

# MALVERN PARISH CE PRIMARY SCHOOL

‘LEARNING TOGETHER FOR AN EXCITING FUTURE’



## HEALTH & SAFETY – LOCAL ARRANGEMENTS

LAB Approval:

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Review Date:

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Member of Staff Responsible:

Name: Martyn Bream

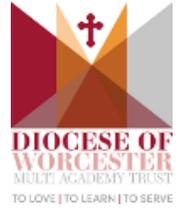
Interim Headteacher:

Name: Sarah Wilkinson



# Malvern Parish CE Primary School

## 'Learning Together for an Exciting Future'



At Malvern Parish our vision is for all children and adults to become aware of their God given gifts so they can flourish as individuals, achieve academically and build firm foundations for the future.

This vision is deeply rooted in strong Christian tradition and based upon:

***"I have come that they may have life and have it to the full". John 10.10***

***"For I know the plans I have for you," declares the LORD, "plans to prosper you and not to harm you, plans to give you hope and a future."* Jeremiah 29.11**

We seek to develop our vision through our Christian values of Friendship, Respect, Trust, Peace, Truthfulness and Forgiveness and live out these values in every part of school life.



**This policy should be read in conjunction with the DoWMAT Health and Safety at Work Policy**

## **LOCAL ARRANGEMENTS for Malvern Parish CofE Primary School**

### **First Aid**

First Aider details are displayed in all communal areas

<b>Name</b>	<b>Qualification</b>
Janet Worsley	Fully Qualified
June Smith	Fully Qualified including pediatrics
Tam Burford	Fully Qualified
Sara Roberts	Fully Qualified
Sandra Vance	Fully Qualified
Kathryn Pickering	Fully Qualified
Holly Hall	Fully Qualified

All first aid qualifications are renewed every 3 years in line with guidance. The Head of School is responsible for maintaining training records and ensuring refresher training takes place. First aid kits are kept in The Hub and classroom cupboards. The School Administrator (Kirsty Pullen) 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 or the Head of School.

### **Outdoor Play Equipment**

We have an activity trail supplied by Sovereign. It is inspected weekly by members of teaching staff and any defects reported to the school office. Annual inspections are carried out by Sports Safe (February). 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 newsletters that pre-school children should not use the equipment.

### **Pond**

The pond is located on the side of the carpark. Access is through a gate which should be kept closed at all times. 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 Malvern College in the Spring and Summer term for children in Year 3. Swimming is taught by qualified teachers from school and the college. The pool is private and operating procedures (including emergency procedures) are put in place by the college.

### **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 Malvern Parish 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 head of school 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 at Malvern Parish CofE Primary School. Contractors will wear a yellow visitor lanyard. A letter of assurance will be obtained for all contractors or full supervision will be in place.

## **Fire**

The Fire Warden at Malvern Parish CofE Primary School is **Sara Roberts**. 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 **21<sup>st</sup> February 2023 not due until February 2028**.

Emergency evacuations are practiced at least once a half term. The fire alarm at Malvern Parish CofE 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 to 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 the playground and then Christ Church. 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 whistles will blow to 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 whistles and a gas canister will be blown. Staff escort pupils to the nearest exit and hide in the local vicinity in a safe place e.g. Christ Church, The Chase. 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 **1.5.25** by EMS water and planned to take place again in **1.5.27**. The head of school and administrator is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book

## **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 2023** and will be reviewed **January 2028**.

## **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: **3.9.24** 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: indoor (**11.11.24**) outdoor (**26.02.25**) and will be tested again annually.

## **Display screen equipment**

Mrs. Pullen and Mr. Bream 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. Mrs. Pullen and Mr. Bream 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 Malvern Parish CofE 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 likely to return. The lone worker will ensure they are medically fit to work alone.

## **Working at height**

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work. The school has stepladders that is inspected regularly by the adult using the ladder and each term when the premises is checked. Pupils at Malvern Parish CofE Primary School are not allowed to use the ladder.

## **Manual handling**

All staff undertake manual training at induction Summer Term 2024 and then again, every three years.