



Old Park Primary School and Nursery

TELFORD & WREKIN COUNCIL

**HEALTH AND SAFETY POLICY
SEPTEMBER 2025**



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TELFORD & WREKIN COUNCIL

CORPORATE HEALTH AND SAFETY POLICY

Section 1: Policy Statement

It is the policy of Old Park Primary School and Nursery to safeguard the health, safety and welfare of its employees and all persons likely to be affected by its undertakings. The council 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 council.

The School Governors and Headteacher are committed to;

- Developing a positive health and safety culture with the commitment and participation of all employees
- Assessing the risks to the health and safety of its employees and anyone else who may be affected by its undertakings to eliminate or control all hazards / risks, as far as is reasonably practicable
- Making arrangements using the 'Plan-Do-Check-Act' approach for the effective planning, organisation, control, monitoring and review of the preventive and protective measures identified as being necessary following the 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 Council's policies, procedures and related safety guidance documents

As the Chief Executive of Telford & Wrekin Council, I along with the leader of the Council and Executive Directors are committed to the health, safety and well-being of all our employees, customers and partners.

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

J Ellis

Jenni Ellis – Chair of Governors
Date: 23rd September 2025



James Foster – Headteacher
Date: 23rd September 2025

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 Council takes to fulfil the requirements of this policy.

Section 2: Organisation and Responsibilities

Health, Safety and Welfare Advice and Training

Internal Health and Safety	01952 383627
Health and Safety Advisor for schools: Donna Irish	01952 381817
Internal Health and Safety Training	01952 383627

Resilience Manager: Alan Boyd	01952 381932
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Fire control/emergency evacuation

Fire Safety Officer (Shropshire Fire and Rescue Service)	01743 260200
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Fire Risk Assessments	01743 360211
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Nominated Premise Fire/Emergency Co-Ordinator: James Foster

Deputy Fire/Emergency Co-ordinator: Paul Wiggetts

Fire Marshals: (Qualified 23rd September 2025)

- Shirley Myatt
- Emma Price
- Andy Parton (SLT)
- Sam Truscott (Crossbar)
- Jo Brown (Main office)
- Amanda Reynolds
- Karen Osborne
- Carole Lewis
- Michaela Chilton
- Jo Field
- Julie Bates (Nursery)
- Davina King
- Sarah Cumming (Nursery Office)
- Paul Wiggetts (Site manager)
- Michae Ward
- Donna Latham
- Sarah Davies (Nursery)
- Trevor Lewis
- Sue Rigby

Reporting and Recording of Incidents and Accidents

Persons nominated for overseeing the recording and notification of accidents, near misses, violent incidents, diseases and dangerous occurrences: Kelsey Weston (SBM).

Educational Visits Co-ordinator (EVC): James Foster and Hannah Gaunt

Portable Electrical Appliance Testing Nominated Co-ordinator: Paul Wiggetts

Control of Substances Hazardous to Health Assessment Co-Ordinator (COSHH): Paul Wiggetts and Shirley Myatt

Section 2: Organisation and Responsibilities, continued

Board of Governors

The Board of Governors, along with the Senior Management Team form the body corporate for the school and has 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 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.

Amanada Price is the lead governor who actively monitors and promotes health, safety and wellbeing across the school raising matters with Senior Management and relevant Committees as necessary. They will receive a copy of the minutes from Health and Safety committee.

The governors are not in day-to-day control of health and Safety, 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 of Governors (aided by the Senior Management Team), will as far as reasonably practicable, ensure;

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

The Governor for Health & Wellbeing is the Governor responsible for the internal health and safety team and governance arrangements for health and safety lie with that Governor. This Governor will keep the 6 Board of Governors briefed on significant safety matters arising outside of the Committee and elsewhere within the School.

The Headteacher and the Senior Management Team

The Headteacher and the Senior Management Team oversee the implementation and monitoring of the effectiveness of school health and safety policies within the school. They provide effective leadership and direction to ensure the policy is implemented and will as far as reasonably practicable, ensure;

- The information contained within this Policy is effectively communicated throughout the school
- That the personnel that they manage, have the necessary competence and resources to fulfil their health and safety responsibilities.
- That arrangements are in place for the on-going assessment of risks within the school that meets the requirements of the school's health and safety policy.
- That arrangements are in place for implementing the preventive and protective measures which follow on from the risk assessments within school.
- That all employees 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 appropriately represented on the Health and Safety Committee.

The Headteacher

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.

The Head teacher will:

- Ensure the effective implementation of this policy within the school
- Provide leadership on health and safety to their employees and actively promote improvements in health and safety standards in the school
- Be responsible for ensuring the health, safety and welfare of all employees, pupils, visitors and contractors who may be affected by the school activities
- Ensure that risk assessments are carried out of all activities that present a potential risk of injury within the school. These must be documented and reviewed regularly (at least annually, or when there is a change of circumstances)
- Implement effective control measures, identified as part of the risk assessment process to reduce the risk of injury, where necessary.
- Ensure all new employees and work placements are given a health & safety induction during their first week at work, or as soon as is reasonably practicable thereafter
- Ensure staff are informed about, suitably trained and competent in health and safety matters relevant to their role and the tasks they perform and that records are kept of this training.
 - Ensure that the school is sufficiently provisioned with suitable equipment, including appropriate protective equipment, safety devices and clothing where this is required, and are given suitable information, training and instruction in its correct use.
- Ensure defects to premises, plant, equipment or processes affecting health and safety are made safe without delay.
- Ensure that personnel under their control are supervised and monitored, as appropriate for the degree of risk, as to ensure their safety, competence and compliance with the standards laid out in this policy.
- Ensure that suitable and appropriate fire safety and emergency arrangements are in place in respect of the buildings, premises & employees that they manage and / or are responsible for.
- Ensure that competent persons are appointed to test and maintain the 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.
- Ensure that where any health, safety or welfare related incident, concern or failing occurs or is reported, that this is promptly investigated and where appropriate, is effectively acted upon, so as to help prevent a recurrence. Those impacted by such incidents will be suitably assisted and supported. 7

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

The School Health and Safety Co-ordinator;

- Will encourage a positive approach to accident prevention and the health and safety of staff, pupils and others on the school premises and affected by school activities
- Will ensure that they understand current school policies and procedures affecting health, safety and welfare of staff, pupils and others.
- Will carry out investigations as deemed necessary, periodically inspect the premises and activities in order to determine whether the policies and procedures are being complied with and whether adequate standards of health, safety and welfare are being achieved
- Will ensure that effective measures are in place to deal with and prevent emergencies, this includes the organisation of periodic fire drills and all necessary checks to safety equipment (Fire Extinguishers, First Aid Kits, Electrical Equipment etc) working with the School 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.

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.

Health and Safety Representatives

Health and safety representatives, may be trade union representatives, but not necessarily. They attend the quarterly 'School Health and Safety Committee', where they represent the views of employees (regardless of whether they are union members or not). Health and safety representatives 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

All Employees of the School

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

- Comply with the measures specified in this policy and other relevant risk control measures, procedures and guidance, produced by the School, whilst at work.
- Conduct themselves in an appropriate manner so that they, and/or others are not put at risk by their activities, actions or failings.
- Co-operate with the Head teacher, managers and supervisors, on all matters affecting health, safety and wellbeing at work.
- Make full and proper use, in accordance with the user instructions and the training provided, of any plant, machinery or equipment that is made available to them; and to not misuse such equipment.
- Only use plant, machinery and equipment for which they have been authorised, have been fully instructed as to its safe use and have received suitable training. Where appropriate, employees must ensure that plant, machinery and equipment is suitably guarded during use.
- Attend relevant training courses as requested by management and adhere to the techniques and practices specified within any training provided.
- Wear / use the necessary protective clothing and/or safety equipment (including PPE) as specified for their role / work.
- Report hazards, defects or potential risks affecting the health safety or welfare of themselves or others, which they cannot eliminate or control themselves to their supervisor or manager immediately.
- Report all accidents and incidents (ie. 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.

Occupational Health provision

Occupational health provision will;

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

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, Telford & Wrekin Council has put in place the following health and safety arrangements.

3.1: 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 Council is appropriate, is properly considered and will work in practice.

As part of our health and safety planning, School will:

- Work with the Corporate 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 Council
- 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 Council'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 Council 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 Council for reviewing health and safety performance include:

Active monitoring systems:

- The systematic examination of premises, plant and equipment at pre-defined intervals
- 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 local authorities.

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 Site Manager supported by the Health and Safety Officer (Donna Irish) managed the School's health and safety audit programme, reporting back to senior management and the Corporate 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 Council buildings and workplaces by the annual completion of Building Management and Safety Checklists

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 Council 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 wasn't 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 Corporate 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 publishing on the T&W Intranet as minutes of the Corporate Health & Safety Committee

- 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 Council'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 Housing, **Enforcement and Transport** 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.

3.2: 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;

- 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.

Training is a must 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.

3.3: Communication, Consultation and Co-operation on Health and Safety

High quality communication is an integral part of effective health, safety and wellbeing management.

Old Park Primary School and Nursery 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

Consultation with employee's safety representatives and safety committees

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

School Health and Safety Committee

The School Health and Safety Committee is the principal forum for health and safety matters at the School. The committee 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

- The School Health and Safety Committee is made up of 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 nominated each year.
- 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. In this school it is the School business manager.

Meetings

The governing body (which includes the health and safety committee) meets at six times a year to fulfil its responsibilities and to meet any prescribed deadlines.

Meetings 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 need to 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. 14 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.

3.4: Accident & Incident Reporting and Recording

All accidents, incidents (including near-miss, violence and/or abuse related) which occur on Council 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.

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 Council's line managers hold the responsibility for reporting such incidents or occurrences to the relevant authorities.

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

Line 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.

Managers or their nominated representative, 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.

3.5: Fire Prevention and Control

Head teachers and the Senior leadership team, 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 every Council owned / operational building/location and unoccupied commercial building. The ‘responsible person’ may be the line manager themselves, or another suitably competent individual. In Council operational buildings it is usually the Facilities Management Team who will fulfil this ‘responsible person’ role, but it is the line / building manager’s responsibility to confirm this is the case and nominate an alternative responsible person wherever the FM Team do not fulfil the role.

In premises not owned by the Council, the occupier, owner or landlord will be the responsible person.

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

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

Fire Safety and Emergency Evacuation

The Fire Risk assessment is in the Fire Safety file in the school main office. This is reviewed on an annual basis unless there are significant changes before this. An assessment on the risks of fire is carried out by the Gill Knowles. As a result of the assessment, if any additional precautions are identified as necessary the school will implement these as a matter of priority.

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

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

Paul Wiggetts checks all firefighting and detection equipment 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 Fire.

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

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.
3. Classes line up in the MUGA and playground.
4. Administration staff to take Attendance Registers and teachers check that all children in their classes are out of the building. The deputy and assistant headteacher will check the toilets and restrooms. The School Business Manager will check the front of school including the Community Centre and remain outside the front of building with any CC users and stop visitors entering the front of the building.
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.

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. 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: Administration staff
- Fire wardens will sweep their designated areas and report to the 'Person in Charge'
- All attendance registers will be properly marked for the morning and afternoon sessions. Members of the teaching staff will take their registers with them on evacuating the premises.
- A roll call will be taken when all have reached the place of safety.
- All visitors/contractors report their presence on site to reception and sign the 'Visitors' book and ensure they are familiar with the fire precautions. Reception staff must remind visitors to read the emergency arrangements.
- In the event that anyone by reason of any sort of disability or special need on the premises would be unable to evacuate the building without assistance a Personal Emergency Evacuation Plan will be drawn up, agreed with them if possible and implemented.
- Staff or others taking after school clubs must ensure they are familiar with the fire precautions.
- 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 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 safety will be repaired.
- Drills to practice evacuation of the playground and field will take place.

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 of the above measures, including the risk assessments are in place and are effective.

Issues arising from the fire risk assessment must be acted upon as appropriate, including ensuring that effective communication takes place with employees, building tenants and users on fire safety matters. The assessment must be kept readily available for inspection by auditors and enforcement agencies.

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

Employee's responsibilities for fire safety

- To learn the emergency evacuation procedure on the employees first day, during induction
- Talk to their line manager if they feel they need assistance to safely evacuate a building
- Discuss with 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 Telford & Wrekin council manages its fire safety arrangements are contained in the council's [Fire Safety Policy](#) and [Fire Safety Guidance](#) documents on the Intranet.

3.6: 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.

3.7: First Aid

- The Council will provide first aid services and facilities to the standards required by legislation.
- Employees will be advised of the first aid arrangements and who the first aiders are.
- These details are provided in key locations such as adjacent to first aid boxes, in the core areas of our large council buildings, on first aid room doors and on the intranet.
- The contents of first aid boxes or first aid rooms will be checked regularly, and any deficiencies made good without delay.
- Managers will ensure first aiders attend the appropriate approved first aid training courses.
- If employees have a particular medical problem, they should contact their first aiders so that they can be certain of providing the right treatment and assistance if the need arises.

First aid

The school will ensure that first aid can be rendered to staff and pupils, should they be injured or become ill. First aid needs a risk assessment to have 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 (FAW)

At least an 18 hour course (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, and also 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 must be renewed every three years by means of a two-day re-qualification course.

Paediatric first aid

This 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.

Be able to assess an emergency situation safely.

Be able to provide first aid for an infant and a child:

- Who is unresponsive and breathing normally, including child and infant resuscitation
- Who is unresponsive and not breathing normally
- Who has a foreign body airway obstruction
- With external bleeding
- With injuries to bones, joints and muscles.

Understand how to administer emergency first aid to an infant and a child with a chronic medical condition or sudden illness:

- Sickle cell crisis
- Diabetic emergencies
- Asthma attack
- Allergic reaction
- Meningitis
- Febrile convulsions.

Understand how to administer first aid to an infant and a child:

- Who is experiencing the effects of extreme heat and cold
- Who has sustained an electric shock
- With burns or scalds
- Who has been poisoned
- Who has been bitten or stung
- With minor injuries, including cuts, grazes, bumps and bruises, small splinters and nose bleeds
- With conditions affecting the eyes, ears and nose
- With head and spinal injuries
- With anaphylaxis
- Who is suffering from shock.

Understand how to complete records relating to illnesses, injuries and emergencies. This must be renewed every three years by means of a one-day re-qualification course.

This training can be provided by Telford and Wrekin Council. Copies of the First Aider's certificates are displayed in first aid room or see section 2 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 are first aid room, staffroom, reprographics room, end of each key stage corridor.
- Each first aid box contains a list of required first aid items and sufficient quantities of suitable first aid material and nothing else. Contents of the box will be replenished as soon as possible after use in order to ensure there is always adequate supply of all materials. Additional supplies are available from Kelly Ryder. The administrators are 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 section 6.2 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 staffroom or, if required to be refrigerated can be found stored in the first aid fridge located in the staffroom. 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.

3.8: School health and safety policy arrangements

Housekeeping

The school has adopted policies and practices which lead to a safe working environment. Good housekeeping is practiced at all times and sets a good example to the children.

- Staff should ensure that all spillages are cleaned up immediately with safe disposal of the waste. If there is a large spillage the cleaner in charge should be contacted to assist.
- 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.
- Good food hygiene standards are observed by all staff serving school meals.
- All school staff are responsible for reporting health and safety issues as these arise to the Headteacher/person with delegated responsibilities for health and safety.

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 Headteacher or designated senior manager.

Manual Handling

Moving heavy and awkward loads can cause injury. Where staff roles require them to undertake significant manual handling, 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 the basic manual handling procedures:

- 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.
- Lift smoothly and slowly and avoid twisted, stretching and reaching where practicable.

Mini-Bus Use

The School follows the guidance from Telford & Wrekin Council and all staff have been made aware of the guidance which can be accessed on the Schools Knowledge Hub SharePoint. The mini-bus is Certificated to Public Service Vehicle (PSV) standards/or operated under Section 19 Permit legislation. It will only be driven by persons who have successfully completed the 'Minibus Driving Assessment Scheme' (MIDAS) arranged by Fleet Transport Services. This driver advice is also applicable to self-drive hire or otherwise "borrowed" vehicles.

- Staff who have taken the Telford & Wrekin Council's test to drive children in the mini bus and are qualified to drive mini buses at present are: Mr Paul Wiggetts.
- Staff who drive the minibus must carry out the pre-use checks and fill in the log book.
- 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 Headteacher 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 pupil's 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

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, 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 could 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 in Section 2. Hirers of the building will be given written emergency procedures they have to comply with and sign to agree to follow the procedures.

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

Personal Protective Equipment (PPE)

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.

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

There will be suitable arrangements in place for the storage, cleaning and replacement of PPE. Staff will receive training as appropriate and will be required to wear the PPE provided. They will be responsible to keep it clean, store it correctly and report any faults so that replacements can be provided.

Play Equipment (indoors and outdoors)

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

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

Break time supervision is organised at classroom and year group level. 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. Headteacher/Deputy Headteacher/ Playground Supervisor to make the final decision for the equipment to be used.

Indoor and outdoor play equipment weekly/quarterly inspections are undertaken by: Paul Wiggetts and Nursery Staff

Records of the inspections are recorded and kept in the Site Managers Office and Nursery Office. Annual inspections are undertaken by 'ROSPA' reports kept online.

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 Headteacher 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 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 section 2 for name 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 unless changes have occurred.

Pregnancy and New Mothers

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

Risk Assessment

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

All significant risks will be recorded on the Telford & Wrekin Council risk assessment template. Risk assessments should be reviewed annually or if significant changes require this to be done earlier. The relevant staff will be made fully aware of any risks or additional control measures required which have been brought about by the changes. This will be monitored by the School's Health and Safety Co-ordinator.

- 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.

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. For training on risk assessment contact the Internal Health and Safety Team.

School Security (Safeguarding)

This will be monitored at least annually by the Headteacher, governors, School Business Manager and Governors.

- Gates are locked at the same time each day in the morning at 08.55am and after school at 3.30pm. After which time access to school is through the front main entrance. After school clubs use main door.
- The school office monitors those that come to the door at reception before deciding who to let into the building.
- All visitors sign in and out and wear badges of identification or a visitor's badge.
- The main doors have good locking mechanisms.
- Intruder alarms are installed.
- The following staff have a set of keys to access the school at any time: Mr J Foster, Mr P Wiggetts, Ms Linda Hayward and Ms S Myatt. 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.
- Blinds or curtains have been installed in all classrooms and corridors for security, the classroom blinds or curtains are closed at the end of each school day.

The Cleaner in charge/site manager/headteacher is responsible for the security of the school at the end of the day by ensuring that doors, windows, skylights etc are secured. All staff have responsibilities for ensuring their classroom windows are shut and lights and computers are switched off at the end of the day.

Responding to call outs

The following are the school's nominated representatives who will respond in the event of an out-of-hours call out: Mr Paul Wiggetts or Mr James Foster

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.

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

Smoking / Vaping

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

Stress

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

If you feel that work is causing you to have too much stress or even that stress caused by other things is affecting you at work, then you need to tell your manager/Headteacher 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 8.40am to 3.30pm on weekdays during term times. Between these times supervision will be provided. Pupils will not be allowed on site outside these times. Parents are informed of the details of the school arrangement 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 times and After school care.

The school arrangements must contain 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

Training in Health and Safety

Training on various aspects of health and safety is a legal requirement. Initial training is organised on induction and more specialist training is arranged as needed. Some training may be provided on the job. Your head teacher or manager will have details of any courses you need to attend or other opportunities to improve your health and safety skills. You should be given the opportunity to put your health and safety skills into practice and your head teacher or manager will need to follow up to check that the training you've received has been effective.

Some training is very specific to the job you are doing and should be undertaken *before* commencing work. Examples include The Moving and Handling of People, Driving Skills and Control of Substances Hazardous to Health.

One of the core competencies for Head teachers and managers is health and safety and all Head teachers and managers will be assessed on this and encouraged to improve their skills and knowledge. For any Health and Safety Training needs contact the Internal Health and Safety Team.

Challenging Behaviour

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

- Are aware of the policy and procedures for avoiding violence at work and reporting and recording all incidents of verbal and physical abuse. See section 6.2 for Accident Reporting.
- 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.

Staff will be trained to manage actual and potential aggression or unacceptable behaviour where required.

Visits and Journeys

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

Working at Height

Working at height, using a ladder, can be very hazardous. An assessment must be made of the risks from such work, which should be designed out wherever possible. Equipment used for working at height must be suitable for the job, regularly inspected and well maintained. Relevant staff, particularly site managers/caretakers, must have completed ladder safety training if using a ladder is an unavoidable part of their work.

Work Equipment

Work equipment relates to all things that assist you to do your job from tables and chairs, ladders, vacuum cleaners, utensils, computers, photocopiers, fire extinguishers etc.

The equipment must be suitable and fit for purpose. Therefore, before any equipment is purchased staff must ensure they understand what is required and consult with all those that will be using the equipment:

- Consideration will be given to the installation, storage and positioning of the equipment.
- Training and use of the equipment will be required and where practical provided by the companies that provide 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 - or the Supplier.

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 Caretaker/Site Manager's Office.

3.9: 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 testing is undertaken within the building.

3.10: 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.

3.11: 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 [Wellbeing Offer](#) 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 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: <https://healthassuredeap.co.uk/> or by downloading the 'My Healthy Advantage' app on Google Play/the App Store and entering code MHA128723

3.12: Sources of support, information and guidance on Health and Safety

Telford & Wrekin Council 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!**

Anyone can report a Health & Safety concern via the “Report it Button” on the council’s health and safety SharePoint site. This function can also be used to report a Near miss too.

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 line manager or head teacher 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.

3.13: 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	Manual Handling
Asbestos	Manual Handling of People
Building Management and Safety Checklists	Medical Device Alerts
CDM (Construction, Design and Management) Policy	New and expectant mothers
Consultation with Employees	Noise at Work
Contractor Management	Personal Safety Policy
Display Screen Equipment (DSE) and Workstations	Personal Emergency Evacuation Plan
Driving for Work	Play Equipment
Electrical safety including portable and fixed equipment	Protective Clothing and Equipment
Event Safety	Personal Safety Risk Register (PSP)
Fire Precautions and other evacuation procedures	Risk Assessments
First Aid and Medical Attention	Safety Representatives and Safety Committees
Hazardous Substances (COSHH)	Safety Training
Health and Safety Law	Smoking
Health and Safety Strategy	Staysafe – lone worker system
Home working	Stress Management
Hybrid working	Substance Misuse Policy
Legionella Bacteria and Water Safety	Thermal Comfort
Lone Working and Lone Workers	Training
Management Competence Checklist	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.

Policy Review

The effectiveness of the Health and Safety at Work Policy will be subject to a management review by the Internal Health and Safety Team.

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