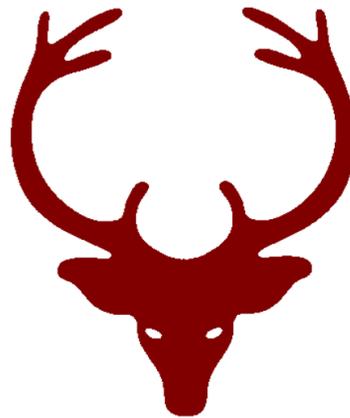




Health, Safety and Wellbeing Management Arrangements  
**Core | Consider | Complex**

# Health, Safety and Wellbeing Policy



**Health, Safety and Wellbeing Service**



Supporting you in managing Health, Safety & Wellbeing



## 1. Success Indicators

The school has a Health, Safety and Wellbeing policy which:

- Provides an overview of the school policy on health, safety and wellbeing.
- Outlines the arrangements the school has in place for health, safety and wellbeing.
- Assigns roles and responsibilities to key staff in the school.
- Is monitored and reviewed regularly by senior leaders.

## 2. Overview

All schools are required to have a Health, Safety and Wellbeing Policy in place.

The School's Health, Safety and Wellbeing Policy should be developed by the Headteacher, members of the School Leadership team in conjunction with the Governing Body/Trust/Academy Board.

## 3. Employer responsibilities

Where the school/sponsor/board of governors is the direct employer of school staff (such as in Academies, Trust Schools, Foundation Schools and Voluntary Aided (VA) Schools) the school must have a Health and Safety Policy in place to comply with the Health and Safety at Work Act. This can be in any format.

Where a County Council is the employer of school staff, such as in Maintained or Community Schools, Voluntary Controlled (VC) or Short Stay Schools it is recommended that schools use the Health, Safety and Wellbeing Policy template to develop their Health, Safety and Wellbeing Policy.

## 4. Day to day management of Health, Safety and Wellbeing

The organisation and arrangements which support the H,S and W Policy (day to day management of Health & Safety) are the responsibility of the Headteacher/Principal and the School Senior Leadership Team (supported and monitored by the Governing Body).

Note that the Management of Health and Safety at Work Regulations requires employers to appoint one or more competent people to support their management of health and safety. This may be done by appointing an external provider to provide this advice.

## Occupiers Liability

Regardless of the status of the employer, all school governing bodies have health and safety responsibility as the **occupier** of the premises and therefore must take steps to ensure that the premises are managed effectively to reduce risk to those using, entering or accessing the premises at any time for any reason.

## 5. Template for Health, Safety and Wellbeing Policy

The Staffordshire Health, Safety and Wellbeing Service provide a template Health, Safety and Wellbeing Policy for schools to customise and adapt for their own use. This is on the next page.

# Health, Safety and Wellbeing Policy

## *The Richard Clarke First School*

Updated February 2018

The policy has 4 parts;

**Part A** - Introduction

**Part B** - The Health and Safety Policy Statement

**Part C** - Management Arrangements

**Part D** - The detailed arrangements & procedures for Health, Safety and Wellbeing within the The Richard Clarke First School.

**Part E** - The Key Performance Indicators.

The RCFS team recognise the importance of health and safety in the management and running of our school and are committed to keeping ourselves, our colleagues, our pupils and visitors safe. We will look out for each other, encourage good practice in health and safety and report any concerns in a timely manner. We will embed good health and safety practice in our teaching and interaction with our pupils.

## **A. Introduction** The Richard Clarke First School

This policy statement complements (and should be read in conjunction with) the (The Richard Clarke First School Health and Safety Policy. It records the local organisation and arrangements for implementing the Richard Clarke First School policy.

## **B. Policy Statement**

The RCFS team recognise the importance of health and safety in the management and running of our school and are committed to keeping ourselves, our colleagues, our pupils and visitors safe. We will look out for each other, encourage good practice in health and safety and report any concerns in a timely manner. We will embed good health and safety practice in our teaching and interaction with our pupils.

The requirement to provide a safe and healthy working environment for all employees is acknowledged and The Richard Clarke First School Governing Body/those in control of The Richard Clarke First School recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc. Act 1974.

The Governing Body will ensure so far as is reasonably practicable that:

- all places and premises where staff and pupils are required to work and engage in school/academy activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on the premises or taking part in educational activities elsewhere.)
- all plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
- appropriate safe systems of work exist and are maintained.
- sufficient information, instruction, training and supervision is available and provided to ensure that staff and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others.
- a healthy working environment is maintained including adequate welfare facilities.

In addition to the above the school/academy will ensure that so far as is reasonably practicable that the health and safety of other non-employees is not adversely affected by its' activities.

Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representatives forms part of this policy.

This policy statement and the accompanying organisational arrangements supersede any previously issued.

Signature	Signature
John Hough <b>Chair of Governors/Board</b>	Kay Hanson <b>Headteacher/Principal</b>
date	date

### C. Management Arrangements

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

#### Competent Health and Safety Advice

The school obtains competent health and safety advice from	County Council (Health and Safety Advisor)
The contact details are	Wendy Sears Health and Safety Advisor Health, Safety and Wellbeing Service Staffordshire County Council 2 Staffordshire Place Tipping Street Stafford ST16 2DH  Tel: 01785 355777 Mob Tel: 07773791557 Fax: 01785 355842 wendy.sears@staffordshire.gov.uk www.staffordshire.gov.uk
In an emergency we contact - Duty Officer - 8:30-17:00 hrs. (16:30 on Fridays) Duty Officer 01785 355777	

## Monitoring Health and Safety

Name of person(s) responsible for the overall monitoring of health and safety in school:	Kay Hanson
<p>Our arrangements for the monitoring of health and safety are (include here how performance is measured, reported upon when these are reported and how e.g.</p> <ul style="list-style-type: none"> <li>• Termly report to Governing Body</li> <li>• Headteacher's report</li> <li>• Link Governor meetings</li> <li>• Accident book monitoring and review</li> <li>• Schedule of periodic inspections</li> <li>• Planned and adhoc audits</li> </ul>	
<p>The school carries out formal evaluations and audits on the management of health and safety as follows:</p> <ul style="list-style-type: none"> <li>• Autumn term – annual self-evaluation check list</li> <li>• Spring term – self-audit and fire risk assessment</li> <li>• Periodic external audit (3 to 5 year period)</li> </ul>	
The last audit took place	<p>Date: February 2018</p> <p>By: Steve Coxon/Kay Hanson</p>
Name of person responsible for monitoring the implementation of health and safety policies	Kay Hanson
All staff are aware of the key performance indicators in part E and how they are monitored	
Workplace inspections:	Name of person who carries these out:
Annual self-evaluation checklist	Kay Hanson/Louise Haywood/Allan Gray
Water quality monitoring	Allan Gray/ External provider
Fire system and extinguishers	Allan Gray/ External providers
Periodic site inspections (see schedule) – condition, security, etc.	Allan Gray/ Teaching staff
Electrical checks	External providers
Gas checks and boiler servicing	External providers

## D. Detailed Health and Safety Arrangements

### 1. Accident Reporting, Recording & Investigation

Our arrangements for recording and investigating: <ul style="list-style-type: none"><li>• See below, where applicable, incidents designated under RIDDOR are reported to the HSE as required.</li></ul>
pupil accidents: <ul style="list-style-type: none"><li>• Accidents are recorded in a pupil Accident Register kept in the school medical room. Any head injuries are always treated seriously and a written note sent home with pupils. If an accident results in hospitalisation a report form is completed and sent to the Health and Safety department at the LA.</li></ul>
staff accidents: <ul style="list-style-type: none"><li>• Accidents are recorded in a staff Accident Register kept in the school medical room.</li><li>• Any head injuries are always treated seriously.</li><li>• If an accident results in hospitalisation a report form is completed and sent to the Health and Safety department at the LA.</li></ul>
visitor accidents: <ul style="list-style-type: none"><li>• Accidents are recorded in the staff Accident Register kept in the school medical room.</li><li>• Any head injuries are always treated seriously.</li><li>• If an accident results in hospitalisation a report form is completed and sent to the Health and Safety department at the LA.</li></ul>
The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: Louise Haywood
Our arrangements for reporting to the Governing Body are: <ul style="list-style-type: none"><li>• Termly report to Finance and Recourses</li><li>• Annual report to governing body</li><li>• Adhoc reporting to Chair of Governors (as required)</li></ul>
Our arrangements for reviewing accidents and identifying trends are: Investigation: <ul style="list-style-type: none"><li>• Serious accidents are investigated immediately (or as soon as practicable).</li><li>• Minor accidents are reviewed termly by analysis of the respective Accident books and where trends are identified, suitable remedial actions are considered by the Finance and Resources committee.</li></ul>

### 2. Asbestos

Name of Premises Manager responsible for Managing Asbestos.	Kay Hanson
Location of the Asbestos Management Log or Record System.	School Office

<p>Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are:</p> <ul style="list-style-type: none"> <li>• Hazard exchange process</li> <li>• Access to register</li> </ul>	
<p>Our arrangements to ensure all school staff such as class teachers or caretakers have information about asbestos risk on the premises:</p> <ul style="list-style-type: none"> <li>• Annual risk review – disseminated to staff</li> <li>• Induction for new starters (and temporary workers)</li> <li>• Training for key personnel</li> </ul>	
<p>Staff must report damage to asbestos materials to:</p>	<p>Kay Hanson</p>
<p>Staff must not drill or affix anything to walls without first obtaining approval from the premises manager.</p>	

### 3. Communication

<p>Name of SLT member who is responsible for communicating with staff on health and safety matters:</p>	<p>Kay Hanson</p>
<p>Our arrangements for communicating about health and safety matters with all staff are:</p> <ul style="list-style-type: none"> <li>• Weekly staff meeting – agenda item</li> <li>• Update to risk assessments – on rolling programme</li> <li>• Site technician recording system for defects</li> <li>• Annual self-evaluation – consultation with staff</li> <li>• Annual update to staff</li> <li>• Periodic training (where applicable)</li> </ul>	
<p>Staff can make suggestions for health and safety improvements by:</p> <ul style="list-style-type: none"> <li>• Site technician recording system</li> <li>• Weekly staff meetings – agenda item</li> <li>• Open door policy to SLT</li> </ul>	

### 4. Construction Work \*See also Contractor Management

<p>Name of person coordinating any construction work / acting as Client for any construction project.</p>	<p>Kay Hanson (or otherwise delegated to Louise Haywood)</p>
<p>Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are:</p> <ul style="list-style-type: none"> <li>• Duty holders will be identified and named as part of any Construction project</li> <li>• Where CDM applies, The Richard Clarke First School will engage expert advice from the Local Authority (or other competent body)</li> <li>• Where required, The Richard Clarke First School will appoint additional duty</li> </ul>	

holders
<p>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are:</p> <ul style="list-style-type: none"> <li>• Hazard exchange process</li> <li>• Review of method statements (in connection with school activities)</li> <li>• Risk mitigations agreed (in connection with school activities)</li> <li>• Periodic scheduled meetings during the course of the works (as required)</li> <li>• Sensible monitoring of the works by school personnel and (where necessary) engaged competent persons</li> </ul>
<p>Our arrangements for the induction of contractors are:</p> <ul style="list-style-type: none"> <li>• Hazard exchange process</li> </ul>
<p>Staff should report concerns about contractors to:</p> <ul style="list-style-type: none"> <li>• Kay Hanson (or as delegated for the works)</li> </ul>
<p>We will review any construction activities on the site by:</p> <ul style="list-style-type: none"> <li>• Periodic meetings during the works and update on progress/ issues arising</li> <li>• Sensible monitoring of the works by school personnel and (where necessary) engaged competent persons</li> </ul>

## 5. Consultation

Name of SLT member who is responsible for consulting with staff on health and safety matters:	Kay Hanson
The name of the Trade Union Health and Safety Representative is:	Not applicable on site
<p>Our arrangements for consulting with staff on health and safety matters are:</p> <ul style="list-style-type: none"> <li>• Weekly staff meeting – agenda item</li> </ul>	
<p>Staff can raise issues of concern by:</p> <ul style="list-style-type: none"> <li>• Contact with SLT and Site Technician</li> <li>• Whistle blowing policy (if not resolvable locally)</li> </ul>	

## 6. Contractor Management

Name of person responsible for managing and monitoring contractor activity	Kay Hanson (or as otherwise delegated)
<p>Our arrangements for selecting competent contractors are:</p> <ul style="list-style-type: none"> <li>• Primary option – engage competent contractors via the Local Authority approved vendors</li> <li>• Secondary option – via Uttoxeter Learning Partnership (Pyramid)</li> <li>• Tertiary option – engaged direct by The Richard Clarke First School for minor works. Competent assessed on review of prior (similar) work, recommendation by others, review of Health and Safety information provided</li> </ul>	

<p>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are:</p> <ul style="list-style-type: none"> <li>• Hazard exchange process</li> <li>• Review of method statements (in connection with school activities)</li> <li>• Risk mitigations agreed (in connection with school activities)</li> <li>• Periodic scheduled meetings during the course of the works (as required)</li> </ul> <p>Sensible monitoring of the works by school personnel and (where necessary) engaged competent persons</p>
<p>Our arrangements for the induction of contractors are:</p> <ul style="list-style-type: none"> <li>• Hazard exchange process</li> </ul>
<p>Staff should report concerns about contractors to:</p> <ul style="list-style-type: none"> <li>• Kay Hanson (or delegated person for the works)</li> <li>• Chair of governors</li> </ul>

**7. Curriculum Areas – health and safety**

<p>Name of person who has overall responsibility for the curriculum areas as follows: PE</p>	<p>Kay Hanson, or otherwise supported by named staff below</p>
<p>Risk assessments for these curriculum areas are the responsibility of: PE</p>	<p>Name:  Karen Care</p>

**8. Display Screen Equipment use (including PC’s, laptops and tablets)**

<p>The school assesses the risk of the use of computers/laptops by carrying out a DSE assessment for staff using this type of equipment continuously and regularly for over an hour.</p>	
<p>Our arrangements for carrying out DSE assessments are:</p> <ul style="list-style-type: none"> <li>• As required – use of external provider</li> </ul>	
<p>Name of person who has responsibility for carrying out Display Screen Equipment Assessments</p>	<p>External provider</p>
<p>DSE assessments are recorded and any control measures required to reduce risk are managed by</p>	<p>Louise Haywood</p>

## 9. Early Years Foundation Stage (EYFS)

Name of person who has overall responsibility for EYFS	Kay Hanson
<p>Our arrangements for the safe management of EYFS are:</p> <ul style="list-style-type: none"> <li>• Site Technician undertakes daily classroom and outdoor area checks</li> <li>• EYFS staff undertake day to day assessment of equipment and area (and during use)</li> <li>• EYFS staff are trained in food hygiene standards</li> </ul>	

## 10. Educational visits / Off-Site Activities

Name of person who has overall responsibility for Educational Visits	Kay Hanson
The Educational Visits Coordinator is	Kay Hanson
<p>Our arrangements for the safe management of educational visits:</p> <ul style="list-style-type: none"> <li>• Evolve system used to coordinate and manage by lead teacher and subject to approval by EVC</li> <li>• Visit specific risk assessment undertaken</li> <li>• Staffing and supervision appointed accordingly as required</li> <li>• Residential visits and hazardous activities are submitted to Local Authority for review and approval</li> </ul>	

## 11. Electrical Equipment [fixed & portable]

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	Louise Haywood (remedial actions instructed via external providers)
Fixed electrical wiring test records are located:	School Office
All staff visually inspect electrical equipment before use.	
<p>Our arrangements for bringing personal electrical items onto the school site are:</p> <ul style="list-style-type: none"> <li>• Inspected before use by Site Technician</li> <li>• Contact or use by pupils is prohibited</li> <li>• Included in PAT programme if retained on site</li> </ul>	
Name of person responsible for arranging the testing of portable electrical equipment (PAT):	Louise Haywood
Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:	Finance and Resources Committee (in conjunction with Local Authority guidance)
Portable electrical equipment (PAT) testing records are located:	School Office
Staff must take defective electrical	Site Technician

equipment out of use and report to:	
The portable electrical equipment on the school site owned and used by contractors is the responsibility of the contractor, who must provide records of this if requested	

### **12. Fire Precautions & Procedures [and other emergencies incl. bomb threats]**

Name of competent person responsible for undertaking & reviewing fire risk assessment in addition to any associated action planning	Kay Hanson/ Steve Coxon (issued to Local Authority competent body for approval)
The Fire Risk Assessment is located .....	Headteachers Office
When the fire alarm is raised the person responsible for calling the fire service is	Office Manager or most senior member of staff on site
Name of person responsible for arranging and recording of fire drills	Kay Hanson (with Allan Gray)
Name of person responsible for creating and reviewing Fire Evacuation arrangements	Kay Hanson/ Steve Coxon
Our Fire Evacuation Arrangements are published ...	<ul style="list-style-type: none"> <li>• In class specific folders</li> <li>• Site Induction</li> </ul>
Our Fire Marshals are listed	School Office
Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at	School Office
Name of person responsible for training staff in fire procedures	Kay Hanson
All staff must be aware of the Fire Procedures in school	

### **13. First Aid \*see also Medication**

Name of person responsible for carrying out the First Aid Assessment	Louise Haywood
The First Aid Assessment is located	School Office
First Aiders are listed	Medical Room
Name of person responsible for arranging and monitoring First Aid Training	Kay Hanson (or as delegated to Louise Haywood)
Location of First Aid Box	Throughout school
Name of person responsible for checking & restocking first aid boxes	Louise Haywood
In an emergency staff are aware of how to summon an ambulance	

Our arrangements for dealing with an injured person who has to go to hospital are (who is contacted/ who accompanies staff or children to hospital):	
pupils	Parent or guardian contacted/ accompanied by parent or guardian if available or designated member of staff
staff	Next of kin/ next of kin if available or designated member of staff (or neither if school priority takes precedence)
visitors	Next of kin (if known)/ next of kin if available/known or designated member of staff (or neither if school priority takes precedence)
Our arrangements for recording the use of First Aid are the use of an administration log for medicines or otherwise via the Accident book	

#### 14. Forest School

Not applicable
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#### 15. Glass & Glazing

All glass in doors and side panels are constructed of safety glass or otherwise coated with protective film	
All replacement glass is of safety standard	
A glass and glazing assessment took place	2017, records in School Office

#### 16. Hazardous Substances (COSHH)

Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)	Kay Hanson (or designated member of staff) using COSHH data
Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are: The school does not use hazardous substances as part of the curriculum	

#### 17. Health and Safety Law Poster

The Health and Safety at Work poster is located:	Health and Safety Board (outside staff room)
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#### 18. Housekeeping, cleaning & waste disposal

All staff and pupils share the responsibility for keeping the school site clean, tidy and free from hazards	
Our waste management arrangements are: <ul style="list-style-type: none"> <li>• Designated storage area away from main building</li> <li>• Bins checked daily and emptied as required</li> <li>• Waste segregated where practicable</li> </ul>	

<ul style="list-style-type: none"> <li>Waste not allowed to accumulate before removal from site</li> </ul>	
<p>Our site housekeeping arrangements are:</p> <ul style="list-style-type: none"> <li>Cleaning outsourced and undertaken daily</li> <li>Daily site inspection undertaken – hazards designated or removed</li> <li>Waste and litter disposed of to storage</li> <li>Periodic audits and inspections (see above)</li> <li>Staff engaged as part of weekly meeting</li> <li>Covered in risk assessments</li> </ul>	
<p>Site cleaning is provided by: External cleaning company</p>	<p>Chartwells Deborah Cram</p>
<p>Cleaning staff have received appropriate information, instruction and training about the following and are competent:</p>	
<p>work equipment – Chartwells</p>	
<p>hazardous substances – Chartwells</p>	
<p>Waste skips and bins are located away from the school building</p>	
<p>All staff and pupils must be aware of the arrangements for disposing of waste and the location of waste bins and skips</p>	
<p>Staff in all Depts. Who generate waste (e.g.catering/cleaning/curriculum areas) must be aware of the risk assessments and control measures in place for their role</p>	

## 19. Infection Control

<p>Name of person responsible for managing infection control:</p>	<p>Kay Hanson</p>
<p>Our infection control arrangements (including communicable diseases/hand hygiene standards) are:</p> <ul style="list-style-type: none"> <li>Maintain cleaning arrangements to schedule (to minimise risk)</li> <li>Hand gel dispensers distributed through school</li> <li>Teaching staff monitor hygiene – eating and use of toilets</li> <li>Communication with parents undertaken where an issue is identified</li> <li>Follow communicable diseases manual guidance</li> </ul>	

## 20. Lettings

<p>Name of Premises Manager or member of Leadership team responsible for Lettings</p>	<p>Kay Hanson</p>
<p>Our arrangements for managing Lettings of the school /rooms or external premises are:</p> <p>Outlined in The Richard Clarke First School Lettings Policy</p>	
<p>The health and safety considerations for Lettings are considered and reviewed annually.</p>	
<p>Hirers have in place their own risk assessments, first aid arrangements/ fire</p>	

procedures and emergency procedures.
Hirers are responsible for obtaining the necessary local authority licenses for their activities and these must be provided to the school on request.
Hirers must provide a register of those present during a letting upon request.

## 21. Lone Working

<p>Our arrangements for managing lone working are:</p> <ul style="list-style-type: none"> <li>• Discouraged where practicable</li> <li>• Members of staff undertake review of school policy</li> <li>• Points of contact established</li> </ul>
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## 22. Maintenance / Inspection of Equipment (including selection of equipment)

<p>NOTE Types of equipment to consider in this section: Ladders and steps, PE equipment, fire alarm and smoke detection, emergency lighting, fire extinguishers. This section <b>must include</b> the arrangements for school kitchens</p>	
Name of person responsible for the selection, maintenance / inspection and testing of equipment	Kay Hanson
Records of maintenance and inspection of equipment are retained and are located:	School Office
Staff report any broken or defective equipment to:	Kay Hanson
<p>The equipment on the school/academy site owned and used by contractors is the responsibility of the contractor, who must provide records of testing , inspection and maintenance if requested</p>	
<p>Specific equipment checks as follows (and subject to periodic local inspection and point of use checks):</p> <ul style="list-style-type: none"> <li>• Ladders and steps – Allan Gray</li> <li>• PE Equipment – External provider</li> <li>• Fire alarm, smoke detection, fire extinguishers and emergency lighting – External provider</li> </ul>	

## 23. Manual Handling

Name of competent person responsible for carrying out manual handling risk assessments	Kay Hanson (or as otherwise delegated)
<p>Our arrangements for managing manual handling activities are:</p> <ul style="list-style-type: none"> <li>• Avoid where possible</li> <li>• Follow manual handling advice</li> </ul>	
<p>Staff must aware of the requirement to avoid hazardous manual handling and</p>	

carry out risk assessment where the task cannot be avoided.
Staff who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task.
Staff are trained appropriately to carry out manual handling activities.
Where people handling takes place an Individual Manual Handling Plan must be in place and communicated to all parties (including where appropriate the young person/their parents/carers/support staff).

## 24. Medication

Name of person responsible for the management of and administration of medication to pupils in school	Kay Hanson and Louise Haywood
Our arrangements for the administration of medicines to pupils are: The school has a policy for administration of medicines Any medication that is administered requires parental agreement and agreed dosage must be signed by the parents/guardians. When administered the time, amount and who administered the medication is recorded in a book. All medicines are kept secure in the Medical Room and if necessary in the fridge.	
The names members of staff who are authorised to give / support pupils with medication are:	All staff (in line with Policy)
Medication is stored:	In the medical room Some (eg: inhalers/insulin) in classrooms
A record of the administration of medication is located:	School office
Pupils who administer and/or manage their own medication in school are authorised to do so by parental agreement in accordance with their care plan (supervised by a member of staff). A suitable private location to administer medication/store medication and equipment is available as required.	
Staff are trained to administer complex medication by the school nursing service when required.	
Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are in accordance with the pupil's care plan.	
Staff who are taking medication must keep this personal medication in a secure area in a staff only location.	
Staff must advise the school leaders if they are taking any medication which might impair their ability to carry out their normal work.	

## 25. Personal Protective Equipment (PPE) (links to Risk Assessment)

PPE is provided free of charge where a risk assessment identifies this is needed to control a risk and the risk cannot be controlled by another means.	
Name of person responsible for selecting suitable personal protective equipment (PPE) for school staff.	Kay Hanson
Name of person responsible for the checking and maintenance of personal protective equipment provided for staff	Kay Hanson
PPE provided for use in curriculum lessons is not “personal” as it is provided by pupils in classroom situations.	
Name of person responsible for selecting suitable personal protective equipment (PPE) for pupils.	PPE is not generally required for curriculum activity – except as risk assessed
All PPE provided for use in a classroom environment is kept clean, free from defects and replaced as necessary.	
Name(s) of person responsible for cleaning and checking pupil PPE.	See above

## 26. Radiation

Not applicable
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## 27. Reporting Hazards or Defects

All staff and pupils must report any hazards, defects or dangerous situations they see at school.
Our arrangements for the reporting of hazards and defects: There is a defects communication book which is retained at the H&S board adjacent to the staff room and is used for recording of defects. Staff and pupils are aware of the location of the defects book. Entries are monitored by the school site technician and actioned accordingly.

## 28. Risk Assessments

The school has in place risk assessments for any identified significant risk. Control measures which are put in place to eliminate or reduce risk are communicated to staff, pupils and other who may be exposed to the risk.
Risk assessments are in place for the following areas: Premises and grounds <ul style="list-style-type: none"><li>● Curriculum / classrooms</li><li>● Hazardous activities or events</li><li>● Lettings or contract work which may affect staff or pupils in the school/academy</li></ul>

<ul style="list-style-type: none"> <li>• Fire Risk Assessment</li> <li>• Hazardous Substances</li> <li>• Work Equipment</li> <li>• Manual handling activities</li> <li>• Risks related to individuals e.g. health issues</li> </ul> <p>See Risk Assessment folder for detailed listing</p>	
Name of person who has overall responsibility for the school risk assessment process and any associated action planning	Kay Hanson
<p>Our arrangements for carrying out, recording, communicating and reviewing risk assessments are:</p> <p>Risk Assessments are tabled at staff meetings – content is disseminated and discussed and staff sign on to the requirements</p> <p>A periodic review (typically annually) is undertaken to ensure the document is up to date and to account for any changes within the school or legal requirements. Staff are responsible for undertaking specific risk assessments associated with broader activities.</p>	
Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments.	
When an accident or incident occurs a post risk assessment takes place when a new hazard has been identified.	
Risk assessments are created or reviewed when something new is introduced or a change has occurred.	

## 29. Smoking

No smoking or vaping is permitted on site or in vehicles owned or operated by the school.
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## 30. Shared use of premises/shared workplace

Name of Premises Manager or member of Leadership team responsible for Premises Management	Kay Hanson
The school site is shared with another organisation	Tom Thumb Nursery
<p>Our arrangements for managing health and safety in a shared workplace are:</p> <ul style="list-style-type: none"> <li>• Shared evacuation procedure – tested termly</li> <li>• Open and regular communication shared between providers</li> <li>• Regular forum to interface and update (at least termly)</li> </ul>	

### 31. Stress and Staff Well-being

Name of person who has overall responsibility for the health and wellbeing of school/academy staff	Kay Hanson
All staff have responsibility to take care of their own health and wellbeing and the school supports staff to do this by implementing the following arrangements: <ul style="list-style-type: none"><li>• Annual staff wellbeing audit (and findings discussed with staff)</li><li>• Standing agenda item at staff meetings</li><li>• Individual risk assessments undertaken where staff are considered to be vulnerable</li></ul>	
Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated.	
All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work.	
Individual stress risk assessments take place when a member of staff requires additional individual support.	
A team stress risk assessment has been completed involving all staff and this is reviewed regularly.	

### 32. Swimming Pool Operating Procedures (where applicable)

Not applicable
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### 33. Training and Development

Name of person who has overall responsibility for the training and development of staff.	Kay Hanson
All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.	
Our arrangements for carrying out suitable and sufficient health and safety training for all staff are: <ul style="list-style-type: none"><li>• Needs review undertaken as part of performance management process</li><li>• Record of training and renewal requirements is maintained</li><li>• Annual refresher on H&amp;S undertaken as part of Autumn term in-set day</li></ul>	
The school has a health and safety training matrix to help in the planning of essential and development training for staff.	
Training records are retained and are located in the Headteacher's office.	
Training and competency as a result of training is monitored and measured by:	Kay Hanson & Steve Coxon

### 34. Vehicles owned or operated by the school/academy

Name of person who has overall responsibility for the school/academy vehicles	The school does not own a vehicle
The school has the use of the community minibus	
Name of person who manages the driver medical examinations	Kay Hanson
Name of person who manages the vehicle license requirements	Kay Hanson
Name of person who undertakes vehicle checks such as oil, water and routine roadworthiness.	Karen Care
Name of person who arranges servicing and maintenance of the minibus	The vehicle is not owned by the school
Our arrangements for the safe use of the community minibus are: <ul style="list-style-type: none"><li>• The school contact the operator via Tim Veitch (as designated community point of contact)</li><li>• Karen Care (the school designated driver) has undertaken driver training and assessment in line with LEA guidelines</li></ul>	

### 35. Vehicle movement on site

Name of Premises Manager responsible for the management of vehicles on site	Kay Hanson
Our arrangements for the safe access and movement of vehicles on site are (include restriction on vehicle movement at certain times, speed limits, segregation vehicles from pedestrian areas, restrictions on reversing vehicles, special arrangements for deliveries etc): <ul style="list-style-type: none"><li>• Vehicles are not permitted on to site except as follows:<ul style="list-style-type: none"><li>○ Deliveries are generally restricted to office access only and segregated from play areas</li><li>○ Contractors are only permitted on site by prior agreement (non-routine activities are subject to the hazard exchange process)</li><li>○ Staff parking only is permitted on site and access limited and controlled in accordance with the school risk assessment</li></ul></li></ul>	

### 36. Violence and Aggression and School/Academy Security

The school provides a place of work which is designed and managed to minimise the risk of violence and aggression to staff, pupils and visitors.
A risk assessment is carried out where staff are at increased risk of injury due to their work.

Training, information and instruction is available to staff to help them manage the risk of violence and aggression where required.	
Staff and pupils must report all incidents of verbal & physical violence to:	Kay Hanson
Incidents of verbal & physical violence are investigated by:	Kay Hanson
Name of person who has responsibility for site security:	Kay Hanson
Our arrangements for site security are: Visitors to the school are required to sign in at the front office. Visitor doors are kept shut and locked during the school day. Admission is by entry buzzer, control kept by the Office Manager using the CCTV monitor. Staff are aware of the need to challenge individuals but not to place themselves at risk. Unauthorised access is prohibited by locked gates to the remainder of the school premises.	

### 37. Water System Safety

Name of Premises Manager responsible for managing water system safety.	Kay Hanson
Name of contractors who have undertaken a risk assessment of the water system	Hertel
Name of contractors who carry out regular testing of the water system:	Hertel
Location of the water system safety manual/testing log	School office
Our arrangements to ensure contractors have information about water systems are: <ul style="list-style-type: none"> <li>• Hazard exchange process</li> </ul>	
Our arrangements to ensure all school staff carrying out checks or testing or maintenance have information about the water system: <ul style="list-style-type: none"> <li>• The Site Technician is responsible for taking water temperatures and recording them on a monthly basis. Any anomalous temperature readings are referred to our contract provider.</li> <li>• A copy of the water hygiene risk assessment is located in the main office.</li> <li>• The Site Technician has undergone water system management training.</li> </ul>	

### 38. Working at Height

Name(s) of person responsible managing the risk of work at height on the premises:	Kay Hanson
Work at height is avoided where possible.	
Our arrangements for managing work at height are:	

<ul style="list-style-type: none"> <li>• The Site technician has received ladder training and is aware of the risks associated with ladder use.</li> <li>• No high risk ladder use is undertaken when working alone.</li> <li>• Other members of staff have access to low level step ladders and guidance has been provided to them about correct ladder use.</li> <li>• There is a risk assessment in place relating to ladder use.</li> <li>• All ladders are checked every six months by the Site technician and the checks are recorded.</li> </ul>
Appropriate equipment is provided for work at height where required
Staff who carry out work at height are trained to use the equipment provided
Work at height equipment is regularly inspected, maintained and records are kept in the school office

### 39. Work Experience

Name of person who has overall responsibility for managing work experience and work placements for school pupils.	Kay Hanson (or as delegated)
<p>Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are:</p> <ul style="list-style-type: none"> <li>• Requests are assessed on an adhoc basis and subject to review of the circumstances and school capacity at that time</li> <li>• Relevant capability and experience of the individual is taken in to account in ensuring the school can continue to operate safely</li> <li>• Supervision is determined depending on the above</li> </ul>	
The name of the person responsible for the health and safety of people on work experience in the school premises:	Kay Hanson
<p>Our arrangements for managing the health and safety of work experience students in the school are:</p> <ul style="list-style-type: none"> <li>• Students receive Induction site discussion with Office Manager and are given a leaflet detailing appropriate behaviours and H&amp;S details</li> <li>• Students are assigned a mentor during the placement, who will provide H&amp;S guidance</li> <li>• Students are supervised throughout their placement</li> </ul>	

#### 40. Volunteers

Name of person who has overall responsibility for managing/coordinating volunteers working within the school:	Kay Hanson
<ul style="list-style-type: none"><li>• Volunteers are considered as a member of staff and all health and safety arrangements including induction and training must apply</li><li>• Office Manager carries out the induction</li><li>• See also Work Experience arrangements</li></ul>	

#### E. Health and Safety Key Performance Indicators (KPI's)

It is important that school leaders, governors and managers can monitor the health and safety performance of their school in order to determine where progress is being made and where further actions and resources may be required.

The school measure the following performance indicators:

- Fire test evacuation timing
- Accident statistics and frequency (staff and pupils)
- Accidents requiring hospital treatment
- Pupil and staff attendance
- Training completion
- Wellbeing data

The Health Safety and Wellbeing Service may also request feedback on certain KPI's more details of these can be obtained from your Health and Safety Adviser.