



Trefonen C.E Primary School
HEALTH & SAFETY POLICY
Updated: 15/03/24 – Final copy

Contents

1.	School Health and Safety Policy Statement	Page 4
2.	Health and Safety Representatives and Organisation	Page 5
2.1.	Responsibilities of Nominated Personnel	Page 7
2.2.	Governors Health and Safety Committee	Page 10
2.3.	Health and Safety Committee	Page 10
3.	School Health and Safety Policy Arrangements	Page 12
3.1	Access onto and exit from the school site.	Page 12
3.2	Accidents and Reporting	Page 12
3.3	Arson, Bomb Threats, (See Safer Schools Initiative)	Page 12
3.4	Asbestos	Page 13
3.5	Bad Weather Contingency Plans	Page 13
3.6	Confidential Counselling Service	Page 14
3.7	Contractors	Page 14
3.8	COSHH (Control of Substances Hazardous to Health)	Page 14
3.9	Display Screen Equipment	Page 15
3.10	Fire Safety/Bomb	Page 15
3.11	First Aid (Administration of Medicines)	Page 17
3.12	Housekeeping	Page 18
3.13	Information, instruction and training	Page 18
3.14	Legionella (Water Safety)	Page 20
3.15	Lone working	Page 20
3.16	Manual Handling	Page 21
3.17	Minibus Use	Page 21
3.18	Out of hours use of School premises	Page 22
3.19	Parental/Adult help	Page 22
3.20	Personal Protective Equipment	Page 23
3.21	Play equipment	Page 23
3.22	Portable Electrical Appliance Testing	Page 23
3.23	Risk assessment	Page 24
3.24.1	Equal Opportunities	Page 25
3.25	School Security (Safeguarding)	Page 25
3.26	Supervision of Pupils	Page 26
3.27	Violence	Page 26
3.28	Visits and Journeys	Page 26

3.29	Wellbeing (Stress Management)	Page 27
3.30	Working at Height	Page 28
3.31	Work Equipment	Page 28
4.0	Monitoring and Reviewing the Health and Safety Policy and procedures	Page 29

Appendix

1	Fire Safety Policy Statement and Fire Safety Notes	Page 31
2	How to undertake a risk assessment	Page 33
3	Educational visits transport guidance	Page 35
4	Manual Handling Techniques	Page 42

1. School Health and Safety Policy Statement

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

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

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

In addition to assist in the proper implementation of this policy the Governors and Headteacher will;

- keep abreast of legislation by ensuring adequate and appropriate advice through persons competent in health and safety matters and provide the necessary resources to ensure effective safety management. This will include monitoring health and safety performance on a regular basis with regards to places of work, work activities and, where necessary, contractor activities as well as keeping records;

- bring this policy statement and relevant safety arrangements not only to the attention of all employees, but other persons affected by the school's activities. The policy statement, organisation and arrangements will be reviewed and amended as often as necessary.

This statement of policy was approved by the Governing Body at their meeting on:

Signed:	Malcolm Kirk - Chair of Governors	08/03/24
	Cathy Dunleavy – Headteacher	08/03/24

2.0. Organisation Title	Name
Chairman of Governors	Malcolm Kirk
School Governors	Malcolm Kirk, Ali Davies, Pete Walpole, Emily Armstrong, Kathy Trimby, Joshua Cockburn, Cathy Dunleavy, Naomi Phillips, (vacancy FS Gov)
Headteacher	Cathy Dunleavy
School Teaching Staff	Naomi Phillips, Sam Wilson, Lucy Drury, Sam Lumley, <i>Liz Day– Supply replacement Spr1 24 (Holly. A), permanent replacement Cath Lewis Spr2 24</i> <i>Jan Roberts – on long term leave, replaced by Sam Geran Sept 23 (Temporary Gap Spr1 – supply cover Grace</i>
Teaching Assistants – am only	<u>Hawks Class (am only):</u> Maddie Jenkins Mon-Wed & Fri, Jenna Marsden Thu am <u>Puffins Class (am only):</u> Hannah Grimshaw (Mon-Fri am) <u>Wrens Class (am only):</u> Deb Morris (Mon – Fri am) <u>Nightingales Class (am only)</u> Dawn Swannick (Mon – Fri am) <u>Robins Class: (all day)</u> Jade DeLooze <u>SEND Assistants:</u> Hannah Grimshaw (Mon – Fri pm) Jenna Marsden (Mon, Tue, Thu pm) <u>Special Support Assistants (Attached to specific pupils):</u> Josephine Taylor & Ella Edwards
Lunch time supervisors	As above – see lunchtime supervisor schedule
School Health and Safety Coordinator	Erica Morgan.
Cleaner	Angela Jones plus UltraClean Agency Staff
Kitchen Staff	Angela Jones plus Woodside contactors
Administrators	Ali Conde: Mon – Thu Erica Morgan: Mon/Fri all day; Thurs am only Sarah McCracken: Mon – Thu (Admin for SEND, Pastoral & Attendance)
Governors Health and Safety Committee	All Govs: Malcolm Kirk, Ali Davies, Pete Walpole, Emily Armstrong, Kathy Trimby, Joshua Cockburn, Cathy Dunleavy, Naomi Phillips, (vacancy FS Gov)

Shropshire Council Health, Safety and Welfare Advice and Training Services

Health & Safety Manager - Carol Fox	01743 252819
Senior Health & Safety Officer – Tim Tearle	01743 252819
Lead Health & Safety Officer for Schools – Sharon Burt	01743 252819
Health & Safety Officer – Adam Griffiths	
Support Health and Safety Officer – Tim Sanderson	01743 252819

Crime Prevention Officer - Ian Bartlett	01743 252819
Health and Safety Training Officer Contact David Parsonage	01743 252819
Email address for Health and Safety Team	health.safety@shropshire.gov.uk

Key School Health & Safety Staff

School Designated Person	Cathy Dunleavy – headteacher
Health & Safety Coordinator & administrator (Appointed person for day to day management)	Erica Morgan
Health & safety Link Governor	Malcolm Kirk
Caretaker	Andy Pumford

Fire Control/Emergency Evacuation

Fire Safety Advice Shropshire Council Health and Safety Team	01743 252819
Nominated School Fire/Emergency Co-ordinator:	Cathy Dunleavy (Head teacher)
Deputy Fire/Emergency:	Naomi Phillips (Deputy Head)

Reporting and Recording of Accidents, RIDDOR etc.

Persons nominated for overseeing the reporting of accidents, diseases dangerous occurrences and incidents of violence:	
	Erica Morgan

Health and Safety (First-Aid) Regulations

First Aid Co-ordinator	Ali Conde
First Aid at Work (3-day course):	Refer to school training tracker
Emergency First Aiders:	Refer to school training tracker
Paediatric First Aiders:	Refer to school training tracker

Educational Visits and Risk Assessments

Co-ordinator (EVC):	Lucy Drury, Deputy: Naomi Phillips
---------------------	------------------------------------

Asbestos and Legionnaires Coordinator:

Nominated Co-ordinator:	Erica Morgan
-------------------------	--------------

Portable Electrical Appliance Testing:

Nominated Co-ordinator:	Erica Morgan
-------------------------	--------------

Control of Substances Hazardous to Health Assessment Co-ordinator:

Nominated Co-ordinator:	Erica Morgan
-------------------------	--------------

2.1. Responsibilities of Nominated Personnel

2.1.1 School Governors

- will be responsible in conjunction with the Headteacher to ensure formulation, reviewing and subsequent amendment to the School Health and Safety Policy. Consisting of a Statement of Intent, Organisation and Arrangements sections
- will ensure the Policy is translated into effective action at all levels within the school
- will ensure Health and Safety Legislation, Codes of Practice and Guidance together with school rules are implemented and staff and pupils are operating safe working practices
- will ensure health and safety is an agenda item of every main governor's meeting

- in liaison with the Headteacher, will ensure that professional health and safety advice is available. Our school Health & Safety Lead, Erica Morgan will liaise with the nominated Shropshire Council Health and Safety Officer Kevin Jenkins.
- in liaison with the Headteacher, will ensure there is a nominated Health and Safety Coordinator/Officer appointed for the school premises
- will make adequate financial provision for enabling the policy to be put into effect
- will ensure the effectiveness of the policy and the safety performance of the school is monitored on a regular basis and amended whenever necessary
- will promote a positive culture and interest in health and safety matters throughout the school
- will nominate a Governor to sit on the Safer School Initiative Committee (Malcolm Kirk)
- will ensure in conjunction with the Headteacher the Fire Risk Assessment is reviewed annually (every three years (as graded medium to low risk) with an external professional, in between led by the school Health & Safety Coordinator, Erica Morgan and the H&S Gov Malcolm Kirk)
- will ensure in conjunction with the Headteacher the Asbestos Management Plan is completed on receipt of the Asbestos Survey Report
- will ensure in conjunction with the Headteacher there are adequate systems are in place for the management and control of Legionella.

• **2.1.2 The Headteacher**

- will be responsible for the implementation of the Health and Safety Policy and liaise with Governors to ensure full compliance with all its requirements
- will appoint persons as listed in the organisation section of the policy to deal with the day to day issues on Health, Safety and Welfare
- will periodically review the policy and draft amendments to it whenever necessary
- will monitor the safety performance of the school and take steps as necessary to improve performance
- will ensure all employees are supplied/have access to a copy of the statement and are aware of their responsibilities as determined by the policy, particularly those parts of the policy which affect them or the responsibilities that are allocated to their position
- will ensure effective channels of communication and consultation with staff and safety representatives are maintained
- will be responsible for formulating and implementation of the health and safety training policy arrangements, for staff to undertake their work safely
- will ensure a suitable and sufficient assessment of risks to the health and safety of all persons on the school premises are carried out. The assessments are recorded, together with the significant findings of the assessment and any group of employees identified as being especially at risk
- will promote a positive culture and an interest in health and safety matters throughout the school
- will ensure appropriate staff liaise with subject advisers and health and safety officer/ coordinator on health and safety matters
- will provide ongoing recommendations and present an annual report on health and safety to the Governing Body
- will be responsible for dealing with visits from the Health and Safety Executive Inspectorate. (Inspectors do not have to make an appointment to visit and inspect premises and have extensive powers under section 20 of the Health and Safety at Work Act).
- will be responsible for ensuring the Fire Risk Assessment has been completed and is reviewed annually unless significant changes occur before this time. (completion maybe delegated to another responsible person – At Trefonen School this is Erica Morgan – H&S Coordinator & Malcolm Kirk – H&S Governor).

- will be responsible for ensuring that the Asbestos Survey Report from Shropshire Council Property Services is reviewed on receipt and an Asbestos Management Plan is completed and reviewed annually (Delegated to Erica Morgan – Health & Safety Coordinator, supported by Malcolm Kirk – Health & Safety Governor).
- will ensure there are adequate systems are in place for the management and control of Legionella (Delegated to Erica Morgan – Health & Safety Coordinator).

2.1.3 The School Health and Safety Co-ordinator\ (School Business Manager)

(Training will be required for this post unless they are already competent to undertake this position by having a recognised health and safety qualification and maintaining their CPD – The delegated person for Trefonen School is Erica Morgan – Health & Safety Coordinator).

- will create a positive approach to accident prevention and the health and safety of staff, pupils and others on the school premises.
- all premises-related accidents/incidents are recorded and investigated.
- will carry out investigations and periodically inspect the premises and activities in order to determine whether the law is being complied with. And whether the highest standards of health, safety and welfare, are being achieved so far as is reasonably practicable
- will initiate and maintain positive measures to raise the level of health and safety performance; this includes the organisation of periodic fire drills and all necessary checks to safety equipment (Firefighting equipment, electrical equipment, etc.) working with the School Administrator and/or Site Manager (Fire aid kits – Alison Conde First Aid Co-ordinator)
- will ensure all electrical leads and plugs are regularly checked. (At Trefonen School this is delegated to Andy Pumford – School Caretaker, supported by Erica Morgan administrator for Health & Safety).
- **All staff, however, must satisfy themselves that equipment** is safe at the time of use. Individuals should check electrical leads and plugs for evidence of damage and ensure plugs are tightly fitting. Any defects should be notified to Erica Morgan - Health & Safety Coordinator as soon as possible and a note made in the Caretakers Log and Classroom checklist for subsequent repair by a competent person. The Caretaker (Andy Pumford) will be responsible for checking school items of electrical equipment. The Cleaning Contractor (UltraClean) will be responsible for checking equipment provided by cleaning contractors for cleaning purposes.
- will liaise with outside Health and Safety Advisers such as Shropshire Council Health and Safety Officer, Enforcement Authorities - Health and Safety Executive, Environmental Health Officers and Fire Safety Enforcement Officers, etc.
- will ensure the health and safety coordinator is conversant with current legislation affecting health, safety and welfare of staff, pupils and others.
- health and safety issues which are dealt with by the appointed School Health and Safety Co-ordinator, may seek expert advice from Shropshire Council Health and Safety Team at Shirehall when required.

2.1.5 Teaching Staff

- will, notwithstanding their individual functions, take reasonable care of their own health and safety and 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 take special care in matters of health and safety if they teach in any potentially hazardous areas, workshops or other potentially hazardous areas. Be aware of specific guidelines contained in Local Authority technical papers, specialist publications from bodies such as the CLEAPPS, DATA, the Association of Science Education and the Association for Physical Education [afPE]
- will report all accidents, dangerous occurrences and potentially dangerous practices and situations to

the Head teacher and the Health and Safety Coordinator etc. as appropriate.

2.1.6 Support Staff

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

2.1.7 Health & Safety Coordinator

- will ensure that staff under her immediate control are familiar with those parts of the Health and Safety Policy which affect them or the activities in which they are engaged
- will arrange, in liaison with the head teacher for all levels of staff under her immediate control to receive, where necessary, adequate and appropriate training and information in health and safety matters
- 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 plans, schedules and other data relating to the maintenance and building alterations as they affect health and safety issues
- will liaise with Property Services/outside contractors on matters of health and safety relating to electricity, gas, water supplies (understand the chlorination/testing of the water systems, be familiar with the legionnaires log), waste disposal, safe access and egress of pedestrians and vehicles, building regulations and planning
- will be able to manage asbestos in the building and be familiar with the Asbestos Register and management plan (The Health & Safety Coordinator must have attended the asbestos awareness session organised by Shropshire Council) and /or attending equivalent training
- will promote a positive culture and an interest in health and safety matters throughout the school. Regular inspections of the premises take place, with union safety representatives, where there is an identified Union Safety Rep.
- Maintain adequate fire safety arrangements including the regular inspections and maintenance of the firefighting and detection systems. And details are recorded in the fire safety logbook.
- Regular testing and maintenance of electrical equipment, including portable equipment, takes place.

2.2 Governors Health and Safety Committee

Terms of reference

- In conjunction with the Headteacher to monitor and generally keep under review, the state of repair of the school buildings. To assist with this, establish any necessary reporting systems to allow staff, pupils and others where appropriate to bring to the attention of the Headteacher or the Committee any items of concern. At Trefonen School, all governors are members of the Health & Safety Committee.
- With the Headteacher, liaise, as appropriate, with the School's Building Surveyor / other LA Link over the establishment of the list of necessary repairs and maintenance items to be undertaken.
- To, in conjunction with the Headteacher, initiate any necessary emergency repairs that may arise from time to time, e.g. following break-ins, vandalism, etc.
- To consider and recommend to the full Governing Body any desirable improvement projects that might form the subject of bids, for resourcing, from Shropshire Council or from school funds in connection with this to obtain any necessary estimates and feasibility studies.

- To be responsible for the co-ordination and successful completion of any self-help projects approved by the Governing Body.
- To ensure a written School Health and Safety Policy is available for the full Governing Body approval.
- To monitor and keep under review the Governing Body's Health and Safety Policy making recommendations for amendments or modifications as appropriate.
- To, in conjunction with the Headteacher, make sure buildings, equipment and materials are safe and no risk to health, reporting or making recommendations to the full Governing Body as is appropriate.
- To recommend to the full Governing Body the setting up of procedures for implementing the Health and Safety Policy and thereafter ensuring those procedures are followed.
- To plan and establish any necessary procedures to ensure that the school site is kept free from litter and refuse.
- To ensure that all security measures and procedures, including signage and lighting are in place.

Membership

- At Trefonen School, all governors are members of the health and safety committee (SPR sub-committee).
Membership shall be reviewed annually at the (Spring, Summer, Autumn) Term Meeting of the full Governing Body.
- The committee shall appoint its own chair at its first meeting in each academic year.
- The Headteacher, any teacher Governor, or anyone else employed at the school appointed to the committee shall not be chair.
- In the event of a vacancy arising 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 Headteacher.

Quorum

The quorum for any meeting shall be (5) members.

Meetings

The SPR Committee will (meet 3 times) a year to fulfil its responsibilities and to meet any prescribed deadlines. Meetings of the committee shall be called by the clerk to the committee and seven days' notice will be given with an explanation of the purpose of the meeting.

2.3. Health and Safety Committee

The school recognises that it must establish a Health and Safety Committee when requested, in writing to do so, by at least two safety representatives. N.B. In schools with small numbers the Health and safety committee maybe incorporated with the Finance and Premises Committee.

Terms of Reference

- The study of accidents and notifiable disease statistics and trends, so that reports can be made to the Headteacher on unsafe and unhealthy conditions and practices, together with recommendations for corrective actions.
- Examination of health and safety audit reports on a similar basis.
- Consideration of reports and information provided by inspectors of the Enforcing Authority appointed under the Health and Safety at Work etc. Act 1974.
- Consideration of reports which health and safety representatives may wish to submit.
- Assistance in the development of health and safety rules and safe systems of work.

- Monitoring the adequacy of safety and health communication and publicity in the workplace.
- The provision of a link with the appropriate Enforcing Authority.

Membership

The committee shall comprise of 4 members appointed from the Governing Body, to include 2 staff representatives.

Quorum A quorum is 5 and shall consist of at least 3 representatives of the Governors, including 1 staff representative.

3. School Health and Safety Policy Arrangements

3.1 Access on to and exit from the school site

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

Trefonen School staff and Trefonen Explorers Staff have dedicated use of the parking row immediately adjacent to the Explorers building.

Trefonen school parents have permission to use the local village hall immediate and overflow parking for the purpose of dropping off and collecting children. Parents are given notice of particular times when they may not use the immediate village hall parking space e.g. local funerals, local village hall events.

Signs and demarcation lines have been put in place for designated parking e.g. staff, disabled people and visitors. Temporary barriers are in place to ensure children cannot come into contact with the vehicles when walking along the foot paths. Trefonen School is currently working with the LA to replace the temporary barriers with permanent barriers.

The office maintains a log of who has keys and security fobs.

Parents/carers/guardians are routinely provided with information to inform them of the procedures to ensure they only park in the appropriate bays and do not obstruct the entrances, including days in which they may not use the immediate village hall parking spaces. Parents/carers/guardians are responsible for their children until they are handed over at the school gates.

3.2 Accidents and reporting

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) require that Employers report:

- all fatal and specified major injuries,
- any injuries that result in an employee not being able to work for more than 7 days,
- or any injury which results in a person being admitted to hospital for more than 24 hours.

The regulations relate to any employee or other person within the school or engaged upon an activity arranged by the school e.g. pupils, visitors, service user, volunteers, contractors, agency, work experience.

The Council's online "Incident Form" available via ERP (formerly Business World) will be used. Under the requirements of the regulations, when someone dies or suffers a specified major injury or condition, or there is a dangerous occurrence, as defined in the Regulations. The Nominated Person, Erica Morgan, under advisement of the Headteacher, Cathy Dunleavy, will immediately notify Shropshire Council's Corporate Health and Safety Team by the quickest practicable means during office hours' telephone number 01743 252819. The Health and Safety Team will report the incident to the Health and Safety

Executive (HSE). The incident must be confirmed in writing within 48 hours using the online Incident Form.(N.B. For reportable incidents the Corporate Health and Safety Team will notify the School of the outcome and provide a HSE reference/incident number. Further information is available on the Shropshire Learning Gateway).

Reporting an incident out of hours. It will be necessary to contact the Health and Safety Executive Incident Contact Centre directly, either by going online to the HSE website or if this is not available phoning (0845 30009923). Instructions are available on the back of the white sheet of the CARS form.

If there is any uncertainty to what needs reporting staff can contact the Corporate Health and Safety Team for advice and support 01743 252819. Staff need to be aware that in the event of a serious accident/injury the Corporate Health and Safety Team may need to investigate the incident. Therefore, it is advisable to take witness statements and photos of the site of the incident as soon as possible while it is still fresh in everyone's mind.

The online report form must be authorised by the Headteacher (or Deputy in the absence of the Headteacher).

In addition to the completion of the appropriate form, ensure that notes of all telephone calls are made, including:

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

Reviewing accidents

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

STAFF must be aware of the following:

- Parents are advised of incidents in writing by means of a note where deemed necessary (this is normally through Accident Book Slip. This includes details of the injury, time and date must be included, this is essential for head injuries. Parent slips are kept by the accident book in the administrator's office.
- At Trefonen School Parents are contacted directly by telephone in the event of any head injury.
- Children's medical needs and allergies are available to staff and supply teachers on the allergy register sheet, via the school office.

Also see section 3.11 for recording minor injuries and first aid treatment.

3.3 Arson, Bomb threats (included with the fire arrangements see section 3.10 or the "Safer School" initiative See Section 3.22 School Security).

3.4 Asbestos

Staff will be made aware of the areas in the School where there is known asbestos and how it is being managed. They will be informed that they must not disturb areas where there is known asbestos and understand what to do in the event of an emergency. If there are any doubts or concerns, they must contact the Headteacher (Cathy Dunleavy) and Health & Safety Coordinator (Erica Morgan)

The Asbestos Register includes the asbestos management plan located in the front of the file which is kept at reception. It will be given to all contractors that will/or could potentially disturb the fabric of the building. (N.B. The only contractors that do not normally sign are the contractors who undertake the water testing e.g. Graham Environmental Services).

(N.B. The Responsible Person or person who has been delegated the responsibility for managing asbestos – Erica Morgan - **must** have attended the Asbestos Awareness Session organised by Shropshire Council).

3.5 Bad weather contingency plans

The school caretaker (Andy Pumford) will be responsible for ensuring the site remains in a good and safe condition and will follow the procedures that have been implemented for gritting the site during icy and snowy conditions. A school based risk assessment has been completed and the procedures are in the staff online Risk Assessment TEAM. Staff must stick to the appropriate routes during icy/snowy conditions because some areas may not have been gritted. Staff will be notified of these areas and/or they will be cordoned off. (See Emergency Response and Business Recovery Plan)

3.6 Confidential Counselling Service

The school acknowledges that the Local Authority provides a confidential counselling service for all staff. Governors commend the use of this service to staff. Staff can find out more details through the Learning and Skills – Human Resources Department:

Counselling

Counselling enables you to explain painful or difficult feelings and conflicts with the aim of helping you to make positive changes in your life. Please refer to your SLA schedule for further details.

**Our counselling service NOSS (Network of Staff Supporters) can be contacted on:
01978 780 479 - 24 hour telephone line or reception@noss.uk.com.**

Sheri Wright (contact number 01743 258414) will continue to counsel employees within Children and Young People's Services but if she isn't available, then the NOSS telephone number applies.

3.7 Contractors

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

All contractors that come onto site are notified of the procedures in place for fire safety, emergency evacuation, first aid and reporting an incident. (Emergency procedures must be given to all visitors/contractors who come onto the site. The detail of the information given will vary depending on the time and work being undertaking).

For extensive work or high-risk jobs, the contractor must comply with the recommendations and procedures issued by Shropshire Council and current health and safety legislation. Close liaison between the Council representative and contractors must be maintained. This will be arranged prior to work commencing and during the work activity as appropriate, i.e. provision will need to be made for emergency discussions to address unforeseen developments e.g. the work may take longer than planned and new safety arrangements may need to be made.

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

3.7.1. School safety arrangements regarding contractors

Shropshire Council assess the health and safety credentials of a contractor and these contractors will be listed on the approved list. They are CHAS registered. This list must be checked before awarding the work.

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

- details of current relevant issues, supported by documentation where necessary;
- sight of the contractor's own safety policy (where they employ five or more employees - as required by Section 2 of Health and Safety at Work etc, Act 1974), method statements, permits to work etc., as applicable;
- confirmation that the contractor agrees to work in accordance with the School's Health and Safety Policy and arrangements, and the health and safety requirements are laid down in the contract;
- clarification of the responsibility for provisions of first aid and fire fighting equipment;
- details of articles and hazardous substances intended to be brought onto site, including any arrangements for safe transportation, handling, use, storage and disposal;
- details of plant and equipment brought onto site, including arrangements for storage, use, maintenance and inspection;
- clarification for supervision and regular communication during work, including arrangements for reporting problems or stopping work in cases where there is a serious risk of personal injury, imminent danger to employees and others, and possible damage to plant and buildings;
- arrangements for suitable working times and segregation of school activities from the contractors' work areas;
- confirmation that all workers are suitably qualified and competent for the work (including a requirement for sight of evidence where relevant).
- The school has a 'permit to work' for all contractors which they must sign (not just hot work).
- **N.B.** A hot work permit will be required when hot work is taking place e.g. roof works, soldering, stripping paints, etc. (further detail can be found in Shropshire Council's Hot Work Policy or Managing Contractors policy arrangements which can be found on the Shropshire Learning Gateway\Administration\Occupational Health and Safety\A-Z).

3.8 Control of Substances hazardous to Health (COSHH)

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

At Trefonen the following staff will receive COSHH Training: Erica Morgan (Health & Safety Coordinator), Caretaker (Andy Pumford), school employed cleaner (Ange Jones), contact cleaners (Ultraclean to provide confirmation of COSHH training)

Whenever the school intends to use, or create a substance that could be a risk to the health of staff, pupils and others, the School's Health & Safety Coordinator (Erica Morgan), supported by the Headteacher (Cathy Dunleavy) will:

- identify and control these substances, minimising the risk of exposure to staff and others.
- ensure staff are aware that certain substances are hazardous to health. Wherever possible these will be taken out of use. Where substitution proves to be impossible a COSHH assessment form will be undertaken. (This form is available on Shropshire Learning Gateway and must be completed for each

hazardous substance). Copies of the COSHH assessment will be available in the school office and on the back of the cleaner's cupboard door.

- ensure an inventory of all chemicals will be kept and is up to date.
- ensure **All users** are informed, trained and instructed in the safe use of these substances and have access to the COSHH assessments.
- ensure staff are informed to read labels and instructions, practise sensible, safe working habits and follow and understand the emergency procedures.
- ensure equipment is maintained and used as instructed.
- ensure personnel protective equipment/clothing is available and used when required (See Section 3.18 PPE.)

All Staff must be:

- alert to the potential dangers of allowing pupils to bring their own pens into school. Spirit based items are not allowed.
- aware that they have a responsibility for reporting hazards, potential hazards and "near misses" to the Headteacher (Cathy Dunleavy) and Health & Safety Coordinator / Administrator (Erica Morgan).

Legislation

The Control of Substances Hazardous to Health Regulations require detailed information on hazardous substances and these can be found in the COSHH assessment file kept in the Staff room/online, Shropshire Learning Gateway\Administration\Occupational Health and Safety, etc.

(N.B. Substances used by Cleaning or Catering contractors will be controlled by the respective contractor who will ensure that the assessments are carried out and staff are informed, trained and instructed. The Health & Safety Coordinator / Administrator (Erica Morgan), as the delegated responsible person will need to ensure that these documents are in place and up to date on a regular basis).

3.9 Display Screen equipment – (visual display users)

Staff who use computers including laptops must ascertain whether they are classed as users. (e.g. use a computer/laptop for 1 hour or more at any one time during their working day). Staff who are classified as a user must undertake a workstation risk assessment. (N.B. under the Provision and Use of Work Equipment Regulations there is a legal requirement for all employees who use work equipment to be given appropriate instruction/training to be able to use the equipment safely).

Speak to the Health & Safety Coordinator / Administrator (Erica Morgan) who will be able to give you a copy of the self assessment and run through the procedure. If any changes/equipment are required that cannot be resolved directly by the user then report back to you're the Health & Safety Coordinator / Administrator (Erica Morgan) who will see if it is appropriate to order the equipment e.g. screen riser, footrest etc. Further support and advice can be obtained from Health and Safety Team, Shropshire Council, See Section 2 for contact details.

3.10 Fire Safety/Bomb

3.10.1. The Fire Risk Assessment is sited in the school office. The FRA is undertaken by the Health & Safety Coordinator / Administrator & Health and Safety Governor annually in the Autumn Term. Every three years (as the school has been judged low risk) the FRA is led by an appointed external expert practitioner. The FRA is reviewed on an annual basis or sooner if significant changes have taken place before this time. If the FRA identifies any significant risk the school will treat them with the appropriate priority and an action plan will be generated to address the high risks immediately and reasonable time periods applied to implement the control measures for the medium and low risks. (The FRA outcome statement is kept with the FRA Report).

Notices of fire procedures are fixed to visible sites around the school and in every classroom. Emergency exit doors and routes are kept clear-at-all-times and not obstructed by random storage. All fire doors are kept permanently unlocked while the premises are in use. Staff are actively encouraged to demonstrate good housekeeping.

The Caretaker checks all firefighting and detection equipment (weekly) to ensure they are in good working order and within the "use by" date as is the statutory requirement. In addition the Health & Safety Coordinator / Administrator (Erica Morgan) conducts regular H&S 'walkabouts' to check equipment, general housekeeping and ensure escape routes are clear. In addition, there is an annual check of all firefighting equipment by Valley Security: <https://www.valleysecurity.co.uk>

The fire alarms are tested weekly by the caretaker (Andy Pumford) and emergency lighting monthly as required by Regulatory Reform (Fire Safety) Order and associated Fire Risk Assessment for Educational Premises guidance documentation. Records are kept in the logbook found in the school office.

Notices around school have the following information. (All Signs must 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. The office staff will bring out and hand out registers. The office staff will bring out the ERR Kit. The office staff will take the roll call for any additional adults (e.g. visitors)
3. Pupils and staff will walk out of school by the nearest safe exit, and line quietly and sensibly in the class designated space, the lead teacher will take the roll call and hold the register aloft to indicate that the roll call has been completed and all pupils are accounted for.
4. The designated Fire Warden will sweep 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.
7. If it is a bomb alert open windows, **COLLECT** personal belongings if safe to do so before leaving the building.
8. The assembly point in the event of a bomb is (Where? e.g. at the bottom of the field, village hall, etc.).

Notes made of any problems which need to be rectified will be recorded by the Fire Warden & reported to school governors at the next meeting

- In the case of a fire, the first requirement is for staff to ensure the safe evacuation of all pupils from the building to the safe places indicated on the fire procedures notices. The primary responsibility of class teachers remains to evacuate the premises, which should NOT then be re-entered until instructed to do so.
- Admin staff will take the emergency grab bag on exiting the building.
- The fire and emergency services will be summoned by (Office Staff. Please note: any responsible person may make the call to the fire brigade in an emergency) Once everyone has safely left the building and moved to a place of safety, a delegated member of staff will ensure that a confirmation call is made to the fire service. A roll call will then be carried out.
- The designated Fire warden will sweep the building and report to the 'Person in Charge' (Headteacher / Deputy).
- All attendance registers will be properly marked for the morning and afternoon sessions. Office staff will provide class teachers with paper copies from online registration.
- A roll call will be taken at the designated assembly point to ensure that everyone is accounted for.
- All visitors/contractors must report their presence on site and sign in at reception. Office on staff must ensure that all visitors/contractors are made aware of the site's emergency procedures and evacuation assembly points. (These arrangements are displayed on a notice displayed at reception.)
- Special consideration will be given to staff, visitors and pupils with special needs, disabilities etc. An Individual Personal Emergency Evacuation Plan (PEEP) will be completed for any staff and/or pupils when required
- Staff or others taking after school clubs must ensure they are familiar with the fire procedures.
- 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 is reasonably practicable any hole, slope, uneven or slippery surface which is likely to cause a person to slip, trip or fall preventing them getting out of the building safely will be repaired at the earliest opportunity.
- Also see 'Critical Incident Plan', this is included within our school's ERBRP ('Emergency Response and Business Recovery Plan')

3.10.3 Fire safety training for staff/pupils

- All staff will be given fire safety awareness training which is based on the information detailed in the Fire Risk Assessment for Educational Premises part 1 section 4.4 and part 2 section 7.4 Fire Safety Training.
- Staff will be made aware of the findings of the fire risk assessment and have access to the fire safety policy statement
- Individual records of staff health and safety training will be kept in the school office: whole school tracking plus individual certificates, where appropriate in individual staff files.
- Pupils will be made aware of the fire safety procedures so that they are aware of the actions to be taken in the event of a fire.
- Trefonen School is 'no-flame' school. Only virtual candles will be used for worship\assembly.
- Where live flame or heat are required for Science lessons/DT/Cooking/Forest School activities these activities are accompanied by rigorous and specific risk assessments.

3.11 First Aid

The school will ensure that, adequate and appropriate facilities are provided to enable first aid to be rendered to staff and pupils should they be injured or become ill. A risk assessment has been undertaken to ensure the provision is suitable for the school at all times including out of normal working hours and on visits and journeys.

If 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's or hospital by a member of staff.

The school seeks to ensure that at least two members of staff have received training on a first aid course and two other members of staff have the additional paediatric training.

At Trefonen School all Teaching Assistants and class teachers are first aid trained.

First Aid training will be provided by an appropriately authorised provider.

Copies of the First Aider's certificates are included in staff files. Dates of training and next date for renewal are included in the school staff training tracker.

Lists the names of First Aiders are published around the school site.

3.11.1 First Aid Facilities

- The first aid boxes are placed in clearly identified and accessible locations:
Every classroom is provided with a mobile first aid kit.
Mobile playground supervisor kits are also provided.
- Each first aid kit contains a list of required first aid items and sufficient quantities of suitable first aid material and nothing else. Contents of the kit are replenished as soon as possible after use in order to ensure there is always adequate supply of all materials. (Additional supplies are stored in the disability toilet.
- The School Administrator/First Aid Co-ordinator (Ali Conde) is responsible for ensuring these are replenished as soon as possible after use. All staff are responsible for notifying the school office if stocks become low.
- Disposable plastic gloves (avoid using latex gloves because some people suffer from an allergic reaction) are provided in the first aid box, 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.

3.11.2 Recording First Aid Treatment

Records of all incidents treated will be made in the accident/incident book for pupils.

Any accidents / incidents that require further medical treatment (hospitalization, referral to accident and emergency facility) or of an otherwise significant nature, are recording using RIDDOR.

Events that do not arise out of a fault of the premise/activity etc. are recorded on the CARs forms and the pink copies of the CARs forms kept in the School Office. See section 3.2 for further information on accident/incident reporting.

3.11.3 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 possible after full consultation with the parents/guardians/carer and the school nurse.

Staff can be with the child as the child administers their own medicine. Any trained member of staff responsible for administering medicine, or any staff member witnessing the child taking their medicine must record this and sign the (Schools Administration of Medicines Record Log) to confirm. (N.B. this also applies to using an asthma inhaler.) Wherever possible 2 members of staff will be present especially when having to administer the medication.

Medicines are kept as appropriate to the medication e.g refrigerator in the staff room – with pupil name, top cupboard in staff room). Attention is given to the medication stored e.g. to alert members with allergies of stored medication.

All parents/guardians/carers are required to complete a medicine form should their child require the administration of medicine during the school day. Parents/Guardians must be made aware they will be responsible for making sure the medicine is kept within date.

Shropshire Council's 'Medical Arrangements, Guidelines and Procedures for Shropshire Schools' are followed. Staff can access the full document on the Shropshire Learning Gateway for further information.

<https://www.shropshirelg.net/media/740507/Medical-Arrangements-in-Schools-2019.pdf>

The Asthma Policy and Guidelines contains the consent form for administering medicines;

<https://www.shropshirelg.net/media/292363/Asthma-Guidance-on-Use-of-Emergency-Salbutamol-Inhalers-in-Schools-March-2015.pdf>

3.12 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 pupils/students.

- Staff must ensure that all spillages will be cleaned up immediately with safe disposal of the waste. If there is a large spillage, support staff should be contacted to assist. If the area is left unattended staff must put out warning signs/cones.
- All rubbish and wastepaper bins will be emptied daily to minimise the amount of combustible material in the building in the 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 daily by (our school's directly contracted cleaner – Ange Jones and our contracted cleaning company – Ultraclean)
- Hygiene standards are of the highest attainable by all staff including those serving dinners.
- All school staff are responsible daily for reporting health and safety issues to the Headteacher – Cathy Dunleavy and Health & Safety Coordinator/ Administrator –Erica Morgan.

3.13 Information, instruction and training

Appropriate information, instruction and training are an essential component in enabling a staff to carry out their duties.

For example, understanding the control measures to prevent (list not exhaustive):

- A fire
- Accident reporting
- Accidental disturbance and exposure to asbestos dust

- How to use work equipment safely

DfE Guidance – Health & Safety: responsibilities and duties for schools – 05/04/22

<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools>

Schools must ensure that staff receive information and training about health and safety. This includes:

- how to assess risks specific for their job
- how to meet their roles and responsibilities identified within the health and safety policy

They can do this in different ways depending on individual or specific need. For example, providing staff with written guidance may be appropriate in some cases, while attending a training course may be more appropriate for others.

Staff whose work involves a greater element of risk will need extra or specific training.

Trefonen school will ensure that all employees receive adequate information / instruction / training to enable them carry out their tasks/duties safely. This will include induction training upon commencing employment as well as any specific training and refresher training that may be required. The school will ensure that adequate up to date records of training are maintained.

3.14 Legionella

Under general health and safety law, as an employer or person in control of a premises there are specific health and safety duties and take suitable precautions to prevent or control the risk of exposure to legionella. The School must locate and be familiar with the on-site logbook, which contains the Risk Assessment and details of completed remedial work. Below are the measures that need implementing:

- Appropriate control measures should be adopted on site to control the temperatures:
- A temperature regime where hot water is stored at temperatures above 60°C and distributed at a temperature above 50°C. Cold water is stored at temperatures below 20°C.
- Avoidance of water stagnation by: -
 - **Flushing through** any outlets that are not used at least once per week, for several minutes on a weekly basis, e.g. showers, outside taps, outlets in disabled facilities and outlets in outbuildings. These weekly checks should be documented.
 - Draining down any systems that are not in regular use.

Following plant shutdowns and holiday periods of over one week's duration, thermal disinfection should be undertaken by raising the temperature of the centralised hot water system to 60°C for more than one hour and running each outlet for five minutes, working back from the most remote outlet to the water heater. Cold outlets shall be run with the respective hot outlet.

Flushing of all WCs, with lids closed, following system shutdowns and holiday periods of over one week's duration.

Full details of the arrangements, specific law for legionnaires' disease and the control of legionella bacteria in water systems can be found on the Shropshire Learning Gateway. (SLG) Legionella-Policy-and-Procedures.

3.15 Lone Working

Working Alone – (Wherever possible this should be avoided – Refer to Trefonen School's Lone Working Policy and Lone Working Risk Assessment - AP.)

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 includes employees working in the evenings, weekends or during holiday periods on their own.

Any staff wishing to work outside normal school hours must have prior agreement/permission from Headteacher or designated senior manager. In such circumstances, the school will assess the risk to these individuals and introduce suitable controls to ensure that all risks are minimised but where practicable no-one will work on their own in the school.

A copy of the procedures introduced to control these risks will be shared with staff online through 'Teams: Policies'. Also see section 3.22 for school security and staff/governors responding to callouts

(Ensure that there is a system in place for caretaker's and cleaning staff who work outside on the normal working day and potentially are on their own. Emergency information must be included to ensure the individuals understand the actions that are required in the event of a fire or other emergency. N.B. This will also apply to non-staff e.g. contracted cleaning or catering staff especially if they are lone working).

3.16 Manual Handling

The school recognises that manual handling does take place within the school and that the movement of heavy and awkward loads can contribute to significant workplace injuries. Therefore, it is a requirement at staff induction that manual handling will be identified within the tasks/activities undertaken by the individual and training will be provided where appropriate.

A specific manual handling risk assessment will be undertaken for the task/activity where hazardous manual handling cannot be eliminated and reviewed regularly. Training will be refreshed every 3 years unless it is deemed necessary to undertake the training more frequently.

Staff who have undertaken manual handling training will be familiar with the risk assessment process and will read the completed risk assessments and follow the recommended control measures at all times.

General manual handling guidance for all staff

To avoid manual handling injury, you should ensure you follow the basic manual handling procedures:

- Plan the lift before you start
- Assess the load – if it is awkward or heavy, is there a mechanical aid to use e.g. trolley or will it require 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. See pictures of correct procedures in **Appendix 3**.

3.17 Minibus use.

- The School follows the guidance from Shropshire Council and all staff have been made aware of the guidance which can be accessed on the Shropshire Learning Gateway.
- Vehicles without seat belts will not be used.

3.17.1 Private vehicles

- Teachers at Trefonen School are not authorised to transport pupils in their own vehicles.
- Trefonen School does not use parent volunteers to assist in the transport of pupils.
- Parents who drive pupils in their own private cars through personal arrangement are responsible for ensuring their passengers' safety by ensuring that the vehicle is roadworthy, and they have an

appropriate valid driving licence and insurance cover for carrying their passengers. Parents are required to make their own agreements for the transportation of pupils other than their own.

3.18 Out of hours use of school premises

Consideration will be given to persons using or hiring 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 it complies with the details in the fire risk assessment. If necessary, further advice will be sought from the Corporate Health and Safety Team details can be found in in Section 2.

Events and entertainment programmes will be scrutinised beforehand regarding licensing and the above-mentioned procedures. Hirers of the building will be given written emergency procedures they have to comply with and must sign that they agree to follow them.

3.19 Parental/Adult/Volunteers help

- All parents/adults/volunteers will be checked by the Disclosure and Barring Service (DBS) if they offer to help with clubs, transport or any other school activity.
- They will be given appropriate information e.g. emergency procedures when necessary.
- At Trefonen School parent volunteers are not used for pupil transportation.

3.20 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 as necessary when identified during the assessment of the task/activity risk or COSHH assessment. This could be eye protection, hearing protection, gloves, high visibility wear, helmets and footwear.

A delegated member of staff 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.

Suitable arrangements are 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, stored correctly and report any faults so that replacements can be provided.

3.21 Play equipment (indoors and outdoors).

All play equipment must be used in accordance to the manufacturers/installer's instructions.

All outdoor play equipment and safety surfaces comply with the current standards BS EN 1176 and BS EN 1177 respectively.

All new pupils are to be given an induction on the equipment before they first use it. (i.e. Robins Class with low apparatus and Wrens Class with high apparatus). Their class teacher will be responsible for ensuring that inductions are carried out.

Instructions for use will be displayed (wherever possible) near the equipment and copies will be held by the School Office.

Staff rota for playground duties is on the staff notice board. All staff when on duty must visually check the play equipment before the pupils use it and check that the weather conditions are favourable. Playground supervisory staff to make the final decision for the equipment to be used, including checking with senior school staff if unsure.

Annual indoor and outdoor play equipment inspections are undertaken by contracted providers. Certificates are kept in the school office and on the PE door.

All staff should make a visual check before allowing pupils to use indoor or outdoor apparatus.

School Health and Safety Co-ordinator/ Administrator should keep records of records of the inspections in the school office. Annual inspections are undertaken by 'ROSPA' report kept in the school office.

For further information and details of the checks required see Play equipment safety arrangements on the Shropshire Learning Gateway.

3.22 Portable electrical appliance testing (PAT)

The Head-teacher will be responsible for ensuring that all portable electrical equipment is maintained and tested to ensure that it remains in a safe condition. A combined inspection and test will be carried out by a competent (in terms of appropriate electrical knowledge, training and experience) person at pre-determined intervals which are dependent on the type of work under taken and the conditions of use, in-line the guidance given in table 1 of the HSE's 'Maintaining portable electric equipment in low-risk environments' <http://www.hse.gov.uk/pubns/indg236.pdf> to ensure the equipment remains safe to use.

A register of all such electrical equipment used in the school is kept in the school office. (Also see Section 3.27. Work Equipment).

No equipment other than newly purchased may be used unless P.A.T. tested. Newly purchased equipment **must** be visually inspected before first use. This includes personal equipment brought into school by members of staff. All new equipment must be entered the register as soon as practicable and not left until required to be tested.

The School Health and Safety Co-ordinator/ Administrator (Erica Morgan) will be responsible for co-ordinating the registration, inspection and testing of equipment.

All staff will be informed/instructed how to visually check the electrical equipment before use e.g. checks on the casing/plug not cracked/in date, etc.

All hard-wired electrical equipment will be maintained and tested at least every 5 years unless the manufacturers' instructions state otherwise. In all cases it will be maintained in accordance with British Standard 7671 so that its performance does not deteriorate to the extent that it puts people at risk.

3.23 Risk Assessment

The school will assess all risks to safety and health using the risk assessment process to identify any significant risk. Risk assessments are required under the Management of Health and Safety at Work Regulations and other specific regulations for the workplace, work activities and equipment.

All significant risks will be recorded on the appropriate risk assessment form, the assessment will be reviewed annually unless significant changes occur in the work process, or an accident or near miss incident has revealed a deficiency in the control measures needed. In which case the assessment will be reviewed and amended. All relevant staff will be made fully aware of the risks and additional control measures which may be required. This will be monitored by the designated leader and the School Health and Safety Co-ordinator/ Administrator

Activity	School leader/s responsible	Designation
PE & School Sports	Lucy Drury	PE & Sports leader
Educational Visits / All off site activities To be processed through online system.	Lucy Drury (1) Naomi Phillips (2)	Educational Visits Leaders
Outdoor & Adventurous Activities 16A	Lucy Drury / Naomi Phillips LA – David Thorely	Educational Visits Leaders
Science	Sam Lumley	Science Leader
Technology	Naomi Phillips	Interim D&T Leader

Lead staff should check that the control measures provided by any outside sources correspond with the school risk assessment.

Staff who do not feel confident to undertake a risk assessment will be provided with within school support / training to enable them to undertake risk assessments. Training should be context based.

- Risk assessments are available for staff activities, the use of equipment and premise. These should be held online (Teams).
- DSE assessments for individual staff are kept in their personnel files
- Risk assessments will be carried out or an existing risk assessment reviewed (to ensure nothing has changed since the last visit) before an educational visit takes place.
- Outdoor and Adventurous Activities must be risk assessed using a 16A form and include LA approval.
- All Physical Education activities must be risk assessed including the use of the outdoor play equipment.

3.24.1 Equal Opportunities

The risk assessment process carried out to comply with health and safety legislation will also provide an opportunity to consider the reasonable adjustments required by the employer under the Equalities Act 2010. The Act defines a situation in which a disabled person is at a disadvantage that could be overcome through a reasonable adjustment to their work and removes barriers to disabled workers doing their jobs or pupils attending a school. What a reasonable adjustment is will depend on the situation but might include things like the provision of accessible equipment, a change in hours or even moving the worker or pupil to a more appropriate job or work area. Identifying what is required will be part of the risk assessment process and will enable the school to demonstrate so far as is reasonably practicable everything reasonable has been done.

3.25 School Security (Safeguarding)

The school recognise that it is very important that the right decisions are made to ensure that family life is supported whenever possible but that, where a child is at risk of significant harm, there is a coordinated and effective response to the situation.

The agencies involved in protecting children can include the Police, Education, Health, Probation, the voluntary sector and other organisations who work with children as well as Children's Social Care who have the lead responsibility.

The School will follow best practice guidance and will actively engage and consult with the Shropshire Safeguarding Children Board which coordinates and monitors how the services and professional staff work together to protect children from abuse or neglect.

School Security

To ensure that the pupils, staff and school site remain safe, we will ensure:

- Gates are locked at 9.00 am and after school at 3.30 pm. After which time access to school is through the main entrance. Explorers at Trefonen After school club have their own procedure for exit.
- The Office staff monitor those that come to the main gate before deciding who to let into the school site. (If staff know they have visitors attending they must inform the Office staff)
- All visitors sign in and out and wear badges of identification or a visitor's badge.
- Nominated members of staff, e.g. caretaker, senior staff will have a set of keys to access the school at any time. They can also activate the school's electronic security system. The School Office keeps a full inventory of key holders and keys that have been allocated.
- Blinds/curtains have been installed in all classrooms and corridors for security, the classroom blinds/curtains are closed at the end of each school day.

The Caretaker is responsible for the security of the school at the end of the day by ensuring that doors, windows, skylights etc. are secured. The Caretaker is responsible for carrying out checks of the premises during the school holidays

All staff have responsibilities for ensuring their classroom windows are shut and lights and computers are switched off at the end of the day.

Premise Key Holders attending alarm activations or responding to callouts

School Staff who are nominated as out of hours' key holders will sometimes be required to attend site following the activation of the alarm. They will not know what situation they will find, and consequently robust systems need to be established to reduce the potential risk for them to be harmed.

3.26 Supervision of pupils our school arrangements:

The school will be open to staff from **07.00 to 17:00hrs** on weekdays during term times.

The school will be open to pupils from **08.50 to 15.30hrs** on weekdays during term times.

Supervision for pupils is provided between 08:50 to 15.30 on week days.

Parents are informed of the details of the school arrangements at the beginning of the school year and reminders sent throughout the year when necessary.

Pupils are not be allowed on site outside these times unless they are signed up to attend a designated after school activity. School clubs are variable and specified end times are communicated to parents.

- School gates are opened at 8.50 and are supervised by school staff.

- On arrival at the school gate, pupils go straight to their classroom, where they are supervised by a designated member of staff until the class teacher takes over.
- At break and lunchtimes pupils are supervised by Teaching Assistants according to the school rota in the playground / lunch hall, or during wet weather in the designated classroom.
- Pupils are not allowed in the school building during playtime / lunchtime other than to go to the toilet, except through pre-arrangement by their class teacher, or club leader, who is responsible for organising their supervision during that time.
- Children should not be sent into the school building from the playground unsupervised, during playtime or lunchtime. Trefonen School Staff should follow the 'Successful Supervisors' protocol for dealing with playground incidents.
- At the end of the school day pupils are walked to their designated exit gate, where they are handed over to their collecting adult.
- If pupils have not been collected by the designated time, contact is made with designated carers and they are supervised by school staff until they are collected.

3.27 Violence

The School follows Shropshire Council's Policy and Guidance on Violence at Work.

The Head-teacher is responsible for ensuring that **all** staff:

- are aware of the policy and procedures for avoiding violence at work and reporting and recording all incidents of verbal and physical abuse on the Corporate Accident Form CARs See 3.2. Accident Reporting.
- are aware of the school's arrangements available to victims of violence at work.
- that they have meetings with potentially hostile parents in the presence of another member of staff.

Staff will be trained to handle aggressive or unacceptable behaviour where it is identified to be required⁴⁶.

3.28 Visits and Journeys

Shropshire Council's Regulations and Guidelines for Educational Visits and Journeys are followed. The Educational Visits Coordinator (EVC) is listed in Section 2 page 6 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. All educational visits will be processed using the on-line programme requiring the EVC and head teacher to approve the visit and any documents, including risk assessments.

Outdoor and adventurous visits must be assessed using a 16A RA and approved by the EVC, the headteacher, governors and LA EVC.

Risk assessments for Educational visits

- Teachers will make a pre-visit to the place of their visit where practicable to assess the site/activity.
- They will complete a risk assessment form and process the visit request using the online system, which requires approval from the EVC and Head teacher before the visit goes ahead.
- They will read/be aware of the Schools and Shropshire Council Educational Visits and Journeys Policy.
- They must ensure the ratio of adults to children will comply with national guidelines and School/Shropshire Council's Guidance and approved by the EVC/Headteacher.
- They must get the consent of every child's parents/guardian before taking them on a visit. (N.B. Parents/guardians sign a consent form at the beginning of the school year for regular visits that are organised as part of the curriculum).
- On a visit which will extend beyond the school day, the teacher will establish a telephone pyramid in case of a coach breakdown or any other delay.
- First aid provision will be provided suitable for individual trips.

- Teachers must check that children are wearing seatbelts.
- DBS checks will be required for parents/helpers/volunteers.

3.29 Mental health & Wellbeing (Stress Management)

The School is committed to combating stress within the workplace and committed to a positive approach to protect and, where possible, improve the health and wellbeing of our employees. Trefonen School has separate policies for Staff and Pupil Mental Health & Wellbeing – see specific policies.

3.30 Work at Height

Wherever possible working at height will be avoided. No Trefonen School staff are authorised to work at height. Where working at height is required contractors are used. If working at height is identified during the risk assessment process, contractors will be used where practicable.

Ladders/step ladders will comply with the following standards BS 2037, BS 1129 Class 1 or BS EN 131 (Staff who have been trained will have the understanding of what equipment should be used) and that any kick stools provided will be maintained in good condition and meet European standard EN14183-F.

Only staff who have received ladder training will be permitted to use ladders/step ladders

There is a ladder/step ladder register which is sited in the School Office. It is the responsibility of the Caretaker to keep it up to date. Trained staff must undertake a user check before use of the equipment.

3.31 Work equipment

Work equipment relates to all things that assist staff to do their job from tables and chairs, ladders, vacuum cleaners, utensils, computers, photocopiers, DT equipment, 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 for the installation, storage and positioning of the equipment.
- Training and use of the equipment will be required and where practicable, training provided by the companies that supply the equipment.
- The equipment will be maintained to ensure the equipment remains in good condition by the Caretaker / Health & Safety Coordinator or will be under contact for maintenance and repairs via the Supplier or Contractor.
- Staff will be given information, instruction and/or training before the initial use of the equipment to understand how to use it and what checks are required to use it safely. It is the responsibility of the person using the equipment to ensure that it is in a safe condition before using it and to report any defects to the Health and Safety Coordinator.

The school keeps an inventory of all work equipment including site equipment e.g. hand tools, ladders, drills, etc. This includes a record of the inspections, including statutory inspections and user checks carried out. The log/record - Asset Management Register is currently under review - is kept in the School Office. The Health & Safety Coordinator is responsible for keeping these records up to date.

4. Monitoring and Review

Internal monitoring and review of the health and safety policy and procedures will be undertaken on an annual basis.

The Headteacher and the Governors SPR Committee (with responsibility for Health and Safety) will be responsible for reviewing and amending this policy in conjunction with the Annual Health and Safety Self-Monitoring Checklist and Fire Risk Assessment which are required by the Local Authority.

(N.B. The Health and Safety Self-Monitoring Checklist & Fire Risk Assessment must be sent into the Corporate Health and Safety Team Annually, email address health.safety@shropshire.gov.uk) if requested

The school will make arrangements to carry out a systematic and regular programme of monitoring and reviewing of:

1. All accident/incident reports
2. All advisory reports received
3. All termly audit reports (where appropriate)
4. The annual health and safety self-monitoring checklist and action plan
5. Incident reports i.e. near misses and violence
6. Other information about changes in requirements as they occur.

Aspects of these will be reported on to the Governors SPR Committee of Governors / Governor responsible for Health and Safety so that any review of policy that may be necessary or contemplated can be informed by them.

Headteacher:	
Governors Signatures:	
Date:	

Fire Safety Policy Statement

(A copy of this document should be displayed alongside the Health and Safety Policy, and one copy should be placed at the front of the Fire Safety Logbook).

Name of school or premise:	Trefonen Primary School
Name of the responsible person: (person in control of the premise).	Cathy Dunleavy - Headteacher
Name of the person with delegated day to day responsibility:	Erica Morgan – Health & Safety Coordinator
Name of lead governor:	Malcolm Kirk – Health & Safety Link Governor

The Premise Manager/Headteacher/Governors, and staff acknowledge and accept our responsibilities under current fire legislation the Regulatory Reform (Fire Safety) Order 2005 These responsibilities are addressed in the above establishment by:

1. the provision of a suitable and sufficient risk assessment;
2. appropriate fire precautions*
3. management systems that identify staff with specific fire safety duties, enable the safe evacuation of employees, students and others from our buildings and minimise the damage in the event of fire**

The following are provided to meet the requirements of the relevant legislation:

- an appropriate method of giving warning in case of fire;
- suitable and appropriate routes, exits and means of protection to enable occupants of the building to evacuate quickly and safely in the event of fire;
- suitable emergency lighting where necessary;
- suitable fire signage;
- suitable fire-fighting equipment at appropriate locations throughout the building;
- appropriate structural fire precautions.

Our fire safety management plan incorporates:

- a suitable and sufficient risk assessment which gives information about significant risks and is brought to the attention of employees and any others affected by those risks;
- an emergency evacuation plan for the premises; regular, monitored fire drills, which are evaluated, recorded and any issues addressed;
- the production of a fire safety training programme for all employees, covering routine fire safety arrangements and any relevant issues identified from the fire risk assessment and evacuation plan; systems for recording the content, duration and provider of fire safety training;
- the provision of fire safety equipment which is maintained and tested by competent people, and suitable and sufficient record-keeping.

Signed:	<i>Cathy Dunleavy</i> (Headteacher)
Signed:	<i>Malcolm Kirk</i> (Governor)
Date:	<i>08/03/24</i>

Notes 1 & 2: Guidance for on fire safety can be obtained from the governments' educational fire safety guidance document obtainable from: <https://www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises>



GUIDANCE NOTES ON COMPLETING A GENERAL RISK ASSESSMENT

Introduction

An assessment of risk is a careful examination of the activities undertaken within the workplace and should assist employers to determine what measures should be taken to comply with relevant statutory requirements.

The duty for employers to carry out risk assessments is detailed in Regulation 3 of the Management of Health and Safety at Work Regulations 1999. The responsibility for undertaking the assessments lies with the supervisor/manager of a Department/School or Section.

It is not necessary to create a risk assessment form for all operations, and each should be prioritised into risk categories e.g. low, medium and high. Using the Shropshire Council risk assessment form, identify the activities/operations that take place in the school/department and categorise them into high, medium or low risk. Concentrate on assessing those activities that are high-risk first and medium risk second, leaving low risk till last. (It may be proven that a more detailed assessment is not required for low risk, if no significant risk is identified).

Completing a Risk Assessment

1. (Section A) Outline of the Task/Activity being assessed

Give details of the work activity being assessed; give a brief description of the purpose/method that will be understood by all concerned

Specific Legislative Requirements Many tasks are controlled by specific Health and Safety Legislation, which Managers/Heads of department/Supervisors should be aware of. In this section any specific legislation affecting the work activity should be detailed e.g. Manual Handling, Work at Height, The Construction Design Management Regulations, if scaffolding is being used or the Noise at Work Regulations if a noise problem has been identified.

Directorate/Workplace (School)/Team and Reference Form No.

Each assessment should be given a reference number and an index kept of all assessments. The location of the work activity being assessed should also be detailed. Relevant staff should be involved to ensure a full understanding of the work procedure that they are to undertake

2. Section 2 the risk matrix to assist in assessing the level of risk.

3. Section 3 This is the main area for Identifying the potential hazards.

Level of Skill/Training required

Special skills or training are required on certain work activities and these should be identified i.e. use of a ladder, manual handling training, working with chemicals, driving the minibus.

Chemicals/Materials involved

If a particular product has been identified as part of the work activity, it should be established if it has been approved for use. See CLEAPSS guidance for further details.

Each approved product that is used on site will require a separate assessment to be undertaken especially those that fall under the Control of Substances Hazardous to Health Regulations. The supplier/manufacturer is required by law to provide a manufacturers data sheet which identifies the

hazards of the substances and remedial first aid measures etc. A competent/experienced person must undertake this assessment. The products name and assessment date should be identified.

Specific Work Equipment

Any tools or work equipment required to carry out the work activity should be included in this section. However, this should also give the assessor the opportunity to establish if the equipment is being used correctly and is in a good state of repair.

List the Main Hazards identified:

Look only for the hazards that you could reasonably expect to result in significant harm from the work activity. The following is a non-exhaustive list of hazards that may be identified;

- Chemicals
- Dust/Fumes
- Fire
- Slipping/tripping hazard
- Moving parts of machinery
- Vehicles
- Work at height (Use of ladders)
- Stress
- Electricity
- Noise
- Manual handling (WRULDS) Work Related Upper Limb Disorders.
- Poor lighting
- Play equipment
- Sporting activities

Who will be affected? List groups of people who are especially at risk from the significant hazards which have been identified; e.g.

- Office staff
- Cleaners
- Member of the Public
- Contractors
- Maintenance Staff
- Staff with disabilities
- Visitors
- Lone Workers

Control Measures, to reduce the risk

The main objective is to establish if the hazard can be removed altogether and if this is not practicable how the risk can be controlled to prevent harm.

Detail what action has been taken to control the risk of harm from the hazards identified. Some of the controls may be accepted standards or standards laid down by legal requirements.

A systematic approach to reducing the risk of harm is;

- I. Remove the risk completely.**
- II. Consider less risky alternative work methods.**
- III. Prevent access to the hazard (e.g. by guarding).**
- IV. Organise work to reduce exposure to the hazard.**
- V. Issue personal protective equipment**

Manual Handling Risk

Consider if the work activity that is being assessed would create a manual handling risk to employees. If so, categorise the operation in to high/medium/low risk and establish if a more detailed assessment is required. It should be noted that significant Manual Handling Operations should in addition be assessed in order to comply with the Manual Handling Operations Regulations. Staff may require specific training.

Personal Protective Equipment Required

Following the examinations of the hazards detected and the control measures in place to reduce the

risk, the last form of control should be Personal Protective Equipment. If no other control measures can be found the equipment required to protect against harm should be detailed.

Monitoring and Review

Dependent upon the severity of risk it may be necessary to monitor the work on a regular basis to ensure that all precautions are being adhered to. The frequency of this monitoring should be identified and noted.

It may be advisable to set targets for a complete review of the assessment. Normally, unless working arrangements or legislation changes there should be little need to undertake this, however, it may be a satisfactory way of keeping abreast of future developments.

The assessment should be authenticated by signing and dating the document.

A reference file of all assessment needs to be created. The information contained within the assessments should be brought to the attention of employees who should be instructed in the use of the control measures identified.

Please ensure all risk assessments are reviewed to meet the specific requirements of your school.

Appendix 3: An extract from Regulations and Guidelines for Educational Visits and Journeys – Section 7: Transport: -

7.1 Planning Transport

The party leader must give careful thought to planning transport.

7.1.1 The main factors to consider include:

- The types of transport to be used and passenger safety in connection with each; Supervision;
 - Journey time and distance e.g. local or long distance, allowing time to check your vehicle properly (this is a legal requirement). Plan your route to suit the needs and requirements of passenger types. Consider using one of the route-planning services available on the Internet. Check for possible hold-ups caused by roadworks, accidents before leaving at www.traffic-update.co.uk.
 - Ensure roads are suitable for vehicle type. Remember to register and pre-book congestion charge if entering London at www.tfl.gov.uk;
 - The competence and training of the driver to drive the proposed vehicle and whether the driver holds the appropriate valid licence. All minibus drivers to have successfully completed the Shropshire Council Driving Assessment arranged through Road Safety, this requirement applies even if drivers already hold a current PCV Licence;
 - Number of driving hours required for the journey and length of the driver's day (including non-driving hours), whether a second driver is needed;
 - Capacity and experience of driver to maintain concentration – whether more than one driver is needed to avoid driver fatigue. Experts in driver fatigue now say that even full-time drivers should take regular breaks every two hours;
 - Contingency funds and arrangements in case of breakdown /emergency;
 - Alternative routes or means of travel available in the event of a delay or cancellation;
- Appropriate insurance cover.

7.2 Legal responsibilities:

Driving a minibus puts extra demands on the driver, particularly if they normally only drive cars, or if driving is not their main occupation.

- The safety of the passengers is of paramount importance. They (and their families) put their trust in to the driver deliver them to their destination in safety and comfort.
- The employer should satisfy themselves that all travel arrangements, including the hire of private coaches or buses, are suitable for the nature of the visit. In practice Head-teachers will normally carry out these checks.
- No matter who owns the vehicle, the person legally responsible for it whilst it is in use is the driver. The driver must ensure that they have the correct licence and hold a current Shropshire Council Driver Assessment Permit. The vehicle must be roadworthy, with tax, MOT, and insurance to cover that the driver.
- All minibuses and coaches which carry groups of three or more children aged between 3 and 15 years (inclusive) must be fitted with a seat belt for each child. The seats must face forward and seat restraints must comply with legal requirements.
- Children travelling in vehicles must be provided with, and use, child restraints that are appropriate for their age and size. It is the driver's responsibility for ensuring that all passengers are suitably secured.

7.3 Supervision on Transport

7.3.1 The level of supervision necessary should be considered as part of the risk assessment for the journey. The party leader is responsible for the group at all times including maintaining good discipline.

7.3.2 On long journeys and/or where the known propensities of the group may compromise safety the driver should not normally be responsible for pupil supervision. Driver supervision may be sufficient if a small number of children are being taken on a short journey (e.g. local school sporting fixtures, use of parent cars).

7.3.4 Factors that the party leader should consider when planning supervision on transport include:

- The level of supervision that will be necessary on double decker buses/coaches – one supervisor on each deck should be appropriate in normal circumstances;
- Safety when crossing roads as part of the journey – the party leader should ensure that pupils know how to observe the safety rules set out in the Highway Code and the Green Cross Code. Pedestrian crossings and traffic lights or footbridges should be used to crossroads, wherever possible;
- Safety on buses, trains, ferries and boats - the party leader should make clear to pupils how much or little freedom they have to 'roam'; Misbehaviour is a main cause of accidents to children on such means of transport. Appropriate supervision and discipline should always be maintained;
- Pupils should also be made aware of what to do in an emergency and where emergency procedures are displayed;
- All group members should be made aware of the location of emergency equipment e.g. the emergency door, first-aid kit and firefighting equipment on transport. Pupils must be reminded of the potential dangers interfering with emergency equipment and of touching emergency handles except in a genuine emergency. It may be necessary to seat adults rather than children adjacent to emergency exits;
- Booking transport – the party leader should arrange for seats to be reserved well in advance to ensure that the party can travel together;
- Safety of pupils whilst waiting at pick-up and drop-off points and when getting on or off transport which should always where practically possible be "kerbside", never unload into the road, particularly when using UK vehicles abroad. Pupils should be made aware of safety rules and expected standards of behaviour;

- Ensuring that vehicles do not exceed the carrying capacity of vehicle type which should be clearly displayed inside the vehicle;
- Safety while on stops or rests during the journey – party leaders should plan with the driver sufficient stops at suitable areas to ensure the safety of all group members including the driver. Drivers of buses and coaches must comply with legislation covering maximum periods of driving and minimum rest periods;
- Safety of the group in the event of an accident or breakdown – the group should remain under the direct supervision of the party leader or other teachers wherever possible;
- Head counts, by the party leader or another responsible adult should always be carried out when the group is getting off or onto transport;
- Responsibility for checking that seat belts are fastened and ensuring that the driver(s) are aware that they are responsible for ensuring belts are used by all passengers;
- Consider whether a visible and easily recognisable article of clothing should be worn by all pupils;
- Pupils should be made aware that they are not allowed access to the driving area at any time, nor must they interfere with or distract the drive in any way;
- Group members should be made aware that travel sickness tablets should only be administered to a pupil with previous authorisation from the parents;
- Vetting non-teacher drivers and ensuring that all drivers are CRB Checked.

7.4 Hiring Coaches and Buses

7.4.1 The party leader is responsible for ensuring that coaches and buses (including any self-drive minibuses) are hired only from a reputable company. Schools using operators to transport pupils should ensure that the operators have the appropriate passenger carrying vehicle (PCV) operators' licence. When booking transport, the party leader should ensure that seat belts are available for pupils. Whilst seat belts must be fitted on coaches which carry groups of children (with appropriate restraints for children aged 12 Years or 135cms), they are not legally required on buses. Buses where seat belts are not fitted are not appropriate for visits involving long journeys.

7.4.2 Contract hire confirmation dates, times, destination and cost should be obtained in writing.

7.4.3 If any of the group uses a wheelchair, the party leader should ensure that transport used has appropriate access and securing facilities. It may be appropriate to use portable ramps. **You must ensure that all drivers are appropriately trained and competent in the use of this equipment.**

Appendix 4

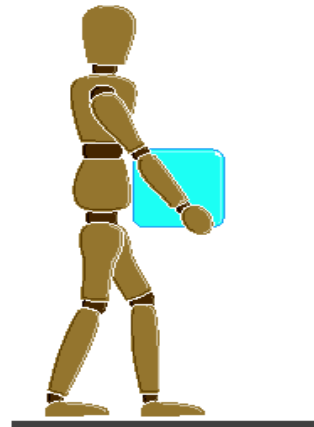
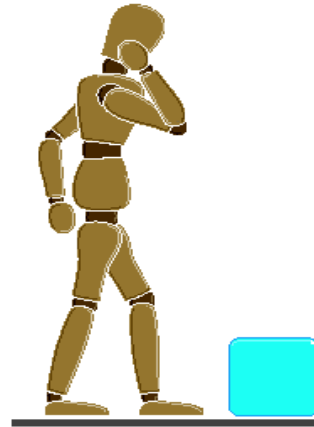
Good handling technique for lifting

Here are some practical tips, suitable for use in training people in safe manual handling. In the following section a basic lifting operation is taken as an example.

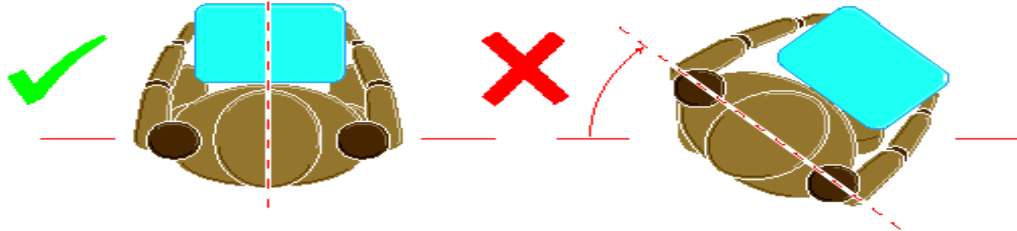
- **Think before lifting/handling.** Plan the lift. Can handling aids be used? Where is the load going to be placed? Will help be needed with the load? Remove obstructions such as discarded wrapping materials. For a long lift, consider resting the load midway on a table or bench to change grip.
- **Keep the load close to the waist.** Keep the load close to the body for as long as possible while lifting. Keep the heaviest side of the load next to the body. If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it.
- **Adopt a stable position.** The feet should be apart with one leg slightly forward to maintain balance (alongside the load, if it is on the ground). The worker should be prepared to move their feet during the lift to maintain their stability. Avoid tight clothing or unsuitable footwear, which may make this difficult.



- **Get a good hold.** Where possible the load should be hugged as close as possible to the body. This may be better than gripping it tightly with hands only.
- **Start in a good posture.** At the start of the lift, slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting).



- **Don't flex the back any further while lifting.** This can happen if the legs begin to straighten before starting to raise the load.

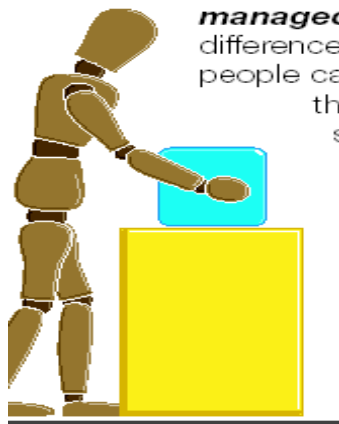
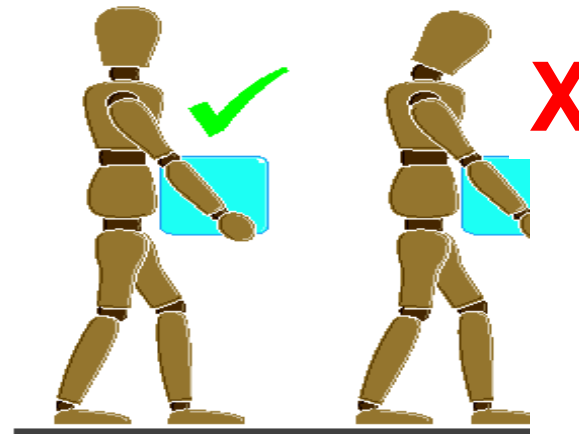


- **Avoid twisting the back or leaning sideways,** especially while the back is bent. Shoulders should be kept level and facing in the same direction as the hips. Turning by moving the feet is better than twisting and lifting at the same time.

- **Keep the head up when handling.** Look ahead, not down at the load, once it has been held securely.

- **Move smoothly.** The load should not be jerked or snatched as this can make it harder to keep control and can increase the risk of injury.

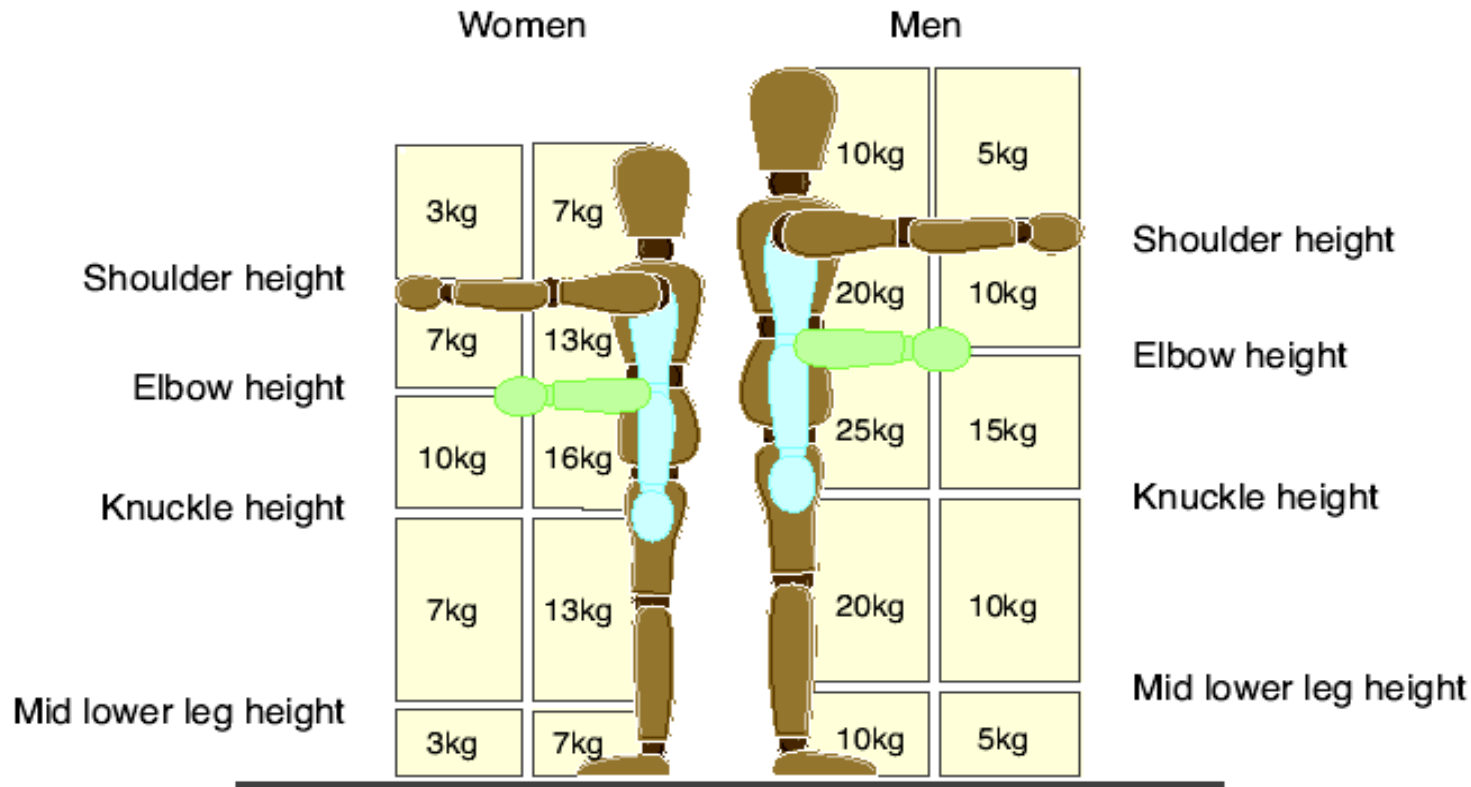
- **Don't lift or handle more than can be easily managed.** There is a difference between what people can lift and what they can safely lift. If in doubt, seek advice or get help.



- **Put down, then adjust.** If precise positioning of the load is necessary, put it down first, then slide it into the desired position.

General risk assessment guidelines

There is no such thing as a completely 'safe' manual handling operation. But working within the following guidelines will cut the risk and reduce the need for a more detailed assessment.



Note

Although great care has been taken in the compilation and preparation of this work to ensure accuracy, it is the responsibility of the premise manager/responsible person to ensure that all measures so far as is reasonably practical have been taken.

The list of arrangements shown are not exhaustive and the index in the main Shropshire Council Policy should be checked to ensure that all areas that are applicable in the school have been covered. All the high-risk activities will have their own policies e.g. Science, Design and Technology, Physical Education and Food Technology.