

Health, Safety and Wellbeing Management Arrangements

Core | Consider | Complex

Template

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

Hayes Meadow Primary School

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 Hayes Meadow Primary School

Part E - The Key Performance Indicators.

A. Introduction

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

B. Policy Statement

The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Hayes Meadow Primary School Governing Body/ Senior Leadership Team 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 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.

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| <i>Marie Brown, Chair of Governors</i> | <i>Sarah Sivieri, Headteacher</i> |
| <i>Date: October 2022</i> | <i>Date: October 2022</i> |

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

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| <i>Hayes Meadow Primary School obtains competent health and safety advice from</i> | <i>SHSS – Health, Safety and Well Being Staffordshire County Council</i> |
| <i>The contact details are</i> | <i>Sarah –Jane Walmsley 01785 355777</i> |
| <i>In an emergency we contact :07623 910065</i> | |

Monitoring Health and Safety

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| <i>Name of person(s) responsible for the overall monitoring of health and safety in school/academy:</i> | <i>Name Mrs Sarah Sivieri</i> |
| <i>Our arrangements for the monitoring of health and safety are ;</i> | |
| <i>Annual report to Governors Termly Accident Analysis Monthly Monitoring checks All above are carried out/ checked by Premises Manager/ HT and site technician</i> | |
| <i>Hayes Meadow Primary School carries out formal evaluations and audits on the management of health and safety – Annually or when a situation changes</i> | |
| <i>The last audit took place</i> | <i>Date: 15th February 2022</i> |
| <i>Name of person responsible for monitoring the implementation of health and safety policies</i> | <i>Sarah Sivieri Philippa Gilbert Nicola Morgan Sarah Clarke Simon Bowyer</i> |
| <i>All staff are aware of the key performance indicators in part E and how they are monitored</i> | |
| <i>Workplace inspections - type</i> | <i>Name of person who carries these out</i> |
| <i>Premises</i> | <i>Headteacher, Site technician</i> |

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D. Detailed Health and Safety Arrangements

Adapt this list of arrangements as appropriate for your school.

For further information from the Health, Safety and Wellbeing Service in any of these areas you may also wish to view the information on the SLN

[https://education.staffordshire.gov.uk/School-](https://education.staffordshire.gov.uk/School-Admin/HealthSafetyWellbeing/Health-Safety-and-Wellbeing-Service.aspx)

[Admin/HealthSafetyWellbeing/Health-Safety-and-Wellbeing-Service.aspx](https://education.staffordshire.gov.uk/School-Admin/HealthSafetyWellbeing/Health-Safety-and-Wellbeing-Service.aspx) or consult with your Health and Safety Adviser / Other Specialist Adviser.

1. Accident Reporting, Recording & Investigation

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| <i>Our arrangements for recording and investigating:</i> | |
| <i>pupil accidents: Accident record sheet completed, 'Bump note sent home'. Serious accidents are recorded electronically and sent to SCC Health and Safety Service</i> | |
| <i>staff accidents: Recorded on B form</i> | |
| <i>visitor accidents: Recorded same as above</i> | |
| <i>The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: Mrs Sarah Sivieri</i> | |
| <i>Our arrangements for reporting to the Governing Body or Academy Board are: Standing agenda item at Full Governor Body meetings and Finance Committee meetings. Annual Report to Governors</i> | |
| <i>Our arrangements for reviewing accidents and identifying trends are: Accidents are analysed termly to identify any trends in location or type of accident. This is communicated to Governors in the Annual Report To Governors</i> | |

2. Asbestos

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| <i>Name of Premises Manager responsible for Managing Asbestos.</i> | <i>Name Mrs S Sivieri under the guidance of SCC Asbestos Management Team</i> |
| <i>Location of the Asbestos Management Log or Record System.</i> | <i>Location Main Office</i> |
| <i>Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are: All contractors must have read and signed the Asbestos Register before commencing any work. If work is to be carried out in any area where Asbestos may be present then advice needs to be sought prior to the work commencing.</i> | |

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| <i>Contract Hazard Exchange form completed before work is carried out</i> | |
| <i>Our arrangements to ensure all school/academy staff such as class teachers or caretakers have information about asbestos risk on the premises: School staff briefed on contents of the Asbestos Manual and procedures in place. Site technician has received correct training in Management of Asbestos</i> | |
| <i>Staff must report damage to asbestos materials to:</i> | <i>Name Mrs S Sivieri</i> |
| <i>Staff must not drill or affix anything to walls without first obtaining approval from the premises manager.</i> | |

3. Communication

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| <i>Name of SLT member who is responsible for communicating with staff on health and safety matters:</i> | <i>Name Mrs S Sivieri Mrs N Morgan/ Mrs P Gilbert Mr Simon Bowyer</i> |
| <i>Our arrangements for communicating about health and safety matters with all staff are: Staff Health and Safety notice board- updated information Staff meetings Shared drive Defects book Site supervisor records</i> | |
| <i>Staff can make suggestions for health and safety improvements by: Informing Health and Safety co- ordinator Raising these at staff meetings/ briefings</i> | |

4. Construction Work *See also Contractor Management

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| <i>Name of person coordinating any construction work / acting as Client for any construction project.</i> | <i>Name Guidance sought from Entrust Property Services for any construction work</i> |
| <i>Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are: Guidance sought from Entrust Property Services Contractor Hazard Exchange Forms completed Duty holders will be identified and named as part of any Construction project.</i> | |
| <i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: Information is shared for risk assessments and monitoring systems are in place Staff required to sign and date risk assessments applicable to them.</i> | |
| <i>Our arrangements for the induction of contractors are:</i> | |

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| <p><i>Only use SCC approved contractors</i></p> <p><i>Contractors hazard exchange forms completed</i></p> <p><i>Contractor signing in books used for regular contractors</i></p> <p><i>Contractor cards to show Fire Procedures, First Aid etc.</i></p> |
| <p><i>Staff should report concerns about contractors to:</i></p> <p><i>Mrs S Sivieri</i></p> |
| <p><i>We will review any construction activities on the site by:</i></p> <p><i>Regular checks and advice sought from Entrust Property Services</i></p> |

5. Consultation

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| <p><i>Name of SLT member who is responsible for consulting with staff on health and safety matters:</i></p> | <p><i>Name</i></p> <p><i>Sarah Sivieri</i></p> <p><i>Simon Bowyer</i></p> <p><i>Nicola Morgan/ Philippa Gilbert</i></p> |
| <p><i>Our arrangements for consulting with staff on health and safety matters are:</i></p> <p><i>Staff meetings – any staff can raise a Health and Safety concern and are actively encouraged to do so.</i></p> | |
| <p><i>Staff can raise issues of concern by: Verbally informing site technician or Headteacher</i></p> | |

6. Contractor Management

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| <p><i>Name of person responsible for managing and monitoring contractor activity</i></p> | <p><i>Name</i></p> <p><i>Mrs S Sivieri under guidance from SCC Property Services</i></p> |
| <p><i>Our arrangements for selecting competent contractors are:</i></p> <p><i>Use only SCC approved contractors</i></p> | |
| <p><i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are:</i></p> <p><i>Contractors Cards</i></p> <p><i>Contractor Hazard Exchange Forms</i></p> <p><i>Asbestos Manual checked and signed before work commences</i></p> | |
| <p><i>Our arrangements for the induction of contractors are:</i></p> <p><i>Through guidance from SCC Property Services.</i></p> <p><i>Contractors Cards</i></p> <p><i>Hazard Exchange Forms – completed prior to work</i></p> <p><i>Contractors Signing in book</i></p> | |
| <p><i>Staff should report concerns about contractors to: Sarah Sivieri HT</i></p> | |

7. Curriculum Areas – health and safety

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| <i>Name of person who has overall responsibility for the curriculum areas as follows:</i> Early Years/ KS1 KS2 PE/ Science | Mrs N Morgan Mrs P Gilbert Mr A Morgan |
| <i>Risk assessments for these curriculum areas are the responsibility of:</i> Early years/ KS1 KS2 PE/ Science | Mrs N Morgan Mrs P Gilbert Mr A Morgan |

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

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| <i>Hayes Meadow 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.</i> | |
| <i>Our arrangements for carrying out DSE assessments are:</i> Annual DSE assessment carried out for identified users | |
| <i>Name of person who has responsibility for carrying out Display Screen Equipment Assessments</i> | <i>Name</i> Mrs S Sivieri |
| <i>DSE assessments are recorded and any control measures required to reduce risk are managed by</i> | <i>Name</i> Mrs S Clarke |

9. Early Years Foundation Stage (EYFS)

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| <i>Name of person who has overall responsibility for EYFS</i> | <i>Name</i> Mrs N Morgan |
| <i>Our arrangements for the safe management of EYFS are:</i> Risk assessments are in place for all areas and activities | |

10. Educational visits / Off-Site Activities

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| <i>Name of person who has overall responsibility for Educational Visits</i> | <i>Name</i> Mrs S Sivieri |
| <i>The Educational Visits Coordinator is</i> | <i>Name</i> Mrs P Gilbert |

*Our arrangements for the safe management of educational visits:
 Evolve is used for risk assessment
 Visit is carried out prior to the Educational Visit if the venue is unknown or has changed*

11. Electrical Equipment [fixed & portable]

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| <i>Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:</i> | <i>Name Mr S Bowyer/ Mrs S Clarke Mrs S Sivieri</i> |
| <i>Fixed electrical wiring test records are located:</i> | <i>Main office Property Portal - Entrust</i> |
| <i>All staff visually inspect electrical equipment before use.</i> | |
| <i>Our arrangements for bringing personal electrical items onto the school site are: No personal electrical items are permitted in school</i> | |
| <i>Name of person responsible for arranging the testing of portable electrical equipment (PAT):</i> | <i>Name Mrs S Clarke/ Mr S Bowyer</i> |
| <i>Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:</i> | <i>Name Mrs S Clarke – Annually</i> |
| <i>Portable electrical equipment (PAT) testing records are located:</i> | <i>Main office Property Portal - Entrust</i> |
| <i>Staff must take defective electrical equipment out of use and report to:</i> | <i>Name Mr S Bowyer</i> |
| <i>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: Chartwells Catering and Cleaning – PAT tested – records available</i> | |

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

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| <i>Name of competent person responsible for undertaking & reviewing fire risk assessment in addition to any associated action planning</i> | <i>Name Mrs S Sivieri Mr S Bowyer</i> |
| <i>The Fire Risk Assessment is located</i> | <i>HT office</i> |
| <i>When the fire alarm is raised the person responsible for calling the fire service is</i> | <i>Name Mrs S Clarke</i> |
| <i>Name of person responsible for arranging</i> | <i>Name</i> |

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| <i>and recording of fire drills</i> | <i>Mr S Bowyer</i> |
| <i>Name of person responsible for creating and reviewing Fire Evacuation arrangements</i> | <i>Name</i> <i>Mrs S Clarke</i> <i>Mrs S Sivieri</i> |
| <i>Our Fire Evacuation Arrangements are published ...</i> | <i>Location</i> <i>In every room throughout school</i> |
| <i>Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at</i> | <i>Location</i> <i>Main Office</i> |
| <i>Name of person responsible for training staff in fire procedures</i> | <i>Name</i> <i>Mrs S Sivieri – annual staff handbook and on induction</i> |
| <i>All staff must be aware of the Fire Procedures in school</i> | |

13. First Aid *see also Medication

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| <i>Name of person responsible for carrying out the First Aid Assessment</i> | <i>Name</i> <i>Mrs S Clarke</i> |
| <i>The First Aid Assessment is located</i> | <i>Location</i> <i>Main Office</i> |
| <i>First Aiders are listed</i> | <i>Location</i> <i>Main office</i> <i>Staff notice board</i> <i>Around school</i> |
| <i>Name of person responsible for arranging and monitoring First Aid Training</i> | <i>Name</i> <i>Mrs S Clarke</i> |
| <i>Location of First Aid Box</i> | <i>Various sites around school- PPA room, Nursery, Reception, Hall, Year 2 Cloakroom</i> |
| <i>Name of person responsible for checking & restocking first aid boxes</i> | <i>Mrs S Clarke</i> |
| <i>In an emergency staff are aware of how to summon an ambulance</i> | |
| <i>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):</i> | |
| <i>pupils</i> | <i>Parents are contacted. If taken to hospital in an emergency the Paediatric first aider or headteacher will accompany the child to hospital.</i> |
| <i>staff</i> | <i>Emergency contacts are kept for each member of staff – first named</i> |

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| | <i>person is contacted. If taken to hospital urgently the First Aider at Work or Headteacher will accompany the staff member to hospital</i> |
| <i>visitors</i> | <i>First Aider at work will accompany person to hospital if no one is available with the visitor</i> |
| <i>Our arrangements for recording the use of First Aid are written records in first aid books or on the Staffordshire online reporting system. All accidents are recorded in the accident book with details on First Aid treatment given.</i> | |

14. Forest School

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| <i>Name of person in school who leads on Forest School activity</i> | <i>Jessica Chambers/ Kirsty Waldron</i> |
| <i>Children only access Forest School under the supervision of our Forest School Lead. Risk assessments are completed for all Forest School activities</i> | |

15. Glass & Glazing

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| <i>All glass in doors and side panels are constructed of safety glass</i> | |
| <i>All replacement glass is of safety standard</i> | |
| <i>A glass and glazing assessment took place in 2018 and the record can be found on the property portal.</i> | <i>Date and Location Hayes Meadow Primary - Glazing date – August 2018</i> |

16. Hazardous Substances (COSHH)

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| <i>Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)</i> | <i>S Sivieri S Bowyer</i> |
| <i>Material Data sheets are kept for hazardous substances kept in school No other substances are permitted in school unless they have a material data sheet Risk assessments are carried out for Activities that use any hazardous substances</i> | |

17. Health and Safety Law Poster

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| <i>The Health and Safety at Work poster is located:</i> | <i>Staff Room and on health and safety board</i> |
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18. Housekeeping, cleaning & waste disposal

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| <i>All staff and pupils share the responsibility for keeping the school/academy site clean, tidy and free from hazards</i> | |
| <i>Our waste management arrangements are: Contractors collect waste on a weekly basis. Any other waste is disposed of through approved company – currently PHS</i> | |
| <i>Our site housekeeping arrangements are: All staff are responsible for general housekeeping Site Technician is responsible for daily inspection of external areas</i> | |
| <i>Site cleaning is provided by: External cleaning company</i> | <i>Name and contact details Chartwells</i> |
| <i>Cleaning staff have received appropriate information, instruction and training about the following and are competent:</i> | |
| <i>All information, instruction and training is carried out by Chartwells for their staff</i> | |
| <i>Waste skips and bins are located away from the school/academy building.</i> | |
| <i>All staff and pupils must be aware of the arrangements for disposing of waste and the location of waste bins and skips. Bins are located in car park</i> | |
| <i>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.</i> | |

19. Infection Control

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| <i>Name of person responsible for managing infection control:</i> | <i>Mrs S Sivieri</i> |
| <i>Our infection control arrangements (including communicable diseases/hand hygiene standards) are: Communicable diseases folder and guidelines are available in the office SS is also responsible for any COVID-19 related training, management and procedures.</i> | |

20. Lettings

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| <i>Name of Premises Manager or member of Leadership team responsible for Lettings</i> | <i>Mrs S Sivieri</i> |
| <i>Our arrangements for managing Lettings of the school/academy /rooms or external premises are: Lettings Policy in place Follow SCC guidelines for lettings</i> | |

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| <i>Complete a Hazard Exchange for any lettings</i> |
| <i>The health and safety considerations for Lettings are considered and reviewed annually.</i> |
| <i>Hirers have in place their own risk assessments, first aid arrangements/ fire procedures and emergency procedures.</i> |
| <i>Hirers are responsible for obtaining the necessary local authority licenses for their activities and these must be provided to the school/academy on request.</i> |
| <i>Hirers must provide a register of those present during a letting upon request.</i> |

21. Lone Working

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| <i>Lone Working is not advised.</i> |
| <i>If necessary the headteacher must be contacted on arrival and when staff member leaves.</i> |

22. Maintenance / Inspection of Equipment (including selection of equipment)

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| <i>Ladders and Steps, Emergency lighting, Fire alarm and smoke detection, fire extinguishers, emergency lighting, PE and playground equipment</i> | |
| <i>Name of person responsible for the selection, maintenance / inspection and testing of equipment</i> | <i>Mr S Bowyer</i> |
| <i>Records of maintenance and inspection of equipment are retained and are located:</i> | <i>Main Office</i> |
| <i>Staff report any broken or defective equipment to:</i> | <i>Mr S Bowyer Mrs S Sivieri</i> |
| <i>The equipment on the school site owned and used by contractors is the responsibility of the contractor, who must provide records of testing , inspection and maintenance if requested: Chartwells – Catering and Cleaning</i> | |

23. Manual Handling

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| <i>Name of competent person responsible for carrying out manual handling risk assessments</i> | <i>Manual handling guidelines are on display in the staffroom HSE guidelines followed</i> |
| <i>Our arrangements for managing manual handling activities are: Risk assessments are in place for any manual handling Equipment is provided to help with moving any loads Staff are instructed to not lift or move any load that is beyond their capabilities</i> | |
| <i>Staff must aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided.</i> | |
| <i>Staff who carry out manual handling must be aware of the manual handling risk</i> | |

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| <i>assessment and the control measures in place for the task.</i> |
| <i>Staff are trained appropriately to carry out manual handling activities.</i> |
| <i>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).</i> |
| <i>Restrictive Physical Intervention training is given to those members of staff requiring it</i> |

24. Medication

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| <i>Name of person responsible for the management of and administration of medication to pupils in school</i> | <i>Staff members are all able to administer prescription medication to pupils in school Any pupils requiring long term medication e.g insulin are assigned designated members of staff who are trained in delivering the medication</i> |
| <i>Our arrangements for the administration of medicines to pupils are:</i> | |
| <i>The names members of staff who are authorised to give / support pupils with medication are:</i> | <i>Sarah Clarke Other staff are trained to deliver medication to certain pupils.</i> |
| <i>Medication is stored:</i> | <i>Inhalers and epi pens are stored in child's classroom first aid box – so accessible when needed Other medication is stored in medical room/ staff room lockable medical cabinet or in fridge as directed</i> |
| <i>A record of the administration of medication is located:</i> | <i>Medication forms are used that is signed in and out by parents and medicine administration is recorded here. Forms kept in main office</i> |
| <i>Pupils who administer and/or manage their own medication in school are authorised to do so by a Mrs S Sivieri and provided with a suitable private location to administer medication/store medication and equipment.</i> | |
| <i>Staff are trained to administer complex medication by the school nursing service when required.</i> | |
| <i>Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are:</i> | |

Children requiring inhalers are required to fill out a school asthma card containing details of administering medication.

Epi pens are administered according to instructions on child's individual health care plan.

A member of staff in each year group has undertaken training on dealing with epilepsy, asthma, anaphylaxis.

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.

Individual risk assessment should be carried out for any staff member requiring long term medication

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(s) of person responsible for selecting suitable personal protective equipment (PPE) for school staff.

Mrs S Sivieri

Name of person responsible for the checking and maintenance of personal protective equipment provided for staff

Mrs S Sivieri

PPE provided for use in curriculum lessons is not "personal" as it is provided by pupils in classroom situations.

Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for pupils.

Mrs S Sivieri
Class Teachers

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.

All staff responsible for their pupils

26. Radiation

Name of the school Radiation Protection Supervisor (RPS)

N/A

Name of the Radiation Protection Adviser (RPA)

N/A

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:

Hazards and defects are recorded in Site Technicians book.

Any other hazards are reported to Mr S Bowyer and Mrs S Sivieri who will then arrange for them to be remedied

All staff are aware of the importance of recording any defects

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

Curriculum / classrooms

Hazardous activities or events

Lettings or contract work which may affect staff or pupils in the school

Fire Risk Assessment

Manual handling activities

Risks related to individuals e.g. health issues

Stress Risk Assessment

Name of person who has overall responsibility for the school risk assessment process and any associated action planning

*Mrs S Sivieri
Mrs S Sivieri oversee the risk assessment process but all staff are involved in developing risk assessments for their particular area*

Our arrangements for carrying out, recording, communicating and reviewing risk assessments are:

Risk assessments are carried out by members of staff associated in a particular area or with a specific activity.

These are communicated to each member of staff who then sign to record they have read and understood the risk assessment.

These are reviewed on an annual basis or when a situation changes and altered if required

Appropriate training is being sought 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.

30. Shared use of premises/shared workplace

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| <i>Name of Premises Manager or member of Leadership team responsible for Premises Management</i> | N/A |
| <i>The school/academy premises are shared with another organisation (e.g.Contract caterer/public leisure centre).</i> | N/A |
| <i>Our arrangements for managing health and safety in a shared workplace are: Not applicable</i> | |

31. Stress and Staff Well-being

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| <i>Name of person who has overall responsibility for the health and wellbeing of school staff</i> | Mrs S Sivieri Mrs N Morgan Mrs P Gilbert |
| <i>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: Regular meetings with the headteacher in which health and well- being is discussed Staff are encouraged to inform headteacher of any health restrictions that need to be made aware of Staff stress survey carried out to assess staff well being Staff stress risk assessment in place</i> | |
| <i>Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated. Staff risk assessment action plan Well being committee</i> | |
| <i>All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work.</i> | |
| <i>Individual stress risk assessments take place when a member of staff requires additional individual support.</i> | |
| <i>A team stress risk assessment has been completed involving all staff and this is reviewed regularly. May 2022</i> | |

32. Training and Development

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| <i>Name of person who has overall responsibility for the training and</i> | Mrs S Sivieri |
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| <i>development of staff.</i> | |
| <i>All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.</i> | |
| <i>This is recorded by Mrs S Sivieri on induction</i> | |
| <i>Our arrangements for carrying out suitable and sufficient health and safety training for all staff are:</i> | |
| <i>Training accessed when required for all staff.</i> | |
| <i>The school has a health and safety training matrix to help in the planning of essential and development training for staff.</i> | |
| <i>Training records are retained and are located In the main office/ HT office</i> | |
| <i>Training and competency as a result of training is monitored and measured by:</i> | <i>Mrs S Sivieri</i> |

33. Vehicle movement on site

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| <i>Name of Premises Manager responsible for the management of vehicles on site</i> | <i>Mr S Bowyer</i> |
| <i>Our arrangements for the safe access and movement of vehicles on site are</i> | |
| <i>No access to the car park is permitted except for staff and known visitors.</i> | |
| <i>Deliveries to school are to be avoided on school drop off and pick up times – this is made aware to regular delivery companies visiting the school.</i> | |
| <i>Pedestrian walkway is segregated in the car park for pupil entrance</i> | |

34. Violence and Aggression and School/Academy Security

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| <i>The school/academy provides a place of work which is designed and managed to minimise the risk of violence and aggression to staff, pupils and visitors.</i> | |
| <i>A risk assessment is carried out where staff are at increased risk of injury due to their work.</i> | |
| <i>Training, information and instruction is available to staff to help them manage the risk of violence and aggression where required.</i> | |
| <i>Staff and pupils must report all incidents of verbal & physical violence to:</i> | <i>Mrs S Sivieri</i> |
| <i>Incidents of verbal & physical violence are investigated by:</i> | <i>Mrs S Sivieri</i> |
| <i>Name of person who has responsibility for site security:</i> | <i>Mrs S Sivieri</i> |
| <i>Our arrangements for site security are:</i> | |
| <i>Site is monitored by intruder alarm – controlled and maintained by Lantern Security</i> | |

No visitors are allowed onsite unless an appointment has been made and required checks carried out.

Signing in and out system in place

COVID Visitors procedure in place

Visitors to school must show valid ID

35. Water System Safety

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|---|--------------------------------|
| <i>Name of Premises Manager responsible for managing water system safety.</i> | Mr S Bowyer Site Technician |
| <i>Name of contractors who have undertaken a risk assessment of the water system</i> | HSL |
| <i>Name of contractors who carry out regular testing of the water system:</i> | HSL |
| <i>Location of the water system safety manual/testing log</i> | Main office |
| <i>Our arrangements to ensure contractors have information about water systems are:</i> Water log book on site for contractors to access any required information | |
| <i>Our arrangements to ensure all school staff carrying out checks or testing or maintenance have information about the water system:</i> Log book on site. Only site technician carries out water checks and maintenance | |

36. Working at Height

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| <i>Name(s) of person responsible managing the risk of work at height on the premises:</i> | Mr S Bowyer |
| <i>Work at height is avoided where possible.</i> | |
| <i>Our arrangements for managing work at height are:</i> Risk assessment to be completed before starting work and a member of SLT to be aware of the works being carried out. | |
| <i>Appropriate equipment is provided for work at height where required.</i> | |
| <i>Staff who carry out work at height are trained to use the equipment provided</i> | |
| <i>Work at height equipment is regularly inspected, maintained and records are kept (Location)</i> Ladder checks are carried out and records kept in main office | |

37. Work Experience

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| <i>Name of person who has overall</i> | Mrs S Sivieri |
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| <i>responsibility for managing work experience and work placements for school/academy pupils.</i> | |
| <i>Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are:</i> Mrs Sivieri carries out an induction meeting with any work experience students- to discuss fire evacuation procedures, first aid provisions, safe guarding and risk assessments they need to be aware of. Under direct supervision of member of staff in assigned classroom but overall supervision is by Mrs S Sivieri | |
| <i>The name of the person responsible for the health and safety of people on work experience in the school premises:</i> | Mrs S Sivieri |
| <i>Our arrangements for managing the health and safety of work experience students in the school are:</i> Risk assessments in place for any activity or location they are working in Fire evacuation procedures discussed on induction Work Experience students encouraged to notify Mrs S Sivieri of any potential Health and Safety issues Any medical needs of the work experience student communicated to Mrs Sivieri prior to commencing the placement so that risk assessments can be put in place before hand | |

38. Volunteers

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| <i>Name of person who has overall responsibility for managing/coordinating volunteers working within the school:</i> | Mrs S Sivieri |
| <i>Volunteers are considered as a member of staff and all health and safety arrangements including induction and training must apply. Induction is carried out and recorded DBS checks carried out prior to volunteer working in school</i> | |

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.

| KPI | Success criteria |
|--|--|
| All staff are aware of their roles and responsibilities. | Staff are able to talk to SLT and governors about their roles. Procedures are followed and responsibilities are understood. |

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| Risk assessments ensure all pupils and staff are safe when carrying out activities/ events. | Staff are able to take ownership of risk assessments. Quality risk assessments clearly identify risk and how staff expect to manage that risk. |
| Maintain statutory compliance and record keeping. | All responsible staff are able to provide clear records of checks and procedures and know when next checks and tests are required. All external checks for water/ gas etc are kept up to date and in order. |
| Ensure all staff have the necessary training to complete their roles. | Ensure clear training records identify what training staff have received and when refresher training is required. Plan for succession planning for key roles and responsibilities. |

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.