to the full Governing Body the setting up of procedures for implementing the Health and Safety Policy and thereafter ensuring these procedures are following.

10. To make arrangements and establish any necessary procedures to ensure that the school site is kept free from litter and refuse.
11. To ensure that all security measures, including signage, lighting and procedures are in place.

Membership

- The school has a Health & Safety Committee, formed with four governors and the head (ex officio);
- Members of the committee, other than the ex officio member, shall be reviewed annually at the Autumn Term meeting of the Governing body;
- The committee shall appoint its own chair at its first meeting in each academic year;
- The Headteacher, any teacher Governor, or anyone else employed at the school appointed to the committee shall not be chair;
- In the event of a vacancy arising in the Committee, a successor shall be appointed by the Governing Body at its next meeting following receipt of the resignation;
- The Governing Body will appoint the Clerk who shall not be the Headteacher.

Quorum

The quorum for any meeting shall be three members.

Meetings

The Committee will meet 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 school recognise that it must establish a safety committee when requested, in writing, to do so by at least two safety representatives (not school appointed Safety Liaison Officers).

5. School Health and Safety Policy Arrangements

5.1 Fire Safety

- Fire drills take place every term. Details are recorded and notes made of any problems needing remedying;
- Notices of fire procedures are fixed to visible sites around the school and in every classroom;
- All fire escape routes are kept free from obstruction;
- All fire doors are kept permanently unlocked while the premises are in use;
- The administrator checks all fire equipment to ensure they are within the "use by" date as is the statutory requirement. In addition there is an annual check of all fire extinguishers by external contractors;
- The fire alarms are tested weekly by the Site Manager. Records are kept in a book in the office.

- An assessment on the risks of fire is carried out annually. As a result of the assessment, if any precautions are identified, the school treats them with high priority.
- The staff's first requirement is to ensure the safe evacuation of all persons from the building to the safe places indicated on the fire procedures notices.
- The Fire Brigade will be summoned by the administrator in the case of a fire.
- The primary responsibility of class teachers remains to evacuate the premises which should NOT then be re-entered. In circumstances where the administrator is not at school, once everyone has safely left the building and moved to a place of safety, the senior member of staff present will ensure that the Fire Brigade is summoned.
- All attendance registers will be properly marked for the morning and afternoon sessions. A roll call will be taken when all have reached the place of safety. The registers will be distributed by the office staff.
- All visitors/contractors report their presence on site to the office, sign the appropriate "Visitors" book and ensure they are familiar with the fire precautions;
- People taking after school clubs should ensure they too are familiar with the fire precautions;
- The school premises are organised in such a way as to ensure that adults and children can circulate in a safe manner;
- All access routes will be maintained in a safe condition and be free from any hole, slope, uneven or slipper surface which is likely to cause a person to slip, trip or fall.

The Fire Action notices displayed throughout the school are general instructions for staff and visitors who do not have direct supervision of pupils. The Emergency Plan below outlines the procedure for teachers and teaching assistants who are supervising children, as well as being responsible for their own safety in the event of an emergency evacuation:

Emergency Plan

In the event of finding a fire:

Find the nearest wall mounted RED fire alarm

Lift flap and press where arrows indicate

The alarm will sound

If you are not supervising pupils *and* have received training, you may attack the fire if possible using the appliances provided (fire blanket / extinguisher). If you do not have immediate success, leave the building by the nearest safe route (see maps) and report location of fire to Fire Marshall or Wardens.

Class teachers / Teaching assistants supervising pupils should leave the building by the nearest safe fire exit, reminding pupils to walk and not to try to collect valuables or personal items. Close all doors behind you.

Assemble on Key Stage 2 playground unless directed otherwise by Fire Marshall (school field to be alternative assembly point in the event of fire at the rear of the building / demountable classrooms / bomb threat).

School Administrator will provide registers for each class which are to be taken immediately. Registers are then returned to Administrator and any missing pupils reported to Fire Marshall / Fire Wardens.

Do not attempt to re-enter building until the Fire Marshall has indicated that it is safe to do so.

(All named staff with additional responsibilities e.g Fire Marshall, Fire Wardens, Administrator have procedures outlined in Fire Safety Policy)

5.1.2 Means of safe access/exit and school security

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

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

5.2 Security

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

- Gates are locked at the same time each day in the morning at 9.05am and after school at 3.30pm, after which time access to school is through the main entrance. After school clubs use main door.
- All visitors sign in and out.
- Main doors have good locking mechanisms.
- Hall and school are alarmed.
- All teaching staff, site manager, cleaner in charge and teaching assistants has a set of keys to access the school at any time. They can also activate the school's electronic security system. The school administrator has a full inventory of key holders and keys that have been allocated.
- Anyone working with or giving lifts to children has been DBS checked.
- An annual audit by the governors on the Health and Safety committee.
- Action plan acted on.
- Risk assessments carried out before every educational visit.
- All P.E. activities have been risk assessed.
- Arthog Outdoor Education Centre and the Pioneer Centre do their own risk assessment.
- All electrical devices are annually tested (see check list).
- Fire drills take place every term. Details are recorded and notes made of any problems needing remedying.
- Fire hydrants are tested annually.
- All staff are made aware of the Health and Safety at Work Act 1974, and associated legislation, through a poster in the staff room.
- A HSE Health and Safety Poster will be displayed in a prominent position.

5.3 Control of Substances hazardous to Health (COSHH)

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

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

- Identify and control those substances
- Minimise the risk to staff and others exposed to those substances
- Arrange for the provision of information and training needed to do the job safely.

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

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

(N.B. The school should have access to the Shire Service Health and Safety arrangements which must not contradict with the school's arrangements. If the catering and cleaning are organised by the school they will need to have their own procedures in place.)

Legislation

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

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

5.4 Reporting of Accidents

Reporting of Injuries, Diseases and Dangerous Occurrences

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

- All fatal and specified major injuries
- Any injuries that result in the inability of an employee to work more than three days
- Or any injury which results in a person being admitted to hospital for more than 24 hours.

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

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

In addition, where a serious accident/injury has occurred the Health and Safety Team - Chief Executive's Office may be required to investigate the incident.

The CARS form should be used for all accidents, incidents, violence and near misses, e.g. reporting deaths, injuries and dangerous occurrences. This includes employees, pupils, visitors, service user, volunteers, contractors, agency, work experience. The school's accident form should be used for minor accidents/incidents involving pupils, but for all serious accidents, etc., the CARS form should be used.

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

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

The report form will be signed/completed by the Headteacher, the pink copy should be retained for the school files, the yellow copy sent to Children and Young People's Services Health and Safety Co-ordinator at The Guildhall, Shrewsbury, the white copy to the Health and Safety Team, Chief Executive's Office, Shirehall, Shrewsbury. In the case of a RIDDOR reportable incident the information will be forwarded to the Health and Safety Executive. The school will be notified of the outcome and provided with a reference/incident number.

(Further information is available on Shropshire Council Intranet)

Parents are advised of incidents in writing by means of a note where deemed necessary. N.B. Head injuries are always reported to parents by means of a note and an "I bumped my head" sticker on the child's clothing. For KS1 children a telephone message is also left for parents.

Children's allergies are permanently on view to staff in the school office, and in the green folder in each classroom.

Staff must ensure that they have meetings with potentially hostile parents in the presence of another member of staff. Staff will be trained to handle aggressive or unacceptable behaviour.

Reviewing the accident

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

5.5 First Aid

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

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

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

See Appendix 1 for names of First Aiders at Work recognised by the Health and Safety Executive.

In any event, the school will seek to ensure that a person is trained in emergency aid procedures.

First Aid Facilities

- First aid boxes are placed in clearly identified and accessible locations: school office, KS1 corridor, KS2 corridor, Breakfast kitchen. First aid bum bags are also available to take on to the school field and outings.
- Each first aid box will contain sufficient quantities of suitable first aid material and nothing else.
- Contents of the box will be replenished as soon as possible after use in order to ensure there is always adequate supply of all materials. The lunchtime supervisor is responsible for ensuring these are replenished as soon as possible after use. Each box contains a list of required first aid items.
- Disposable plastic gloves will be provided near the first aid box which will be properly stored and checked regularly to ensure that they remain in good condition.

Recording First Aid Treatment

Records of all cases treated involving children will be made and kept in the Accident and Incident folder. In the case of adults or more serious cases involving children the CARS form will be completed and submitted to the local authority.

Administration of Medicine

First Aid does not include administering medicines to children. Staff will administer medicines at the request of a parent and on completion of the form for administering medicines. These will be stored in the school office and a record kept in the file of all occasions when medicine is administered. All medicines, with the exception of asthma inhalers, will be kept in the school office.

Asthma inhalers should be kept on the appropriate shelf in the child's classroom.

5.6 Specific Guidelines relating to Asthma

- This school is an inclusive community that aims to support and welcome pupils with asthma.
- The school ensures that the whole school environment, which includes physical, social, sporting and educational activities, is inclusive and favourable to pupils with asthma.
- The school's asthma policy is drawn up in consultation with a wide range of local key stakeholders within both the school and health settings.
- The school ensures all staff understand their duty of care to children and young people in the event of an emergency. All staff feel confident in knowing what to do in an emergency. All school staff receives annual asthma awareness training.
- This school has clear guidance on the administration of medicines at school.
- This school has clear guidance on the storage of medicines at school.
- This school has clear guidance about record keeping.
- Each member of the school and health community know their roles and responsibilities in maintaining and implementing an effective medical condition policy. The asthma policy is regularly reviewed, evaluated and updated.

Asthma Health Care Plans

- The school uses a School Health Care plan to record important details about individual children's medical needs, their triggers, signs, symptoms, medicines.
- A school health care plan accompanied by an explanation is sent to all parents of pupils with asthma for completion:
 - At the start of the school year
 - At enrolment
 - When a diagnosis is first communicated to the school
- Parents should return the completed Asthma Health Care Plan to school, after liaising with their child's health care professionals if necessary.

Asthma Register

- The Asthma Health Care Plans are used to create a centralised register of pupils with asthma.
- Parents are reminded to update their child's Asthma Health Care Plan if their child has a medical emergency or if there have been changes to their symptoms (getting better or worse) or their medicines and treatments change.
- Parents of every pupil with a health care plan are asked to update the plan at least once a year,

- Health care plans are kept in a secure central location at school, with a copy being kept by the parents.
- All members of staff who work with groups of pupils have access to the health care plans of pupils in their care.
- The school ensures that new members of staff and supply teachers are aware of health care plans of pupils in their care.
- The school ensures that all staff protect pupil confidentiality.
- The school seeks permission from parents to allow the health care plan to be sent to emergency care staff should an emergency happen during school hours or at an out of school hours school activity.

Consent to administer asthma medicines

- All parents of pupils with asthma are asked to complete the form for medicines to be administered in schools.
- Parents are asked to provide consent on the health care plan to give staff permission to administer medicines in an emergency.
- Parents of pupils with asthma are asked at the start of the school year on the healthcare plan if their child is able to self-manage and administer their own emergency medicines.
- All asthma medicines are kept in the child's classroom on the designated shelf.
- A record is kept of each occasion a pupil is given or supervised taking medicines.
- Parents should ensure that their child's medicines and medical devices are labelled with their full name and are within their expiry dates.

Staff training

- Staff receive training on asthma once a year from a healthcare professional.

5.7 Confidential Counselling Service

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

5.8 Contractors

All contractors working on the school premises are to report to the school office prior to starting work. They must sign the red ASBESTOS book and will be expected to operate within the guidelines set.

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

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

School safety arrangements regarding contractors

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

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

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

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

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

5.9 Portable Electrical Appliance Testing

The Headteacher is responsible for ensuring that all portable electric equipment is tested annually by an approved contractor.

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

No equipment, other than newly purchased, may be used unless tested.

The school administrator will be responsible for co-ordinating the registration, inspection and testing of equipment.

5.10 Use of premises outside school hours

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

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

A control on numbers of persons attending functions at the school will be exercised and the advice of the Fire Prevention Officer sought.

Events and entertainment programmes will be scrutinised beforehand with regard to licensing and the above mentioned procedures.

5.11 Risk Assessment

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

The risk assessment will be recorded and updated regularly by the Safety co-ordinator.

The school understands that, should any changes occur, it will be necessary to review and amend the assessment to ensure that those who need to know are fully aware of any risks brought about by the changes.

5.12 Risk assessments – Educational visits

- Teachers will make a pre-visit to the place of their visit.
- They will fill in a risk assessment form. This will be signed by the Headteacher.
- They will read the Educational Visits Policy.
- Ratio of adults to children will be discussed with the Headteacher.
- They must get the consent of every child's parent/carer before taking them on a visit beyond Church Stretton.
- The teacher will take all consent forms and a list of telephone contacts for all children on visits.
- In the case of a coach breakdown, any other delay or emergency, the teacher will contact the school (or Headteacher if the visit extends beyond the school day) who will arrange for necessary contact to be made with parents and a message to be sent to parents by text.
- Teachers must remind children to wear seatbelts.

5.13 Good Housekeeping

The school has adopted policies and practices which lead to a safe working environment.

- All spillages will be immediately cleaned up with safe disposal of the waste.
- All rubbish and waste paper will be disposed of every day so as to minimise the amount of combustible material in case of a fire;
- All storage areas will be kept orderly, safe and provided with easy access;
- The school premises will be cleaned to an acceptable standard on a daily basis;
- Hygiene standards are of the highest attainable by all staff serving dinners.

6 Parental/Adult help

- All parents and adults must be DBS checked if they offer to help with clubs or any other school activity.
- They must prove that their insurance is validated to take children on school business and that their car is road taxed and has a current MOT.

All school staff are responsible on a daily basis for reporting Health and Safety issues to the Headteacher.

There is also a recording sheet in the staff room on the noticeboard which staff may use to record any health and safety issues. This will be checked weekly by the Site Manager in consultation with the Headteacher.