



Health and Safety Local Arrangements

Date ratified: 04/12/2025

Next review: December 2026

Signed by Chair of Governors: *KE Maynard*

Health and Safety Local Arrangements for Sutton Park Primary School

All employees will familiarise themselves with and adhere to the Central Region Schools Trust Health and Safety Policy. The following document details the local arrangements for Sutton Park and are an appendix to the Trust Policy.

- 1) In addition to the Trust policy, the Site Manager is responsible for:
 - Bringing to the attention of the Executive Principal any problems or defects affecting the health and safety of any person on the school premises.
 - Bringing the local arrangements and risk assessments to the attention of any cleaning or other staff (including contract cleaners or grounds staff), in so far as it affects the work of those persons.
 - Ensuring that any staff under their direct control receive adequate training and instruction in the use of equipment or materials that they are expected to use.
 - Ensuring that all equipment and materials received have adequate health and safety information.
 - Ensuring that safe procedures are laid down and used when work of a potentially hazardous nature is undertaken by the Site Manager or others working under their direction.
 - Ensuring that due warning is given of any caretaking/cleaning operations that could constitute a hazard to other users of the premises.
 - Informing the office of the arrival (or expected arrival) of contractors for maintenance work.
 - Informing contractors of any hazards that could affect their health and safety whilst working in the school.
 - The safe use and maintenance of all equipment and the safe use and storage of all materials used for that maintenance.

- 2) In addition to the Trust policy the First Aid Co-ordinator is responsible for:
 - Maintenance and oversight of first aid equipment and materials.
 - Overseeing the implementation of the First Aid Policy and Procedures (appendix 2).

3) Site Arrangements

3.1 Access and Exit

- Clearance of ice and snow– Site Manager
- Clearance of leaves – Contractors / Site Manager
- Prevention of obstructions to all fire exits – Site Manager and all staff
- Building repairs and contractors – Site Manager and office staff
- Provision for communication and liaison with contractors – Site Manager and office staff
- All contractors sign in whilst on school premises.
- For work pertaining to the school roof there is a 'Contractors book for access to the roof' in the Site Manager's office.
- All external gates are padlocked between the hours of 8.45am and 3.00pm. Access during these times is through a security gate with a buzzer and telecom system linked to the main school office.

3.2 Accident Reporting

For Pupils: Pupils to inform a member of staff.

All staff are responsible for:

- Recording all pupil accidents which require external medical assessment in the electronic Cority accident reporting system

- If a child has had a head injury, a 'minor head injury' letter needs to be filled in following assessment by a first aider, and handed to the class teacher responsible for that child and then given to the child's parent/carer so that they can monitor the child.

For Staff and others:

- All accidents which require external medical assessment must be recorded via the electronic Cority reporting system.

3.3 Blood Borne Diseases

Disposable gloves should be worn by all staff having to deal with all spillages of body fluids, e.g. blood, vomit, urine or diarrhoea. Gloves, paper towels and contaminated dressings or other materials should be put into the yellow medical waste container which is emptied weekly by a competent contractor.

Nappies are to be put into the correct nappy bin which is emptied weekly by a competent contractor.

3.4 Cleaning

Yellow warning signs are used by cleaning staff to indicate wet and slippery floors. These are also freely available throughout the school so that should ANY member of staff find a wet or slippery floor they are able to highlight it whilst they arrange to make the area safe by clearing up any liquid.

All hazardous chemicals should be kept in a locked cupboard.

COSHH data sheets and COSHH Risk Assessments for products used on site are kept in Site Manager's office, main school office and cleaning cupboards. No cleaning products are to be brought in by the Site Manager/cleaning staff without the express permission and prior approval of the Executive Principal.

3.5 Communication

Any queries, concerns or issues related to health and safety should be reported to the Executive Principal.

3.6 Contractors – management of:

The Site Manager will manage any contractors used whilst on site including exchanging of relevant information and agreeing safe working practices.

Contractors are selected following advice or known, reputable contractors are sourced to quote for the job.

Staff should report any concerns regarding the contractors to the school office.

Where possible, contract work is arranged mainly for holiday periods when there are no children on site.

3.7 Contractors – management of asbestos

There is no asbestos in the building.

3.8 Curriculum Resources and equipment

Prior to any equipment being used, staff inspect its condition. Any defects are reported to the Site Manager or school office and the equipment is labelled and not used.

Fixed PE equipment in the hall is checked annually by a competent person. All other PE resources are checked in accordance with the Safe Practice in PE and Sport guidance.

Electrical equipment is checked – see Portable Appliance Testing

Outdoor fixed play equipment is to be checked annually by a suitably qualified inspector.

3.9 Educational Visits

Any queries, concerns or issues related to educational visits should be directed to the EV Co-ordinator. Further information is found in Trust EVC Policy and on the Outdoor Education Advisors' Panel (www.oeapng.info).

3.10 Electricity

All users of electrical equipment should check the condition of the equipment before use. Any defects should be reported immediately.

3.11 Gas and Heating

All users of gas and heating equipment should check the condition of the equipment before use. Any defects should be reported immediately.

3.12 Emergency Lighting

Emergency lighting tested monthly and records kept in the 'Fire Book' in the Site Managers office.

3.13 Fire Alarm System

The fire alarm system is tested weekly and a record kept in the 'Fire Book' in the Site Managers office.

3.14 Fire Appliances

Monthly visual inspection by the Site Manager is to be carried out plus an annual examination of all equipment by a competent contractor.

3.15 Fire Evacuation and Fire Drills

When hearing the fire alarm, all staff, visitors and children should assemble at their designated assembly point.

Fire drills should be undertaken at least every term, recorded in the Fire file under the Fire Drill section and any issues arising followed up.

Fire marshals are trained in 'sweeping' designated zones of the school (appendix 3)

No member of staff should put themselves at risk when going to 'sweep' their area, if the area is unable to be swept the marshal should inform the relevant member of staff when outside.

Where necessary, Personal Emergency Evacuation Plans (PEEPS) are written for individual children with mobility concerns. The school safety officer is responsible for ensuring they are reviewed annually or when the pupil's condition changes.

3.16 Flammable Substances

All cleaning materials are kept locked in designated cleaning cupboards and/or the Site Managers cupboard.

3.17 Food Hygiene

The relevant staff are trained and hold food hygiene certificates.

3.18 Forest School

The teacher in charge is responsible for writing the relevant risk assessment needed for the area and activity being completed.

3.19 Infection prevention and control

We follow national guidance published by Public Health England (PHE) when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

3.19.1 Hand washing

Wash hands with liquid soap and warm water, and dry with either paper towels or an air dryer.

Always wash hands after using the toilet, before eating or handling food, and after handling animals.

Cover all cuts and abrasions with waterproof dressings.

3.19.2 Coughing and sneezing

Cover mouth and nose with a tissue.

Wash hands after using and disposing of tissues.

3.19.3 Personal protective equipment

Staff should wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or soiled underwear changing).

Wear goggles if there is a risk of splashing to the face.

Use the correct personal protective equipment when handling cleaning chemicals.

3.19.4 Cleaning of the environment

Clean the environment, including toys and equipment, frequently and thoroughly.

3.19.5 Cleaning of blood and body fluid spillages

Staff should clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment.

When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface.

Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below.

3.19.6 Laundry

Bag children's soiled clothing to be sent home, never rinse by hand.

3.19.7 Clinical waste

Clinical waste is to be placed in the yellow clinical waste containers.

Clinical waste is to be removed by the school's registered waste contractor.

3.19.8 Animals

Wash hands before and after handling any animals.

Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet.

3.19.9 Pupils vulnerable to infection

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly, and further medical advice sought.

3.19.10 Exclusion periods for infectious diseases

In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

3.20 Information dissemination procedure

School employees are informed of health and safety matters through their induction, staff briefings and notices on the staffroom board.

Policies are stored electronically on the school network for school to access freely. The school office will always provide a printed copy if needed.

Pupils will be told information through assemblies and via their class teacher.

Parents will be informed by newsletter, and information on the school website or via text.

The LAGB will be informed by reports to the governing body at their regular meetings.

3.21 Ladder Safety

Regular checks are completed on the ladders used in school.

All staff must use ladders or elephant stools to reach high shelves or when putting up displays after receiving appropriate training or instruction.

Records kept in the 'Ladder Book' in the Site Manager's office.

3.22 Lifting equipment

Any heavy equipment to be lifted will be assessed. If it is deemed the equipment can be lifted safely it will be lifted using the correct lifting equipment and techniques.

The lift is tested twice yearly by a competent contractor.

3.23 Lone Working

The school adheres to a Lone Working policy. All staff are made aware of this on Induction.

3.24 Medicines

Generally, only prescribed medicines with parental signatures are administered by school staff. These should be stored securely in the main office in a locked cupboard or in the medical fridge in the DT room.

There is no legal requirement for staff in schools to administer medicines to pupils, but it is acknowledged that many agree to do so. Principals may not require staff to administer medicines unless they have indicated their willingness to do so. If a member of staff does not wish to administer medicine the Executive Principal will make other arrangements.

See First Aid Policy and Procedures for further details (appendix 2)

In certain circumstances, non-prescribed medicines will be administered to pupils (see the "Supporting Pupils with Medical Conditions" policy).

Parents are more than welcome to come into school to administer non-prescribed medicines themselves.

3.25 New and expectant mothers

Risk assessments will be carried out whenever any employee notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles.

If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation.

Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly.

3.26 Playground Safety and Supervision

Site Manager 'sweeps' the site every morning before school.

When on duty staff should visually check playground area for potential hazards and deal with them appropriately.

There is no specific ratio of supervisory staff to pupils as staffing is appropriate to the area being used and the age and needs of the children

3.27 Portable Appliance Testing

Annual testing by competent person for all equipment used by pupils and staff is undertaken.

3.28 Reporting including defect reporting procedures

Any defects or issues which need attention are reported via "Freshdesk". The Site Manager receives notifications when issues are logged.

Any defective equipment is labelled and taken out of use until mended or disposed of correctly.

3.29 Risk Assessment

Risk assessments for certain areas, as agreed by LAGB, are updated regularly (annually) following the Health and Safety Executives "Five Steps to Risk Assessment". The LAGB will review this list annually to identify relevant risks. The Executive Principal has overall responsibility for risk assessments and may devolve this responsibility to a suitably trained member of staff. Relevant stakeholders will be consulted in the preparation of risk assessments and copies will be shared on both the school network and in the staff room.

3.30 Safety Inspections

The Site Manager carries out daily visual safety inspections.

All staff are to be vigilant in relation to health and safety matters when on duty or using the school site for learning.

A 5-year safety check on electrics and buildings is completed.

3.31 Security Alarm

The Site Manager should test this weekly.

It should be checked twice yearly by a competent contractor.

3.32 Security - Visitors

All visitors must report to the main reception. They must sign in and state the reason for their visit. Visitors will be told the procedures for reporting safeguarding concerns and fire evacuation via leaflets handed out by the School Receptionist or Administrator. Visitors must sign out on leaving the premises.

If concerned staff should check politely who they are and who they are visiting.

Any concerns are to be reported to the Executive Principal.

3.33 No Smoking and Vaping Policy

The school building and grounds adopt a strict no smoking / vaping policy. Signs are clearly displayed at the main school gates. This applies at all times even when the school premises are used out of school hours.

3.34 Sprinkler System

The Site Manager should test this weekly. It is also tested twice a year by a competent contractor. Records are kept in the Site Manager's office.

3.35 Stress and Staff Wellbeing

Any staff experiencing stress levels which could lead to health implications are strongly advised to speak to a member of the Senior Leadership Team.

All staff will have a "Return to Work" meeting with their Line Manager after any incidence of sickness.

3.36 Vehicles on site / car park arrangements

Staff are to park in the school staff car park. This car park will be locked between 8.45am and 3.00pm.

Visitors park in the allocated parking bays on the left of the school driveway.

Parents and carers should park on the main road and walk up to school.

Access is shared with allotment holders and so the school drive needs to be clear at all times. This also enables emergency vehicles to reach the school.

Pupils who cycle to school should walk their bike up and down the school drive and not ride through the car park area.

3.37 Violence to Staff / School Security

Any violent or aggressive behaviour towards staff or pupils will not be tolerated. Any incidents should be reported to the Executive Principal immediately.

3.38 Water

Water temperatures are checked weekly by the Site Manager and records kept in Site Manager's office.

3.39 Work experience pupils and students

See Induction Policy and arrangements.

4.0 Review

The Executive Principal, Staff and Governing Body will review this policy annually or sooner should the need arise.

Appendix 1

**Executive Principal
Health and Safety Governor**

Lorna Weatherby
Richard Skillbeck

Named Staff

Educational Visit Co-Ordinator

Lorna Weatherby

Site Manager

Paul Dallaway

First Aid Co-Ordinator

Lorna Weatherby

First Aiders

Lorna Weatherby
Joanna Liggitt
Marion Jones
Jess Medcalf
Kate Hooper
Debbie Nicholls
Sukhjinder Bassi
Jack Walker
Helen Digger
Chloe Wilson
Lyndsey Byrne
Joanne Collins
Kirsty O'Neill

Diabetic Injection Trained Staff

Lorna Weatherby
Joanna Liggitt
Debbie Nicholls

Fire Warden

Paul Dallaway
Jess Medcalf

PE Co-Ordinator

Hayley Oakley

Appendix 2:

Sutton Park Primary School

First Aid Policy Statement

Aim:

To ensure the first aid needs of children and staff are met with prompt and efficient action which will minimise the extent of trauma created.

Arrangements for First Aid:

The school will provide materials, equipment and facilities as set out in DfE 'Guidance on First Aid for schools'.

The location of First Aid kits in school are;

- In the DT room
- In the school office
- In the Nursery in the toilet cupboard
- In each classroom for staff to use at break and lunchtimes
- All other mobile first aid boxes are kept in the medical room and should be returned there after use.

Offsite activities:

At least one first aid kit will be taken on all off-site activities, along with individual pupil's medication including inhalers, epi-pens and diabetic equipment where applicable.

Information on First Aid arrangements:

The Senior Leadership Team will inform all employees at the school of the following:

- The arrangements for recording and reporting accidents.
- The arrangements for First Aid.
- Those employees with qualifications in First Aid.
- The location of First Aid kits.
- In addition, the Executive Principal will ensure that signs are displayed throughout the school providing the following information:
 - Names of employees with first aid qualifications.
 - Location of first aid boxes.
- All members of staff will be made aware of the school's First Aid Policy.

Reporting of accidents:

Sutton Park Primary School is aware of its statutory duty under RIDDOR in respect of reporting the following to the Health and Safety Executive as it applies to employees:

- An accident that involves an employee being incapacitated from work for more than three consecutive days.
- An accident which requires admittance to hospital for in excess of 24 hours.
- Major injury such as fracture, amputation, dislocation of shoulder, hip, knee or spine.
- For non-employees and pupils an accident will only be reported under RIDDOR:
 - where it is related to work being carried out by an employee or contractor and the accident results in death or major injury, or;
 - It is an accident in school which requires immediate emergency treatment at hospital.

- Death of an employee.

Administering prescribed medicine:

- The administration of prescribed medication can be completed by any two members of school staff.
- Children will only be given prescribed medication when an "Administration of Prescribed medicine plan" has been completed by the parent / carer.
- Any medication given will be recorded with the date, time and two signatures.
- Medication will only be accepted into school via the office or Wraparound provision.

Storing of Prescribed Medicine:

Prescribed medication in school must be stored in accordance with the label. This will be discussed as part of the "Administration of Prescribed medicine plan".

- Medication requiring storage in a fridge will be located in the medical fridge in the DT Room.
- Medication requiring general storage will be stored in a lockable First Aid storage box in the school office.
- Medication requiring additional security (i.e. controlled drugs) will be stored in a locked container and then in a locked compartment in the school office.

Information regarding the following will:

- the amount of medication stored in the container
- the administration – date, time, amount given

Epi-pens, inhalers and diabetic equipment will not be stored in a locked compartment as immediate access may be required.

Pupil accidents involving their head:

Sutton Park Primary School recognises that accidents involving the pupil's head can be problematic because the injury may not be evident and the effects only become noticeable after a period of time.

In all cases a 'minor head injury' letter will be handed to the class teacher in charge of that child and then handed to the parent/carer. These letters are kept in the medical room.

Transport to hospital or home:

The First Aider will determine what is a "reasonable and sensible action to take" for each case in discussion with the Executive Principal or other member of the Senior Leadership Team, unless the incident is an obvious emergency and an ambulance should be called immediately.

- Where the injury is an emergency an ambulance will be called, following which the parent will be called.
- Where hospital treatment is required but it is not an emergency, the first aider will ensure the parents/carers are contacted for them to take over responsibility for the child.

Care Plans:

Care plans are written in consultation with parents where pupils need extra support or medication in school or where school needs to be aware of a medical condition.

Care plans are reviewed annually and are overseen by the SENDCo.

Copies of the care plans are stored centrally on the school IT network.

Appendix 3:

Fire Marshal Training

Role:

To ensure the safe evacuation of target zones within school

Responsibilities:

Fire Marshals are managed by the Fire Warden.

In the event of the fire bell ringing

- Check areas listed in "Zone of Responsibility" to ensure it is clear of people
- Ensure internal and external doors and windows are shut
- Leave the school building by the appropriate fire exit and walk to Fire Point
- Report to the Executive Principal to inform them that Zone is checked and clear
- If a Fire Marshal is unable to check a zone they will report "zone not checked" to the Executive Principal.

Map showing Zones across school



Fire Marshall Zones

Please ensure all doors and windows are closed

Zone	Name	Areas Included	Checked (✓ or X)
Office	Debbie Nicholls	School & SBM offices Staff toilet Lobby Area Meeting Room	
1	Jess Medcalf	Hall Downstairs toilets / changing rooms Site Manager's office	
2	Jo Campbell	Year 5 & 6 classrooms Year 5 & 6 toilets DT area	
3	Debbie Mann	Year 3 & 4 classrooms Year 3 & 4 toilets First Aid Room	
4	Jo Liggitt	Mainstream Language Unit (MLU) Nurture Room Maths Room MLU toilet All smaller areas around MLU	
5	Nicky Chant	Year 1 & 2 classrooms Year 1 & 2 toilets Library Thrive Room HT's Office	
6	Jo Collins	Nursery & Reception Classrooms Nursery & reception toilets Nursery kitchen and office	
7	Kitchen Manager	Kitchen Open main car park gates outwards	
All children accounted for?			
All staff accounted for?			
All visitors accounted for?			
Has EVERY class got their asthma medication?			
Has the Emergency Grab Bag been taken out?			
TIME TAKEN TO EVACUATE THE BUILDING:			