

SECTION 3B – SCHOOL SPECIFIC ARRANGEMENTS

KEY PERSONNEL

Headteacher:	Mr Adam Walker
Health and Safety Coordinator:	Miss Nicole Carter (School Business and Operations Manager)
Fire Officer:	Miss Nicole Carter (School Business and Operations Manager)
Educational Visits Coordinator (EVC):	Mr Tom Williams – Lead Mr Chris Smith
Trust Estates Manager:	Mr Brinderjit Singh
Trust Estates Health & Safety Compliance Officer:	Mr Stuart Coleman
Person responsible for recording and reporting accidents to Shropshire Council and the HSE:	Miss Nicole Carter (School Business and Operations Manager)

Designated First Aiders *(These lists are updated when there is a need/staffing change).*

East Side

<u>Name</u>	<u>Department</u>	<u>Training expires</u>
Susan Billingham	Admin East	8th July 2028
Amy Pattison	Admin East	3rd January 2026
Claire Cowburn	Admin East	9th July 2027
Dominique Wilson	Admin East	8th July 2028
Joan Tarr	Learning Support	24th June 2026
Sam Timmins	Learning Support	24th June 2026
Michelle Jones	Learning Support	8th July 2028
Liz Evans	Learning Support	9th July 2027
Sarah Barlow	Pastoral	3rd January 2026
Abi Rock	Pastoral	9th July 2027
Solene Dijoux	MFL	3rd January 2026
Liz Roberts	English	9th July 2027
Claire Joiner	PE	3rd January 2026
Terry Cowburn	PE	3rd January 2026
Paul Shipley	Resistant Materials	3rd January 2026
Gabby Pickerill	Resistant Materials	8th July 2028
Naomi Cartwright	Resistant Materials	8th July 2028
Darren Lee	Science	24th June 2026
Karen Davenport	Science	8th July 2028
Stephen Luke	Science	8th July 2028
Maisie Roberts	Science	8th July 2028
Terry Wootton	Caretaker	3rd January 2026

West Side

<u>Name</u>	<u>Department</u>	<u>Training expires</u>
Kate Dwane	Admin West	8th July 2028
Emily Prescott	Admin West	9th July 2027
Alice Betteridge	Admin East	9th July 2027
Joan Tarr	Learning Support	24 th June 2026
Sam Timmins	Learning Support	24 th June 2026
Michelle Jones	Learning Support	8th July 2028
Liz Evans	Learning Support	9th July 2027
Sarah Barlow	Pastoral	3rd January 2026
Abi Rock	Pastoral	9th July 2027
Catherine Morgan	SENCO/Learning Support	9th July 2027
Chris Smith	PE / Transition / HOY	3rd January 2026
Eloise Short	Food Technology/DT	8th July 2028
Helen Rodgers	Food Technology/DT	9th July 2027
Sam Farrington	Geography	3rd January 2026
Vickie Reddington	IT	8th July 2028
Ben Grainger	History	3rd January 2026
Clair Phipps	Trust	9th July 2027
Terry Wootton	Caretaker	3rd January 2026

Designated Fire Wardens *(These lists are updated when there is a need/staffing change).*

East Side

Senior Fire Marshal – East	Susan Billingham
Deputy – East	Amy Pattison

Fire marshals report to Senior Fire Marshal situated on the raised pathway by East playground to notify their area is clear.

Area	Fire Marshall	Deputy
Main Gate (with radio)	Nicole CARTER	Claire COWBURN
Science (Main Block)	Daniel COX	Mal JOHNSON
Design Corridor & Textiles (inc. Tech staff room & Boys' toilets)	Paul SHIPLEY	Gabby PICKERILL
Library (inc. E15, KS4 office)	Claire SHAKESPEARE	
MFL (Upper) (E60/62)	Solene DIJOUX	Corinne HARVEY
Main Block (Upper) (inc. E50, CR, IT tech, top corridor)	Tina HARTILL	Dave HICKLIN
Gym, Changing Rooms & Sports Hall	Claire JOINER	Terry COWBURN
Outside Science Lab & E33 (inc. swimming pool & site office)	Terry COWBURN	Stu FARISH
English Demountable	Sally LAWSON	
English Corridor	Kelsie SILVERSTONE	Shannon EVANS
East Offices (inc. East Hall)	Amy PATTISON (iPad/1 st aid trolley)	Dominique WILSON

West Side

Senior Fire Marshal – West	Kate Dwane
Deputy – West	Emily Prescott

Area marshals report to Senior Fire Marshal situated on raised platform by the demountable to notify area is clear.

Area	Fire Marshall	Deputy
Main Gate (with radio)	Emily PRESCOTT	
Arts Block	Carolyn KEHOE	Lisa BRIDGWATER
Demountable	Jo DANGERFIELD	Emma WYCHERLEY
Scola Block (Upper)	Sam FARRINGTON	Maddie BRINDLEY
Scola Block (Lower)	John KIAPENE	Stephen WILLIAMS
Main Block (Upper)	Ben GRAINGER	Hannah KEATING
West Staff Room / W52	Jim PERFECT	
Main Block (Lower)	Mandy HOMER	
Reception/Hall	Kate DWANE (iPad & 1 st aid trolley)	Emily PRESCOTT
Trust Offices (Lower)	Scarlett BEACH	
Trust Offices (Upper)	Laura BRADY	Clair PHIPPS
Kitchen	Jane DAVIES	Lisa ROBERTS

MANAGING RISK

Risk Assessments

It is important that you take time to read any risk assessments written for use in school and apply the principles at work. Risk assessments enable us to consider the hazards which we may encounter in the school environment or during our activities, and to assess the risks so that we are able to determine whether the control measures we already have in place are adequate, or if any additional measures are required.

Risk assessments are important methods of protecting everyone in the school – pupils, staff, contractors and visitors. They are also a legal requirement under the Management of Health and Safety at Work Regulations 1999.

Any queries should be raised with the Health and Safety Coordinator in the first instance and if required the Headteacher. They are subject to annual review or where there are significant changes to working practices.

These are 5 simple steps to use when carrying out a risk assessment:

- Step 1 - Identify the hazards
- Step 2 - Decide who might be harmed and how
- Step 3 - Evaluate the risks and decide on precautions
- Step 4 - Record your findings and implement them
- Step 5 - Review your assessment and update if necessary

For further information refer to www.hse.gov.uk or www.shropshirelg.net

What is a Hazard?

A hazard is anything with the potential to cause harm. Harm includes “ill health”, “injury” or “damage to property”

Examples of hazards which can be found in schools are:

- Fire (burns, death)
- Power tools, machinery (electrocution, entrapment)
- Sharp hand tools (cuts and lacerations)
- Hazardous chemicals (burns, poisoning)
- Working at height (serious injury as a result of a fall)
- Swimming pools (slips and falls)
- Objects left on floor (trips and falls)
- Heavy objects (injuries as a result of manual handling)

What is Risk?

Risk is the likelihood that harm will occur and the severity of the consequences.

Factors that affect the level of risk include:

- Who will be exposed to the hazard and for how long?
- The age of the individuals at risk
- The individuals understanding/perception of the hazard
- The individual's level of training and experience
- What control measures are already in place

What are Control Measures?

Control measures might include: -

- Guards and interlocks on machinery
- Safe systems of work
- Visual checks on equipment before use
- Maintenance checks and servicing and statutory inspections
- Safety equipment, e.g. fire extinguishers
- Training received by those at risk
- Personal protective equipment
- Notes of guidance
- Safety signage

What are Safe Systems of Work?

'Safe systems of work' are documented procedures, working methods or instructions that detail how a particular task should be carried out. There will be many 'safe systems of work' within the school e.g. lesson plans, laboratory and workshop safety rules, departmental codes of practice.

Hierarchy of Controls

When controlling the hazard the following hierarchy of controls should be followed:

1. Remove or eliminate hazard
2. Substitute a hazardous material or process with a non-hazardous or less hazardous one
3. Separate/isolate worker from hazard (provide guards)
4. Develop and use safe systems of work
5. Train, instruct and supervise workers
6. Provide personal protective equipment (PPE) and warning signage

Recording and Reviewing

All areas and activity risk assessments should be recorded on the Risk Assessment template which can be accessed from the Health and Safety Co-ordinator. Risk assessments for specific hazards such as use of hazardous chemicals, working at heights, and the use of display screen equipment should be recorded on the specific forms available.

Once a risk assessment has been carried out for a particular task, ensure that the controls are implemented. All risks assessments should be reviewed annually or more frequently if there has been an accident, or a significant change to the activity of working environment, e.g. new equipment.

SPECIFIC RISK ASSESSMENT TEMPLATE

HAZARD	SEVERITY	INDIVIDUALS AT RISK	EXISTING CONTROL MEASURES	LIKELIHOOD	RISK RATING (With Controls) Severity x Likelihood	ACCEPTABLE (Risk Rating >5) TOLERABLE (Risk Rating 5-8) ACTION REQUIRED (Risk Rating >9) RECOMMENDED IMPROVEMENTS	RESIDUAL RISK
	1 = Insignificant 2 = Minor 3 = Moderate 4 = Major 5 = Catastrophic			1 = Improbable 2 = Conceivable 3 = Likely 4 = Probable 5 = Certainly			

Educational Visits

Trips and educational visits are subject to formal risk assessment, parental consent, and insurance arrangements. Visits must not take place unless a booking form and risk assessment have been completed in line with the Educational Visits and Journeys Policy and authorised by the EVC (lead), EVC and Headteacher.

Please speak to the Educational Visits Coordinator (EVC) and refer to the School's Educational Visits and Journeys Policy for further advice and information.

PREMISES ARRANGEMENTS

Site security and powered gates

The school has two vehicle powered gates: one on the East and one on the West, which prevent unauthorised access to school. These can be operated remotely by authorised personnel (staff) either via an app or by calling the associated telephone number. For visitors, these gates can be operated via Reception using an intercom system.

These gates have an inbuilt safety feature which enables a laser to identify if an object is obstructing the gates from opening or closing. Should an object or person break this laser whilst the gate is in motion, the gate will stop and not continue to open or close until the object has moved.

In case of an emergency, power can be cut off to the gates, to enable manual open and closure and access to emergency vehicles.

The gates are serviced annually in line with manufacturer recommendations.

Pedestrian mag-locked gates

The school has two pedestrian mag-locked gates: one on the East and one on the West. These gates are open at the start of the school day, during break and lunchtimes, during lesson changeover and at the end of the school day. Outside of these times, the gates can be opened by staff ID badges, or by speaking to Reception via the intercom.

Visitors on School Premises

For all school visitors, procedures are in place for checking and recording details and confirming the identity of visitors, including prospective candidates. All visitors are required to sign in and out of school at the school reception; and we ensure that we have control over who comes onto the premises via the controlled pedestrian and powered vehicle gates.

Any school visitor who has an Enhanced DBS, is recorded on the school's Single Central Record

(SCR) and authorised to attend site unaccompanied. Visitors without an Enhanced DBS recorded on the SCR are accompanied at all times by a member of staff. All visitors are required to wear visitor lanyards; those who are authorised to attend site unaccompanied, are provided with 'green' visitor's lanyards and those who must be accompanied, are provided with 'red' visitor lanyards. This enables staff and students to clearly identify which visitors can be unaccompanied and those that must be accompanied.

Parents and guardians of pupils at Castlefields Primary School are permitted to cross the West-side of the school for ease of access. This is only granted before the school day has started and after the school day has ended. All parents/guardians wishing to use this access must hold a 'Castlefields Primary Parent Pass' authorised and provided by Castlefields School, and must stick to the allocated route, provided to them on receipt of the pass. Oldbury Wells School staff are in receipt of the list of parents/guardians with an issued pass, and actively ask to see sight of these when crossing the site. No parent or guardian is permitted to access the Oldbury Wells site during school hours.

Pedestrian Safety & Vehicle Movement on Premises

Whilst in school, pupils, staff, contractors, and visitors may come into contact with a variety of vehicles. These might include cars, minibuses and coaches, contractors' vans, delivery vehicles, tractors, ride-on lawn mowers etc.

Pupils use the designated play areas as a playground and are supervised by staff at break and lunch times on a rota basis. All external play equipment is inspected by site staff and records kept of findings and actions if necessary.

Vehicles enter and leave the premises by use of the vehicle access gates on East and West side. Systems are in place to prevent people being injured by a moving vehicle on the school premises. These include: -

- Controlling authorised access to site via the secure vehicle gates
- Duty staff monitor movements on car park and at the front of school before school, during breaktimes and after school
- Supervision on the pedestrian crossing between East and West, before school, during break and lunchtimes, during lesson changeover and at the end of the school day
- Speed limits
- Restricting car-parking in certain areas
- Designated and protected pedestrian routes (Do not use vehicle routes)
- Clearly marked pedestrian crossings on school drives/roads
- Designated areas for pupil pick-up/drop off at the start and end of the school day
- Designated areas for minibuses and coaches to pick-up/drop off pupils

Whilst on the school premises, everyone must: -

- Abide by all site rules, e.g. do not exceed speed limits or park on unauthorised areas or allow pedestrians to use vehicle exits
- Be vigilant when driving around the school site, particularly at the beginning and end of the day, when lessons are changing over and at other times where the volume of pedestrians may be increased
- Use footpaths and designated pedestrian routes when walking across the school grounds
- Always remain at a safe distance from reversing vehicles

All incidents resulting in injury and any near misses which involve vehicles must be reported to the school Health and Safety Coordinator to ensure that any issues can be dealt with effectively and quickly.

Should you have any concerns about vehicle and pedestrian segregation on your site, please contact the school H&S Coordinator.

Public footpath

A public footpath is situated at the back of the East-side school field. The footpath is clearly signposted to ensure the public know where the footpath runs. Signage is displayed on public footpath on sports field, advising individuals to keep dog on lead.

The gates to the East school fields are locked at all times when not in use during PE lessons or breaktimes to prevent access to the school during the school day. School staff are present on the field at all times whilst in use.

Pest control

The school has a Pest Control contract in place with an external company, who conduct monthly visits to the school. Any area for concern should be reported immediately to the School Business and Operations Manager.

Chimney

School chimneys are inspected annually and maintained by an external contractor, J Lacey.

Lightning protection systems.

Lightning protection systems are in place on the school roofs. These are inspected annually and maintained by an external contractor, J Lacey.

SCHOOL FACILITIES AND EQUIPMENT**Kitchen equipment**

All kitchen health and safety guidelines fall within the remit of the school's external catering provider, Caterlink Catering. All kitchen equipment is used, maintained and services in accordance with manufacturer and health and safety guidelines. All Caterlink staff are fully trained in line with food hygiene and associated protocols and guidelines. Caterlink staff have a nominated First Aider and appropriate first aid kits are available within the kitchen. Uniforms are provided by Caterlink. (N.B. Safety shoes have been provided in some cases based on the risk assessment for the kitchen).

There is sufficient ventilation by extraction fans installed in the kitchen and there is adequate natural and artificial lighting. Fly screens are fitted to opening windows and doors.

Sports and gym equipment

Individual risk assessments are in place for all PE sports and activities. These are reviewed on an annual basis. Sports activities are carried out in line with these risk assessments.

Sports and gym equipment is serviced annually by an external competent person, and the condition of equipment is RAG rated. Any equipment deemed unsafe to use is removed from use immediately until it is adequately repaired or replaced.

Sports and gym equipment is visually inspected by a competent staff member before each use and recorded for school records. Competent staff supervise activities where sports equipment is used. Sports equipment is stored safely when not in use.

PE staff have first aid training and have specific knowledge of the injuries that are likely in their area of expertise. Staff are aware of the sites of the first aid boxes.

A separate PE Department Health and Safety Policy is in place.

Swimming pool

The school's swimming pool is no longer in use and should not be accessed by pupils or unauthorised staff or visitors.

Lifting equipment

The school has 3 lifts: a passenger lift located in West Reception, a lift next to the stairs in the West Hall and a dumbwaiter in the school kitchen. Lifts are serviced twice annually and visually inspected before use.

Solar panels and equipment

Solar panels are installed on the West-side gym room, Scola block and D&T room. These are serviced and maintained by Telford and Wrekin Council.