St Andrew's C.of E. First School – **HEALTH and SAFETY POLICY**

Ratified Sept 2026 to be reviewed Sept 2027

1. THE STATEMENT

1.1 General Requirements

The Governors of St Andrews First School, Barnt Green recognise their responsibility under the Health and Safety at Work etc. Act (1974), so far as is reasonably practicable, to:

a) *provide safe systems of work, plant and equipment;*

b) *provide for the safe use, handling, storage and transport of articles and substances;*

c) *provide such information, instruction, training and supervision as is necessary for staff and pupils to undertake their work safely;*

d) *provide a safe place of work with safe means of access and egress for all persons using the premises;*

e) *provide a safe and healthy working environment with adequate welfare arrangements;*

f) *provide for the health and safety of persons not employed by the school, but who may be affected by its activities;*

g) *encourage all staff to take reasonable care for their own health and safety and to co-operate with the management of the school in the carrying out of their statutory duty;*

h) *require all staff to report through the appropriate channels, any problem, defect or hazard likely to lead to a lack of safe or healthy conditions for themselves or others.*

Clauses (d) and (f) allow for the duty of care towards pupils and other non-employees, that will also include voluntary helpers, visitors, contractors, passers-by and even (to some extent) trespassers.
This also includes the school's duty of care towards people hiring its premises, although hirers also maintain a responsibility towards the school.

1.2 Staff Responsibilities

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

1.3 Staff Rights

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

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

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1.4 The Role of the Local Authority

The Governors recognise the Statement of Safety Policy of Worcestershire County Council Directorate of Children's Services, together with its organisation and arrangements and undertake to comply with its requirements and procedures in respect of maintaining safe and healthy places of work for the staff and pupils of the school, as laid down in the Directorate's Handbook of Safety Information.

The Governors recognise that it may on occasions be necessary to seek advice on specialist matters pertaining to health and safety and will consult the Health and Safety Co-ordinator of Worcestershire County Council Directorate of Children's Services or such other persons as may be necessary.

1.5 Local Management of Schools and Delegated Funding

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

1.6 Risk Assessment

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

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

1.7 Acknowledging Responsibility

The whole statement should be signed and dated by the Chair of Governors and the Headteacher.

Signed Headteacher Date 1st Sept 2025

Signed A Hobbs & S Smith Chair of Governing Body Date 01 Oct 2025

The statement is displayed on the H&S notice board and a copy of the full policy available on request.

2. THE ORGANISATION

As a Church of England School our Christian **vision** is we will want everyone to REACH their full potential with the help of God. Pupils, Staff, Parents, Governors and visitors have the right to support our vision is a safe environment.

2.1 Involvement

This section of the policy describes the roles of anyone who has responsibilities for any aspects of health and safety within the school.

The Local Authority

The Governors

The Headteacher

The Sites Manager / Cleaners

The First Aider / Appointed Person

Lunchtime Supervisors.

2.2 Employer's Responsibilities

Worcestershire County Council Directorate of Children's Services

a) *has overall responsibility as employer for all aspects of health and safety of employees, pupils and other persons at St Andrews first School (under sections 2 and 3 of the Health and Safety at Work etc. Act 1974).*

b) *has responsibility for appointing competent principal contractors where building or plant maintenance work is done which is the financial responsibility of the Local Authority under its Scheme for Financing of Schools.*

c) *has responsibility for appointing a competent person as Planning Supervisor in those works which fall within the scope of the Construction (Design and Management) Regulations 1994 unless the school has initiated the building work, in which case this will be the responsibility of the Governing Body.*

2.3 Governors' Responsibilities

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

a) ensuring that the school's safety policy is implemented, monitored and regularly reviewed and revised as necessary.

b) ensuring that sufficient funds are reserved for meeting their responsibilities for Health and Safety, in particular for the maintenance of those items of premises and equipment for which they have financial responsibility under the Scheme for Financing of Schools.

c) monitoring the (health and safety) need for building maintenance in the school and implementing repairs as necessary.

d) advising the Diocese of structural defects that could adversely affect the health and safety of staff, pupils and other persons.

e) the safe condition, storage and maintenance of equipment, vehicles and plant at the school, and ensuring that such equipment can be used safely in the normal running of the school.

f) ensuring that the premises, the means of access and exit, and any plant or substance on the premises are safe and without risks to health.

g) ensuring that safety rules concerning the use of premises and equipment are displayed at appropriate locations in the school and are enforced.

h) the adoption of safe working practices by staff and pupils, and by contractors on site.

i) acting to deal with potential hazards to health and safety, liaising where appropriate with representatives of the County Council, the Diocese and contracting organisations.

j) Supporting the head with pandemics and forcing school closure or changes in routines.

2.4 Head Teacher's Responsibilities

The Headteacher is responsible for:

a) The implementation of the school safety policy.

b) Advising the Governing Body of the need to review the school safety policy.

c) The day to day responsibility for health and safety in the school.

d) Ensuring that risk assessments are carried out in accordance with the Management of Health and Safety at Work Regulations 1999 in all areas of significant risk, as well as those required under the Control of Substances Hazardous to Health (COSHH) Regulations 2002, the Manual Handling Operations Regulations 1992, the Provision and Use of Work Equipment Regulations 1998 and the Display Screen Equipment Regulations 2002.

e) Ensuring that staff receives appropriate health and safety training.

f) Carrying out safety audit required by the LA annually.

g) Ensuring that all problems or defects affecting the health and safety of staff, pupils or other persons in the school are dealt with and fully recorded.

h) *Notifying the LA Health and Safety Co-ordinator of any serious accidents to pupils or **any** accidents to staff or other persons and any "near miss" situations, in accordance with the procedures laid down.*

i) *Notifying the LA Health and Safety Co-ordinator of any hazards or problems affecting the health, safety or welfare of staff, pupils or others that cannot be resolved by appropriate local action.*

j) *Emergency procedures, including evacuation in case of fire or bomb threats.*

k) *Ensuring that adequate provision is made for the administration of First Aid.*

l) *Ensuring that all new material on health and safety matters, supplied by the LA or the Health and Safety Executive, is brought to the attention of any relevant persons promptly.*

m) *Facilitating the meeting of a School Safety Committee, if it is requested by staff, and for attending such meetings.*

n) *Consultation with staff on matters affecting the health, safety or welfare of any members of staff.*

o) *In the absence of a H&S Officer, ensuring the overview of such a role is undertaken*

p) *Dealing with pandemics such as COVID19 ensuring school closure, routines and environment is a safe place to work.*

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

a) ensuring that they are familiar with and comply with the school safety policy.

b) *reporting any defects or problems affecting the health and safety of themselves, their pupils, other staff or any other person, to the Headteacher.*

c) *co-operating with their employer (LA or Governing Body) to enable them to comply with the requirements of the Health and Safety at Work etc. Act 1974.*

***2.7 The Site Manager** is responsible for:*

a) *Ensuring that they are familiar with and complies with the school safety policy. They should also be familiar with the LA's Safety Policy "Safety of Buildings" (published in the LA's "Handbook of Safety Information").*

b) *Bringing to the attention of the Headteacher any problems or defects affecting the health and safety of any person on the school premises*

c) *Ensuring the cleaner in charge brings the school safety policy and risk assessments to the attention of any cleaning or other staff (including contract cleaners or grounds staff) working under their direction, in so far as it affects the work of those persons (eg. in use and storage of equipment and materials).*

d) *Ensuring that any staff under there direct control (i.e. non-contract staff) receive adequate training and instruction in the use of any equipment or materials that they are expected to use.*

e) *Ensuring that all equipment and materials received have adequate health and safety information (eg. safety data sheets to allow COSHH assessments to be carried out).*

f) *Ensuring that safe procedures are laid down and used when work of a potentially hazardous nature is undertaken by themselves or others working under their direction*

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

g) *Ensuring that due warning is given of any caretaking/cleaning operations that could constitute a hazard to other users of the premises (eg. use of signs to warn of slippery floors, clearance of leaves, ice or snow etc.).*

h) *Informing the Headteacher of the arrival (or expected arrival) of contractors for maintenance work.*

i) *Informing contractors of any hazards that could affect their health and safety while working in the school (particularly in the light of risk assessments carried out).*

j) *The safe use and maintenance of all plant and equipment* (eg. boilers, plant*) and the safe use and storage of all materials used for that maintenance* (eg. boiler descalers, chemicals etc.).

2.8 The First Aider / Appointed Person is responsible for:

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

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

The Health and Safety at Work etc. Act 1974 provides for the appointment of “Safety Representatives” by recognised trade unions. The LA should be informed of their appointment by the appropriate union, not the school. Further details on safety representatives may be found in the LA's Handbook of Safety Information (pp. 2.80 - 81).
Staff Safety Representatives can be elected by staff, other than through a Trade Union, to represent them to the employer and sit on safety committees.

Safety representatives have the right to:

a) *Carry out termly inspections of the premises and submit a written report to the Headteacher.*

b) *Receive any reports of inspections or accident investigations made by the Health and Safety Executive.*

c) *Represent their membership to the Headteacher (as representative of the employer) on matters affecting the health, safety or welfare of staff.*

d) *Represent the staff / union membership on school safety committees.*

e) *Receive such training as may be necessary for them to perform their duties.*

Provided they have been properly appointed and their appointment notified to the LA by the appropriate trade union, safety representatives should receive time off with pay to perform their union duties.

It is important that the school safety policy and any relevant risk assessments are made available to any external caterers, who should also supply the school with a copy of their safety policy and risk assessments (unless they employ less than five people).

St Andrew's CofE First School have a service level agreement with PR Associates which is support through WCC.

3. THE ARRANGEMENTS

3.1 Access and Egress, Housekeeping, Cleaning & Waste disposal

In practical terms at St Andrews:

- It is the responsibility of the Site Manager to clear the path from the gate to the main entrance and the main entrance in the event of ice or snow and to spread salt along the edge of the playground and on path leading to and from the school.
- It is the responsibility of the Site Manager to spread salt on the playground in the event of ice or snow, unless the condition is so severe the playground is deemed out of bounds, in which case parents collect children directly from main entrance.
- It is the responsibility of all members of staff to take all reasonable care when entering or leaving the school's car park.
- It is the responsibility of all members of staff to ensure that fire exits are not obstructed.
- It is the responsibility of Governors to ensure that the perimeter fencing is maintained and fit for purpose.
- It is the responsibility of the Site Manager to regularly check all perimeter fencing.
- All members of staff are responsible for basic daily security issues (eg. Closing windows on leaving a room, ensuring that all external doors and gates are locked)
- It is the responsibility of the Site Manager to ensure premises are kept clean and to minimise accumulation of rubbish.
- It is the responsibility of the cleaner in charge, if wet floor cleaning, to minimise risks of slips.
- It is the responsibility of the Site Manager of disposing of glass and other sharp objects
- It is the responsibility of the Site Manager for security/location of external waste bins.
- It is the responsibility of the Site Manager for disposal of hazardous waste such as fluorescent tubes and computers etc

3.2 Accident reporting, recording and investigation

All serious accidents that occur on the site should be notified to Headteacher or Finance manager who will record the information on a WCC County Council accident/incident My cority on the children services portal which will notify the Children's services Health and Safety Team.

All minor accidents should be recorded in the schools own Pupil *accident book (which is kept at the first aid station) by the adult who deals with them.* Where necessary, parents/ guardians or other persons should be notified of the accident.

The standard head bump letter must be completed for all injuries to the head and sent home with the pupil via their book bag.

If the accident is serious, senior management should be made aware and immediate action taken to ensure the location of the accident is still safe to use. The headteacher *is responsible for investigating following the accident.* Necessary action should be taken and details recorded for an accident investigation. If members of the public are involved, names and addresses should be taken (including any witnesses).

All incidents where a first aider has been called and if the accident has resulted in parents/careers being called for futher medical investigation then they will be recorded on the accidents / incidents section on mycority by the office or head teacher.

For accidents to staff, visitors, contractors, children other than pupils, students and members of the public, the Headteacher or Office manager is responsible for recording will log onto Mycority and log the accident and any other action as necessary as detailed in section 1.2 of the 'Handbook of Safety Information'.

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

3.3 Acute Allergic reactions – Anaphylaxis

- Please see Allergy Safety Policy (saved in staff area / policies in use / Operationa)

3.4 Medication

- Please see Medical conditions Policy (saved in staff area / policies in use / inclusion)

3.5 Personal Care

- Please see intimate care Policy (saved in staff area / policies in use / inclusion)

3.6 Asthma

- Pupils inhalers are kept in the medicine bag in the child's classroom, out of reach of children but easily accessible to other adults
- Details of all known pupils known to have asthma are on the H&S Notice Board in the Staff Room
- It is the responsibility of the Qualified First Aider to update the H&S Notice Board
- All staff must regularly check the H&S Notice Board to ensure they are aware of pupils with asthma.

3.7 Blood Borne Diseases

- Disposable gloves must be worn by all staff dealing with blood, vomit, urine or diarrhea.
- Disposable gloves are found in the first aid packs and boxes at the First Aid Station, the secretary's office and in individual classrooms.
- All used dressings, gloves or other contaminated materials must be disposed of as contaminated waste – they must be double wrapped into plastic bags and placed in the bin in the Secretary's office or first aid station (depending where first aid is administered)

3.8 Contractors (Management of Asbestos)

- The Asbestos Register is to be shown to all contractors prior to work commencing. Contractors must sign to state they have seen the relevant sections of the asbestos register kept in the secretary's office
- It must be ensured that there is no asbestos in the building structure prior to intrusive work being carried out, i.e. putting up shelving.
- Only specific contractors from the Property Resources list are allowed to work with asbestos
- For further guidance refer to WCC asbestos policy or contact Property Resources for advice, contact details are found on edulink.

3.9 Contractors and Visitors on Site

Arrival on site

- *Contractors will report to the school office upon arrival and issued with an ID badge.*
- *Contractors must sign in and out*
- *All Contractors are given the asbestos register so they are aware of the locations prior to any work taking place (see poster at the end of policy and displayed in staff room)*
- *The office will ensure they read the visitors information which will inform them of health and safety issues (e.g. fire procedures, H&S, first aid information etc)*

3.10 Chemicals in School and Control of substances hazardous to health (COSHH) –including radiation

The WCC Handbook of Safety Information section 10. Chemicals in schools and COSHH regulations both available on edulink.

- *It is the responsibility of each member of staff to ensure that they only use a hazardous substance if they have been made fully aware of the risks involved, the precautions to be taken and have been given adequate instruction or training in the use of the product.*
- *The COSHH file is maintained by and kept in the Site Manager's office*
- *The school Site Manager oversees the purchasing of COSHH products*
- *All COSHH materials must have a safety data sheet, kept in the cleaning cupboard and on the H&S shelve in the office for easy access*
- *It is the responsibility of the Site Manager to undertake Risk assessments for tasks using the most hazardous substances as per the WCC COSHH Policy.*
- *The school Site Manager is responsible for safe storage of the COSHH products*
- *COSHH products must be maintained in original containers and not decanted into unmarked containers.*
- *There must be provision and instruction on the use of specific Personal Protective Equipment.*
- *Emergency procedures for cleaning spillages/escape must be readily available with the COSHH data sheets.*
- *Disposal procedures for waste, unwanted or spilt substances must be kept with the COSHH data sheets.*

3.11 Defect reporting procedures

- *Defects should be reported to the Headteacher/ Site Manager*
- *Staff will email the healthandsafety@st-andrewscofe.worcs.sch.uk*

- *All defective items are taken out of use immediately. An 'out of use' label is displayed on any defective item that cannot be removed. Staff are emailed or information is shared on our school emergency WhatsApp.*
- *The Site Manager/ Headteacher monitors that the defect has been rectified.*
- *A report is produced for governors by the headteacher at termly intervals. The report is discussed at governors' meeting / management committee where recent defects should be identified and outstanding works discussed*

3.12 Diseases – Notifiable and Infectious

It is the responsibility of the Headteacher or Deputy to inform all relevant parties as set out in the' Handbook of safety Information' of any outbreak of infectious disease or food poisoning

3.13 Display screen equipment (DSE)

As per the
WCC Guidance for All; Display Screen Equipment and the
WCC Guidance for All; How to set up your Workstation. The Handbook of Safety Information, p. 2.21 - 2.23.
In accordance with the Display Screen Regulations:

- *All staff who are classed as DSE "Users" including teachers with laptops should be trained in their safe use. This will be undertaken by all relevant staff, as part of their induction. Refresher training will be undertaken every 3 years.*
- *DSE Self assessments for all staff members- using a display screen equipment including laptops must be completed and will be reviewed at least every 3 years or sooner if changes to equipment or location occur*
- *The headteacher will monitor and arrange for any problems relating to display screen equipment and its use to be resolved.*

3.14 Educational Journeys and Visits

- *Adult:Pupil ratios set out in the LA's educational Visits file must be adhered to on all trips/outings.*
- *The named leader for each trip has overall responsibility for the safety of pupils, staff and other adults, including carrying out risk assessments*
- *Consideration should be made with regard to a site visit prior to the trip.*
- *Full contact details for each child must be taken on all educational visits and trips.*
- *The named leader for each trip is responsible for taking a portable first aid kit.*
- *Risk assessments must be made for taking pupils through Barnt Green to church and to the Lickey hills.*

3.15 Electricity at work

- *The Headteacher is responsible to ensure that PAT testing is undertaken on all portable appliances by an external accredited company*
- *A PAT register report is provided and is available in the school office*

- *External hirers must provide written confirmation that any electrical equipment used within the premises is PAT tested and suitable for use.*
- *All defective items must be removed or repaired.*
- *Defective equipment should be reported as per 3.7 (Defect reporting procedures.)*
- *Staff bringing in their own electrical equipment will fall under school appliances and need regular PAT testing and all defective reported, repaired or removed.*

3.16 Fire Precautions and Emergency Plans

Refer to Handbook of Safety Information, p. 2.39 - 2.44

- *The headteacher is responsible for undertaking and reviewing the fire risk assessment, emergency plans, include bomb threats/ explosion/ floods/ intruders/ dogs in playground etc.*
- *The St Andrews procedure for evacuation and assembly can be found in the Policies folder, including the frequency of drills (at least termly), assembly points, etc.*
- *The Site Manager is responsible for inspection and maintenance of fire exits/escape routes*
- *The Site Manager/head teacher is responsible for checking and updating the Fire Evacuation Notices*
- *The Headteacher is responsible to organize fire evacuation rehearsals at least once each term.*
- *At St Andrews, the assembly area is at the bottom end of the hard surfaced playground*
- *The Site Manager is responsible for regular inspections and arranging maintenance of fire extinguisher.*
- *Fire training is given to staff upon induction and updated every 3 years.*
- *The office staff are responsible for calling the emergency services and co-ordinating the evacuation.*
- *It is the responsibility of the Secretary to take all class registers and the visitor register to the assembly area*
- *The children line up in class groups and a register for each class numbers of pupils attending is checked, staff to then check with register for any discrepancies. Teachers must report the outcome of this to the head teacher or deputy in absence of the head teacher*
- *In the event of a fire, however small, the alarm should be sounded immediately, an evacuation initiated and the Fire Brigade should be called by the secretary.*
- *The Site Manager is responsible for the regular testing of the fire alarms (weekly) and emergency lighting (monthly) and records are kept on the H&S shelve in the office.*
- *Hirers and contractors must be advised regarding evacuation procedures.*
- *Key holders for emergency access out of hours must be displayed*

3.17 First Aid and Medication

- *The First Aid co-ordinator is the Headteacher or deputy*
- *It is the responsibility of the First Aid coordinator to oversee all first aid emergencies and to call ambulance when necessary and contact a guardian when appropriate.*
- *Nominated first aider details are displayed in the school staff room It is the responsibility of the named first aider to restock the first aid boxes*

- *FPOS qualification is held by the nominated first aiders and refresher training is undertaken every 3 years.*
- *The head teacher and staff have a joint responsibility for checking when refresher training is due.*
- *First aid kits are located:*
  - *At the first aid station, by the water dispenser*
  - *In the Secretary's office*
  - *Small first aid wallets in each classroom*
- *The nominated first aider is responsible for checking and restocking the first aid kits*
- *Nominated adult (teacher/ teaching assistant/ Headteacher) will accompany children to hospital (if parent or legal guardian is not available)*
- *In the event of absence or training of first aiders, there are higher numbers than required, so remaining FAs should be adequate*
- Addition first aid bags are available for visits when groups or split classes.

3.18 Forest Schools

- *The Senior teacher in the Early Years team is responsible for the overall safety of the Forest Schools area.*
- *Pupils must never be unsupervised in the Forest Schools area*

Pond at Forest School

- *Pupils are not given access to Forest school without teacher/ teaching assistant present*
- *Unauthorised access is prevented by a padlock*
- *On completion of forest school activities, all children are instructed to wash their hands with soap*
- *Risk Assessment for activities involving forest school and it's pond has been completed*
- *Maintenance of the pond is co-ordinated by the Site Manager*

3.19 Information dissemination procedure

Information and instructions on health and safety matters are in the school office, provided at induction and on staff updates.

Employees

- *On induction and on updates, staff are informed about all of the existing information held on the site*
- *Staff should sign to state they have received, read and understood the information*
- *The headteacher will ensure that this record is kept as a whole school log in the front section in the personal filing cabinet*
- *New information is disseminated on updates and Teacher Education Days or shared on the briefin weekly.*
- *Health and safety is an agenda item on weekly briefings, when issues arise*

Pupils

It is the responsibility of teachers to ensure that pupils are made aware of relevant health and safety information.

- *This is done through*
  - ✓ *fire drills,*
  - ✓ *evacuation procedures,*
  - ✓ *class education around H&S responsibilities,*
  - ✓ *staying safe sessions*
  - ✓ *Assemblies*

Visitors / contractors

- *The school secretary/ Site Manager will ensure that visitors and contractors are informed of any health and safety arrangements which may affect them during their visit (including any Asbestos on site)*
- *Laminated information card is available with fire exits, evacuation procedures and first aid procedures*

Governors

- *The governor with responsibility for Health and Safety matters will ensure that governors are informed of any existing and new health and safety information*
- *Health and Safety will be a standing item at regular planned governor meetings.*
- *The governor with responsibility for Health and Safety matters will ensure they are included in the 6 monthly school inspections.*

3.20 Lettings/Shared use of premises/Extended Services

- *The Headteacher is responsible for discussing and agreeing health and safety arrangements,*
- *A written lettings agreement is in place, signed by the hirer and the school holds a copy.*
- *The agreement must include a section on restrictions on use of equipment.*
- *Staffing requirements must be indicated within this agreement.*
- *First aid provision must be indicated within this agreement*
- *Fire and emergency arrangements must be indicated within this agreement*
- *Standard operating procedures must be detailed.*
- *The headteacher is responsible for agreeing to and overseeing school fetes and other fund raising events.*
- *Emergency lighting is available in some parts of the school building.*
- *The PTA are responsible for applying for a Premises License, or ensuring compliance with any relevant legalisation or licensing requirements, in particular the Licensing Act 2003. (This Act applies to all forms of entertainment, music, dancing and sale of alcohol.)*
- *The headteacher is responsible for checking risk assessments*
- *The headteacher is responsible for security arrangements around the school*
- *School staff remain with pupils at the end of the school day until they are handed over to parents/ guardians or after school club leads.*
- *Individual lettings provide their own insurance and school keep a copy of the policy*

3.21 Lone working and Personal Safety

- *Lone Working is for any staff working alone in the building. This would include those staff who have been left alone following the letting provision manager has left the site. (music academy or Ballet)*
- *Members of staff working late/alone must inform the Headteacher by text or call on arrival or time they are then alone and then as they exit the building.*
- *Members of staff should consider telling a friend or relative that they will be working late/alone and should check in with them at regular intervals*
- *Check all windows/doors are secure*
- *Keep a mobile phone with them at all times*
- *It is the responsibility of staff working late/alone to ensure that they do not carry out any operations which carry a significant risk (eg Use of ladders/ tools/ hazardous substances)*
- *Risk assessments are retained and.electrical copy saved in the shared area in the risk assessments folder.*

3.22 Maintenance/Inspection of equipment

- *Play equipment should be inspected yearly for defects*
  - *Reviewed as part of the yearly H&S building review.*
  - *Any equipment defects reported to staff should be referred to Headteacher for decision on withdrawal of use.*
  - *Risk Assessment carried out for use of equipment is in the Risk assessment file in the staffroom.*
- *Gym equipment in main hall should be inspected yearly for defects.*
- *Ladders, step ladders and elephant stools should be inspected yearly for defects.*
- *Fire alarm and smoke detection, emergency lighting, fire extinguishers, panic alarms should all be tested yearly for function and defects.*
- *Records should be kept by the school Site Manager in the Site Manager's office*

3.23 Monitoring Arrangements

- *Health and safety inspections will be undertaken by (but not limited to) the lead H&S governor, the headteacher, School Site Manager at least every 6 months.*

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

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

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

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

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

3.24 PE equipment

- *Equipment is inspected annually,*
- *Children not allowed to use equipment until checked by adult.*
- *In line with risk assessment, children put out equipment with adult support*
- *The Association for Physical Education (afPE 2008) guidance on safe use of the equipment is followed*.

3.25 Playground Safety and Supervision Risk Assessments

- *There should normally be at least 2 members of staff on duty in the playground during all breaks*
- *The adventure trail is available for use by all pupils.*
- *The adventure trail is only supervised by school staff during official school hours*
- *The adventure trail must not be used in wet conditions*
- *The Site Manager is responsible for regularly checking the general condition of the adventure trail*

3.26 Risk Assessments

- *Risk assessments should be undertaken for all activities which present significant foreseeable hazards (A specific requirement of Regulation 3 in The management of health and safety at work regulations 1999)*.
- *Subject Leaders are responsible for carrying out risk assessments for their subjects*
- *The headteacher and board of Governors are responsible for ensuring risk assessments are undertaken*
- *The named leader for an educational trip is responsible for carrying out risk assessment(s) for that trip.*
- *Arrangements are in place for New and Expectant Mothers - see WCC Policy & Risk Assessment Guidance.*
- *The headteacher carries out the risk assessments and records the date undertaken*
- *Arrangements are in place for periodic review (yearly) of risk assessments.*
- *Risk assessments are kept on line in staff shared area.*
- *Risk assessments are shared with the relevant staff they affect.*
- *Every off-site visit should be risk assessed. Most off-site providers have a site risk assessment, which St Andrew's staff should ask if they have. There is no requirement to see the risk assessment.*
- *Please read guidance for Portable heaters appendix 2, Using extension leads appendix 3*

3.27 Smoking

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

3.28 Sports pitches / playing fields

- *The area is maintained by an external contractor*
- *The area is secure to prevent animals fouling on playing fields/ sports fields and to keep the children in and strangers out.*

3.29 Stress and Staff Wellbeing

- *Occupational Health referral support is available for staff who require support.*
- *The head teacher is available for direct requests for assistance*
- *Staff are advise to use peer support and 'confide in others'.*
- *Individual stress risk assessments will be carried out by referral to the Occupation Health Service.*
- *Health advice, counselling etc. for employees can be accessed through HR directly, via a member of staff or through the head teacher.*
- *Arrangements for expectant or new mothers are discussed with the head teacher on an individual basis.*
- *A staff room is available with staff facilities, which children do not normally have access to.*

3.30 When and if Swimming lessons take place (Public Pool)

In reference to the Off Site Activities Manual.

- *Supervision consists of trained staff and life guard*
- *Swimming coaches have ASA qualification and first aid qualification*
- *Life saving equipment is present on site. The site checks take place regularly*
- *Coaches go through normal operating and emergency procedures with each new group of pupils.*

3.31 Training and Development related to Health and Safety

- *The headteacher is responsible for establishing minimum health and safety competencies for certain activities, (e.g. use of hazardous substances)*
- *The headteacher is responsible for new staff inductions and briefings*
- *The headteacher is responsible for establishing minimum health and safety competencies for certain roles (e.g. premises manager, Site Manager, First aiders)*
- *Training records are updated and reviewed annually*
- *The headteacher is responsible for ensuring staff undertake refresher training*

3.31 Use of Transport

- *The Headteacher will be responsible for ensuring only suitable firms are contracted for pupil transport as per the WCC Local Authority Minibus Guidelines*
- *The responsibility for activating the procedure for bus breakdown or accident will be held by the accompanying teacher.*

- *Pupils must wear seat belts where fitted and will be under the supervision of an allocated teacher/ guardian.*
- *A booster seat must be used by all pupils whilst being transported in a member of staff's car*
- *It is the Headteacher's responsibility to ensure that staff who use their vehicle to transport pupils have motor insurance which covers business use.*
- *Under no circumstances should a pupil be transported in the front seat of a member of staff's car.*
- There should always be two adults present when transporting a pupil

3.32 Vehicles on Site/car park arrangements

- *The headteacher is responsible for management of vehicles on site*
- *No vehicle is to enter the playground area without express permission of the headteacher or her deputy.*
- *Vehicles entering the playground area MUST be escorted and marshaled in.*
- *Staff, parents, pupils must only use the pedestrian area to access egress the school on foot.*
- *Use of the front car park during pupil arrival/ leaving should be discouraged.*
- *Vehicles reversing whilst pupils are present at school must be marshaled.*

3.33 Violence to Staff / School Security

Refer to Handbook of Safety Information p 2.94 - 2.96. and WCC Lone working and personal safety

- *During school hours, entry to the school for parents/guardians/ contractors is only via the front reception*
- *Visitors must sign in/out and wear an ID badge whilst on the premises*
- *Staff should actively challenge visitors without ID badges*
- *No pupil is to open doors for visitors. They must contact an adult/ teacher*
- *All staff must report all incidents of verbal & physical violence*

3.34 Water Hygiene

Refer to the WCC Legionnaires and Water Hygiene Policy

- The Site Manager is responsible for carrying out water hygiene sampling and maintaining the water hygiene log book (CIC office)
- There are no air conditioning units or humidifiers on site.

3.35 Trainee teachers/ Work experience students

- *The induction is carried out by a named mentor*
- *Trainee teachers/students are mentored by a Lead mentor and class teachers are responsible for any students and work experience trainee*

Appendix 1

Asbestos in St Andrew's C of E First School

There are **4** areas within school that we have to monitor for Asbestos. If you are aware of any damage to these areas contact the Head or Site Manager.

Area 1— Science Cupboard—located in the intervention room

The tiles on the floor, have traces of asbestos—As you can see from the pictures we have some damage to the tiles so we have protected them by putting carpet on top. The signage indicated that asbestos awareness for that area is needed.

Area 2— The Boiler House

Asbestos has been located behind the heating ducts in the boiler house and debris on the walls. Please do not go down without authorization from Head or site manager.

Area 3— The switches in the office cupboard. These are located in the cupboard infront of the the first desk as you enter the office. Signage is present to show asbestos awareness is needed.

Area 4— The floor ducts are also a potential hazard—so please ensure that no work into the floor is carried out with an asbestos test!

Asbestos signage

Review Date: Sept 2026

Staff should familiarise themselves with the locations of any ACMs in their work area and ensure that no actions are carried out to disturb the ACMs so as to adversely affect the health of themselves or others.

Points to communicate to all staff are as follows:

- *There are asbestos containing materials in the fabric of the school. This is not unusual as over 75% of buildings constructed before 2000 contain asbestos. The asbestos items are visually monitored annually and are in good condition. Asbestos can cause serious diseases however it is only harmful to health if the fibres can become airborne. This happens if the items are disturbed and damaged. If the items remain in good condition, they pose no risk to health. Most items in the school are very low risk and fibres cannot easily be released from the material. They have all been risk assessed to ensure they cannot easily be damaged.*
- *The school has a management plan, as required by legislation, which details where the asbestos items are, including a diagram detailing their locations, and how they are to be managed.*
- *The management plan/register is kept in the reception office. This is reviewed annually or when major changes occur. Staff are welcome to inspect the management plan to find out if any asbestos items are in their classrooms or areas of work.*
- *All staff are reminded not to disturb the fabric of the building (walls, floor or ceilings), enter ceiling voids or attach displays to ceilings.*
- *All planned works on the building are authorised by the Head Teacher following risk assessments to ensure the asbestos items are not disturbed.*
- *All Staff should report any damage to the building fabric to the site team without delay.*

The above information will be communicated to all staff near the start of each new academic year by the Head Teacher via HR (and to any new staff joining the school midway through the academic year on induction).

worcestershire countycouncil

Appendix 2

Portable heater policy (February 2026)
St Andrew's C of E First School Barnt Green

This policy for the use of portable and fixed heaters across school is based around guidance issued within the 5-year Fire Risk Assessment (February 2026) – please read this advice carefully:

- to avoid the possibility of overloading the school power supply, you ***must*** inform Site Manager via the Office when you are going to use a heater
- unless under one year old, a fan or radiator heater you intend to use must have a PAT sticker
- do not place a portable electric fan heater under a desk or within other enclosed areas
- a heater should only be used when required and ***must*** be monitored when in operation
- both fan and electric 'radiator' heaters must be plugged directly into a wall socket - ***never*** plug a heater into an extension lead
- when is frequent use, a heater needs to be monitored daily – if a heater is missing a part such as its guard, control dial or feet, it ***must*** be taken out of use immediately and repaired by a competent person if possible
- do not use a heater in a room that will not be continually occupied
- keep heaters away from exit ways, walkways/corridors and paths of travel
- do not use a heater in wet areas such as toilets or the staff kitchen
- a heater ***must*** be kept at least 1 metre (3 ft) from all combustible materials such as filing cabinets, desks, waste bins, and paper boxes
- when using the heater in the Intervention Room, please ensure that it is only turned on when required and that it is turned off at the end of the day

Thank you for your help with the safe use of heaters across school, they do present a very real fire risk if not used correctly.

Appendix 3

Using extension leads in school (March 2026)
St Andrew's C of E First School Barnt Green

These guidelines relating to the use of extension leads across school are based around advice issued within the 5-year Fire Risk Assessment (February 2026) – please read these carefully to avoid overloading sockets and the risk of fire:

- check the current rating of the extension lead before plugging appliances into it. Most are rated at 13 A, but some are rated at only 10 A or less - the rating should be clearly marked on the back or underside of the extension lead. If not, refer to the manufacturer's instructions

- never overload an extension lead by plugging in appliances that together will exceed the maximum current rating stated for the extension lead. This could cause the plug in the wall socket to overheat and possibly cause a fire

- appliances that have a heating element inside them, such as kettles and microwaves, run at 13A, which is the maximum capacity of an extension lead

- only use one socket extension lead per socket and ***never*** plug an extension lead into another extension lead

Thank you for your help with the safe use of extension leads across school as they can present a very real fire risk if not used correctly, particularly in conjunction with electric fan heaters