



LOCAL HEALTH AND SAFETY ARRANGEMENTS for The Littletons CofE First 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

First Aider details are displayed in communal areas

Name	Qualification
Sally Foxall	Fully Qualified including paediatrics
Emma Grainger	Fully Qualified including paediatrics
Lauren Jennings	Fully Qualified including paediatrics
Carol Bushell	Fully Qualified including paediatrics
Grace Cook	Fully Qualified including paediatrics
Karen Millward	Fully Qualified including paediatrics
Dawn Collins	Fully Qualified including paediatrics
Sam Witheford	Fully Qualified including paediatrics
Hayley Higgins	Fully Qualified including paediatrics
Sophie Nightingale	Fully Qualified including paediatrics

All first aid qualifications are renewed every 3 years in line with guidance. The Headteacher is responsible for maintaining training records and ensuring refresher training takes place. First aids kits are kept in the kitchen area, Nursery classroom and the Year 4/5 classroom. Karen Millward 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 (Karen Millward) 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 the Headteacher. Actions are noted and rectified. A defect sheet is available in the school office for staff to report concerns.

Outdoor Play Equipment

We have our outdoor play equipment checked by Sport Safe. It is inspected weekly by members of teaching staff and any defects reported to the school office. Annual inspections are carried out by 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, and equipment is cordoned off if necessary. Parents are made aware through regular reminders on the school newsletter that pre-school children should not use the equipment.

Swimming lessons (Public Pool)

Swimming lessons take place at Evesham leisure centre for Years 3-5. Swimming is taught/overseen by a qualified teacher. 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, Cleaner in Charge or Office Manager 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 The Littletons CofE First School is Paul Jones. Sally Foxall and Lisa Stanton are also training fire wardens. 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 carried out on 7th January 2021 and the next is due on 7th January 2029. The school had a fire check through the Fire Service on 30 November 2023.

Emergency evacuations are practiced at least once a term. The fire alarm at The Littletons CofE First 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 point. This is on the school 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. 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 the Headteacher will alert staff using an airhorn. 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 staff escort pupils to the nearest exit and hide in the local vicinity in a safe place e.g. the local allotments or the local 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 Health and Safety folder.

Legionella

A water risk assessment has been completed in October 2025. The Cleaner in Charge and Office Manager 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 will be completed in September 2026 and will be reviewed September 2027.

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 in January 2026 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 in April 2026.

Display screen equipment

The Headteacher and Office 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. The Headteacher and Office Manager 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 The Littletons CofE First School, although is discouraged wherever possible. 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.