



## Martley C.E. Primary School

### LOCAL HEALTH AND SAFETY ARRANGEMENTS

for Martley CE Primary School to be read in conjunction with the DoWMAT Health and Safety at Work Policy

#### Recording of Health and Safety

All Health and Safety is recorded on SMARTLOG. This includes 'near misses'

All serious accidents/incidents are reported to Worcestershire County Council Health & Safety Team, including any RIDDOR.

#### First Aid

First Aider details are displayed in all communal areas

Name	Qualification
Lucy Cox	Fully Qualified including paediatrics
Tom Clement	Fully Qualified including paediatrics
Kate Jordan	Fully Qualified including paediatrics
Trish Garness	Fully Qualified including paediatrics
Anna Smyrska	Fully Qualified including paediatrics
Jo Stratford	Fully Qualified including paediatrics
Lynn Wroe	Fully Qualified including paediatrics
Stella Pound	Fully Qualified including paediatrics
Penny Russell	Fully Qualified including paediatrics

All first aid qualifications are renewed every 3 years in line with guidance. The office is responsible for maintaining training records and ensuring refresher training takes place. First aids kits are kept in the 'Brain Box' as well as in every classroom and at pre-school. Kate Jordan is responsible for restocking these kits. Should it be necessary to summon an ambulance it will be called by a qualified first aider. If a parent or guardian is not available the child/children would be accompanied to the hospital by a qualified first aider and one other staff member. The lead first aider, Lucy Cox gives regular updates to staff and ensures termly that all medicine and care plans are in date.

#### Premises Inspection termly

A full premises inspection is carried out termly by the Headteacher. Actions are noted and rectified. A defect book is available in the staffroom for staff to report concerns.

#### Outdoor Play Equipment

We have the outdoor play equipment serviced by Sportsafe. It is inspected weekly by members of teaching staff and any defects reported to the school office. Annual inspections are carried out by the Headteacher. Risk assessments are carried out for the use of the equipment and the

children made aware of the rules when using it. Children are made aware they should not play on the equipment at the beginning and end of the school day. Parents are made aware through regular reminders on the school newsletter that pre-school children should not use the equipment.

## **Pond**

The pond is located in the garden at Pre-school. The pond is fenced off with gated access. The pond is used for science lessons and during Forest School sessions. Access is supervised by a member of staff at all time. A risk assessment has been written with regard to the use of the pond.

## **Swimming lessons (Public Pool)**

Swimming lessons take place at Lower Wick for children in year Key Stage 2. Swimming is taught by qualified teachers. The pool is private and operating procedures (including emergency procedures) are put in place by the swimming pool.

## **School Security**

Entrance to school is through a secure entrance. All visitors should report to reception and sign in logging their time of arrival. They should wear the visitor lanyards at all times and sign out when they leave. All visitors will be told about Fire Evacuation and Safeguarding procedures upon entry.

## **Contractors**

Contractors arriving at the school will agree health and safety practices with the Headteacher and administrator before starting work. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work and will sign the asbestos register. Contractors will wear a visitor lanyard. A letter of assurance will be obtained for all contractors or full supervision will be in place.

## **Fire**

The Fire Wardens at Martley CE Primary School are Lucy Cox, Tom Clement, Jess Owen and Kate Jordan. Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessments of the premises are reviewed regularly. The last fire risk assessment was on 24<sup>th</sup> November 2023. All actions were carried out.

Emergency evacuations are practiced at least once a half term. The fire alarm at Martley CE Primary School is a loud continuous bell. Fire alarm testing will be undertaken once a week by the Fire Warden. New staff will have a full induction into health and safety and fire procedures.

In the event of a fire:

The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately. Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk. Staff and pupils will congregate at the assembly points which is on the ball pen. Class teachers will take a register of pupils, which will then be checked against the attendance register of that day. The administrator will

take a register of all staff. Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter the school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities. Details of specific escape routes and who is responsible for assisting them will be in place if needed in a personal emergency evacuation plans (PEEPs).

## **Lockdown**

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- a reported incident/disturbance in the local community (with the potential to pose a risk to staff and students)
- an intruder on the school site (with the potential to pose a risk to staff and students)
- a warning being received regarding a risk occurring locally, such as of air pollution (smoke plume, gas cloud, etc)
- a major fire in the vicinity of one or both of the school site
- the close proximity of a dangerous dog roaming loose

In an internal lockdown 3 short whistle blows will alert staff. The staff and pupils should remain in the school building and all doors leading outside should be locked. No one should be allowed to enter or leave the building. Pupils will hide under the tables and the blinds will be shut. Mobile phones should be on silent.

In an external lockdown (playtimes/lunchtimes) staff will be alerted by other staff – a lasso action with arm and 3 short whistle blows. Staff escort pupils to the nearest school door and continue with lockdown procedure. In the event of having to evacuate the school site. Children will be escorted to Chantry High School. Mobile phones should be on silent.

## **COSHH**

Hazardous products will be stored in the cleaning cupboard and will not be accessible to pupils. Risk assessments and data safety sheets will be checked and signed by all staff annually. These are kept in the cleaning cupboard.

## **Legionella**

A water risk assessment has been completed on 26<sup>th</sup> October 2023 by Con O'Shea – Key Environmental and is planned to take place again in October 2025. The Headteacher and Gabby Lewis, Office Administrator, are responsible for ensuring that the identified operational controls are conducted and recorded in the school's waterlog book. There is a trained legionella member of staff on site.

## **Asbestos**

At induction staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it.

An asbestos file holds the register and latest risk assessment. The latest risk assessment was completed in January 2024 and has been reviewed with no change. There is a trained member of staff on site (Headteacher).

## **Electrical equipment**

All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely and carry out a visual inspection. A portable appliance test (PAT) will be carried out by a competent person annually – staff should not be using personal equipment in school that is not PAT tested. The last PAT test took place on: May 2025 and all electrical products will be retested annually.

## **PE equipment**

Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely and carry out a visual inspection before use. Any concerns about the condition of the gym floor or other apparatus will be reported to the head of school and administrator. The PE equipment was last tested on: 5<sup>th</sup> March 2025 and will be tested annually.

## **Display screen equipment**

Miss Owen and Mrs Lewis use computers daily as a significant part of their normal work. For that reason, they have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time. Miss Owen and Mrs Lewis are identified as DSE users and for that reason are entitled to an eyesight test for DSE by a qualified optician (and corrective glasses provided if required specifically for DSE use)

## **Lone working**

Lone working will take place on occasion at Martley CE Primary School. Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available. If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are due to finish and leave the school site.