



## Healthy and Safety Policy

**Date reviewed:** September 2025

**Next review:** September 2028

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**Abberley Parochial Primary School**

**HEALTH and SAFETY POLICY With ARRANGEMENTS**

### **1. THE STATEMENT**

*Love, Grow and Flourish Together*

#### **Ephesians 3:17-19**

That Christ may dwell in your hearts through faith, as you are being rooted and grounded in love. I pray that you may have the power to comprehend, with all the saints, what is the breadth and length and height and depth, and to know the love of Christ that surpasses knowledge, so that you may be filled with all the fullness of God.

- We will feel loved and show love to others in our school and wider community
- We will seek to grow in our understanding of all that is around us, encouraging all to live well together
- We will be filled with His love, joy and goodness to live a fulfilled life.

The vision of our school forms the foundation and the rationale behind all of our decisions, policies and procedures.

It is fundamental to our vision that the safety and the well-being of those who attend and work at our school are kept safe and healthy. In order to do so, the site and working practices must comply with all health and safety standards.

### 1.1 General Requirements

The Governors of Abberley Parochial Primary School recognise their responsibility under the Health and Safety at Work etc. Act (1974), so far as is reasonably practicable, to:

- a) provide safe systems of work, plant and equipment;
- b) provide for the safe use, handling, storage and transport of articles and substances;
- c) provide such information, instruction, training and supervision as is necessary for staff and pupils to undertake their work safely;
- d) provide a safe place of work with safe means of access and egress for all persons using the premises;
- e) provide a safe and healthy working environment with adequate welfare arrangements;
- f) provide for the health and safety of persons not employed by the school, but who may be affected by its activities;
- g) encourage all staff to take reasonable care for their own health and safety and to co-operate with the management of the school in the carrying out of their statutory duty;
- h) require all staff to report through the appropriate channels, any problem, defect or hazard likely to lead to a lack of safe or healthy conditions for themselves or others.

| Agreed/Ratified by: | Signature      | Date           |
|---------------------|----------------|----------------|
| Chair of Governors  | J. Whittenbury | September 2025 |
| Head teacher        | C.Shelley      | September 2025 |

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| Next review date: September 2028 |
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### 1.2 Staff Responsibilities

The HSW Act also puts a responsibility upon employees to take care of their own health and safety, within the limitations of the training, instructions and equipment provided for them. This is acknowledged by clause (g) above.

### 1.3 Staff Rights

The Governors recognise the need to consult staff on matters of health and safety and will recognise the right of the staff to appoint Safety Representatives, through their recognised trade unions or professional associations. The Governors will accommodate the establishment of a School Safety Committee on which the staff Safety Representatives, amongst others, may serve, should it be requested by staff or their representatives.

No individual member of staff shall be required to undertake specific responsibility for any health and safety function (e.g. School Safety Officer) without having first been consulted.

#### **1.4 The Role of the Local Authority**

The Governors recognise the Statement of Safety Policy of Worcestershire County Council, together with its organisation and arrangements and undertake to comply with its requirements and procedures in respect of maintaining safe and healthy places of work for the staff and pupils of the school.

The Governors recognise that it may on occasions be necessary to seek advice on specialist matters pertaining to health and safety and will consult the Health and Safety Advisor of Worcestershire County Council or such other persons as may be necessary.

#### **1.5 Local Management of Schools and Delegated Funding**

The Governors recognise the need to ensure that sufficient funds are reserved for safe practice throughout the school and in particular the inspection and maintenance of those items of premises and equipment where financial responsibility has been delegated to them.

#### **1.6 Risk Assessment**

The Governors recognise their responsibilities to ensure that any significant risks arising from work activities, equipment or premises are assessed, as required under:

the Management of Health and Safety at Work Regulations 1999 amended 2006,  
the Control of Substances Hazardous to Health (COSHH) Regulations 2002,  
the Manual Handling Operations Regulations 1992 as amended,  
the Provision and Use of Work Equipment Regulations 1998 and  
the Display Screen Equipment Regulations 2002).

#### **1.7 Acknowledging Responsibility**

The whole statement should be signed and dated by the most senior people responsible for writing and implementing it. In our school, this is the headteacher, deputy headteacher and chair of governors.

A copy of the Statement will be placed on the notice board in the staff room. The whole policy is available in staff share and on the school website.

## **2. THE ORGANISATION**

### **2.1 Who to include**

This section of the policy describes the roles of anyone who has responsibilities for any aspects of health and safety within the school. Depending on the arrangements in force at the particular school, it will be necessary to define the role of all or any of the following:

The Local Authority hold overall responsibility for the health and safety of the employees of the school.

The Governors hold delegated authority for the strategic oversight of health and safety and in ensuring the school complies with policy.

The Headteacher oversees and ensures the operational compliance with health and safety throughout the school and the risk assessments are updated and will satisfactorily mitigate risks.

Karen Day – School secretary ensures that appropriate cleaning chemicals are added to the COSHH, with completed risk management, register and are securely stored in the cleaning cupboard.

The Cleaner in charge ensures that compliance with the policy in relation to cleaning standards and COSHH

The First Aiders have oversight of first aid across the school.

Class teachers ensure that classrooms comply with the policy in terms of organisation and tidiness.

## **2.2 Employer's Responsibilities**

Worcestershire County Council

- a) has overall responsibility as employer for all aspects of health and safety of employees, pupils and other persons at XXXX School (under sections 2 and 3 of the Health and Safety at Work Act 1974).
- b) has responsibility for appointing competent principal contractors where building or plant maintenance work is done which is the financial responsibility of the Local Authority under its Scheme for Financing of Schools.
- c) has responsibility for appointing a competent person as Planning Supervisor in those works which fall within the scope of the Construction (Design and Management) Regulations 2015 unless the school has initiated the building work, in which case this will be the responsibility of the Governing Body.

## **2.3 Governors' Responsibilities**

The Governing Body, through the Headteacher, is responsible for:

- a) ensuring that the school's safety policy is implemented, monitored and regularly reviewed and revised as necessary.
- b) ensuring that sufficient funds are reserved for meeting their responsibilities for Health and Safety, in particular for the maintenance of those items of premises and equipment for which they have financial responsibility under the Scheme for Financing of Schools.
- c) monitoring the (health and safety) need for building maintenance in the school and implementing repairs as necessary.

- d) advising the WCC Property Client Team of structural defects that could adversely affect the health and safety of staff, pupils and other persons.
- e) the safe condition, storage and maintenance of equipment, vehicles and plant at the school, and ensuring that such equipment can be used safely in the normal running of the school.
- f) ensuring that the premises, the means of access and exit, and any plant or substance on the premises are safe and without risks to health.
- g) ensuring that safety rules concerning the use of premises and equipment are displayed at appropriate locations in the school and are enforced.
- h) the adoption of safe working practices by staff and pupils, and by contractors on site.
- i) acting to deal with potential hazards to health and safety, liaising where appropriate with representatives of the County Council and contracting organisations.

## 2.4 Head Teacher's Responsibilities

The Headteacher is responsible for:

- a) The implementation of the school safety policy.
- b) Advising the Governing Body of the need to review the school safety policy.
- c) The day to day responsibility for health and safety in the school.
- d) Ensuring that risk assessments are carried out in accordance with the Management of Health and Safety at Work Regulations 2006 in all areas of significant risk, as well as those required under the Control of Substances Hazardous to Health (COSHH) Regulations 2002, the Manual Handling Operations Regulations 1992 as amended the Provision and Use of Work Equipment Regulations 1998 and the Display Screen Equipment Regulations 2002.
- e) Ensuring that staff receives appropriate health and safety training.
- f) Carrying out the six-monthly safety audit required by the LA.
- g) Ensuring that all problems or defects affecting the health and safety of staff, pupils or other persons in the school are dealt with.
- h) Notifying the LA Health and Safety Co-ordinator of any serious accidents to pupils or **any** accidents to staff or other persons and any "near miss" situations, in accordance with the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations.
- i) Notifying the LA Health and Safety Co-ordinator of any hazards or problems affecting the health, safety or welfare of staff, pupils or others that cannot be resolved by appropriate local action.

**(NB. Any major property problems should be notified to the school's allocated Property Agent and H&S Advisor in the first instance.)**

- j) Emergency procedures, including evacuation in case of fire or bomb threats.
- k) Ensuring that adequate provision is made for the administration of First Aid.
- l) Ensuring that all new material on health and safety matters, supplied by the LA or the Health and Safety Executive, is brought to the attention of any relevant persons promptly.
- m) Facilitating the meeting of a School Safety Committee, if it is requested by staff or approved trade union safety representatives, and for attending such meetings.
- n) Consultation with approved trade union safety representatives on matters affecting the health, safety or welfare of any members of staff and for facilitating the carrying out of their duties, including safety inspections and attendance at training courses.

**2.5 Subject Leads** are responsible for:

- a) all matters of health and safety in their faculty, department or subject area.
- b) bringing to the notice of the Headteacher any problems or defects affecting the health, safety or welfare of staff, pupils or other persons in their faculty, department or subject area.
- c) having a working knowledge of regulations, guidance materials and codes of practice in their subject areas.
- d) producing a faculty / departmental / subject safety policy and revising it as necessary.
- e) ensuring that staff have received adequate training on health and safety aspects of their specialist areas (particularly where use of potentially hazardous equipment or substances is undertaken).
- f) ensuring that necessary personal protective equipment (i.e. eye protection or protective clothing) is available and kept well maintained.
- g) ensuring that any risks specific to their area of work are adequately assessed (e.g. risk assessments for the use of tools or equipment, COSHH assessments for the use of hazardous substances).
- h) ensuring that relevant safety signs and notices are displayed (e.g. signs requiring use of eye protection, restricting use of teacher only machines to named individuals, positions of gas, water or electrical isolators etc.).

**2.6 Other Teaching, Teaching Assistant and Technician Staff** are responsible for:

- a) ensuring that they are familiar with and comply with the school and, where applicable, the departmental or subject safety policy. (This includes staff working in the Arts, Drama, Music Design and Technology, Environmental Education, Physical Education or Science)
- b) reporting any defects or problems affecting the health and safety of themselves, their pupils, other staff or any other person, through their Head of Faculty, Department or Subject Co-ordinator to the Headteacher (or School Safety Officer).
- c) co-operating with their employer (LA or Governing Body) to enable them to comply with the requirements of the Health and Safety at Work etc. Act 1974).

**2.7 Cleaner in Charge** is responsible for:

- a) Ensuring that she is familiar with and complies with the school safety policy.
- b) Bringing to the attention of the Headteacher (or School Safety Officer) any problems or defects affecting the health and safety of any person on the school premises.
- c) Bringing the school safety policy and risk assessments to the attention of any cleaning or other staff (including contract cleaners or grounds staff) working under their direction, in so far as it affects the work of those persons (e.g. in use and storage of equipment and materials).
- d) Ensuring that any staff under his/her direct control (i.e. noncontract staff) receive adequate training and instruction in the use of any equipment or materials that they are expected to use.
- e) Ensuring that all equipment and materials received have adequate health and safety information (e.g. safety data sheets to allow COSHH assessments to be carried out).
- f) Ensuring that safe procedures are laid down and used when work of a potentially hazardous nature is undertaken by themselves or others working under their direction

(NB. This will include such things as working at heights on steps, ladders or scaffolds, use of electrically powered cleaning machines, use of chemicals (including correct use of protective clothing), carrying out of repair or maintenance work).

- g) Ensuring that due warning is given of any caretaking/cleaning operations that could constitute a hazard to other users of the premises (e.g. use of signs to warn of slippery floors, clearance of leaves, ice or snow etc.).
- h) Informing the Headteacher of the arrival (or expected arrival) of contractors for maintenance work (no matter how minor).
- i) Informing contractors of any hazards that could affect their health and safety while working in the school (particularly in the light of risk assessments carried out).
- j) The safe use and maintenance of all plant and equipment (e.g. boilers, treatment plant) and the safe use and storage of all materials used for that maintenance (e.g. boiler descalers etc.).

## **2.8 The First Aiders are** responsible for:

Maintaining the First Aid box(es) in line with the guidance given in the LA's Safety Information on the Children's Portal Information and controlling and maintaining any other First Aid supplies as may be kept separately. (See: Safety Information on the Children's Portal Information, p. 2.45).

## **2.9 Safety Representatives (Appointed by Trade Unions / Professional Associations)**

Safety representatives have the right to:

- a) Carry out termly inspections of the premises and submit a written report to the headteacher.
- b) Receive any reports of inspections or accident investigations made by the Health and Safety Executive.
- c) Represent their membership to the headteacher (as representative of the employer) on matters affecting the health, safety or welfare of staff.
- d) Represent the staff / union membership on school safety committees.
- e) Receive such training as may be necessary for them to perform their duties.

## **3. Accident reporting, recording and investigation**

All serious accidents that occur on the site should be notified to the headteacher who will record the information via the Worcestershire County Council accident/incident reporting system (My Cority)

All minor accidents should be recorded either in the schools own minor accident book held in the office or on My Cority. Where necessary, parents / guardians or other persons should be notified of the accident.

If the accident is serious, senior management should be made aware and immediate action taken to ensure the location of the accident is made secure and cordoned off until an investigation has been done. The headteacher is 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).

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.

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

- The headteacher is to manage any contractors.
- Contractors are selected in consultation with PR Associates
- Contractors will be inducted by the headteacher.

- The headteacher will check method statements and risk assessments prior to any work commencing.
- Contractors should report any health and safety concerns to the headteacher
- The headteacher will oversee the need for adequate segregation of construction workers and pupils.
- The headteacher will ensure the provision for adequate day to day communication between school and contractors

### 3.2 Contractors (Management of Asbestos)

- Our Asbestos Register is to be shown to all contractors prior to work commencing. Contractors must sign to state they have seen the relevant sections of the asbestos register.
- It must be ensured that there is no asbestos in the building structure prior to intrusive work being carried out, i.e. putting up shelving.
- Only specific contractors, who are competent (see OIC Handbook) are allowed to work with asbestos
- For further guidance refer to WCC asbestos policy and OIC Handbook for advice, further advice can be sought from your WCC H&S Advisor and Property Agent.

### 3.2 Contractors and Visitors on Site

Arrival on site

- All contractors must sign into the school site at the front entrance of the school.
- It is expected that all contractors will wear appropriate id or be guided around the school at all times with a member of staff
- The headteacher will inform them of health and safety issues (e.g. location of asbestos, fire procedures, first aid information etc)?

### 3.4 Control of substances hazardous to health (COSHH) –including radiation

- In all circumstances we seek to buy the least hazardous substances appropriate for the job in question.
- The COSHH file is maintained by Debbie Nott.
- The COSHH file is kept in the school office
- Karen Day oversees the purchasing of substances which may be hazardous to health
- All substances have the data sheet stored in the COSHH file
- Risk assessments are conducted by Karen Day, Claire Shelley and Debbie Nott for use of COSHH substances.
- COSHH products are stored in the cleaning cupboard or grounds shed. Both are kept locked with restricted key access. Both have a display indicating that only authorised persons should access these areas.
- Staff read the Health and Safety policy and are aware of where COSHH items are stored.
- Substances are not decanted into unmarked containers.
- Personal Protective Equipment is used in line with risk assessments.
- Hazardous substances are stored in line with instructions on the data sheet.

### 3.5 Defect reporting procedures

Defects are reported to Karen Day, who will make a note of the defect in the site management book which is kept in the school office.

More serious health and safety issues must be reported immediately to the headteacher.

All defective items are taken out of use immediately. An 'out of use' label is displayed on any defective item that cannot be removed.

- The headteacher monitors that the defect has been rectified?
- A report is produced for governors at termly intervals. The report is discussed at governors' meeting / management committee where recent defects should be identified, and outstanding works discussed.

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

In accordance with the Display Screen Regulations:

- All staff conduct a DSE self-assessment when assigned to a new classroom. Following this, recommendations are communicated with the headteacher. Recommendations are acted upon and taken seriously ensuring that appropriate equipment and positioning are possible.
- The headteacher will monitor and arrange for any problems relating to display screen equipment and its use to be resolved.

### **3.7 Electricity at work**

- Electrical site inspections take place at every five years as a minimum.
- The headteacher with support from PR Associates ensure that the checks are conducted
- PAT testing takes place every year. This is arranged by Karen Day.
- PAT registers are kept in the school office.
- Defective items are removed by the headteacher.
- Defective equipment should be placed in the headteacher's office and reported in the defect site management book in the school office

### **3.8 Fire Precautions and Emergency Plans**

- The headteacher is responsible for undertaking and reviewing the fire risk assessment, emergency plans, include bomb threats/explosion/floods/intruders/dogs in playground.
- Details of emergency evacuation procedures are found in the fire evacuation, bomb threat and intruder procedures
- The headteacher and class teachers are responsible for inspection and maintenance of fire exits/escape routes.
- The headteacher is responsible for checking and updating the Fire Evacuation Notices.
- Karen Day schedules regular inspections and maintenance of fire extinguishers.
- Staff receive fire awareness training. This is renewed every two years.
- The headteacher is responsible for calling the emergency services and co-ordinating the evacuation.
- Teachers must register pupils on the bottom playground (if this remains a safe location) following an evacuation.
- The headteacher or deputy head will oversee registration.
- Fire alarm call points are tested weekly by Debbie Nott, Mandy Crisp and Karen Day
- The six monthly check is conducted by FireSafe Services.
- Pre-school will comply with the school's fire evacuation procedures when on the school site

### 3.9 First Aid and Medication

#### First Aid

- Details of all qualified first aiders are located around the school and next to all first aid stations.
- First aiders all hold the two day pediatric first aid qualification or the full three day HSE first aid qualification.
- The headteacher is responsible for maintaining a log of training dates and ensuring training is updated as required.
- First aid kits are kept in the KS1 cloak area and in the vision hall on the wall and on the hall wall.
- The headteacher will call for an ambulance and arrange for a member of schoolstaff to accompany children to hospital (if parent or legal guardian is not available).
- The headteacher ensures that sufficient first aiders are on the school site. The minimum number is two first aiders where at all practicable.

#### Medication

- Medication is to be administered by a member of staff who has completed the administering medication in schools training.
- More specific medication such as epi-pens requires further training which staff working with children will receive if required.
- Medication is stored in the locked medical box located in the staff room. Refrigerated medication is stored in the locked box in the fridge. This applies to all except emergency medication such as inhalers and epi-pens. Inhalers are stored in the staffroom cupboard on the right through the door.
- All parents must complete a consent form for prescribed or non-prescribed medication as outlined in our administering medication in school policy.
- Pupil with special medication requirements will have a care plan which is uploaded to CPOMS and communicated with necessary staff.
- All medication must be administered in line with outlined procedures in the policy.
- Prior to any medication being given staff should check the child's CPOMS log to ensure that medication has not already been administered.

### 3.10 Health and Safety Advice

- Competent Health and Safety Advice and Guidance is accessible via the WCC Health and Safety (schools) Service Level Agreement
- The health and safety poster is displayed in the staff room.

### 3.11 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 required to review the risk assessment for their area of work annually.
- Staff sign to confirm they have read and will agree with the health and safety policy at the start of each year.
- All policies are available on staff share and relevant policies are e-mailed to staff at the start of the autumn term
- New information is shared at staff meeting. Health and safety is a regular point on the agenda for such meetings and minutes are shared with all staff.

## Pupils

- It will be the responsibility of teachers to ensure that pupils are made aware of existing and new health and safety information.
- Elements relating to health and safety are covered in lessons, during values group lessons and in assemblies.
- Daily safety procedures for pupils are covered in the classroom by class teachers.

## Visitors / contractors

- The headteacher will 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).
- This will be communicated on arrival in a meeting with the headteacher

## Governors

- Health and safety will be a standing point in monthly meetings between the headteacher and chair of governors
- Important information will be disseminated by the clerk to the governors to all governors via e-mail.

## Trade unions

- The headteacher will ensure that Trade Union health and safety representative are informed of new health and safety information (see section on trade union)

### 3.12 Kiln (not applicable)

### 3.13 Shared use of premises

- The headteacher is responsible for discussing and agreeing health and safety arrangements.
- There will be a written agreement for regular use of the school premises.
- Restrictions on use of equipment will be communicated clearly.
- Those using the premises must comply with outlined legal staffing guidelines and ratios.
- First aid provision must be provided by the user of the premises.
- Those using the premises will be required to follow the schools fire and safety arrangements. They will need to sign into the school and provide details of children accompanying them.
- The Friend's Association is responsible for agreeing to and overseeing school fetes and other fund-raising events. However, the headteacher will check risk assessments
- All areas of the school are risk assessed. However, those who make use of the school facilities must have their own risk assessments in place which must be shared with the headteacher.
- Use of the premises is only available during school hours.
- Those making use of the premises will need to have insurance which covers them doing so. The school does not charge for use of its facilities.

### **3.14 Lifting equipment (Not applicable)**

### **3.15 Lone working and Personal Safety**

- The school follows WCC lone working arrangements.
- Lone Working is limited to teachers, the headteacher and the cleaner in charge
- All staff read and agree to comply with the school's lone working policy
- Anyone coming into the school alone in the school holidays is required to inform the headteacher.
- Risk assessments for lone work are shared with staff.

### **3.16 Maintenance/Inspection of equipment**

- The adventure playground is visually inspected weekly by Debbie Nott. An annual inspection is arranged with The Inspection Play Company.
- PE equipment is inspected annually and this is arranged by Karen Day
- Lawn Mowing Equipment is serviced annually by Ron Hill Sevrices.
- The heating system is serviced annually. This is arranged by Karen Day
- The Water pump is serviced annually by Cotswold Drainage this is arranged by Karen Day
- Emmergency fire lighting is inspected every six months by Fire Safe Services.

### **3.17 Manual handling**

- A risk assessment is in place for manual handling and this is shared with staff
- All staff receive manual handling training, with the exception of lunchtime supervisors. Staff are expected to follow the principle outlined in this training.

### **3.18 Minibuses**

- The school will comply with WCC minibus guielines
- Claire shelley are authorised and permitted to drive a mini-bus
- Mini-bus drivers must have the D4 category license and hold a WCC driver's permit. This must be updated every three years.
- Only short journeys witin the county or within one hour of the school will be permitted by drivers of the school.
- In the event of the bus breaking down, the driver should contact the school or headteacher, who will liaise with parents relating to any delays.
- First aid and fire extinguisher provision are on the mini-buses rented.
- Service and MOT provision is arranged by the rental company or the county council.
- All drivers are to conduct pre-checks visually prior to taking any journey.
- Pupils must not be transported alone by a member of school staff. Where at all possible two adults will accompany any drivers.

### **3.19 Monitoring Arrangements**

The governing body will ensure that regular reports of accidents and dangerous occurrences are provided by the Head Teacher and that any necessary alterations to working practices and procedures are implemented.

The governing body recognise the importance of monitoring health and safety matters. Monitoring will be carried out in a number of ways:

The governors will call for annual/termly reports on accidents / incidents;

- results of internal or external health and safety inspections;
- maintenance reports;
- complaints, hazards and defects reports; and
- reviews of any procedures carried out by the Head Teacher

To help this process, the governors and Head Teacher will ensure that all reasonable inspection facilities and information are provided on request to officers of the LA, inspectors of the health and safety executive (HSE), Trade Union health and safety representatives and any other bona fide health and safety officials.

### **3.20 Noise at Work**

We realise that in order to comply with the Control of Noise at Work Regulations 2005 we must ensure that weekly noise exposure levels do not rise above 80dB. Where there is a likelihood that this may happen the headteacher will carry out periodic noise monitoring checks. Control measures are put in place to reduce the noise levels as far as reasonably practical. If it is not possible to reduce the noise levels below 85dB employees are issued with appropriate hearing protection and hearing protection zones are set up. In circumstances where the noise level still remains above 80dB hearing protection will be supplied to employees working in these areas.

### **3.21 Offsite and Educational Visits**

- Joanne Gregory is the school's Educational Visits Co-ordinator (EVC)
- The school will use of EVOLVE offsite visit software system by Visit leaders to set up visit requirements and forward this information onto the school EVC.
- The EVC will use the EVOLVE software system to monitor request for visits and respond accordingly.
- The Head teacher will sanction every visit once Visit leader and EVC have completed the necessary arrangements and checks.
- Risk assessments and pre-visits should be provided a week prior to any visit taking place
- Risk assessments should be conducted by the visit leader and communicated with all staff prior to the visit taking place.
- A pediatric first aider must attend offsite visits and take a first aid kit.
- Parental authorisation must be sought for all offsite visits. Consent for local visits around the village is sought on entry to the school.
- If for any reason a visit is no longer safe, the school reserve the right to cancel at any time. Safety must come first.
- The school insurance for visits is provided through Worcestershire County Council

### **3.22 Outdoor Play Equipment**

- Our adventure playground was installed by ESP and inspected by The Inspection Play Company. The headteacher keeps the inspection records.
- A weekly visual inspection is conducted by Debbie Nott and a record sheet kept on file in the office.
- The headteacher has conducted a Risk Assessment following inspection advice received from The Inspection Play Company.

### 3.23 PE equipment (no high level equipment)

- Our PE equipment is inspected annually. This is arranged by Karen Day and a record of the inspection kept in the school office.
- Teachers conduct pre-use inspections.
- We follow the Association for Physical Education (afPE) guidance on safe use of the equipment.
- Further details can be found in the school's PE policy

### 3.24 Personal Protective Equipment

- Personal Protective Equipment (PPE) will be provided free of charge for employees where it has been identified through risk assessment.
- Who will select the equipment?
- The arrangements for periodic checking and maintenance of the equipment?

### 3.27 Pond

- The pond is enclosed in fencing.
- The fence is secure.
- There are two warning signs indicating the presence of deep water.
- The headteacher is responsible for conducting a risk assessment of this area.
- The headteacher is responsible for ensuring the maintenance of the fence.

### 3.28 Risk Assessments

- Assessments for all activities which present significant foreseeable hazards will be carried out (A specific requirement of Regulation 3 in The management of health and safety at work regulations 1999).
- The headteacher, Education visit coordinator, visit leader or subject coordinator are responsible for conducting appropriate risk assessments.
- Risk assessments for new and expectant mothers will be conducted in line with WCC Policy & Risk Assessment Guidance.
- The headteacher will oversee all risk assessments.
- Classroom risk assessments are reviewed annually by class teachers.
- Risk assessments are available to all staff on the staff shared folder.
- Staff are directed to refer to risk assessments in place for using those areas of the school or planning activities.
- Every off-site visit should be risk assessed.

### 3.29 Smoking

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

### 3.30 Sports pitches / playing fields

- The headteacher is responsible for the maintenance of the playing field.
- Teachers on duty will conduct pre-use inspections to ensure the field is clear and safe
- During the pre-use inspection any evidence of animal fouling will result in the field being zoned to ensure children are kept away until the headteacher can clear the site.

### 3.31 Staff Consultation / Trade Unions

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

- Health and safety recommendations can be made by any staff member directly to the headteacher or during weekly staff meetings.
- The headteacher is responsible for informing and consulting "in good time" with trade union health and safety representatives on:
  - Introduction of any measures (work equipment, processes or organisation) which may affect the health and safety of employees on site.
  - Appointment of competent persons on site who will to comply with health and safety requirements
  - Risks to employees health and safety and preventative measures
  - Planning and organising of health and safety training
  - Introduction of new technology and health and safety consequences
- A trade union representative is entitled to display their information on the notice board in the staff room.
- The Health and Safety Law poster is on the notice board in the staff room.

### 3.32 Stress and Staff Wellbeing

- Details of how we support staff wellbeing can be found in the Mental Health and well-being policy and the implementing our vision document both of which are published on the school website.
- All WCC employees have **24-hour access to the Employee Assistance Programme (EAP)**
- We seek to implement practices which minimise work related stress as outlined by WCC.

### 3.33 Swimming lessons (Public Pool)

- Swimming lessons take place at Tenbury Swimming Pool.
- A qualified lifeguard and swimming teacher, please three members of school staff are present.
- The headteacher reviews documentation from the school to ensure that appropriate safety measures are in place.

- A school pediatric first aider will attend swimming sessions.
- Life saving equipment is checked and overseen by the provider of the facilities.
- We will comply with emergency procedures as outlined by Abberley Hall School.
- Swimming lessons are added to EVOLVE as a recurring visit.

### **3.34 Swimming pools / hydrotherapy pool (Not Applicable)**

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

- The headteacher is responsible for establishing minimum health and safety competencies for certain activities, (e.g. use of hazardous substances, manual handling, work at height,)
- The headteacher is responsible for new staff inductions and briefings.
- The headteacher 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).
- The headteacher retains a staff training log and certification records for all staff members.
- The headteacher ensures that any refresher training is undertaken.

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

- Vehicles are not normally on site and will only come on site with approval and supervision of the headteacher.
- On site parking is only available at the front of the school where there is space for two vehicles of school staff. All other parking should be at the Village Hall Car Park.
- Vehicles on the playground should only move with the supervision of an additional staff member during school hours.
- Only staff members and approved contractors should bring vehicles onto the school site with approval from the headteacher.
- A risk assessment has been conducted for vehicles coming onto the school front playground and school field.

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

- Site security is maintained and overseen by the headteacher and cleaner in charge. Visitors enter through the main office and only gain entry to the school site following safety check and signing into school.
- All staff are required to report all incidents of verbal & physical violence to the headteacher.

### **3.38 Water Hygiene**

Refer to the WCC Legionnaires and Water Hygiene Policy (updated Autumn 2020)

- The water hygiene logbook is kept in the school office.
- Debbie Nott carries out a weekly temperature check.
- Automatic flushing takes place in the boy's urinal.
- An annual Legionella audit is conducted in line with guidance from PR Associates.

### 3.39 Work experience pupils

- The headteacher will give the induction.
- The headteacher will conduct risk assessments.
- All work experience pupils will be assigned a mentor by the headteacher, who will supervise them during their time in school.

### 3.40 Working at Height

- A ladder is securely stored in the grounds shed.
- A set of steps is kept in the art cupboard in the hall for use with displays.
- The headteacher will conduct an annual inspection of steps and ladder equipment.
- Staff are required to conduct a pre-use check before making use of any steps or ladder equipment.
- Risk assessments for ladder and step usage are reviewed and produced by the headteacher. These are shared with staff.
- Steps or ladders should only be used when pupils are not in the vicinity. If work is being conducted during the school day, the area of work should be coned and taped off.
- All staff are required to complete ladder safety training with the exception of lunchtime supervisors.
- Staff should only use steps or ladders following ladder safety training.
- Staff using steps or ladders should only do so wearing appropriate clothing, particularly wearing well-fitted flat shoes.
- Defects with ladder equipment should be recorded in the defect log in the office and reported to the headteacher.
- Ladders are locked away to prevent visitors or pupils from using them.

| Responsible Person | Print Name       | Signature      | Date       |
|--------------------|------------------|----------------|------------|
| Chair of Governors | Jane Whittenbury | J. Whittenbury | 12.09.2025 |
| Head Teacher       | Claire Shelley   | C. Shelley     | 12.09.2025 |