



# Pendock CE Primary School

Be the best that you can be

## Health & Safety Arrangements

### For use in conjunction with Health & Safety Policy

We aim to enable and encourage all those connected with Pendock School to be the best that we can be. By living out our Pride in Pendock values, we strive to inspire children, parents, staff and our wider community to fulfil their potential and enjoy life in all its fullness.

## Health & Safety Arrangements

### Access and Egress, Housekeeping, Cleaning & Waste disposal

- Internal dustbins are to be emptied on a daily basis into the large external bin.
- Any waste that is recyclable will be disposed of in the internal collection points. These will be monitored by all staff and contents removed to external Recycling Collection bin as and when necessary.
- Any glass or sharp objects will be wrapped in layers of paper before being disposed of directly into the large external bin.
- External bins are located away from the main building – under the sheltered area towards the back gate. A member of staff (or person acting in their absence) is to check that the brakes are on the large dustbin when locking/unlocking the back gate each day.
- Any waste after dealing with a minor injury (rubber gloves, dressings, wipes, etc) is to be disposed of in the yellow bin provided for this purpose in the staffroom kitchen.
- Wet floor cleaning is to be carried out by the Cleaner in Charge out of school hours to reduce the risk of slips. A sign will be used to warn people of a wet floor. If a floor is cleaned during school hours, markers will be placed and children warned of risk of slipping.
- Clearance of ice, snow and leaves will be dealt with by the staff team to ensure that surfaces are clear and of lower risk. Where there is still a risk of injury, staff or signs will be allocated to those areas (dependent on the time of day).
- Admin officer will arrange via a reputable company for the disposal of hazardous waste (such as fluorescent tubes, computers, medical waste, personal hygiene waste products...)

### Accident reporting, recording and investigation

All serious accidents that occur on the site should be notified to the Head teacher or Admin Officer who will record the information via the WCC County Council accident/incident reporting system (Cori). If one or both of these members of staff are absent, the responsibility is devolved to the lead teacher in charge.

If the accident is serious, the Head Teacher or the leading teacher should be made aware and immediate action taken to ensure the location of the accident is still safe to use. The Head Teacher or lead teacher in charge will be responsible for conducting an investigation following the accident. Necessary action should be taken and where possible details recorded for an accident investigation. If members of the public are involved, names and addresses should be taken (including any witnesses).

A RIDDOR is required to be completed when an accident has resulted in an injury that requires hospital attention or that prevents a member of staff from carrying out normal duties for a period of seven days (not including the day of the accident). A RIDDOR need only be completed when the environment – equipment or supervision of an activity is found to be faulty and to have contributed to an injury. E.g if a child was tackled in football and because of the tackle, a bone was broken this incident would not be reported via a RIDDOR as the nature of the game may lead to injury of this type.

Accident Reports and investigation records should be kept for 3 years if the accident involved a member of staff, or if the accident involved a pupil / student until they reach the age of 21.

All medication for children and/or adults should be locked away in the box in the staff room (or other designated/locked area) and when administered – recorded by staff (with the training or guidance given/completed). Permissions for this are provided by parents through signing a medication form. The Admin Officer will collate and store these forms.

All minor accidents should be recorded in the school accident book. Where necessary, parents / guardians or other persons should be notified of the accident.

The accident books will be checked on a regular basis. This task will be completed by the Admin/Finance Officer.

### **Contractors (Management of)**

The Head Teacher, Admin Officer or member of staff allocated to the task are responsible for liaising with and managing contractors when the size and complexity of the project falls within a range deemed appropriate. Their responsibilities are to:

- ensure that the contractor is competent to carry out the required work
- ensure there is clarity about the work to be performed and the timescales
- ensure that the contractor is aware of site information including emergency procedures and welfare provisions
- ensure that employees are aware of the work being performed and the risks to them
- ensure that work is carried out in a safe manner
- ensure that agreed Health and Safety procedures are followed
- ensure that the work is monitored
- ensure that channels for communication, cooperation and coordination are maintained.

The staff member in charge will follow the guidance provided by Worcester County Council.

### **Defect reporting procedures**

Any defect should be reported using the electronic form on Staff Share and followed up with a verbal message to the Head Teacher. The Head Teacher will then assess the type of defect and arrange for this to be followed up through the most suitable method. It may be able to be dealt with straight away or it may be fed into the maintenance program.

**Any defective items that may cause injury are to be removed immediately or users are to be warned to avoid until defect has been remedied or item removed.**

- The Head Teacher and H&S Gov will monitor that the defect has been rectified within the time scaled identified.
- Health and Safety is a standing agenda item for Governing Body meetings. The Health and Safety Governor communicates frequently re Health and Safety matters and recent defects/outstanding works are to be communicated to them as necessary to report to the Governing Body.

## **Display screen equipment (DSE)**

In accordance with the Display Screen Regulations:

- All staff who are classed as DSE “Users” including teachers with laptops are trained in their safe use. This will be undertaken by all relevant staff and refresher training will be undertaken as necessary.
- The Admin Officer or person in charge will monitor and arrange for any problems relating to display screen equipment and its use to be resolved.
- All staff have a responsibility to ensure that their equipment is clean (a regular dust/wipe of screens and keyboards may be necessary.)

## **Electricity at work**

- All hardwired equipment is checked every 5 years, which is arranged via the Admin Officer. Any follow up work/suggestions will be overseen by the designated staff member.
- Portable appliances and Stage Lighting are PAT tested every year.
- Hirers are to use equipment that has been PAT tested.
- All equipment (other than purchased from new) is to be PAT tested before use. Purchased from new equipment will fall into the once a year cycle.
- PAT testing is to be carried out once a year by a trained person. The Admin Officer will oversee the procurement of this.
- PAT registers are kept in the school office.
- All defective items are to be removed or repaired.
- Defective equipment should be reported using the defect reporting system in place.

## **Fire Precautions and Emergency Plans**

- Fire Services undertakes the Fire Risk Assessment and this is reviewed on an annual basis.
- The School has an Emergency/Critical Incident Plan. This requires frequent updates due to changes in telephone numbers and personnel in the LA and the Diocese. These checks are to fall within the cycle of policy updates.
- Emergency evacuation/fire drills are carried out on a termly basis and all staff carry out induction training to ensure they are aware of emergency exits and any special responsibilities.
- All staff are responsible for inspection and maintenance of fire exits/escape routes.
- The Admin Officer and Head Teacher are responsible for checking and updating the Fire Evacuation Notices
- Chubb are responsible for regular inspections and maintenance of fire extinguishers and these are inspected on an annual basis
- All members of staff are required to carry out In the Line of Fire training
- The Admin officer or Head Teacher (or Lead teacher in their absence) are responsible for calling the emergency services and coordinating the evacuation (in essence this responsibility will fall to whoever needs dependent on the placement of a fire and the whereabouts of staff).
- The Emergency Evacuation Plan states who is responsible for making checks before evacuation and the Admin Officer are responsible for checking the Visitor Register and providing Class Registers for Teaching staff
- The designated staff member is responsible for the regular testing of the fire alarms and emergency lighting and records are kept with the Fire Risk folder
- Fire Safe Services Ltd carry out the six monthly inspections and maintenance of the systems – liaison between this company and the designated staff member is key to ensure safety.
- The school is protected by a fire and smoke detectors positioned in strategic places to support the protection of the school during and out of school hours.
- People hiring the school hall are informed of procedures to follow should a fire break out during the letting. Hirers are responsible for their own risk assessments. The school is happy to offer advice with regard to this.
- Good housekeeping to be maintained.

## **First Aid and Medication**

### **First Aid**

- All staff members (who are willing to administer First Aid) are regularly trained and updated in current regulations and agreed practice. Key members of staff hold a First Aid at Work Certificate, Pediatric First Aid and all members of staff are Emergency First Aid trained. Refresher training takes place every 3 years and a list to ensure this training is completed is kept by office staff.
- The first aid kit is kept in the Staff Room and in other designated places.
- The Admin Officer is responsible for checking and restocking the first aid kits.
- Any member of staff can summon an ambulance. Any First Aid at Work member of staff would usually accompany children to hospital where a parent or legal guardian is not available.

### **Medication**

- All trained members of staff may administer the medication.
- General First Aid training is required. However, should the need arise further specialist training will be sought (e.g. epi-pen, diabetes support training).
- Medication is stored in a locked cabinet in the Staff Room and a signed consent is obtained from the parent or guardian. Controlled drugs are kept in a locked tin in a locked filing cabinet.
- A Medical Plan is put in place if any pupil has special requirements and all relevant staff informed.
- A medication book is kept to record all medication given. Two members of staff are required to witness and sign the record. A strict record of controlled drug administration is maintained and stored in the locked filing cabinet.

### **Information dissemination procedure**

*Information and instructions on health and safety matters are available / given to teachers / non-teaching staff / pupils, governors and visitors as follows:*

#### **Employees**

- Staff are kept informed of existing information held on site (e.g. in arrangements section, staff handbook, specific risk assessments and induction) via induction training, memos and meetings and are provided with copies of new or updated written policies.
- Staff are often required to sign a memo or sign sheet to confirm that they have read and understood updates and information.
- Policies are kept both electronically and on the Policy folder kept in the office and staff are made aware of their whereabouts.
- New information is disseminated as described above.
- Health and safety is discussed at team briefings.

#### **Pupils**

It will be the responsibility of staff to ensure that pupils are made aware of existing and new health and safety information.

- Safety information and safe practices will be taught via specific lessons
- Information will be passed on to pupils via announcements as necessary – at any point during the school day that is deemed appropriate/necessary
- Safety is part of the Behaviour Policy and the children are expected to understand how they can manage themselves in order to keep others and themselves safe within the environment.

#### **Visitors / contractors**

Office staff ensure that visitors and contractors are informed of any health and safety arrangements, which may affect them during their visit (including any Asbestos on site) by drawing attention to the health & safety notice on the reverse of their Visitor's Badge.

## **Governors**

The Clerk, and Head Teacher, ensure that governors are informed of any existing and new health and safety information. Such information is reviewed at least annually and shared whenever review and updates are required.

Mrs Kennedy is the Governor responsible for monitoring matters relating to Health and Safety. In her role, she liaises frequently with the Head Teacher and completes Health and Safety walks.

## **Lettings/Shared use of premises/Extended Services**

- The Admin Officer, the Head Teacher or a member of staff may be responsible for discussing and agreeing health and safety arrangements with new hirers
- Terms and conditions of letting are given to hirers prior to agreement being made. On signing the lettings form hirers are agreeing to abide by the terms and conditions. Signed copies of the lettings forms are kept in school.
- Restrictions on use of equipment are agreed between the school and the hirer at the time of hire.
- Locking up duties are agreed with the cleaner in charge or the Head Teacher prior to the letting being agreed.
- A First Aid kit is available in the hall kitchen.
- Fire and emergency arrangements are displayed clearly in the hall.
- The Friends of Pendock School hire the premises and oversee school fetes and other fund raising events. Members of staff are members of FOPs and a member of staff is always present at such events to either lead or offer support and guidance depending on the nature of the event.
- Emergency lighting is available.
- The hirer is responsible for applying for a Premises License, or ensuring compliance with any relevant legislation or licensing requirements, in particular the Licensing Act 2003 (This Act applies to all forms of entertainment, music, dancing and sale of alcohol).
- The hirer should carry out their own risk assessment appropriate to the environment and its use. Common sense applies.
- Security arrangements are made at the time of hire.
- Hirers are required to have Public Liability Insurance and in the case of not taking out their own insurance are required to pay an additional 10% of the hire cost or minimum of £3 to the County Council to arrange cover.

## **Lifting equipment (including lifts and hoists)**

- The Changing Bed in the Disabled Toilet is serviced regularly by Lift Engineering Services Ltd.

## **Lone working and Personal Safety**

- Lone Working is applicable to any member of staff who needs to work alone either during or out of school hours.
- Specific training is not necessary due to the nature of work undertaken by a lone worker in school but staff who are working alone should adhere to safe working practices that apply to all situations.
- Personal safety awareness information is provided/discussed with staff both during induction and as and when required.
- Staff working alone should make contact with an agreed family member/close contact or colleague every 30 minutes.
- If the Cleaner in Charge or designated staff member is called out at night she is to be accompanied by a family member or close contact. If in doubt, stay out and call emergency services.
- Risk assessments which are carried out and shared with staff are retained in the school office in the Risk Assessments folder and on the Staff Shared Area.

## Maintenance/Inspection of equipment

Equipment	Inspected By	Frequency
Fire Alarms	Fire Safe Services Admin Officer	6 monthly Weekly (any defects to be reported) – checks are logged
Emergency Lighting	Fire Safe Services Admin Officer	Annual Monthly (any defects to be reported) – checks are logged
Fire Extinguishers	Fire Safe Services	Annual
Intruder Alarm	Crime Stoppers	6 monthly
Outdoor Play equipment	Local Authority through PR Associates School staff	Annual Daily (any defects to be reported)
Hall PE equipment	Sport Safe UK School staff	Annual When in use (any defects to be reported)
Dishwasher	Catering Manager	Daily (any defects to be reported)
Ovens	As above	As above
Fridge (kitchen)	As above	As above
Freezer	As above	As above
Extractor	As above	As above
Electrical equipment – PAT testing	Admin Officer	Annual
Ladders	School staff	When required
Boilers and Heating/Hot Water System	Ignis	Twice yearly
Water temperatures	Admin Officer/Cleaner in Charge	Weekly
Lightning Conductor	PTSG	11 month rolling review

*Office staff/designated staff member keep the relevant logs and liaise with PR Associates/BEMS to ensure that regular checks are undertaken.*

### Manual handling

- Movement of furniture including putting out dining tables requires safe manual handling practice to be adhered to.
- Loading and unloading the dishwasher requires safe manual handling practice to be adhered to..
- Training requirements will be monitored and arranged where needed.

### Monitoring Arrangements

The Admin Officer will liaise closely and where necessary involved the Head Teacher to ensure that maintenance work is carried out and any defects reported are managed into a realistic program.

A nominated Governor and the Head carry out Health & Safety checks once a term and report back to the governing body.

The WCC Health and Safety team carry out audits periodically.

## **Offsite and Educational Visits**

- The school's Educational Visits Co-ordinator is Mrs Jo Evans
- EVOLVE offsite visit software system is used by the Visit Leader and headteacher when setting up visit requirements for the Year 5 and 6 Residential and submitting information to LA.
- Teachers to refer to the Educational Visits and Outdoor Education Policy and checklists when planning activities.
- Visit Leaders to ensure that all trips/activities are SAGED.
- Staff to follow procedures set out in the Educational Visits and Outdoor Activities policy and to use the checklists provided to support them in planning successful, objective driven activities.
- Educational Visits or Outdoor Activities can only take place when approval has been sought and given by the Educational Visits Coordinators.
- The Local Authority is to be informed of all visits that involve Adventurous activities, are 50 miles or more away from school or are residential in nature.
- Risk assessments must be undertaken prior to a visit taking place.
- All accompanying adults to be given a copy of the risk assessment prior to the visit.
- Risk Assessments are stored in a folder in the school office.
- Three members of staff are Emergency Contact trained – Emergency plans are to be in place prior to any trip.
- Parental consent is obtained prior to any visit that starts or ends outside of the school day. Parents are always notified of any educational visits or off site activities that are planned to take place during school hours.
- The following ratios are guidelines to support planning for number of accompanying adults on visits: ages 4-8 years 1:6 adult/child and ages 9-11 1:8 adult/child. Activities and children's needs will need to be taken into consideration also.
- A First Aid kit is always available on trips and visits.
- Visit Leaders must 'plan' for if an activity cannot be carried out.
- Insurance is organised through Karen Seabright at the LA.

## **Outdoor Play Equipment**

- Equipment is visually inspected on a daily basis by Lunchtime Supervisors. The latter are recorded in the Safety Audit folder.
- A Risk Assessment has been carried out for the Outdoor Play Area. Children are to be frequently reminded of safe practice on the Play Equipment.

## **PE equipment**

- The PE equipment is checked annually by Sport Safe UK.
- Pre visual checks are to be made prior to use. Any defects are to be reported using the agreed system.
- Staff and children set out equipment. Teachers are to refer to the Risk Assessments that are available on the Staff Shared Area or via the office.
- The Association for Physical Education (afPE) guidance on safe use of the equipment (published 2012) is to be followed.

## **Personal Protective Equipment**

- Goggles and rubber gloves are provided for cleaning activities where the Cleaner in Charge or staff member has assessed that they are required.
- Oven gloves are provided for use by the school cook.
- Safety goggles are provided for use by children in DT and Science activities where the risk assessment for the activity requires it. i.e use of glue gun, use of materials that may splash into eyes (e.g during "volcanic eruptions!")
- PPE should be worn in any circumstance where it is felt it will provide an extra sense of safety (in both a mental capacity and a physical capacity).

## **Risk Assessments**

- Risk assessments need to be undertaken for all activities which present significant foreseeable hazards (A specific requirement of Regulation 3 in The management of health and safety at work regulations 1999).
- The staff team work together to produce/share teaching area Risk Assessments. Visit Leaders are responsible for completing Risk Assessments with regard to Educational Visits. The Head Teacher, the Catering Manager and Cleaner in Charge work together to risk assess cleaning area activities.
- The Health & Safety Governor is responsible for monitoring that risk assessments are carried out.
- Risk Assessments are carried out for New and Expectant Mothers by the Head Teacher in partnership with the expectant mother.
- Emergency Evacuation Plans are produced for people requiring special arrangements.
- Risk Assessments are reviewed on each occasion
- Risk assessments are kept in the Risk Assessments folder in the staff shared area.

## **Smoking**

- The site is a 'NO SMOKING SITE'.
- Signage is displayed on all main external doors used by the public/staff.

## **Sports pitches / playing fields**

- The playing field is maintained by Smart Cut
- Daily visual inspections are carried out by staff members. Any defects should be reported.

## **Forest School**

- Children are taught not to access Jubilee Woods without an adult
- Activities in Forest School are risk-assessed accordingly to the age and ability of the children.
- Forest School will not run if it is excessively windy due to safety reasons.
- The boundary of forest school is fenced – access to the site will be through a gate.

## **Staff Consultation / Trade Unions**

Refer to general policy statement at beginning of health and safety policy

- Health & Safety issues are dealt with as a standard item at full governing body meetings. Weekly staff meetings are also a chance to discuss any matters arising.
- Staff are able to raise any issues by communicating the same to a member of the Health and Safety team.
- The health and safety law poster is situated in the staff room.

## **Stress and Staff Wellbeing**

- The Head is mindful of individual's needs and will set up regular meetings with an individual as and when the need arises.
- Management will discuss the situation with the individual and ensure a plan is in place to assist. Individual stress risk assessments can be carried out by referral to the Occupation Health Service.
- If a member of staff has needed to take a leave of absence for stress-related matters then the Occupational Health Service automatically becomes involved. Staff may then make the decision as to whether they wish to request the counselling available. The Head will discuss with the individual their specific needs and make referrals as and when necessary or give guidance and advice that will assist that member of staff.
- Expectant mothers are invited to report to the Head teacher as soon as possible so that a Risk Assessment of their working practice may be completed and measures put in place to support.
- A room will be available for nursing mothers should the need arise.
- Staff have a staffroom in which to take breaks and refreshments.

### **Swimming lessons (Public Pool)**

- Currently swimming lessons take place at Tewkesbury Swimming Pool.
- Sufficient members of school staff accompany the children to the pool (depending on ratios). The services of a Life Guard and an additional instructor are purchased from the pool.
- The pool is responsible for First Aid and the maintenance of Life-Saving equipment on its site.
- At the start of each year the children and staff are informed of normal and emergency operating procedures. Children are given frequent reminders.
- A member of staff must enter/leave the Changing Rooms before the children and a member of staff must always be at the end of the line when leading in and out of the Changing Room.
- Changing rooms must be supervised by a minimum of two supervisors.

### **Training and Development related to Health and Safety**

- The Head Teacher is responsible for establishing minimum health and safety competencies for certain activities, (e.g. use of hazardous substances, manual handling, work at height)
- The Head Teacher is responsible for new staff inductions and briefings
- The Head Teacher is responsible for establishing minimum health and safety competencies for certain roles (e.g. premises manager, safety co-ordinator, head of department, site supervisor etc)
- Training records are kept on the CPD file and on the SIMS data base.
- The Head Teacher is responsible for ensuring staff undertake refresher training and the Admin Officer keeps a record of staff training together with certificates in the office.

### **Vehicles on Site/car park arrangements**

Vehicles parked on the school car park are the responsibility of the owner. There are no special arrangements for deliveries, which are usually made via the front of school. Parents and carers are asked to ensure space is left on the road outside school for passing farm vehicles.

Any contractors attending school liaise with the school office re movement of vehicles and vehicles can only access the playing field or playground areas when children are indoors. All staff are informed of any need to keep children indoors.

### **Violence to Staff / School Security**

- All exits are kept locked during the school day. The school gate (to the side of the school) is locked after registration and unlocked before the end of the school day. A member of staff is always on hand at the back door when children exit with parents via the playground at the end of the school day. Once families have left school premises the door to the playground will be locked and should remain locked and all parents/guardians must access school via reception or the Hall to collect their children from clubs at 4.15 pm.
- Parents must not open the front door to other parents if waiting in the entrance hall. This door should only be opened by staff using the buzzer in the office and only to known individuals.
- If someone comes to the window, or any other entrance, wishing to gain access to school and staff are not familiar with that person, entry is refused until matters can be clarified.
- All visitors are required to sign in on arrival and show a form of ID and sign out on departure.
- Should staff ever be the target of verbal or physical abuse this must be reported to the Head teacher.
- The school has a whistle-blowing policy.
- The school has a lock-down policy for use in the event of an extreme circumstance (Pendock Peas in a Pod).

### **Water Hygiene**

- The water hygiene logbook is kept in the school office.
- The Admin Officer is responsible for checking water temperatures (weekly)
- The boys' toilets automatic flushing is supplied and maintained by PHS.

### Work experience pupils

- The Head Teacher will give the induction and carry out any risk assessment as necessary.
- On the first visit the pupil will be given any health and safety advice relevant to current operations in school and including fire evacuation procedures.
- They will be monitored by the teacher in charge of their class.

### Working at Height

- Kick step stools are available when needing to reach objects from an appropriate higher level. These are kept in the staff room and office.
- Staff are encouraged to follow manual handling advice when storing and retrieving objects.
- Step ladders are kept in the hall. If ladders must be used, 2 members of staff must be present.
- If ladders must be used, 2 members of staff must be present. Kick steps are available for use in school for lower level reaching.
- Staff are responsible for ensuring they are appropriately clad before using step stools or ladders.
- A visual check of the ladder must be made to ensure it is in a good state of repair prior to use. Any defect must be reported to the office and the ladder must not be used until the issue is rectified.
- Pupils may not use steps or ladders.
- Contractors will use their own equipment.

### Maintenance of School Site

- The school site needs to be safe for all stakeholders and the building and grounds need maintaining in order for the site to be safe and look welcoming, neat and tidy. This applies to the exterior and interior of the building.
- The designated staff member will liaise with various contractors/Admin Officer or complete work themselves to ensure that the annual maintenance program is maintained.
- The annual maintenance program will be taken into account during budget setting to enable essential work to be assigned delegated funds.
- This work will be assessed/monitored through H&S audits and walks (termly – before Full FGB).

Responsible Person	Print Name	Signature	Date
Chair of Governors	Liza Christmas		
Head Teacher	Hannah Moon		
Health & Safety Governor	Jan Kennedy		
Admin/Finance Officer	Lynne Heron		