

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

*St Mary's CE (A) First 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 the St Mary's CE (A) First School.

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

**A. Introduction**

This policy statement complements (and should be read in conjunction with) St Mary's CE (A) First School Health and Safety Policy. It records the local organisation and arrangements for implementing the school policy.

**B. Policy Statement**

The requirement to provide a safe and healthy working environment for all employees is acknowledged and St Mary's Governing Body 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.

<i>[Signature]</i>	<i>[Signature]</i>
<i>Mrs Margaret Sherwin, Chair of Governors/Board</i>	<i>Sue Wade, Headteacher</i>
	<i>01-09-19</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**

<i>The school/academy obtains competent health and safety advice from</i>	Wendy Sears
<i>The contact details are</i>	Tel: 01785 355777
<i>In an emergency we contact</i> 01785 355777	

**Monitoring Health and Safety**

<i>Name of person(s) responsible for the overall monitoring of health and safety in school/academy:</i>	Sue Wade
<i>Our arrangements for the monitoring of health and safety are :</i> Annual Report to Governing Body Health and Safety Self Audit and Action Plan Health and Safety Evaluation Checklist	
<i>The school/academy carries out formal evaluations and audits on the management of health and safety annually.</i>	
<i>The last audit took place</i>	<i>Date: 24-01-19</i> <i>By: Sue Wade</i>
<i>Name of person responsible for monitoring the implementation of health and safety policies</i>	Charles Dale
<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>
Water Hygiene	Russ Fisher
Fire Call Points	Russ Fisher
Emergency Lighting	Russ Fisher
Fridge temperature	Debbie Pyatt
Asbestos Visual Inspection	Sue Wade
Accident and Injuries	Debbie Pyatt
Ladder Checks	Russ Fisher

**D. Detailed Health and Safety Arrangements**

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-Admin/HealthSafetyWellbeing/Health-Safety-and-Wellbeing-Service.aspx> or consult with your Health and Safety Adviser / Other Specialist Adviser.

**1. Accident Reporting, Recording & Investigation**

<i>Our arrangements for recording and investigating:</i>
<i>pupil accidents:</i> Major Accidents should be reported to the Head Teacher or the School Administration Officer who will contact County and complete and return required forms. In addition the accident book held on site must be completed. The accident must be investigated to determine cause and establish what can be done, if anything, to prevent reoccurrence. Minor Accidents must be recorded in the accident book/pupil's accident log held on site. These accidents should be investigated but the amount of time spent in investigating should be

<p><i>relative to the accident. Where a pupil has received a bump to the head a note must be completed and given to the parent / carer at the end of the day. Where a pupil has had a significant bump elsewhere on their body, a note must be provided for the parent and teacher (if not present).</i></p>
<p><b>staff accidents:</b>  <i>Accidents should be reported to the Head Teacher or the School Administration Officer. The necessary accident reporting form will be completed and an investigation carried out to determine if changes in procedures need to be adopted.</i></p>
<p><b>visitor accidents:</b>  <i>Accidents should be reported to the Head Teacher or the School Administration Officer. The necessary accident reporting form will be completed and an investigation carried out to determine if changes in procedures need to be adopted.</i></p>
<p><b>The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: Debbie Pyatt</b></p>
<p><b>Our arrangements for reporting to the Governing Body or Academy Board are:</b> <i>Once each term to the committee responsible for monitoring health and safety arrangements in school.</i></p>
<p><b>Our arrangements for reviewing accidents and identifying trends are:</b>  <i>Through the termly report produced by the Office Manager.</i></p>

**2. Asbestos**

<p><b>Name of Premises Manager responsible for Managing Asbestos.</b></p>	<p>Sue Wade</p>
<p><b>Location of the Asbestos Management Log or Record System.</b></p>	<p>Location School Office (in cupboard above the pupil records)</p>
<p><b>Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are:</b>  <i>All contractors need to report to school office and will be given the Asbestos Manual to read and sign when quoting for work and when undertaking work. An exchange of hazards form must be completed and the asbestos register is presented to each individual team member before they commence any work, whether intrusive or not, to ensure they are aware of potential hazards. All contractors sign and record the area within the school they are working.</i></p>	
<p><b>Our arrangements to ensure all school staff such as class teachers or caretakers have information about asbestos risk on the premises:</b>  <i>All staff must read and sign the asbestos register annually.                      All staff have been informed that they are not to undertake or ask anyone other than the site supervisor to undertake on their behalf any work within school without discussion with Head Teacher.</i></p>	
<p><b>Staff must report damage to asbestos materials to:</b></p>	<p>Sue Wade</p>
<p><b>Staff must not drill or affix anything to walls without first obtaining approval from the premises manager.</b></p>	

**3. Communication**

<p><b>Name of SLT member who is responsible for communicating with staff on health and safety matters:</b></p>	<p>Sue Wade</p>
<p><b>Our arrangements for communicating about health and safety matters with all staff are:</b>  <i>Annual update at first inset day, monthly general staff meetings and notes relaying any</i></p>	

changes.
<i>Staff can make suggestions for health and safety improvements by: Raising concerns or making suggestions during general staff meetings.</i>

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

<i>Name of person coordinating any construction work / acting as Client for any construction project.</i>	Sue Wade
<i>Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are: Contractors are chosen from the County Approved Register where possible. Larger work is to be managed by County Property Unit. The Head Teacher or Officer Support Manager is responsible for monitoring Contractors during school hours and the Site Supervisor at other times. Staff should report concerns to the Head Teacher, Assistant Head Teacher or Officer Support Manager. It is the responsibility of the Head Teacher (Assistant Head Teacher or Officer Support Manager when Head unavailable) to liaise with County Property &amp; Estates. 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: All contractors report at the commencement of work to School Office and are given Hazard Checklist and Code of Conduct / Health and Safety sheet. Prior to work commencing the premise manager, project manager and contractors exchange paperwork and discuss safe working practise.</i>	
<i>Our arrangements for the induction of contractors are: Initially, they are accompanied to the correct area of work where access and safe working practise is discussed.</i>	
<i>Staff should report concerns about contractors to: Sue Wade or Debbie Pyatt</i>	
<i>We will review any construction activities on the site by: Weekly meetings with the project manager and construction lead.</i>	

**5. Consultation**

<i>Name of SLT member who is responsible for consulting with staff on health and safety matters:</i>	Sue Wade
<i>The name of the Trade Union Health and Safety Representative is:</i>	
<i>Our arrangements for consulting with staff on health and safety matters are: Annual update at first inset day, monthly general staff meetings and any other time staff feel there is a need for change.</i>	
<i>Staff can raise issues of concern by: Discussing health and safety individually through a meeting with either the head teacher or office manager or through team or staff meetings. Staff can highlight concerns/issues through the recording log in the staffroom or with the Headteacher or Staff Governor. Health and Safety paperwork is stored in the school office.</i>	

**6. Contractor Management**

<i>Name of person responsible for managing and monitoring contractor activity</i>	Sue Wade
<i>Our arrangements for selecting competent contractors are:</i> Contractors are chosen from the County Approved Register where possible.	
<i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are:</i> Prior to work commencing the premise manager, project manager and contractors exchange paperwork and discuss safe working practise. Regular meetings are organised	
<i>Our arrangements for the induction of contractors are:</i> Initially, they are accompanied to the correct area of work and access and safe working practise discussed.	
<i>Staff should report concerns about contractors to:</i> Sue Wade or Debbie Pyatt	

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

<i>Name of person who has overall responsibility for the curriculum areas as follows:</i> Science D&T PE	<i>Head of Dept. or Curriculum Lead Name</i>  Nicky Malkin
<i>Risk assessments for these curriculum areas are the responsibility of:</i>	<i>Risk Assessments have been completed for school activities and discussed with staff. If a member of staff is undertaking an activity that has not been assessed then they must speak with the Health and Safety Co-ordinator so that an assessment can be completed.</i> <i>Teaching Staff have completed a written risk assessment of their own classroom which includes equipment, storage and pathways.</i> <i>Safety in PE BALPE is available in school for staff.</i>

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

<i>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.</i>	
<i>Our arrangements for carrying out DSE assessments are:</i> Complete the DSE training module (available from the head teacher), complete the DSE Assessment Checklist in full (HSF 7 which is on the intranet), hand it to the office support manager or head teacher for them to investigate and take the corrective action, if the assessment shows areas of concern it will be passed to the local DSE assessor, complete the assessment every two years or if the work station changes.	
<i>Name of person who has responsibility for carrying out Display Screen Equipment Assessments</i>	Debbie Pyatt



<i>DSE assessments are recorded and any control measures required to reduce risk are managed by</i>	Sue Wade
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### 9. Early Years Foundation Stage (EYFS)

<i>Name of person who has overall responsibility for EYFS</i>	Jo Moulton
<i>Our arrangements for the safe management of EYFS are:</i> Annual risk assessments are carried out on each learning area. Daily and weekly risk assessments are produced and linked to the plans. A named person carries out these assessments and a record is kept within the EYFS area.	

### 10. Educational visits / Off-Site Activities

<i>Name of person who has overall responsibility for Educational Visits</i>	Sue Wade
<i>The Educational Visits Coordinator is</i>	Sue Wade
<i>Our arrangements for the safe management of educational visits:</i> Staff must submit appropriate paper work through EVOLVE as stated by County. Risk assessments must be obtained before a visit is undertaken and this must be added to EVOLVE. Prior to taking part in a visit: the week before and day before checklists need to be completed by the visit leader. Signature of person with Parental Responsibility must be obtained for visits out of the local area. All paperwork around a visit needs to be added to Evolve for future reference. Parents sign for children to use the local environment on entry to school. A plan A and plan B needs to be made prior to the visit. Basic First Aid items are taken by group leaders when on school trip. Staff use First Aid provision of transport being used and venues being visited. If no provision is available first aid kit to be taken by Lead Teacher. School is to be contacted immediately in the case of an emergency.	

### 11. Electrical Equipment [fixed & portable]

<i>Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:</i>	Debbie Pyatt
<i>Fixed electrical wiring test records are located:</i>	In the school office
<i>All staff visually inspect electrical equipment before use.</i>	
<i>Our arrangements for bringing personal electrical items onto the school site are:</i> Staff are informed that they must not bring in personal equipment unless it is new or has been PAT tested or the head teacher has approved the use of the equipment.	
<i>Name of person responsible for arranging the testing of portable electrical equipment (PAT):</i>	Debbie Pyatt
<i>Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:</i>	Sue Wade
<i>Portable electrical equipment (PAT) testing records are located:</i>	In the school office
<i>Staff must take defective electrical equipment out of use and report to:</i>	Debbie Pyatt

*The portable electrical equipment on the school/academy 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]**

<i>Name of competent person responsible for undertaking &amp; reviewing fire risk assessment in addition to any associated action planning</i>	Sue Wade
<i>The Fire Risk Assessment is located</i>	<i>Within the health and safety folder in the head teacher's office</i>
<i>The site has a fire alarm which activates a response from (a 3rd party / listening service)</i>	Debbie Pyatt
<i>Name of person responsible for arranging and recording of fire drills</i>	Debbie Pyatt
<i>Name of person responsible for creating and reviewing Fire Evacuation arrangements</i>	Sue Wade
<i>Our Fire Evacuation Arrangements are published ...</i>	<i>In all classrooms and areas within the school</i>
<i>Our Fire Marshals are listed</i>	
<i>Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at</i>	The school office
<i>Name of person responsible for training staff in fire procedures</i>	Sue Wade
<i>All staff must be aware of the Fire Procedures in school</i>	

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

<i>Name of person responsible for carrying out the First Aid Assessment</i>	Sue Wade
<i>The First Aid Assessment is located</i>	<i>Within the health and safety folder in the head teacher's office</i>
<i>First Aiders are listed</i>	<i>Within the health and safety folder in the head teacher's office. In the staff toilets.</i>
<i>Name of person responsible for arranging and monitoring First Aid Training</i>	Debbie Pyatt
<i>Location of First Aid Box</i>	Staff Toilets
<i>Name of person responsible for checking &amp; restocking first aid boxes</i>	Debbie Pyatt
<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): Next of kin are contacted. If a child's parents cannot get to school before an ambulance arrives then a key member of staff will accompany the child in the ambulance.</i>	
<i>pupils</i>	Parents
<i>staff</i>	<i>Next of kin as indicated on an individual's emergency contact sheet</i>
<i>visitors</i>	<i>Next of kin as indicated on an individual's emergency contact sheet</i>

*Our arrangements for recording the use of First Aid are: Accident book*

**14. Forest School**

<i>Name of person in school who leads on Forest School activity</i>	Sarah Egan
<i>Our arrangements for developing, organising and running Forest School activity. Include here any details with regard to risk assessment, communication and supervision etc. : A risk assessment is developed prior to the commencement of Forest School Activities. A timetable of activities must be provided and agreed with the school lead prior to an activity taking place.</i>	

**15. Glass & Glazing**

<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 January 2013 and the record can be found in</i>	School Office

**16. Hazardous Substances (COSHH)**

<i>Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)</i>	Debbie Pyatt
<i>Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are:</i> <i>Hazardous Substances in school are kept by the Site Supervisor in appropriately locked room/cupboard.</i> <i>Risk assessments / data sheets are located in the upper building boiler room and school office.</i> <i>The Site Supervisor has attended Site Supervisor training and is responsible for selecting and using the correct Protective Clothing and for placing a request for replacements to the school office</i> <i>The school uses CLEAPPS as a resource and all staff must be aware of how to access this information.</i>	

**17. Health and Safety Law Poster**

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

<i>All staff and pupils share the responsibility for keeping the school site clean, tidy and free from hazards</i>	
<i>Our waste management arrangements are:</i> <i>Service Level Agreement with Chartwells (via Entrust) for whole school care.</i> <i>The Site Supervisor and Janitor are responsible for areas not covered by Chartwells Cleaning Services.</i>	
<i>Our site housekeeping arrangements are:</i> <i>Aspens are responsible for the safe disposal of catering waste and for the clearing of the school hall after lunch time.</i> <i>All staff are responsible for ensuring that spills are cleared or that sharp objects are removed and disposed of.</i>	

<i>The Site Supervisor is responsible for clearing snow and making a safe access pathway from each open gate to each building during inclement weather and for ensuring that external waste bins are in an agreed safe area.</i>	
<i>Site cleaning is provided by:</i>	<i>Service Level Agreement with Chartwells (via Entrust) for whole school care.</i>
<i>Cleaning staff have received appropriate information, instruction and training about the following and are competent:</i>	
<i>work equipment</i>	
<i>hazardous substances</i>	
<i>Waste skips and bins are located away from the school 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.</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**

<i>Name of person responsible for managing infection control:</i>	<i>Sue Wade</i>
<i>Our infection control arrangements (including communicable diseases/hand hygiene standards) are:</i> <i>The office manager is responsible for alerting vulnerable users as necessary.</i> <i>The office support manager will report any concerns to the health authority.</i> <i>The head teacher will seek advice from the school nurse.</i>	

**20. Lettings**

<i>Name of Premises Manager or member of Leadership team responsible for Lettings</i>	<i>Sue Wade</i>
<i>Our arrangements for managing Lettings of the school/academy /rooms or external premises are:</i> <i>There is a Letting policy and checklist for the use of the Hall and classrooms.</i> <i>The school is not responsible for the First Aid needs of Leasees.</i> <i>Information regarding evacuation is posted in all rooms and is discussed at commencement of lease.</i> <i>Groups who leave their equipment in the store are responsible for correct storage and labelling.</i> <i>Groups using the school hall do not have access to school equipment, with the exception of tables and seating.</i> <i>When a letting is made an exchange of hazards form is completed and is reviewed annually, or sooner if circumstances change.</i> <i>Parents are informed of emergency procedures at the start of family learning events and productions.</i> <i>At events taking place during the school day, pupils remain the responsibility of the school and the adult in charge.</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 on request.</i>	

*Hirers must provide a register of those present during a letting upon request.*

**21. Lone Working**

*Our arrangements for managing lone working are:*  
 Staff may undertake some work alone during holiday periods or by agreement at a weekend. Any tasks being undertaken must be in agreement with the head teacher or office manager and risk assessments discussed. This will include arrangements for contact during that working period.  
 Contractors working during non-school opening hours should risk assess and plan for lone working and carry out their own risk assessment.

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

<p><i>Visual Ladder checks are made by the caretaker before use and are undertaken at each use by the Site Supervisor</i></p> <p><i>Ladders and steps checks are undertaken by the Site Supervisor 6 monthly and recorded.</i></p> <p><i>Fire Alarms are checked weekly and serviced quarterly</i></p> <p><i>Emergency Lighting is checked monthly</i></p> <p><i>Fire Extinguishers are checked annually</i></p> <p><i>PE equipment is checked annually</i></p> <p><i>New equipment is selected in consultation with main user or subject manager.</i></p> <p><i>Installation is contracted to an appropriate contractor.</i></p> <p><i>Kitchen and cleaning equipment is monitored and maintained by the individual contracted company.</i></p>	
<p><i>Name of person responsible for the selection, maintenance / inspection and testing of equipment</i></p>	<p><i>Debbie Pyatt</i></p>
<p><i>Records of maintenance and inspection of equipment are retained and are located:</i></p>	<p><i>Within the school office</i></p>
<p><i>Staff report any broken or defective equipment to:</i></p>	<p><i>Debbie Pyatt or make a record in the defects' book</i></p>
<p><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:</i></p>	

**23. Manual Handling**

<p><i>Name of competent person responsible for carrying out manual handling risk assessments</i></p>	<p><i>Sue Wade</i></p>
<p><i>Our arrangements for managing manual handling activities are:</i>                  All staff have received manual handling awareness training and are aware of risk assessments for moving items of furniture or equipment.</p>	
<p><i>Staff must be aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided.</i></p>	
<p><i>Staff who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task.</i></p>	
<p><i>Staff are trained appropriately to carry out manual handling activities.</i></p>	
<p><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). Also refer to physical intervention policy</i></p>	

**24. Medication**

<i>Name of person responsible for the management of and administration of medication to pupils in school/academy</i>	Sue Wade
<p><i>Our arrangements for the administration of medicines to pupils are:</i>  Prescription medication only is given in line with the medicine's policy by the Head Teacher, Assistant Head Teacher or Office Support Manager. Parents must complete appropriate forms before this is undertaken.  Children requiring inhalers for asthma must wear a suitable holder e.g. bum bag in which the reliever inhaler is kept and carried at all times. Preventative medication (usually a brown inhaler) can only be brought into school if required four times a day or more on the dosage label and must be kept in the school office. Appropriate asthma forms need to be completed as stated above.  Parents must have notified the school that their child has a medical diagnosis and the information included on the child's medical form and it is the responsibility of the parent to ensure that the medication is in school and is in date.  The school has policies for Administration of Medication and Asthma.  Children who have serious medical needs are catered for through the development of a medical protocol (care plan) with the School Nurse, School and Parent.</p>	
<i>The names of members of staff who are authorised to give / support pupils with medication are:</i>	This may be indicated on a child's individual care plan. For other medication it is the head teacher, office support manager or assistant head teacher
<i>Medication is stored:</i>	In a fridge, locked medical cupboard or office (this is locked when left vacant).
<i>A record of the administration of medication is located:</i>	In the school office
<i>Pupils who administer and/or manage their own medication in school are authorised to do so by Sue Wade 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> Staff receive annual training and all children with an asthma plan will have an adult identified to provide support in an emergency. For children requiring an epi-pen a named member of staff will be responsible to provide emergency medication as indicated in the child's care plan.	
<i>Staff who are taking medication must keep this personal medication in a secure area in a staff only location (locked cupboard in the EYFS area, staff room or locked cupboard in specific area of school as discussed with the office manager or head teacher.</i>	
<i>Staff must advise the school/academy leaders if they are taking any medication which might impair their ability to carry out their normal work.</i>	

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

<i>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.</i>	
<i>Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for school staff.</i>	Sue Wade or Debbie Pyatt



<i>Name of person responsible for the checking and maintenance of personal protective equipment provided for staff</i>	<i>Caretaking staff are responsible for identifying and requesting PPE. This should be checked before use and re-ordered as necessary. PPE for supporting children with a medical condition is monitored by teaching and support staff and ordered as appropriate.</i>
<i>PPE provided for use in curriculum lessons is not "personal" as it is provided by pupils in classroom situations.</i>	
<i>Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for pupils.</i>	<i>Sue Wade or Debbie Pyatt</i>
<i>All PPE provided for use in a classroom environment is kept clean, free from defects and replaced as necessary.</i>	
<i>Name(s) of person responsible for cleaning and checking pupil PPE.</i>	<i>All staff working with the pupils using the equipment</i>

**26. Radiation**

<i>Name of the school Radiation Protection Supervisor (RPS)</i>	<i>Sue Wade</i>
<i>Name of the Radiation Protection Adviser (RPA)</i>	<i>Wendy Sears</i>

**27. Reporting Hazards or Defects**

<i>All staff and pupils must report any hazards, defects or dangerous situations they see at school.</i>
<i>Our arrangements for the reporting of hazards and defects: Pupils are encouraged to report defects to a member of staff; they are made aware of their responsibilities through lessons. All staff must record defects and/or hazards in the appropriate book in the staff room and verbally to the office. Defective equipment or hazards should be removed immediately by the member of staff if possible, if this is not possible it is the responsibility of the Senior Management or Site Supervisor to organise removal or repair.</i>

**28. Risk Assessments**

<i>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.</i>
<i>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/academy Fire Risk Assessment Hazardous Substances Work Equipment Manual handling activities Risks related to individuals e.g. health issues</i>

<i>Early Years Playground</i>	
<i>Name of person who has overall responsibility for the school/academy risk assessment process and any associated action planning</i>	<i>Sue Wade</i>
<i>Our arrangements for carrying out, recording, communicating and reviewing risk assessments are: The Head Teacher and Premise Committee are responsible for Risk Assessments for specific issues (pregnancy, health needs); for general assessments; for ensuring that staff undertake RA for own room and activities and for periodic review of assessments</i>	
<i>Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments.</i>	
<i>When an accident or incident occurs a post risk assessment takes place when a new hazard has been identified.</i>	
<i>Risk assessments are created or reviewed when something new is introduced or a change has occurred.</i>	

**29. Smoking**

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

<i>Name of Premises Manager or member of Leadership team responsible for Premises Management</i>	<i>Sue Wade</i>
<i>The school/academy premises are shared with another organisation (e.g.Contract caterer/public leisure centre).</i>	<i>Aspens – providing catering and Chartwells- providing cleaning services.</i>
<i>Our arrangements for managing health and safety in a shared workplace are: Sharing the health and safety policy and regular discussions with the supervisor of each service.</i>	

**31. Stress and Staff Well-being**

<i>Name of person who has overall responsibility for the health and wellbeing of school/academy staff</i>	<i>Sue Wade</i>
<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: Team or individual risk assessments. Staffordshire website advertised to staff. Information on specific well-being services eg Thinkwell are advertised on the staff notice board. Return to Work Discussions are undertaken School 'Open Door' policy is available for staff</i>	
<i>Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated.</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 in January of each year involving all staff</i>	



*and this is reviewed regularly and placed in the risk assessment folder in the staff room.*

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

<i>Name of person who has overall responsibility for managing the swimming pool and it's environment.</i>	<i>NA</i>
<i>Our arrangements for carrying out suitable swimming pool management (including minimum supervision standards, how to summon assistance in emergency, what to do if problem identified with pool water quality, supervision in changing areas, max numbers of swimmers, conditions of hire to outside organisations, first aid provision, training plant operators):</i>	
<i>Staff operating the swimming pool have received appropriate training and information.</i>	
<i>Emergency procedures are in pace for the use of the swimming pool and all staff who supervise swimming activities are trained appropriately in these procedures.</i>	
<i>The health and safety considerations within curriculum swimming must be planned, supervised and managed by staff who include in their lesson planning.</i>	

**33. Training and Development**

<i>Name of person who has overall responsibility for the training and development of staff.</i>	<i>Sue Wade</i>
<i>All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.</i>	
<i>Our arrangements for carrying out suitable and sufficient health and safety training for all staff are:</i> <i>School Handbook includes précis of basic H&amp;S information.</i> <i>Matrix of competencies completed.</i>	
<i>The school/academy 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 staff files.</i>	
<i>Training and competency as a result of training is monitored and measured by:</i>	<i>Sue Wade via performance management and review meetings</i>

**34. Vehicle movement on site**

<i>Name of Premises Manager responsible for the management of vehicles on site</i>	<i>Sue Wade</i>
<i>Our arrangements for the safe access and movement of vehicles on site are: Vehicular movement is restricted during school hours. The main gate is closed at the start and end of the school day and access is only granted via the school office. Access to playground area is restricted to lesson time and only after discussion with a member of the Senior Management team. Any vehicle requiring long term access is cordoned off from the pupils.</i>	

**35. Violence and Aggression and School/Academy Security**

<i>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.</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 &amp; physical violence to:</i>	<i>Sue Wade</i>

<i>Incidents of verbal &amp; physical violence are investigated by:</i>	Sue Wade
<i>Name of person who has responsibility for site security:</i>	Sue Wade
<p><i>Our arrangements for site security are:</i>                  All external corridor doors are kept shut during the day, unless children are in the playground. External access to these doors is via a code or key fob.                  The black gate at the rear of the school is locked between 9.05am and 3.20pm. Keys are provided for staff so that external gates can be locked or unlocked as necessary (including the gate to the field).                  The perimeter fencing is of a height to prevent an adult lifting a child over it. There are sufficient adults on playground duty to ensure that one monitors the gates near the wild life garden, and one monitors the barrier between the car park and the playground.</p>	

**36. Water System Safety**

<i>Name of Premises Manager responsible for managing water system safety.</i>	Sue Wade
<i>Name of contractors who have undertaken a risk assessment of the water system</i>	- IWS water hygiene
<i>Name of contractors who carry out regular testing of the water system:</i>	IWS water hygiene – 18 <sup>th</sup> February 2019
<i>Location of the water system safety manual/testing log</i>	In the school office
<p><i>Our arrangements to ensure contractors have information about water systems are:</i>                  Appointments are made and staff are aware when contractors will be in school. Records are kept within the water system safety folder and these are updated monthly.</p>	
<p><i>Our arrangements to ensure all school staff carrying out checks or testing or maintenance have information about the water system:</i>                  Training is provided via county. All records are kept within the folder and any recommendations are added to this.</p>	

**37. Working at Height**

<i>Name(s) of person responsible managing the risk of work at height on the premises:</i>	Russ Fisher
<i>Work at height is avoided where possible.</i>	
<p><i>Our arrangements for managing work at height are:</i>                  Staff must use steps to reach display boards.                  Regularly used or heavy items of equipment are stored at lower levels.                  Infrequently used / accessed resources and equipment stored at higher levels needing to be accessed by ladder must be with knowledge and/or with support from another member of staff or request for site supervisor to access.                  Ladders must not be used by pupils or parents.                  Contractors to use own ladders.</p>	
<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 in the school office.</i>	

**38. Work Experience**

<i>Name of person who has overall responsibility for managing work experience and work placements for school pupils.</i>	<i>NA</i>
<i>Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are:</i>	
<i>The name of the person responsible for the health and safety of people on work experience in the school premises:</i>	<i>Sue Wade</i>
<i>Our arrangements for managing the health and safety of work experience students in the school are: Induction is undertaken by Head Teacher, Assistant Head Teacher or Officer Support Manager. Supervision is undertaken by named class teacher. The supervising teacher ensures that work experience students, without a full DBS, are not put in a position of responsibility for a group of children unless they are in full sight of a member of school staff.</i>	

**39. Volunteers**

<i>Name of person who has overall responsibility for managing/coordinating volunteers working within the school:</i>	<i>Sue Wade</i>
<i>Volunteers are considered as a member of staff and all health and safety arrangements including induction and training must apply.</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.

- Employee health and wellbeing – especially with regard to changes in Ofsted and SIAMS inspections.
- Policy and organisation – all staff have individual H/S objectives linked to the overall school objectives.
- Risk Assessment - Continue to actively involve employees in the risk assessment process to increase their ownership of the risk assessment. (Linked to above KPI)
- Policy and organisation – analyse accidents and identify trends and ensure that the outcomes of this analysis supports H/S and wellbeing developments.

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.