

### 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 (**This is for primary and nursery schools**). (**N.B. Actual numbers of first aiders will be identified by undertaking a risk assessment to assess the requirements within the school**).

First Aid training will be provided by Shropshire Council's Occupational Health and Safety Team. Copies of the First Aider's certificates are displayed in reception. Section 2 lists the names of all the First Aiders.

#### 3.11.1 First Aid Facilities

- The first aid boxes are placed in clearly identified and accessible locations:
  - a) by the staff room, b) In the kitchen by the hall. (**In Secondary Schools there should be first aid boxes in higher risk areas such as Science, Food Technology, Physical Education, Design and Technology.**)
- Each first aid box contains a list of required first aid items and sufficient quantities of suitable first aid material and nothing else. Contents of the box will be replenished as soon as possible after use in order to ensure there is always adequate supply of all materials. (Additional supplies are stored in the locked cupboard in the medical room (**site specific**))  
**Administrator/First Aid Co-ordinator** is responsible for ensuring these are replenished as soon as possible after use.
- 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. (**E.g., The names and photographs of the persons nominated to deal with first aid can be found on the wall by the staff room and in section 2 of this Health and Safety policy.**)

#### 3.11.2 Recording First Aid Treatment

Records of all incidents treated will be made in the accident/incident book for pupils/students for events that do not arise out of a fault of the premise/activity etc. All other incidents will be recorded on the CARs forms and the pink copies of the CARs forms kept in the Administrator's office in the locked filing cabinet. 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/carers 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 in the locked cupboard within (**Administrator's/Secretary's**) office or can be found stored in the fridge in the staff room if required to be refrigerated. 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>

Parents/Guardians will be required to complete a consent form asking for medicine to be stored in the school. Parents/Guardians must be made aware they will be responsible for making sure the medicine is kept within date.

### **3.12 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 the (**Caretaker/Site Manager/Cleaner in Charge**) 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 Cleaning Staff.
- 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/person with delegated responsibilities for health and safety.

### **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

The school will ensure that all employees receive adequate information; instruction and 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.)**

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 kept in the staff room. Also see section 3.22 for school security and staff/Trustees responding to callouts

**(Ensure that there is a system in place for site managers, 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.
- The minibus is **(Certificated to Public Service Vehicle (PSV) standards/or operated under Section 19 Permit legislation)**. Minibuses will only be driven by persons who have successfully completed the 'Minibus Driving Assessment Scheme' (MIDAS) arranged by Integrated Transport. **(This driver advice is also applicable to self-drive hire or otherwise "borrowed" vehicles)**.
- The schools authorised minibus drivers are: **(List names here or in section 2)**.
- Staff who drive the minibus must carry out the pre-use checks and fill in the logbook.
- The driver is responsible for making sure that pupils always use a seat belt and if necessary, use booster pads.
- Staff hiring a minibus or other vehicles must always make sure pupils wear seat belts.
- Vehicles without seat belts will not be used.

N.B. Conditions drivers must meet to drive a minibus within the UK (under a Section 19 Permit):

- Be age 21 or older,
- Have held a valid driving license for at least 2 years,
- Meet the 'Group 2' medical standards if aged over 70,
- Be driving on a voluntary basis and the minibus is used for social purposes by a non-commercial body (under a Section 19 Permit),
- The maximum weight of the minibus is not more than 3.5 tonnes - or 4.25 tonnes including specialist equipment for disabled passengers, e.g., a wheelchair ramp,
- Are not towing a trailer.

##### **3.17.1 Private vehicles**

- Teachers, parents and others who drive pupils in their own private cars will ensure their passengers' safety by confirming the vehicle is roadworthy, and they have an appropriate valid driving licence and insurance cover for carrying the pupils. Volunteers will be carefully vetted by the school before they are permitted to drive pupils in their cars. The Headteacher will request assurances as necessary. This will be encompassed in the risk assessment for trips where necessary.

- Parents' agreement will be sought (on the consent form for the visit/journey) for their children to be carried in other parents', volunteers' or other pupils' cars. Parents, volunteers or other pupils driving pupils will not be allowed to be alone with a pupil. The party leader will arrange a central dropping point for all pupils rather than individual home drops.

### **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.

**(Staff should be aware of the Shropshire Council guidance for Extended Schools which includes additional health and safety measures that are necessary. This is available on Shropshire Learning Gateway).**

### **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.
- When using their own car, they must prove that they have a valid driving license for that vehicle, that their insurance is validated to take children on school business and the car is road worthy, taxed and MOT where appropriate.

### **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. **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 Administrator/Business Manager**.

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. Head-teacher/Deputy Head-teacher/Playground Supervisor to make the final decision for the equipment to be used.

Indoor and outdoor play equipment weekly/quarterly inspections are undertaken by **School Health and Safety Co-ordinator/ School Administrator/Business Manager**. Records of the inspections are recorded, and documents/book kept **School Health and Safety Co-ordinator/ School Administrator/Business Manager's office**.

Annual inspections are undertaken by 'ROSPA' report kept in the **School Health and Safety Co-ordinator/ School Administrator/Business Manager's 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 undertaken 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 Health and Safety Co-ordinator/School Administrator/Business Manager's** 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/School Administrator/Business Manager** 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.

**COVID-19.** *"The school will undertake a separate risk assessment on how the risks from Covid-19 will be managed by the school. Please note: This risk assessment does not replace other guidance in the School's Health and Safety Policies, arrangements and risk assessments but should be used in conjunction with them."*

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 **School Health and Safety Co-ordinator/School Administrator/Business Manager**.

Staff who do not feel confident to undertake a risk assessment will be provided with training to enable them to undertake risk assessments. A training course can be provided by Shropshire Council Health and Safety Team see section 2 for details. Additional guidance is also available in Appendix 2.

- Risk assessments are available for staff activities, the use of equipment and premise. See file of assessments in staff room.
- 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.
- Arthog Outdoor Education Centre does its own risk assessment. **You will need to check the control measures to ensure they correspond with the school risk assessment. (Don't forget a risk assessment will still be required for the journey).**
- 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:

**(The following will be site specific):**

- Gates are locked at 9.05 am and after school at 3.20 pm. After which time access to school is through the main entrance. After school clubs e.g. minnows and football club use main door.
- The **Administrator/Secretary** monitors those that come to the door at reception before deciding who to let into the building. **(If staff know they have visitors attending they must inform the Administrator/Secretary).**
- All visitors sign in and out and wear badges of identification or a visitor's badge.
- **The hall and school are alarmed.**
- Nominated members of staff, site manager/caretaker 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 Administrator** has 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/Site Manager/Business Manager** is responsible for the security of the school at the end of the day by ensuring that doors, windows, skylights etc. are secured. **(Also specify who else 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.)**

The School will employ a security guarding company **(Insert company name here)** to be a key-holder for our premises in the event of an intruder alarm activation or call-out. **(Further advice is available from the Council Crime Prevention Officer, telephone 01743 252819. The Crime Prevention Officer can also advise on the technicalities of intruder alarm systems).**

**N.B: On arrival at the school site, nominated employees<sup>47</sup> must not enter the site or premises before the Police or Security Guarding Company arrive.**

### **3.26 Supervision of pupils (This will be site specific)**

The school will be open from **08:30** to **17:00hrs** on weekdays during term times. Between these times supervision will be provided. Pupils will not be allowed on site outside these times. Parents are informed of the details of the school arrangements at the beginning of the school year and reminders sent throughout the year when necessary.

The school arrangements will contain the following:

- Supervision ratios & locations between school opening and lesson start time.
- Supervision ratios & locations at break and lunchtimes
- Supervision ratios & locations between end of lessons and school closing time
- Areas to be used by pupils outside lesson times.

**Details must be included for the location and time for drop off and collection of pupils by parents/guardians. Contingency plans for supervising pupils who have not been collected will also need to be considered.**

### **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 required<sup>46</sup>.

### **3.28 Visits and Journeys**

Shropshire Councils 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. **(N.B. If the EVC is not the Headteacher then the EVC must make sure the Headteacher countersigns the approval documents including the risk assessments.)**

#### **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 return it to the EVC/Headteacher for approval.
- They will read/be aware of the Schools/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 may have signed 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 remind children to wear seatbelts.
- DBS checks will be required for parents/helpers/volunteers.

### 3.29 Wellbeing (Stress Management) (Schools may have separate policy for stress)

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 welfare of our employees.

- Stress related illness can be caused by work or by issues outside work. The Governing Body is committed to eliminating the foreseeable causes of stress at work, or if that is not possible, minimizing or reducing the risk or work-related stress to employees to the lowest level. The LA, Governing Body and Headteacher recognise that the Health and Safety at Work Act 1974 places a duty of care on employers to provide and maintain safe systems of work and a working environment which is, so far as is reasonably practicable, safe and without risks to health. Furthermore, the Management of Health and Safety at Work Regulations 1999 places a duty of care to assess significant risks to health and safety and, where these risks cannot be eliminated, implement control measures to minimize or reduce risk. These regulations cover all health and safety risks including occupational stress.
- **Definition of stress** -The Health and Safety Executive defines stress as “the adverse reaction people have to excessive pressure or other types of demands placed upon them”.
- Stress is part of everyday life and an individual’s stress level can vary depending on their tolerance and threshold. However, there is an important distinction between the beneficial effects of reasonable pressure and challenge (which can be stimulating and motivating) and stress, which is the reaction to the demands that a person feels when they cannot cope at a given time.
- Injury can be interpreted as either mental or physical and while stress is not an injury, a mental illness such as a nervous breakdown is.

#### The School arrangements:

- Seek to eliminate or, if not possible, reduce the causes of work-related stress.
- Investigate all reports of work-related stress and ensure remedial action is taken – developing safe systems of work and introducing practical preventative measures.
- Provide information for staff to help them recognise the symptoms of stress and give practical guidance on the measures that may be taken to assist individuals suffering from potentially stress related symptoms.
- Provide employees with details of the Council’s counselling service.
- Take a supportive attitude towards individuals experiencing stress whatever the cause.
- Respect confidentiality at all times – with individual cases only being discussed in the appropriate forum.
- Monitor and evaluate absence levels due to stress related illnesses.
- Monitor, evaluate and review the effectiveness of the Policy and procedures for the elimination and management of stress on a regular basis.
- Eliminate, or if not possible, reduce the causes of work-related stress and provide supportive strategies for staff.
- This will:
  - Ensure good employment practice.
  - Ensure all legal obligations are met.
  - Reduce the direct and indirect costs of stress.
  - Help staff maintain a healthier work-life balance.

### 3.30 Work at Height

Wherever possible working at height will be avoided. If working at height is identified during the risk assessment process, contractors will be used where practicable. School staff required to carry out work at height will receive appropriate training to undertake the task. Appropriate access equipment will be purchased to undertake the tasks.

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 **Administrator's** Office. It is the responsibility of the **Site Manager/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, woodworking machinery (DT), lifting 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/Site Manager or will be under contact for maintenance and repairs via Shropshire Council Premises Services and/or the Supplier (**subject to contract/SLA**). **N.B. Identify members of staff or posts to ensure these areas do not get overlooked.**

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/Site Manager\Caretaker, etc.

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 is kept in the Caretaker/Site Manager's Office. (**make sure someone is given the responsibility for keeping these records up to date**).

**In secondary schools Science, D&T, PE, etc. there will be a large quantity of equipment including specialist equipment which will need inspecting and maintaining on a regular basis. Therefore, inventories and maintenance records will be required in all these areas. State what the regime is and who will be responsible? N.B. CLEAPSS provide guidance in this area.**

## **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 Health and Safety Committee 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](mailto:health.safety@shropshire.gov.uk))**

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 appropriate Committee of Trustees/Officers responsible for Health and Safety so that any review of policy that may be necessary or contemplated can be informed by them.