

# **Netherton Church of England Primary School**

## **Local Health and Safety Arrangements**

(To be read in conjunction with the DoWMAT Health and Safety at Work Policy)

### **Recording Health and Safety**

All Health and Safety matters are recorded on SMARTLOG, including any 'near misses'.

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

### **First Aid**

Details of trained First Aiders are displayed in all communal areas.

All first aid qualifications are renewed every three years, in line with current guidance.

The Business Manager maintains training records and ensures refresher training is scheduled.

First aid kits are kept outside the school office. Tracey Parton is responsible for checking and restocking them. ( Plasters are located in every classroom, teachers to advise office if these need topping up)

Should it be necessary to summon an ambulance, it will be called by a qualified First Aider.

If a parent or guardian is unavailable, the child will be accompanied to hospital by a qualified First Aider and one other member of staff.

The Lead First Aider, Tracey Parton, provides regular updates to staff and ensures all medicines and care plans are in date.

### **Premises Inspections**

A full premises inspection is completed termly by the Business Manager.

Actions are noted, logged, and rectified.

A Maintenance Book is kept in the school office for staff to record any health and safety concerns.

### **Outdoor Play Equipment**

An inspection is completed termly by the business manager

A visual inspection is completed before every use by teaching staff.

Any defects are reported to the school office.

An annual inspection is carried out by The Play Inspection Company.

Risk assessments are in place for use of the equipment.

Pupils are reminded that equipment must not be used before or after school.

Parents are reminded via newsletters that pre-school children must not use the equipment.

### **Pond**

The pond is located on the grass area of the top playground.

Access is through a gated area which must remain closed at all times.

The pond is used during Forest School sessions, always under staff supervision.

A risk assessment is in place for pond use.

### **Swimming Lessons (Onsite: May–July)**

A portable swimming pool is installed on the lower playground between May and July.

Aspire supplies, maintain, and manage the pool throughout this period.

All lessons are led by qualified swimming teachers provided by Aspire.  
Operating and emergency procedures are set and managed by Aspire.

## **School Security**

Entrance to the school is via a secure entry system.  
All visitors must report to reception, sign in, and wear a visitor lanyard at all times.  
Visitors are provided with information on Fire Evacuation and Safeguarding procedures.

## **Contractors**

Contractors must agree health and safety practices with the school office before work begins.  
A risk assessment must be provided, and contractors must sign the asbestos register.  
All contractors must wear a visitor lanyard.  
A Letter of Assurance will be obtained, or full supervision will be arranged.

## **Fire**

A list of Fire Wardens is displayed outside the school office.  
Emergency exits, assembly points, and instructions are clearly signposted.  
The Fire Risk Assessment was last reviewed in September 2025; all actions have been completed.  
Fire drills take place once per half term.  
The fire alarm (a continuous bell) is tested weekly by the Fire Warden.  
All new staff receive fire and health & safety induction training.  
In the event of a fire:

- Raise the alarm immediately and contact emergency services.
- Begin evacuation procedures without delay.
- Fire extinguishers may only be used by trained staff when safe to do so.
- Staff and pupils must assemble at designated points.
- Registers are taken and checked against attendance lists.
- The school office checks staff attendance.
- Re-entry is not permitted until cleared by emergency services.
- Personal Emergency Evacuation Plans (PEEPs) are in place for staff or pupils who require assistance.

## **Lockdown**

Lockdown procedures may be activated in response to:

- Disturbances or incidents in the local community
- Intruders on site
- Environmental risks (e.g., gas cloud, smoke plume)
- Nearby major fire
- Dangerous animals in the vicinity

### **Internal Lockdown:**

- The school bell will sound to signal lockdown.
- All staff and pupils remain indoors.
- Doors and windows locked; blinds closed.
- Pupils hide under tables; phones silent.

**External Lockdown:**

- Staff escort pupils to the nearest safe exit and take cover in a secure nearby location.
- Phones remain silent.

**COSHH**

Hazardous products are stored securely in the cleaning cupboard, inaccessible to pupils.  
Risk assessments and Safety Data Sheets are reviewed and signed by all staff annually.

**Legionella**

A Water Risk Assessment was completed in September 2024 by HSE Water.  
Monthly checks are carried out and recorded in the Waterlog Book.  
A trained member of staff is responsible for managing Legionella control measures.

**Asbestos**

All staff receive induction training on the location and management of asbestos.  
The Asbestos Register and Risk Assessment were last reviewed in October 2025, with the next review due October 2026.  
A trained member of staff is responsible for asbestos management.

**Electrical Equipment**

All staff must use electrical equipment safely and complete a visual inspection before use.  
Portable Appliance Testing (PAT) is carried out annually by a competent person.  
The last PAT testing took place in July 2025.  
Personal electrical items must not be used unless PAT tested.

**PE Equipment**

Pupils are taught safe use of PE equipment.  
Staff carry out visual inspections before use and report concerns to the Head of School or School Office.  
The last inspection was October 2024, with the next due November 2025.

**Display Screen Equipment (DSE)**

Staff who regularly use computers complete a DSE Assessment.  
DSE users are entitled to an eye test and corrective glasses if required for computer use.

**Lone Working**

Lone working is permitted only when safe to do so.  
High-risk activities (e.g., working at height) must not be undertaken when alone.  
Staff working alone must inform a colleague, friend, or family member of their location and expected duration.

Headteacher: K Harvey Date: Sept 2025