

Castlemorton CE Primary and Pre-School



LOCAL HEALTH AND SAFETY ARRANGEMENTS

Approved by: LAB

Date: October 2025

Last reviewed on: October 2025

Next review due by: October 2026

LOCAL HEALTH AND SAFETY ARRANGEMENTS

for Castlemorton CofE Primary and Pre-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

To manage minor injuries, qualified first aiders are present in school. One day 'Appointed Person' training is also undertaken by a number of teaching and non-teaching staff. Paediatric First Aid and First Aid at Work Certificates are held by key staff responsible for administering First Aid at a higher level in school. There is a clearly marked first aid box in the school office and another readily available for taking on educational visits.

All staff are responsible for completing the accident record book as appropriate. Staff are asked to consider pertinent negatives in their recordings. The book is held in the school office and is only accessible to staff.

Qualified first aid staff always wear disposable gloves when treating any accidents/incidents, which involve body fluids. Any waste (wipes, pads, paper towels etc.) are placed in a medical bin. Any children's clothes are placed in a plastic bag and fastened securely ready to take home.

Head bump injuries are considered serious and a separate system is in place. Letters are sent home for parents to sign and return to school and children are also given a sticker/wristband indicating that a bump has occurred. Staff communicate with parents to inform them of the accident. Governor monitoring takes place as part of the Premises and Health and Safety Committee.

First Aider details are displayed in all communal areas

NAME/TYPE OF TRAINING	STAFF WHO ATTENDED (INDIVIDUAL STAFF MEMBERS OR GROUPS)	DATE ATTENDED	DATE FOR TRAINING TO BE RENEWED (WHERE APPLICABLE)
First Aid at Work	Sue Riley	Feb 2024	Feb 2027
Paediatric First Aid	Oriella Marucci	October 2023	October 2026
Paediatric First Aid	Karen Cooke	March 2024	March 2027
Paediatric First Aid	Lou Hill	April 2025	April 2028

All first aid qualifications are renewed every 3 years in line with guidance. The School Business Manager is responsible for maintaining training records and ensuring refresher training takes place.

First aids kits are kept in the school office and each classroom and Sue Riley 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 Sue Riley 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 Amanda Smithson. Actions are noted and rectified. A defect book is available in the staffroom for staff to report concerns.

Outdoor Play Equipment

We have our 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 Sportsafe and 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 in the school newsletter that pre-school children should not use the equipment.

Swimming lessons (Public Pool)

Swimming lessons take place at Malvern Splash for children in years 1-6. 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 Warden at Castlemorton CE Primary and Pre-School is Sue Riley. Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises are reviewed regularly. The last fire risk assessment was on 13th may 2022. All actions were carried out.

Emergency evacuations are practiced at least once a half term. The fire alarm at Castlemorton CE Primary and Pre-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. These are located on the playground. 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 a continuous whistle 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 continuous bell. Staff escort pupils to the nearest exit and hide in the local vicinity in a safe place e.g. church. 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 11-12-2023 by EMS Water and planned to take place again in December 2025. The headteacher and 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 November 2022 and will be reviewed November 2027. There is a trained member of staff on site.

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: 11th March 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 headteacher and administrator. The PE equipment was last tested on: 25th September 2025 and will be tested again: September 2026.

Display screen equipment

The headteacher and School Business Manager 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. Amanda Smithson and Sue Riley 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 Castlemorton CE Primary and Pre-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