



Wrekin View

Wrekin View Primary School and Nursery

Health and Safety Policy

Date of policy creation	June 2026
Policy Lead	Mrs. F. Atherton
Frequency of review	Annually
Review due	June 2027

This Health & Safety Policy is specific to Wrekin View Primary School and should be read in conjunction with the Learning Community Trust Health & Safety Policy Statement.

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Wrekin View Health & Safety Policy

Key Personnel

Headteacher Fiona Atherton

Health & Safety

Trust Estates Manager Russell Garner

Health & Safety Co-Ordinator Carl Parton

Reporting and recording of incidents & accidents Carl Parton

Educational Visits Co-ordinator (EVC): Paul Kilburn

Asbestos and Legionnaires Co-ordinator: Russell Garner

Control of Substances Hazardous to Health Assessment Co-ordinator (COSHH): Caretaker

Fire Control/Emergency Evacuation

Fire Safety Officer (Shropshire Fire & Rescue Service) 01743 260200

Nominated Premise Fire/Emergency Co-ordinator: Fiona Atherton

Deputy Fire/Emergency Co-ordinator: Lesley Stephenson

Fire Marshals: Sarah McDougall, Lesley Stephenson,
Rhona Cowan, Vicki Hanson, Gemma Eades

Designated First Aiders

FAA Level 3 Award in Emergency Paediatric First Aid

Name	Expiry Date
Miss C Howells	11.03.2029
Miss C Barnett	27.10.2026
Miss M Bell	27.10.2026
Mrs R Cowan	27.10.2026
Miss S Denson	27.10.2026
Mrs G Eades	27.10.2026
Mrs V Flowers	27.10.2026
Miss V Hanson	27.10.2026
Mrs J Harvey	27.10.2026
Mrs R Macorison	27.10.2026
Miss J Robson	27.10.2026
Miss K Sumner	27.10.2026
Mrs G Voiculescu	27.10.2026
Mrs L Wilkinson-Brierley	27.10.2026
Ms O Glover	06.05.2027
Miss L Cowan	08.05.2028
Miss B Turner	08.05.2028
Mrs A Darrall	01.09.2028
Miss B Still	01.09.2028
Mrs A Bates	01.09.2028
Mrs F Refeeque	01.09.2028
Mrs D Tibbs	01.09.2028

First Aid at Work Level 3

Miss H Barnett	20.01.2028
Mrs M Cleevely	20.01.2028

Procedural Arrangements for Health and Safety

Introduction

This Health and Safety Policy is designed to complement the Trust's Health and Safety Policy Statement together with any training that you receive during your employment and to provide you with a basic general awareness of common health and safety issues which may exist within school.

Please read this document carefully. If you have any questions, or do not understand anything, please ask your line manager or the school's Health and Safety Coordinator for more information.

This document summarises key information regarding Wrekin View Primary School's specific arrangements.

Should you feel that you require any additional specific health and training for your role, please discuss this with your line manager.

Staff should recognise that like any work activity, health and safety must be managed proactively. The aim is to reduce the incidence of work-related accidents, and ill health that may otherwise affect employees and visitors. The health and safety of children is particularly important given their inexperience and different perception of risk.

All staff are responsible for contributing to this proactive culture by applying the principles of this policy. Health and Safety is a standard item on staff meeting agendas, and this contributes to an open discussion about issues in school. Staff also have a responsibility for co-ordinating health and safety information, including risk assessments.

REMEMBER – Health and Safety is everybody's responsibility. Ensure that you act in a safe manner at all times.

Should you notice anything that you believe is unsafe or see anyone acting in an unsafe manner, if possible, take appropriate action to make safe. If it is not possible for you to act, please report the matter immediately to your line manager or the school's Health and Safety Coordinator.

Local Health and Safety Arrangements

Accident & Incident Reporting and Recording

An accident is an unplanned, unscheduled, unwanted event or occurrence or any undesired circumstance which may result in injury to persons or damage to property.

Where an uncontrolled or unplanned event does not result in any injury to a person, but could have done, this is called a 'near miss'. Significant near misses, e.g. nearly being knocked over by a vehicle in the school carpark, should be reported to your line manager and/or the Health and Safety Coordinator.

All accidents to employees, visitors and pupils must be reported immediately on the Accident / Incident Report Form.

The forms are available from the School Office. All near misses must also follow the same procedure.

IF IN ANY DOUBT OF THE PROCEDURE TO FOLLOW AFTER AN ACCIDENT, PLEASE SPEAK IMMEDIATELY TO THE HEALTH AND SAFETY CO-ORDINATOR OR HEADTEACHER.

Near miss 'accidents' should also be written up and passed on to the Health and Safety Coordinator or Headteacher.

Common types of accidents that take place within school environments are: -

- Sporting injuries to students
- Slips, trips and falls
- Manual handling injuries
- Cuts and burns

Some accidents and injuries need to be reported to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). This will be done by the Trust's Chief Operating Officer.

All RIDDOR reportable incidents will be investigated by the school with assistance from the Trust.

Reviewing accidents

An analysis of the accident reports and near-misses will be undertaken at regular intervals and considered by both school management and the governor with health and safety responsibilities, for consideration of further action.

First Aid & Medical Emergencies

If urgent medical aid is needed an ambulance should be called immediately by dialling 999. Provide details of the exact location and send someone to direct the paramedics to the casualty if necessary. First aid treatment should be provided to the casualty whilst waiting for the paramedics to arrive.

Automatic Defibrillator

The school has one defibrillator which can be found by the school hall next to the First Aid Room. Carl Parton is responsible for checking this remains in good working order.

First Aid

The school will ensure that first aid can be rendered to staff and pupils, should they be injured or become ill. A 'first aid needs' risk assessment has been undertaken to ensure the provision is always suitable for the school including out of normal working hours and on visits and journeys.

If immediate medical assistance is thought to be necessary, parents will be contacted. However, should the parent(s) be unavailable medical assistance will be sought by the school, and the child will be accompanied to the doctor or hospital by a member of staff.

The school ensures that at least two members of staff have received training on an approved First Aid at Work Course and two other members of staff have the additional paediatric training on site at all times.

Copies of the First Aider's certificates are held in the school office. A list of qualified first aiders is displayed in every class.

Staff must be aware of the following:

- Parents are to be advised of incidents in writing by means of a note where deemed necessary. 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.
- Information about children's allergies is readily accessible to staff and supply teachers on the register sheet.

First Aid Facilities

- A first aid room is available which is a private dedicated space to treat first aid.
- The first aid boxes are placed in clearly identified and accessible locations in classrooms.
- Each first aid box contains a list of required first aid items and sufficient quantities of suitable first aid material and nothing else. Contents of the box will be replenished as soon as possible after use in order to ensure there is always adequate supply of all materials. Additional supplies are available from the First Aid Room. Rhona Cowan is responsible for ensuring these are regularly checked and replenished if necessary.
- Notices are posted in prominent positions throughout the school giving locations of first aid equipment and the names of the first aiders.

Recording First Aid Treatment

Records of treatment provided will be made in the first aid booklet.

Administration of Medicines

First Aid does not include administering medicines to children. Staff will require additional training and consent to administer medicines e.g. insulin, use of an epi-pen etc. This will only be after full consultation with the parents and the school nurse.

Staff can be with the child as the child administers their own medicine. Any member of staff witnessing the child taking their medicine must sign a form to confirm this. Wherever possible two members of staff will be present especially when having to administer the medication.

Medicines are kept in the locked cupboard in the school office; if required to be refrigerated they are stored in the fridges in the following locations: School office / Nursery / Wrekin Giants.

Parents/Guardians are 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.

Fire Safety and Emergency Evacuation

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

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

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

The Trust Estates Manager checks all firefighting and detection equipment monthly to ensure that it is present in the correct locations and has been subject to a service check within the last 12 months. In addition, there is an annual check of all fire extinguishers by a competent contractor.

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

- All visitors/contractors report their presence on site to the admin team at reception and sign in via the system and ensure they are familiar with the fire precautions. Reception staff must remind visitors to read the emergency arrangements.
- In the event that anyone by reason of any sort of disability or special need on the premises would be unable to evacuate the building without assistance, a Personal Emergency Evacuation Plan will be drawn up, agreed with them if possible and implemented.
- Staff or others taking after school clubs must ensure they are familiar with the fire precautions.
- All access routes will be maintained in a safe condition and be free from obstructions. So far as reasonably practicable any hole, slope, uneven or slippery surface which is likely to cause a person to slip, trip or fall preventing them getting out of the building safely will be repaired.

- Drills to practice evacuation of the playground and field will take place each term.

Fire drills take place at least termly. Details are recorded and notes made of any problems which needing remedying.

In the event of a fire:

- The first requirement is for staff to ensure the safe evacuation of all persons from the building to the safe places indicated on the fire procedures notices. The building should NOT then be re-entered until it has been confirmed that it is safe to do so.
- The Fire Brigade will be summoned by the caretaker or in their absence by Fiona Atherton or Carl Parton.
- Fire wardens will sweep their designated areas and report to the Headteacher (or Deputy Headteacher in their absence).
- Attendance registers will be provided to teaching staff on arrival to the assembly point by the admin team.
- A roll call will be taken when all have reached the place of safety.
- Only the Headteacher or the Deputy Headteacher can give all clear and give permission for the building to be reoccupied, following advice from emergency services if necessary.

Risk Assessment

Risk assessment is the main tool that the school relies upon to identify and control the risks arising from our work that could potentially harm employees, pupils, parents, contractors, visitors and anyone else affected by the operations of the school.

The school's Senior Leadership Team have the responsibility for ensuring that all significant risks, arising from their activities are properly assessed, to identify;

- Any hazards which have the potential to cause harm
- Who is likely to be harmed (employees, contractors, public etc.)
- How likely it is that the harm will occur.

From the above, the SLT will do all that is reasonably practicable to protect people from harm by looking at the control measures already in place and then asking if the hazard can be removed altogether, or if not how the risk can be controlled e.g. trying a less risky option, organising the work differently to reduce exposure to the hazard and / or by providing PPE.

- Risk assessments will be carried out or reviewed before every educational visit
- All P.E. activities have been risk assessed including the use of the outdoor play equipment.

All the significant risks to employees and those affected by the school's undertakings will be recorded and control measures put in place to enable all employees to operate in a safe manner.

A full range of risk assessments can be found on the T drive / Staff Information / Risk Assessment.

Managers are responsible for ensuring that they undertake the risk assessments and review them at least annually or more frequently as required.

This will be monitored by the school's Health and Safety Co-ordinator.

Chemical and Substance Safety

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

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 COSHH assessment co-ordinators (named on page 4) 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 impracticable, then a full COSHH risk assessment will need to be carried out and documented. Paper copies of these documents will be available in the school office.
- Ensure all users are informed, trained and instructed in the safe use of these substances and have access to the COSHH assessments.
- Ensure staff know that they are to read labels and instructions, practise sensible, safe working practices and follow and understand the emergency procedures.
- Ensure equipment is used as instructed.
- Ensure personal protective equipment/clothing is available and used when required (see page18 - PPE)
All staff must be aware that they have a responsibility for reporting hazards, potential hazards and "near misses" to the headteacher or if not available, the school office manager.

Asbestos

Staff will be made aware of the areas in the school where there is known to be asbestos. This is to ensure they understand how it is being managed and what to do in the event that they notice that it is becoming damaged.

Staff will be made aware that they must not disturb areas where there is known asbestos. If there are any concerns, they must contact the Head teacher and/or caretaker or the Estates Manager, immediately.

The Asbestos Survey is kept in the school office and will be brought to the attention of all contractors whose work will or could disturb the fabric of the building. The school specific Asbestos Management plan is in the front of the survey.

Access and egress from the school site

The school premises is organised in such a way as to ensure that pedestrian and restricted traffic can circulate in a safe manner. Signs and road markings have been put in place to demark designated parking by staff & visitors. Barriers are in place to control the risk of children coming into contact with vehicles when walking along the foot paths on site.

Letters will be sent to parents/carers/guardians to inform them of the procedures at the beginning of the term and whenever necessary to ensure that they only park in the appropriate bays and do not block the entrances. Parents/carers/guardians are responsible for their children until handed over at the classroom doors.

Bad Weather Contingency Plans

School site staff will be responsible for ensuring the site remains in a safe condition and will produce a risk assessment for gritting the site during icy and snowy conditions. Staff must stick to the agreed 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.

School security

- Pedestrian Gates are locked at the same time each day in the morning at 9.00 am and after school by 3.30pm. After which time access to school is through the small gate near the Children's Centre. After school clubs use the main doors.
- The school office monitors gates and main reception door to ensure only legitimate visitors can access the site.
- All visitors sign in and out via the Inventory system and are expected to wear badges of identification with the following coloured lanyards:
 - Red Lanyard – visitors without enhanced DBS clearance
 - Green Lanyard – visitors where the school has received confirmation of an enhanced DBS clearance.
- Intruder alarms are installed.

- The following staff have a set of keys to access the school at any time: Caretaker, Fiona Atherton, Lesley Stephenson, Russell Garner. They can also activate the school's electronic security system. The school administrator has a full inventory of key holders and keys that have been allocated.
- Blinds or curtains have been installed in all classrooms and corridors for security, the classroom blinds or curtains are closed at the end of each school day.

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

Responding to call outs

The following are the school's nominated representatives who will respond in the event of an out-of-hours call out:

Business Watch – in the first instance.

School caretaker

LCT Estates Manager

Headteacher

The school have assessed the risks to these individuals and introduce suitable control measures to ensure that all risks are minimised. All nominated staff have been trained in how to deal with violence and aggression and will be supported if an incident occurs.

No employee will enter a building alone unless there is an urgent and important need to do so before assistance arrives. No employee is expected to enter a building where it is believed there is a significant risk.

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

Work Equipment

Computers

Staff who use computers, including laptops, will be assessed to ascertain whether they meet the requirements to undertake a display screen assessment.

The Health & Safety Co-ordinator will facilitate this.

Portable Electrical Appliance Testing

The headteacher or delegated responsible person is responsible for ensuring that all portable electrical equipment is tested regularly by an approved contractor.

No equipment other than that purchased as new may be used unless tested. This includes personal equipment brought into school by members of staff.

All staff are responsible for visually checking electrical equipment for obvious defects before use.

All hard-wired electrical installations are maintained by competent contractors and the Estates Manager is responsible for arranging inspections at least every 5 years and more frequently where changes are made to the system.

Personal Protective Equipment (PPE)

Where circumstances require it, PPE will be provided to staff as a last resort if no alternative control measures are available to reduce the risk to an acceptable level.

PPE will be provided to staff or pupils where this is a necessary control identified by a risk assessment. This could be eye protection, hearing protection, gloves, high visibility wear, helmets and footwear.

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

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

Play Equipment (indoors and outdoors)

All play equipment must be used in accordance with the manufacturers/installers instructions. All new pupils are given an induction on the equipment before they first use it.

Staff rota for break time supervision can be found in: T Drive. All staff as part of their duties must visually check the play equipment before the pupils use it and check that the weather conditions are suitable for its use. Headteacher/deputy headteacher/ playground supervisor to make the final decision for the equipment to be used.

Indoor and outdoor play equipment weekly/quarterly inspections are undertaken by the school caretaker.

Records of the inspections are recorded and kept in the school office.

Annual inspections are undertaken by 'ROSPA', and the report is kept in the school office.

Defect System – reporting repairs required

Staff are responsible for reporting any repairs required to the caretaker via the allocated email address: estates.wrekinview@lct.education

In particular, repairs to floor surfaces must be reported promptly and action taken to make areas safe on a temporary basis, until a permanent repair can be arranged.

Out of Hours Use of School Premises inc. Lettings

Suitable consideration will be given to persons using the premises outside of school hours in order to ensure their safety.

A responsible person will be nominated to represent the school and a user representative sought for liaison, to ensure that all visitors understand the procedures to be adopted in the case of fire/emergency evacuation, first aid provision, and safe use of buildings, equipment, substances and other facilities.

There will be control over the number of persons attending functions at the school to ensure that they can all evacuate quickly and safely in the event of an emergency. If necessary, further advice will be sought from the Fire Safety Officer (details are on page 4). Hirers of the building will be given written emergency procedures that they have to comply with and sign to agree to follow those procedures.

Pregnancy and new mothers

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

Visits and journeys

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

Transport

- Teachers, parents and others who drive pupils in their own private cars will ensure their passengers' safety by confirming the vehicle is roadworthy, and they have an appropriate licence and insurance cover for carrying the pupils. Volunteers will be carefully vetted by the school before they are permitted to transport pupils in their cars. The headteacher will request assurances as necessary. This will be included in the risk assessment for trips where necessary.
- The driver is responsible for making sure that pupils wear a seat belt at all times and if necessary, use booster seats. Staff hiring a minibus or other vehicle must make sure pupils wear seat belts at all times. **Vehicles without seat belts will not be used.**
- Parents' agreement will be sought (on the consent form for the visit/journey) for their children to be carried in other parents', volunteers' or other pupils' cars. Parents, volunteers or other pupils driving pupils will not be allowed to be alone with a pupil. The trip leader will arrange a central dropping point for all pupils rather than individual home drops.
- Any minibus the school hires to self-drive or borrows will be certificated to Public Service Vehicle (PSV) standards/or operated under Section 19 Permit legislation. It will only be driven by persons who have successfully completed the 'Minibus Driving Assessment Scheme' (MIDAS).
- Staff who drive the minibus must carry out the pre-use checks and complete the logbook.

Supervision of pupils

The school will be open from 7:30am to 5:30pm on weekdays during term times. Between these times supervision will be provided. Pupils will not be allowed on site outside of these times, unless this is for planned extra-curricular activities. Parents are informed of the details of the school terms and opening arrangements at the beginning of the school year and reminders sent throughout the year when necessary. The school website gives details of arrangements for 'Breakfast Club' and 'Wraparound Club' times.

The school operational arrangements will take account of the following:

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

Lone Working

Working Alone should be avoided wherever possible. However, it is recognised that, from time to time, it may be necessary for school employees to work in situations or locations, which are remote from other members of staff. This will include employees working in the evenings, weekends or during the holiday in the school on their own.

In such circumstances, the school will assess the risk to these individuals and introduce suitable controls to ensure that all risks are minimised. A copy of the procedures introduced to control these risks will be available in school office.

Any staff wishing to work on the premises outside normal school hours must have prior agreement from Head teacher.

Manual Handling

Moving heavy and awkward loads can cause injury. Where staff roles require them to undertake significant manual handling, then training will be provided.

A specific manual handling risk assessment will be undertaken for the task and reviewed regularly; staff must follow the control measure at all times.

General manual handling guidance for all staff

To avoid manual handling injuries all staff should follow established safe manual handling techniques:

- Plan the lift before you start.
- Assess the load – if it is awkward or heavy, find out whether there is a mechanical aid to use e.g. trolley or a second person to help.
- Ensure the route you are going to take is the most direct, clear from obstruction and as flat as is possible. When you off-load the object make sure the area is clear for you to do so.
- When lifting bend your knees and keep your back straight, feet apart and angled out and ensure the load is held close to the body and firmly gripped.
- Lift smoothly and slowly, using your powerful leg muscles and avoid twisting, stretching and over-reaching where practicable.

Working at Height

Working at height, can be very high risk and persons do not need to be very far off the ground for these risks to be realised. Relevant staff, particularly site managers/caretakers, whose role may periodically require them to use ladders must have completed ladder safety training if using a ladder cannot be replaced by safer means, as part of the risk assessment process.

Where work at height cannot be avoided the equipment used for such work must be appropriate and suitable for the job and must be regularly inspected and well maintained. **The use of chairs / desks and other equipment (that is not specifically designed for work at height) as a means of gaining access for such work is strictly prohibited within the school.**

Smoking

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

Stress

Although pressure is necessary for us to live normal lives, excessive pressure can cause stress which in turn can lead to real physical and mental problems.

If you feel that work is causing you to have too much stress or even that stress caused by other things is affecting you at work, then you need to tell your manager / headteacher. If you wish, all such contact can be confidential.

Challenging Behaviour

We believe that staff should not be in danger at work and will not tolerate violent or threatening behaviour towards our staff.

Staff must report any incidents using the Accident / Incident Form located in the school office or on the T:drive / Staff Information / Forms. When completed please return to the school office.

Contractors

All contractors working on the school premises are to report to the school office prior to starting work. They must be shown the relevant part of the asbestos survey and sign the ASBESTOS SIGNATURE SHEET to indicate that they will be expected to operate within the guidelines set to avoid disturbance of asbestos.

For extensive work or high-risk jobs, the contractor must comply with the recommendations and procedures issued by the Learning Community Trust's Estates Manager and current health and safety legislation.

The procedure for this type of work will be agreed prior to work commencing and amended during the work activity as necessary especially when there are unforeseen developments.

School safety arrangements regarding contractors

The school requires contractors to be CHAS registered or registered by another of the other safety schemes in procurement. This provides a measure of confidence in the contractor's ability to manage health and safety.

Once a competent contractor has been appointed the school will:

- discuss with the contractor details of current relevant issues and works to be completed, supported by documentation where necessary.
- require the contractor to provide method statements, permits to work etc, as applicable.
- seek 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 that are laid down in the contract.
- clarify the responsibility for provision of first aid and firefighting equipment and the procedures to be followed in the event of emergency.
- obtain details of articles and hazardous substances intended to be brought onto site, including any arrangements for safe transportation, handling, use, storage and disposal.
- obtain details of plant and equipment brought onto site, including arrangements for storage, use, maintenance and inspection.
- agree key points of contact, arrangements for communication during work, including arrangements for reporting problems or stopping work in cases where there is a serious risk.
- agree arrangements for suitable working times and segregation of school activities from the contractors' work areas.
- seek confirmation that all workers are suitably qualified and competent for the work.

Training in health and safety

Providing relevant health and safety training as is necessary to protect the health and safety of our employees is a key policy commitment of the school. All employees regardless of their status, will be provided with basic health & safety training during their induction and subsequent refresher training.

Job specific / specialist training will be provided where additional skills are required. Please speak to the headteacher or health & safety co-ordinator if necessary.

Attendance on identified health and safety courses is compulsory.

Monitoring and Review

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