



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
Tom Clement	Fully Qualified including paediatrics
Kate Jordan	Fully Qualified including paediatrics
Anna Smyrska	Fully Qualified including paediatrics
Trish Garness	Fully Qualified including paediatrics
Carla Barlow	Fully Qualified including paediatrics
Lynn Wroe	Fully Qualified including paediatrics
Penny Russell	Fully Qualified including paediatrics
Stella Pound	Fully Qualified including paediatrics
Joanne Stratford	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 corridor outside the staffroom, 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, Tom Clement, gives regular updates to staff and ensures each term that all medicine and care plans are in date.

Premises Inspection termly

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

Outdoor Play Equipment

Our outdoor play equipment is serviced routinely by Sportsafe. It is also inspected weekly by members of staff on playground duty and any defects are reported to the school office. Annual inspections are carried out by the Head of School and Executive Headteacher. Risk assessments are carried out for the use of the equipment and the children are made aware of the rules and regularly reminded of them when using it. Children are also made aware that they should not play on the equipment at the beginning and end of the school day, when staff are unable to supervise them. Parents are informed, through regular reminders in 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 always supervised by a member of staff and the number of children able to access the area must adhere to the ratio outlined in the risk assessment.

Swimming lessons (Public Pool)

Swimming lessons take place at Lower Wick for groups of children in 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 and shared with children and parents as and when required.

School Security

Entrance to school is through a secure gate or a secure door. All visitors must report to reception through the front door and sign in, logging their time of arrival. They must always wear a visitor lanyard and sign out when they leave. All visitors will be briefed about fire evacuation, mobile phone and Smartwatch expectations and safeguarding procedures upon entry.

Contractors

Contractors arriving at the school will agree health and safety practices with the Head of School and/or administrators 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 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 fire risk assessment was updated on 24th November 2023 and will be reviewed again in November 2028. 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 a 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 point, 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 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 air pollution (smoke plume, gas cloud, etc.)
- a major fire in the vicinity of one or both school sites (main school and pre-school)

- the close proximity of a dangerous dog roaming loose

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

In an external lockdown (playtimes/lunchtimes), staff will be alerted by a senior member of staff or an administrator – a lasso action with one arm and 3 short whistle blows. Staff must 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 must remain 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 5th November 2025 by Con O'Shea – Key Environmental and is planned to take place again in November 2027. Michelle Gunston, The Head of School, 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 October 2025 and has been reviewed with no change. There is a trained member of staff on site (Head of School).

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 2026 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: 9th June 2026 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 are entitled to a display screen equipment (DSE) assessment. 'Significant' is deemed 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 will be provided if required specifically for DSE use).

Lone working

Lone work will take place occasionally 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 work is 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.