



SHOBNALL PRIMARY SCHOOL

POLICY FOR HEALTH AND SAFETY



Reviewed September 2020
Approved by Governors September 2020

**SHOBNALL PRIMARY SCHOOL
POLICY FOR HEALTH AND SAFETY**

Mission Statement

Our school is committed to achieving the following i.e. that all children:

- be healthy;
- stay safe;
- enjoy and achieve;
- make a positive contribution;
- achieve economic well-being.

The health, safety and welfare of all the people who work or learn at our school are therefore of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The governing body, along with the LA, takes responsibility for protecting the health, safety and welfare of all children and members of staff.

Aims

Healthy Schools Initiative

Following the publication in 1997 of the government's White Paper 'Excellence in Schools', many schools decided to participate in the healthy school's initiative. This school fully supports the aims of this initiative, and we will strive to achieve the National Healthy School Standard. We believe that a healthy school is one in which children can thrive not only physically and academically, but also spiritually and emotionally. We promote a whole-school approach to the well-being of our children, which involves:

- giving health issues high priority in our planning;
- making sure that we have effective policies on sex education and drugs education;
- planning the curriculum to ensure that the children have sufficient opportunity to learn about healthy living;
- providing opportunities for children to take responsibility for their learning and behaviour;
- making sure that the environment is stimulating and conducive to learning;
- providing opportunities for children to put forward their views and be listened to;
- supporting children who need additional care and attention;
- providing opportunities for all our staff to develop their skills;
- working closely with parents/carers and external agencies to provide the best possible support for our children;
- making sure all children have clear and appropriate targets.

Smoking Policy

- It is the policy of the Governing Body that Shobnall Primary School is a no-smoking school
- Smoking is not permitted in any area of the school by staff, parents or visitors to the school
- No-smoking signs are clearly displayed around the building

Curriculum Provision

We teach the children about health and safety in order to equip them with the skills, knowledge and understanding that will enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard as part of the normal school curriculum.

There may be rare occasions when it is necessary for staff to restrain a pupil physically, to prevent him or her from inflicting injury to others, causing self-injury, damaging property, or being disruptive. In such cases, staff adhere to the school's restrictive physical intervention policy, using only the minimum force necessary, and any action taken must be only to restrain the pupil. If restraint has been required, a written report will be made.

We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in PSHE lessons, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons. When using large apparatus, children must be trained in how to move, lift and set out each piece of apparatus. This includes how to lift correctly, (this should include how to bend), and how many children are needed for moving each piece of equipment (for example netball posts – one child at each end).

In the normal day to day running of the school, there are certain situations where children will need to move equipment or items of furniture. For example:

- Chairs and/or tables
- Sports equipment
- Small items of equipment

Children must *always* be supervised when moving any equipment or item of furniture. Children need to be shown how to lift and carry safely. This needs reinforcing regularly. Some items they will need to move may be heavy or awkward to handle. Chairs should be moved one at a time, and children must be shown how to carry them correctly. They may carry single chairs on their own. If a large number of chairs are needed then the Site Supervisor will supervise.

Tables need one child at each end; a child must not attempt to lift a table on his or her own. Small items of equipment include tape players, CD players, PE trolleys etc. These can be moved freely by the children. If any item of equipment or furniture is being moved from one room to another, another child should be available to open and close doors.

Items Children Should Not Move

- Computers – monitors can easily fall off trolleys, or wires get caught
- Piano – although on wheels, it can tip, and feet or fingers become trapped
- Paper cutters – sharp blade although on wheels, can tip

For any physical activity, children change into shorts and T-shirts. They are expected to wear black plimsolls for indoor activities and to wear trainers for outside activities

Health and safety issues also arise when we teach care for the environment, and awareness of the dangers of litter. Children in Years 5 and 6 receive both drugs education and changes in puberty education (see the relevant policies).

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We believe that everybody in our school can and should promote everybody else's safety, so we teach children to spot hazards in the classroom or around the school, and inform their teacher.

Our school promotes the spiritual welfare and growth of the children through the RE curriculum, through special events, such as harvest festivals, and through the daily act of collective worship.

Each class has the opportunity to discuss problems or issues of concern with their teacher or other adult working within school. Teachers use circle time to help children discuss and overcome any fears and worries that they may have. These concerns are handled with sensitivity.

School meals

Our school provides the opportunity for children to have a meal at lunchtimes. If parents or carers are in receipt of Income Support, a Job Seeker's Allowance, Support under the Immigration and Asylum Act of 1999, or Child Tax Credit (with income below a certain limit), they may claim free school meals for their children. We do all we can to ensure that the meals provided have a suitable nutritional value, in line with the requirements of the School Standards and Framework Act of 1998. Children under five, and those whose parents or carers receive the above benefits, are entitled to free milk each school day.

If children choose to bring their own packed lunch, we provide them with a suitable place to eat it, and we supervise them during this time.

Our school promotes a healthy lifestyle. As sweets can damage children's teeth, we do not allow sweets to be eaten in school.

School uniform

It is our policy that all children wear the school uniform when attending school, or when participating in a school-organised event, even if outside normal school hours. We agree the requirements for school uniform with parents and carers, and we review these requirements regularly.

We always take a sensitive approach where regulations regarding uniform conflict with a child's religious or cultural beliefs. We have drawn up regulations regarding the recognition of cultural diversity in this respect, and these stipulate that we do not discriminate on grounds of race, creed or gender.

It is the responsibility of the headteacher to ensure that the school uniform policy is enforced. It is, however, not our school policy to exclude children from the school if they do not have the proper school uniform, for whatever reason.

We ask parents and carers to equip their children with the necessary uniform and school equipment. If a child repeatedly attends school without the correct uniform, we will inform parents and carers and request that they make sure their child leaves home with the proper uniform on. If a parent is in financial difficulties, and this results in a child not having the correct uniform, or not having adequate equipment, our school will do all it can to support the parent. We ask parents and carers not to send their child to school with the sort of appearance that is likely to draw attention. We ask parents and carers to discuss their child's appearance with us if there are any religious issues involved that we might be unaware of.

On grounds of health and safety, we do not allow children to wear jewellery in our school. An exception is earring studs in pierced ears. We ask children to remove these

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during PE and games, or if recently pierced & unable to remove to protect / cover them for this short term.

Child protection

The named person with responsibility for child protection in our school is the headteacher, who liaises with a named governor. In the absence of the headteacher we have a member of staff designated as a deputy child protection officer. We will follow the procedures for child protection drawn up by the LA and the Governing Body.

If any teacher suspects that a child in their class may be the victim of abuse, they should not try to investigate, but should immediately inform the designated person about their concerns.

When investigating incidents or suspicions, the person responsible in the school for child protection works closely with social services, and with Families First. We handle all such cases with sensitivity, and we attach paramount importance to the interests of the child.

We require all adults employed in school to have their application vetted and have an up to date DBS Certificate, in order to check that there is no evidence of offences involving children or abuse.

All the adults in our school share responsibility for keeping our children safe. We may, on occasion, report concerns which, on investigation, prove unfounded. It is better to be safe than sorry, and we trust that parents and carers, while they will naturally be upset, will nevertheless accept that the school acted in the child's best interests.

School security

We will do all we can to ensure that the school is a safe environment for all who work or learn here. We review security measures regularly, and draw upon the advice of experts (e.g. police officers, fire officers, architects and other consultants).

We require all staff to sign in when they arrive and sign out when they leave the school. Similarly all adult visitors who arrive in normal school hours are required to sign the visitors' book in the reception area and to wear an identification badge at all times whilst on the school premises.

Teachers will not allow any adult to enter their classroom if they are not wearing a badge identifying them as a known contractor or without them wearing a school visitor's badge.

If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the headteacher immediately. The headteacher will warn any intruder that they must leave the school site straight away. If the headteacher has any concerns that an intruder may cause harm to anyone on the school site, s/he will contact the police.

Contractors on Site

- Contractors are encouraged to telephone and make appropriate arrangements prior to visiting the school. They must either contact a member of the Senior Leadership Team, Bursar or Site Supervisor
- All contractors must report to the general office and complete a "Control of Contractor Hazard Identification" form (see appendix 2) and sign the Asbestos Register / Water Hygiene Record System Manual as appropriate. The Head Teacher (or member of SLT) will then be informed of their arrival
- Contractors will communicate effectively with the SLT / Bursar / Site Supervisor so as not to endanger the health and safety of children or adults in school

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- Any equipment that contractors bring into school must be stored in a safe place away from corridors, classrooms, or any areas used by adults or children
- No repairs or maintenance can be carried out in areas which children or adults are occupying; this includes cloakroom and toilet areas.
- If contractors are working near the children's play areas, then all equipment and machinery must be cleared away or fenced off during this time, and the contractors must leave the area.

The Head Teacher, Deputy Head Teacher and Site Supervisors are the designated key holders and are responsible for the security of the building. All external doors are fitted with combination locks to prevent unauthorised entry during the day. Only authorised members of staff know the number. It is the responsibility of the class teacher to make sure that their classroom is secure, windows closed and equipment switched off before leaving the premises.

The Site Supervisors will monitor all work and any concerns reported to the Head Teacher, the contractor concerned and the appropriate department of the LA. A hazard identification sheet outlined in Appendix 2 is given to all contractors ahead of any work commencing on school site.

The site supervisors, under the direction of the Headteacher, is responsible for ensuring that the building provides a safe and healthy environment for the children. Any faults noticed by adults are reported to the Bursar and Health & Safety Manager who writes them in the Fault Report Book and informs the janitor. This book is located in the central office and is accessible to everyone. The janitor then completes the book by recording when he has completed the task / repair. The janitor and employees maintain a clean and tidy building and grounds. Any minor repairs or maintenance are completed by the janitor or through the use of authorised contractors. Any equipment/hazardous substances are kept locked away from the children. All equipment is to British Standards and is maintained regularly.

Safety of children

It is the responsibility of each teacher to ensure that all curriculum activities are safe. Similarly, curriculum coordinators will always be vigilant for hazards concerning equipment or activities related to their area of responsibility. If a teacher or curriculum coordinator has any concerns about pupil safety, s/he should bring them to the attention of the headteacher before that particular activity next takes place.

We do not take any child off the school site without the prior permission of the parent.

If an accident does happen, and it results in an injury to a child, the teacher will do all s/he can to aid the child concerned. We keep a first aid box in the medical room and in each classroom. The names of staff at Shobnall School who have been trained in first aid are identified on the notice board in the staff room. We have a medical room where any child requiring treatment can be treated, or where they can sit supervised if they feel ill. Each class has it's own fully stocked first aid bag, which as well as being available in the classroom is also taken away with the children on any off site visit.

Should any incident involving injury to a child take place, one of the above-mentioned members of staff will be called to assist. If necessary, the school secretary will telephone for emergency assistance.

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We record in the school log book all incidents involving injury, and, in all cases, we inform parents or carers.

- If a child has a bump on the head a letter is sent home. The letters are kept in the medical room.
- Infant parents are given the letter directly at 3.30pm, when the child is collected from school. Junior children are also given a letter to take home in their book bag. The parents of children in Foundation Stage are given a duplicated first aid accident report form that is signed by the parent when children are collected from school.

Should a child be quite seriously hurt, we contact the parents or carers through the emergency telephone number that we keep on file. We update these numbers annually, but it is essential that parents/carers inform us when contact details change.

All staff both teaching and non-teaching are responsible for dealing with minor incidents requiring first aid. During lesson time first aid is administered by the class teacher or learning support assistant. If an accident occurs in the playground and first aid is required, then the members of staff on duty in the playground should request assistance from the learning support assistant on duty in the medical room. At lunchtimes first aid is administered by the lunchtime supervisor on duty in the medical room. If there is any concern about the first aid which would be administered then the qualified first aiders must be consulted. Members of staff will attend a course in Emergency First Aid every three years.

Staff are asked to wear disposable gloves when treating any accidents/incidents which involve body fluids. They must ensure any waste (wipes, pads, paper towels etc) are placed in a disposable bag and fastened securely. Any children's soiled clothes should be placed in a plastic bag and fastened securely ready to take home.

First Aid Boxes are located in each classroom and in the Medical Room cupboard and contain the following:

- Scissors
- Triangular bandages
- Plasters, single and strip
- Disposable gloves

The staff on duty in the medical room are responsible for checking the contents of the first aid boxes on a regular basis and notifying the office staff timely so orders may be placed to replenish stock prior to running out. All staff are responsible for notifying the office staff if the supplies in any of the first aid boxes are running low.

A record is kept by all teachers/lunchtime supervisors, of any child's allergy to any form of medication (if notified by the parent) any long term illness, for example asthma, and details on any child whose health might give cause for concern.

All staff ensure that children are safely protected from the harmful rays of the sun at specific times of the day, especially in the warmer weather. Parents are reminded to provide their child with protection from the sun and are asked to apply sun cream on their skin before they come to school. Children are also requested to wear a sun hat. School will also sell hats on request.

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Accidents and the Local Authority

Accidents fall into four categories

- Fatal
- Major injury
- Resulting in more than three days consecutive absence
- Other accidents

Pupil Accidents

(Including accidents to any visitors not at work) The Chair of Governors will be informed as appropriate.

Major Injuries

- Fracture of the skull, spine or pelvis
- Fracture of any bone in the arm other than a bone in the wrist or hand
- Fracture of any bone in the leg other than a bone in the ankle or foot
- Amputation of a hand or foot
- The loss of sight of an eye
- Any other injury which results in the person injured being admitted to hospital as an inpatient for more than 24 hours, unless that person is detained only for observation

It might be that the extent of the injury may not be apparent at the time of the accident or immediately afterwards, or the injured person may not immediately be admitted to hospital. Once the injuries are confirmed, or the person has spent more than 24 hours in hospital, then the accident must be reported as a major injury. These injuries should be reported within 7 days on the LA Form. Minor injuries during play activities in playgrounds arising from collisions; slips and falls are not reportable unless they are attributable to:

- The condition of the premises (for example, potholes, ice, damaged or worn steps etc).
- Plant or equipment on the school premises
- The lack of proper supervision

Fatal and major injuries to school pupils occurring on school sponsored or controlled activities off the school site (such as field trips, sporting events or holidays in the UK) must be reported if the accident arose out of or in connection with these activities.

The accident should be reported by telephone immediately, and then confirmed in writing on form HSF40. Accidents in the first two categories should be reported immediately to the duty officer via email, attaching a copy of the HSF40 form to following email address: shss@staffordshire.gov.uk

Employee Accidents

(This applies to all Education employees and self-employed persons on school premises).

Any accident to an employee resulting in a fatal or major injury must be reported to the Strategic Health & Safety Team immediately by telephone and then confirmed in writing using a HSF40 form.

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If the accident does not result in a fatal or major injury, but the employee is incapacitated from their normal work for more than three days (excluding the day of the accident) there is no need to telephone, but the appropriate form must be completed and sent to the Strategic Health and Safety Service within seven days of the accident.

Accident Documentation (see Appendix 3)

- Reporting of school accidents to the Strategic Health and Safety Service
- Form HSF40
- Accident to LA employees — HSF40
- Accidents to school children – HSF40

Fire and other emergency procedures

Procedures for fire and other emergency evacuation are displayed prominently in all rooms. Shobnall Primary School has set procedures in case of an emergency in school, such as a fire or bomb alert when the building needs to be evacuated. These drills are carried out at least once a term. All staff and children are familiar with these procedures, and know their own exit route, place of assembly and roll call procedure. As soon as the fire alarm sounds all children and adults stop what they are doing and walk out of the building through the nearest exit. All doors are closed as pupils and adults exit. If the normal exit is blocked for any reason then the nearest available exit door is used.

The register is given to each class teacher. When staff receive the register they are asked to check that all the children are present. If a child is missing it is to be reported to the Head Teacher immediately.

The register is given back to the Head Teacher at the designated point, the infant playground. All staff and pupils return into the building when the Head Teacher has given the all clear. The children are expected to walk in and out of school sensibly, and line up quietly

Lunchtime Fire Procedure

- All staff members on duty in the playground on hearing the fire alarm gather all children together away from the building and ensure no child re-enters the buildings
- Staff members on duty in the dining area evacuate all children from the building and ensure on the way out that any toilets are vacated
- Staff members in the hall where children are eating sandwiches evacuate all children from the building and ensure on the way out that any toilets are vacated
- The Head Teacher or Deputy Head Teacher will ensure, as far as it is reasonably practicable, that the rest of the building is vacated
- Once again all staff and pupils return into the building when the Head Teacher has given the all clear.

Fire and Bomb Alerts

In the event of a fire or bomb alert the Head Teacher or person designated will

- Ring the fire alarm to activate the evacuation of the premises of all adults and children (see fire drill procedure).
- Phone 999 for the fire service and police.
- Check that the evacuation procedure has been followed.

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- Remain at the front of the school to meet the fire brigade/police and direct them to the incident.

All children and adults will remain outside; the register is given to each class teacher. When staff receive the register they are asked to check that all the children are present. Bomb threat procedure guidelines are attached in Appendix 4.

Arrangements are made to monitor the condition of all fire prevention equipment regularly. This includes the visual inspection of fire extinguishers, and the testing of the fire alarm system.

Educational visits

The school takes very seriously its responsibilities for ensuring the safety of children whilst on school trips (see also the policy for Educational Visits).

Seat belts

We use coaches and mini-buses only when seat belts are provided. We instruct the children to use seat belts at all times when the bus is moving.

Medicines

Most pupils will at some time have a condition requiring medication. For many, the condition will be short-term – perhaps the duration of a short absence from school. However, although a child may soon be well enough to be back at school, medication may perhaps still be required during the school day for a short period. In such cases, parents or carers will be expected to visit, perhaps during the lunch break, to administer the medication themselves (after first reporting to the office). Whilst on a school trip, when child is sole responsibility of school, staff will administer medication following parental instruction.

Where, on the other hand, children have long-term medical needs, we will do everything we can to enable them to attend school regularly. Parents or carers must give us details of the child's condition and medication, and bring the medication to school in a secure, labelled container. Records will be kept of all medication received and administered by the school.

Internet safety

(see also the Internet Use and Cyber Bullying Policy)

We regularly use the Internet in school, because it has many educational benefits. In order to minimise the risk of children coming across unsuitable material, we provide constant supervision, and we use only a filtered service, selected links, and child-friendly search engines. Parents and carers are asked to sign authorisation for their child to use the Internet. We also seek parental permission before using photographs of children or their work on the school's website, or in newsletters and other publications.

Photographs/DVD Recording/Twitter

We aim to develop in our pupils a positive attitude towards themselves and others, with a strong sense of self respect. Part of the children's learning will involve experiences outside the classroom as the school encourages visitors from the local community to contribute to the educational provision. From time to time children will have their photographs taken or their celebration of achievements will be recorded on video/dvd format, for example the school newsletter, the school prospectus, the school website, school twitter feed, presentation videos for parent evenings etc. However, parents are

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allowed to fully exercise their rights to withdraw their permission if they choose to do so. All parents will be asked to complete, on their child's admission into school a permission form. The school will maintain a record of which the class teacher will be fully aware. The school closely monitors all requests for publication of photographs and videos ensuring at all times that any publication is approved.

Car Parking/Cars

Car parking is a concern at Shobnall School as it is a hazard for those who use the school. It is also a hazard for neighbours who live within the vicinity of the school. Drivers parking cars at the school, near it or dropping or collecting children at the school should at all times have consideration for the safety of pedestrians, other road users and the immediate community. In particular, the road markings near the school crossing should be observed at all times. Visitors parking in the school should leave a note of their car registration number when they sign in at the school office. At no time is the car exit gate for school to be obstructed. Coaches for trips are arranged before or after 8.55am. Regular letters are sent to parents emphasising the following:

- Care for our neighbours
- Use of the crossing patrol instead of driving right up to school
- Not parking on yellow lines or zig-zag lines
- Infant children are to be taken inside the school gate, before the start of school.
- Use parking facilities at 'The Albion' rather than parking at the front of school

All comments by parents or neighbours will be followed up.

Animals

Generally animals with the exception of guide dogs, are not allowed on the school premises. The only exception to this policy will be in the case of animals which are used for educational purposes. In this instance permission must be obtained from the headteacher beforehand.

Theft or other criminal acts

The teacher or headteacher will investigate any reported incidents of theft involving children. If there are serious incidents of theft from the school site, the headteacher will inform the police, and record the incident in the incident book.

Should any incident involve physical violence against a teacher, we will report this to the Health and Safety Executive, and support the teacher in question if s/he wishes the matter to be reported to the police.

The health and welfare of staff

The school takes very seriously the need to safeguard the health and welfare of all our staff. This includes their professional development, which we address in our CPD policy. We also pay particular attention to the assessment and prevention of work-related stress, thus complying with health and safety law. If a member of staff is experiencing stress at work, s/he should inform the headteacher without delay.

The school will not tolerate violence, threatening behaviour or abuse directed against school staff. If such incidents do occur, the school will take the matter very seriously, and take action in line with the LA's protocol on school and the police.

Monitoring and review

The governing body has a named governor with responsibility for health and safety matters. It is this governor's responsibility to keep the governing body informed of new

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regulations regarding health and safety, and to ensure that the school regularly reviews its procedures with regard to health and safety matters. The governor in question also liaises with the LA and other external agencies, to ensure that the school's procedures are in line with those of the LA.

The governing body, in consultation with professional advisors, carries out regular risk assessments, with the object of keeping the school environment safe.

The headteacher implements the school's health, safety and welfare policy on a day-to-day basis, and ensures that all staff are aware of the details of the policy as it applies to them. The headteacher also reports to governors annually on health and safety issues.

This policy will be reviewed at any time on request from the governors, or at least once every two years.

Related Policies:

- Safeguarding Children
- Internet and Cyber Bullying
- Educational Visits
- Curriculum Policies
- Restrictive Physical Intervention



Guidance for Contractors on Site

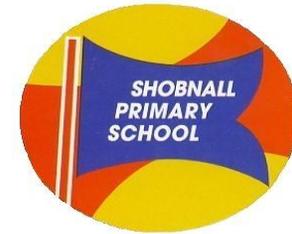
It has been recommended by the Health and Safety Inspector (Staffordshire LA) that contractors are asked to refrain from:

- Smoking in the building or in the grounds as we are a no-smoking school
- Talking to the children (our children are asked not to talk to strangers)
- Moving vehicles when children are at play
- Working on or near the playgrounds when the children are at play
- Leaving equipment around
- Playing music during school hours

If you have any problems, please see the Head Teacher or Site Supervisor

Thank you

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Appendix 2

**SHOBNALL PRIMARY SCHOOL
Control of Contractors - Hazard Exchange Form**

This form must be completed by the Premise Manager (or another responsible person) with each contractor who is undertaking activities/works at the school **prior to any work commencing**. When work is arranged by the Property Surveyors it is important that they have the opportunity to input into this process. This form ensures that information about the hazards is shared between the contractor and the school to allow safe working practises to be agreed and suitable control measures implemented.

Premise/Workplace	Shobnall Primary School, Shobnall Road, Burton on Trent DE14 2BB		
Name of Contractor		Contractors Representative	
Brief Description of the Work		Project Start Date	
Areas Involved		Project Completion Date	

Hazard Information to be supplied to the Contractor

Inform the contractor of all known site hazards that may present a risk to his workforce to enable him to undertake a risk assessment and implement appropriate control measures.

Hazards identified and notified to the Contractor	Yes	No	Details/location and control measures to be taken.
Contact with vulnerable service users/pupils			
Violence from premises occupants			
Fragile roofs or structures			
High noise levels that could damage hearing			

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Presence of flammable or explosive substances			
Vehicle movement in proximity to the work area			
Presence of underground cables, gas or water mains where any excavation work is to be undertaken (if known)			
Presence of fumes, gases or significant amounts of dust			
Presence of corrosive, toxic or other harmful substances			
Other hazards (specify).....			

Asbestos Management

All steps must be completed. Ensure that the School Asbestos Register is available to refer to.

The Asbestos Register must be shown to the contractor and **all** the contractors' staff working on site must sign Section 8 of the Asbestos Register.

Assessment Process	Yes	No	If Yes - actions to be taken
STEP 1 Does the sites asbestos Register indicate that the proposed work involves working with or on asbestos containing materials/presumed asbestos containing materials?			Contact your Property Surveyor or the Asbestos Management Team. This work will require a licensed contractor in accordance with SCC Asbestos Management Policy HR121 and the Control of Asbestos Regulations.
STEP 2 Is the work intrusive or likely to disturb the building fabric e.g. drilling, sawing, cutting, accessing areas previously not inspected such as ducts and voids?			Complete the Intrusive Work Assessment Form HSF 45 prior to any work commencing and follow guidance detailed in the document.
STEP 3 If information is unavailable, is it possible that the proposed work may disturb asbestos containing materials?			Contact the Asbestos Management Team who can arrange for any suspect materials to be sampled prior to any work commencing.

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General Site Arrangements to be notified to the contractor

Detail how you expect contractors to work whilst on the premises.

Site Arrangements	Site Rules	Site Arrangements	Site Rules
a. Vehicle access and parking		f. Storage arranges including skips	
b. Fire evacuation procedure		g. Working/opening hours and signing in procedure	
c. Use of toilet and washing facilities		h. Waste disposal arrangements	
d. First aid arrangements		i. Security	
e. Accident reporting requirements		j. Other (specify).....	

Hazard Information to be obtained from the Contractor. Contractor must complete this section and communicate suitable control measures.

Contractors Hazards	Yes	No	Control Measures
Working on the water/heating system? (Contractor to read & sign Water Hygiene Record System Manual)			
Hot working e.g. welding, cutting, brazing, use of blow lamps, grinding, soldering, bitumen boilers etc.)? Hot Work Permit must be completed and control measure outlined in this document implemented. Contractor and Premise Manager to sign the Permit to Work.			
Work on fragile roofs and structures?			

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Contractors Hazards	Yes	No	Control Measures
<p>Fire safety management Is the work likely to damage the integrity of the walls, floors, ceilings etc? If so the contractor must repair any damage by fire stopping the area with suitable material which has a 1 or ½ hour fire rating (which ever is appropriate). Does the work require any fire precaution measures to be disabled? If so it is important they are reinstated at the end of each working day, e.g. tape/plastic bags removed from smoke detectors, zones reactivated, fire exits cleared etc.</p>			
Work at height? (Contractors who will be working at height must detail the control measures/provide copy of their method statement).			
Material, tools or equipment likely to obstruct passageways/fire exits?			
Management of trip hazards such as cables etc?			
Management of excavation works?			
Management of open inspection chambers, pit covers, confined spaces?			
Generation of dust or fumes?			
Use and storage of hazardous substances?			
Generation of significant noise?			
Demolition work?			
Other hazards? (specify).....			

**SHOBNALL PRIMARY SCHOOL
POLICY FOR HEALTH AND SAFETY**

Unsafe working by the contractor must not be tolerated; concerns about the safe completion must be raised **immediately** with the Contractor, Property Surveyor and Strategic Health and Safety Service.

Certification

Sufficient information has been exchanged to enable all parties to identify the hazards associated with the activity/work being undertaken. If there are to be any changes to the agreed works, please review this assessment.

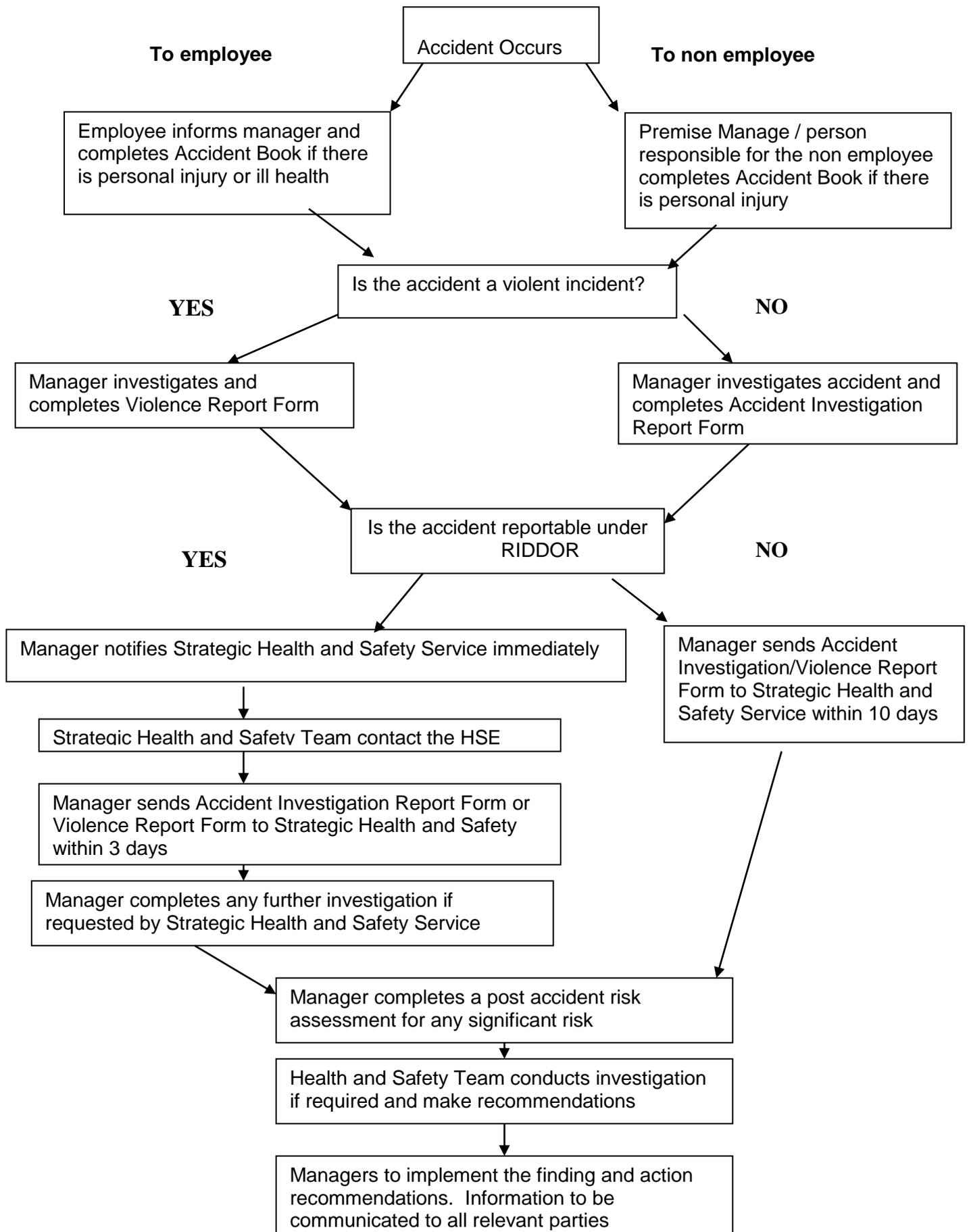
Organisation	Position	Name	Signature	Date
Shobnall Primary School	Premise Manager Tel No: 01283 239100	Mr R Cruise		
	Contractor Tel No			
Entrust	Property Surveyor Tel No:	Mr A Witt 07811 379838		

Assessment Review

The assessment can be reviewed and resigned and dated if repeat work is regularly undertaken by the same contractor e.g. regular servicing and testing activities.

Organisation	Position	Name	Signature	Date
Shobnall Primary School	Premise Manager Tel No: 01283 239100	Mr R Cruise		
	Contractor Tel No			
Entrust	Property Surveyor Tel No:	Mr A Witt 07811 379838		

The Accident Reporting and Investigation Process



Appendix 3

1.1. Reporting Procedure

The accident reporting and investigation process is shown above, in extract from HR52.

1.2. Employees

All employees have a responsibility to inform their line manager if they have an accident at work and to complete the accident book if the accident results in injury or ill-health.

1.3. Non Employees

Accidents to non-employees resulting in personal injury must be recorded in the accident book by the premises manager/relevant manager.

Contractors are responsible for notifying the County Council of all accidents to their employees or sub-contractors that occur whilst they are working on behalf of the County Council.

Accidents involving injury to children on work experience and similar work placements must be reported by the Placement Provider to the child's school. The school must follow the normal reporting process and in addition notify the Learning and Skills Council as well as the Staffordshire Partnership. (The Staffordshire Partnership is the education/business partnership responsible for the overall promotion/co-ordination of work based learning).

1.4. Managers

Managers are responsible for investigating all accidents reported to them. After the investigation the manager should complete an Accident Investigation Report Form or Violence Report Form and send it to the Strategic Health and Safety Service within the specified timescales. (See Section 5.7)

1.5. Strategic Health and Safety Service

The Strategic Health and Safety Service will inform the Health and Safety Executive (HSE) of any accidents reportable under RIDDOR. See Section 10.

Where necessary, the Health and Safety Team will liaise with the Learning and Skills Council (LSC) (Work based training only).

1.6. Accident Book

Premises managers are responsible for making sure that an accident book

(BI 510) is available on site.

- The accident book must be kept in a place where it is easily accessible to all employees' at all reasonable times.
- Data protection law requires that personal information must be kept confidential and secure. An employee must be nominated by the premises manager to be responsible for the safekeeping of completed accident records and their name entered on the front of the book.
- The accident book must be numbered in sequence ie if it is the first book, 1 is entered in the box on the front cover.
- Each of the records and the corresponding box on the page stub must be numbered sequentially.
- All employees who have an accident at work that results in personal injury or ill health must make an entry in the accident book or have someone else make the entry on their behalf.

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- An entry in the accident book must not be seen by anyone apart from those people who need to see it to investigate the accident and take the appropriate action. Completed accident records must be detached from the book and passed to the nominated person named on the front cover and stored securely e.g. in a lockable cabinet.
- The section called “for the employer only” must be left blank and will be completed where appropriate by the Strategic Health and Safety Service.
- If first aid treatment is given by an authorised first aider it must be recorded on the Accident Investigation Report Form and on the first aid treatment register.
- Once the accident book is completed the accident records and book cover must be kept for 12 years after the date of the last entry.
- In addition to the completion of the accident book entry, the Accident Investigation report form must be completed

1.7. Accident Investigation

Managers are responsible for investigating all accidents involving people, work activities and workplaces under their management control. The main reason for investigating accidents is to identify the causes of the accident so that action can be taken to prevent a recurrence. (See Appendix 3 for more detail on Accident Investigations).

Accident investigations should be carried out as soon as possible after the event. The results of the investigation must be recorded on the appropriate Accident Investigation Report Form. The report must give a full description of the accident and its causes. Stating that the injured person ‘slipped and fell injuring leg’ is inadequate. Forms with insufficient detail will be returned to the manager for additional information. In the case of serious injury, witness statements should be taken where possible. The Accident Investigation Report Form must not be completed by the injured person.

The completed Accident Investigation Report Form must be sent to the Strategic Health and Safety Service within:

3 days of the accident for RIDDOR reportable accidents

or

10 days of the accident for minor i.e. non-RIDDOR reportable accidents

For RIDDOR reportable accidents (See Appendix 2) the Strategic Health and Safety Service must be notified immediately to help in the investigation.

Information from the accident investigation should be used when carrying out a post accident risk assessment.

1.8. Violent Incidents

All violent incidents must be reported and a Violence Report form completed.

The completed Violence Report Form must be sent to the Strategic Health and Safety Service within:

3 days of the accident for RIDDOR reportable accidents

or

Appendix 3

10 days of the accident for minor i.e. non-RIDDOR reportable accidents

If an injury resulted from the violent incident the accident book must also be completed.

Certain acts of violence are reportable under RIDDOR (See Appendix 2). If a violent incident is reportable the Strategic Health and Safety Service will notify the HSE, and report to the police if appropriate.

1.9. Work Related Ill Health

Work related ill health is any health condition that an employee believes may have been caused or made worse by work and includes:

- Physical problems or conditions such as noise induced hearing loss and upper limb problems,
- Mental health problems such as depression or anxiety.

Managers must complete an Accident Investigation Report Form as soon as they become aware of, or an employee reports work related ill health. Managers are not bound to agree with the belief of the employee but should form a view on what the employee alleges or is concerned about and take steps to manage the problem. Advice on the issue of existence and causation of work related ill health can be taken from the Strategic Health and Safety Service and/or the Occupational Health Unit.

HR can also provide advice regarding Attendance Management and Redeployment.

Certain types of work related ill health are reportable under RIDDOR. If the work related ill health is reportable the Strategic Health and Safety Service will notify the HSE.

1.10. Near Misses

A near miss is any situation where an accident happened that did not result in injury or damage. Reporting near misses helps to highlight problems which, if not corrected may result in serious injuries in the future.

Employees should inform their line manager of any near misses and managers must carry out an investigation and complete an Accident Investigation Report Form for all near misses reported to them.

Employees can use the Employee Hazard Report Form (HSF 42) to inform their line manager of any unsafe or potentially unsafe conditions.

1.11. Reporting Accidents under RIDDOR

A. Death, major injury or dangerous occurrences

Managers must:

- Telephone the police (in the event of death only).
- Telephone the relevant Directorate Health and Safety Team immediately who will contact the HSE.
- Complete and forward the Accident Investigation Report Form or Violence Report Form to the Strategic Health and Safety Service as soon as possible.

Appendix 3

Written notification to the HSE will be completed by the Strategic Health and Safety Service on receipt of the Accident Investigation Report Form.

Failure to report accidents/incidents reportable under RIDDOR may result in a fine of up to £5,000.

B. Over-three-day injury

An over-three-day injury is one which is not major but results in an injured employee being away from work or unable to do the full range of their normal duties for more than three days (including any days they wouldn't normally be expected to work such as weekends, rest or off-duty days or holidays) not counting the day of the injury itself.

Once it is established that an accident has led to an over-three-day injury, irrespective of whether or not an Accident Investigation Report Form has already been sent to the Strategic Health and Safety Service, managers must contact the Strategic Health and Safety Service as soon as possible during normal working hours.

If the manager does not contact the Strategic Health and Safety Service it will be presumed that the accident did not involve an over-three-day injury and does not need notifying to the HSE.

C. Work related ill-health or diseases

As soon as a manager receives a medical certificate completed by the employee's doctor who diagnoses a reportable disease, the manager must contact the relevant Strategic Health and Safety Service immediately. The Strategic Health and Safety Service will decide, following consultation with the manager and the Occupational Health Unit, if it is appropriate to report the disease to the HSE. Details of reportable diseases can be found in the LA Accident Policy.

Accident Investigation Procedure

All accidents shall initially be investigated by the line manager/premises manager. This initial investigation may be supplemented by further investigations by the Strategic Health and Safety Service depending on the severity or potential severity of the outcome of the accident.

In the case of a death or serious or potentially serious accident The Strategic Health and Safety service must be contacted before carrying out any investigation. The Trade Union Safety Representative or Employee Safety Representative should be involved in all investigations for serious or potentially serious accidents.

The level and nature of the investigation should match the significance of the accident. When a serious accident has occurred persons carrying out investigations should take the following steps:

Step 1 – The Immediate Response

Arrange treatment of any injured persons and make safe any machinery or processes. Where required contact the Police or Emergency Services.

Appendix 3

Step 2 – Assemble the Facts

Gather evidence as soon as possible after the incident. Witness statements should be taken in the case of serious injury. Any damaged personal protective equipment (PPE) or work equipment should be labelled and kept in a safe place. Take measurements and photographs if necessary.

Step 3 – Analyse the Facts

You should be able to describe the sequence of events from start to finish.

Step 4 – Determine the Causes

An unsafe act or condition may be the cause of the injury but will not necessarily be the root cause of the accident. The majority of accidents have causes relating back to the management of the activity. When searching for the causes of accidents it is useful to consider four areas:

- Plant – Appropriate equipment or PPE not made available or used.
- Place – Poor workplace layout or working environment, workplace not subject to regular inspection, lack of storage space.
- Competence – Lack of training, inadequate supervision, lack of sufficient information or no knowledge of work procedures to do the job safely.
- System of Work – Poor work methods, jobs not properly planned or not performed in the approved manner.

Step 5 – Post Accident Risk Assessments

The results of the investigation will show whether existing control measures are adequate or what remedial action is needed. Risk assessments should be reviewed and updated whenever the accident investigation indicates that the earlier assessment is no longer valid.

Step 6 – Report the Recommendations

Report what actions are necessary to eliminate the hazards or control the risks that the hazards pose. Take the appropriate remedial measures.

Consider:

- Plant – equipment to be provided of a better design, use of PPE, etc.
- Place – re-arrange workplace etc.
- Competence – training or information, increased supervision etc.
- System of Work – approved methods of work to be drawn up or emphasised.

Appendix 3

Should any discrepancy be found while completing the Accident Investigation Report Form with the entry in the accident book, then this is to be recorded in the accident book and on the accident investigation report form.

HSF40

Accident Investigation Report Form

1. Details of Injured Person

Forename: Surname:

Date of Birth: Gender: Male Female

Injured Person's Address & Postcode <input style="width: 100%; height: 100%;" type="text"/>	Status	Employee of SCC <input type="checkbox"/>	Contractor <input type="checkbox"/>
	Service User <input type="checkbox"/>	Member of the Public <input type="checkbox"/>	
	Student/Pupil <input type="checkbox"/>	Work Experience <input type="checkbox"/>	
	Volunteer <input type="checkbox"/>	Other (please state) <input type="text"/>	

If injured person is an employee of Staffordshire County Council indicate relevant Service:

People <input type="checkbox"/> <i>Schools, Families First, Care & Ind</i>	Place <input type="checkbox"/> <i>Traded services Culture & Leisure Strat planning</i>	Strategy & Transformation <input type="checkbox"/> <i>Policy Performance, Executive support</i>	Finance & Resource <input type="checkbox"/> <i>ICT Property HR</i>	Law & Democracy <input type="checkbox"/> <i>Law, Emergency Planning</i>	Customer Services & Comms <input type="checkbox"/> <i>Marketing Customer Services</i>
--	--	---	--	---	---

Business Unit/Establishment

Job Title **Employee Pay Ref:**

At the time of the accident was the employee authorised to carry out the task being performed

Yes

No

If the injured person is employed by someone other than Staffordshire County Council, state name, address, telephone number of employer and reason for being on the premises / site:

2. Accident Details

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Name of workplace/establishment where the accident occurred <i>(please include the postcode)</i>	Postcode		
Location e.g. office, grounds, stairwell			
Is this the injured persons usual workplace or base location?(please ✓)	Yes	No	Please state their usual workplace/base location

Date of Accident:	<input style="width: 95%;" type="text"/>	Time of Accident:	<input style="width: 95%;" type="text"/> am/pm
Date Reported :	<input style="width: 95%;" type="text"/>	Time Reported:	<input style="width: 95%;" type="text"/> am/pm
Reported to:	<input style="width: 95%;" type="text"/>	Reported By:	<input style="width: 95%;" type="text"/>

Description of how the accident occurred.

Accident Type (e.g. fall):

From the investigation, what has been identified as the root cause of the accident?

3. Details of damage, injury or ill-health

Damage or part(s) of body Injured: e.g. left leg or 1 st finger left hand	<input style="width: 95%;" type="text"/>	Injury type(s): e.g. fracture or laceration	<input style="width: 95%;" type="text"/>
---	--	--	--

First-Aid Administered? (please ✓)
 YES
 NO
 If yes by whom?

First-Aid Treatment Given:

Details of the accident recorded in the Accident Book (please ✓)
 YES
 NO

Please ✓ one of the following where applicable:

<input type="checkbox"/> Fatality	<input type="checkbox"/> Person needed resuscitation
-----------------------------------	--

Appendix 3

<input type="checkbox"/> Non-Employee taken from the premises / site to hospital <input type="checkbox"/> Person became unconscious <input type="checkbox"/> Employee admitted to hospital for more than 24 hours <input type="checkbox"/> Fall from height ...	Major Injury to employee Dangerous occurrence Over three day absence Minor Injury/No Injury
--	--

Number of days lost (includes weekends/non workdays)
 Is the absence continuing? (not yet returned to work)
 Yes
No

If a non employee/service user has been taken to hospital was it due:
 A) Solely to the injured persons medical condition
B) Sports Accident

Were there any defects to the premises/equipment that caused the accident?
 Yes
No

4. Actions Necessary to Prevent a Similar Accident

Prior to the accident had a risk assessment been completed for the activity?
 Yes
No

Post Accident Risk Assessment been completed/or an existing one reviewed?
 Yes
No

If NO, give reasons:

State what action has been taken or planned to reduce the risk of a similar accident:

Any other comments? Family informed?

Witnesses Details: Name, Address and Telephone.

1.	2.
----	----

5. Details of the manager completing this form

Print Name
 Job Title:

Appendix 3

Signature

Date:

For Strategic Health and Safety Service use only

Date Received	<input type="text"/>	HSE RIDDOR Reportable	<input type="text"/>	HSE Report Number	<input type="text"/>
Date reported to HSE	<input type="text"/>	Telephone Investigation	<input type="text"/>	H&S Advisers Name	<input type="text"/>
Site Visit Required	<input type="text"/>	Date of Site Visit	<input type="text"/>		<input type="text"/>

Additional Comments by H&S Advisor

Please send this form to the Strategic Health and Safety Service within 3 days of the accident for RIDDOR reportable accidents, or 10 days of the accident for minor i.e. non-RIDDOR reportable accidents.

Email shss@staffordshire.gov.uk or fax 01785 355842. (Need advice about this form? Call- 01785 355777)

BOMB THREAT PROCEDURE GUIDELINES

In order to respond positively and effectively to a bomb threat it is important to have laid down procedures that can be implemented immediately. These guidelines are designed to assist departments in drawing up detailed procedures, which reflect their individual circumstances, and in reviewing established procedures where these are already in place.

Appointment of a Co-ordinator and Deputy Co-ordinator(s)

The Co-ordinator, or in his/her absence, the Deputy Co-ordinator is the person who will be responsible for implementing the following, and must have authority consistent with this:

- (a) Making a preliminary assessment of the threat.
- (b) Contacting the police.
- (c) Making the decision to evacuate.
- (d) Initiating a search of the building.
- (e) Making the decision to re-occupy.
- (f) Providing staff with relevant information.
- (g) Reviewing and updating procedures.

INFORMATION TO ALL STAFF

Attached at Appendices A and B is information which departments ought to consider making available to staff, in particular those at reception points.

ASSESSING THE THREAT

At Appendix A is a checklist which should be available at designated reception points, to be completed as soon as possible after a bomb threat has been received. The completed checklist should assist the Co-ordinator/Deputy Co-ordinator in making an assessment of the risk to people and property.

The Co-ordinator should analyse all the information available and make an informed judgement regarding whether to:

- (a) evacuate the building;
- (b) contact the police for advice or assistance;
- (c) initiate a search of the building;
- (d) dismiss the call as a hoax.

EVACUATION OF THE BUILDING

The Co-ordinator is responsible for deciding whether the building is to be evacuated. Clearly, this is a matter of judgement, having regard to all information available. Where the risk to people and property is felt to be significant the premises should be evacuated.

Ideally, the instruction to evacuate should be by word of mouth; only if this is not practicable (eg if the Co-ordinator is concerned at the lapse of time since the threat was received) should a fire alarm be used.

If at all possible staff and any members of the public should be asked to take personal belongings with them as this will facilitate the search.

POLICE POLICY

Having been advised of a bomb threat, it is not normal police practice to search the premises. This is because police officers:

- (a) are unlikely to know the layout of the buildings or, therefore, the likely places in which a device could be concealed,
- (b) being unfamiliar with the premises, would not be able to distinguish between items which ought and ought not to be there.

MAKING A SEARCH

In deciding whether to initiate a search the safety of employees must be the overriding consideration. No one can be compelled to perform a search.

If on advice from the police the decision is to initiate a search, the responsibility for directing and supervising it attaches to the Co-ordinator. The search should be conducted in a methodical way. To this end, two representatives from each floor of the building should conduct the search independently, including all rooms, toilets, kitchens, offices, stairwells and corridors. The search of the ground floor should also include outside areas and the perimeter of the building.

At the conclusion of their search the searchers should report their findings to the Co-ordinator.

Should anything suspicious be found a marker should be placed close to (ie **not** on) the item. The item can then be readily identified by the police, who will take control of the incident.

REOCCUPYING THE BUILDING

If the search has revealed nothing untoward and if, therefore, the Co-ordinator (in liaison with the police) concludes that the risk to people and property is minimal, reoccupation of the building should take place.

If there is any doubt at all about the safety of staff, the building must not be reoccupied.

Clearly, where there is continuing concern about the safety of staff/other users of the building, the building should not be reoccupied. Once again, the Co-ordinator should take advice from the police as regards what to do next



Appendix 4A

NOTICE TO ALL STAFF

BOMB THREAT PROCEDURE

BOMB THREATS RECEIVED BY TELEPHONE

Any member of staff who receives a bomb threat or warning via the telephone must try to remain calm and obtain as much information as possible from the caller. The caller may ring off immediately after giving the message, but whoever takes the call should nevertheless try to get a response to the following questions and write down the answers:

- (a)Where is the bomb?
- (b)What time will it go off?
- (c)When was it placed?
- (d)Why was it placed?
- (e)What does it look like?
- (f) What kind of bomb is it?
- (g)What will cause it to explode?
- (h)Did you place the bomb?
- (i) Why?

The person receiving the call should also try to assess the following:-

The Caller – was it a man, woman or child?

The speech - was it intoxicated, rambling or irrational?

- had it a distinctive accent?

Was the caller laughing?

Was there any background noises such as trains, aeroplane or music etc

Appendix 4

ABOUT THE CALLER

Male?

Female?

Nationality?

Age?

THREAT LANGUAGE

Did the caller appear to be reading the message?

Was the caller:

Well-spoken

Irrational

Taped

Foul

Incoherent

CALLER'S VOICE

Calm

Crying

Nasal

Clearing throat

Angry

Slurred

Excited

Stutter

Disguised

Slow

Lisp

Accent

Rapid

Deep

Familiar

Laughter

Hoarse

If the voice sounded familiar, who did it sound like?

What accent?

Appendix Appendix 4B

POSTAL/SUSPECT PACKAGES

Postal bombs take many forms. They may come in any shape or size, parcels, envelopes or padded “jiffy bags”. They may explode or ignite when they are opened. Instead of being posted, such devices may be delivered by hand or arrive via courier.

Should any member of staff have any reason to suspect that a package or object may contain an explosive device they should:

- not touch it;
- if possible leave a distinctive marker near (not touching) the object;
- on no account attempt to open or move it;
- evacuate the immediate area;
- notify the Co-ordinator/Deputy Co-ordinator.

Know the tell tale signs, these are listed below:

- (a) grease marks on envelope or wrapping;
- (b) an unusual odour such as marzipan or machine oil;
- (c) visible wiring or tin foil;
- (d) the envelope or package may feel heavy for its size;
- (e) the weight distribution may be uneven, the contents may be rigid in a flexible envelope;
- (f) it may have been delivered by hand from an unknown source or posted from an unusual place;
- (g) the package, it may have excessive wrapping;
- (h) there may be poor handwriting, spelling or typing;
- (i) it may be wrongly addressed or come from an unexpected source. Check all mail carefully, not only foreign mail.

REMEMBER IF THERE IS ANY DOUBT WHATSOEVER REPORT IMMEDIATELY TO THE CO-ORDINATOR OR DEPUTY CO-ORDINATOR.