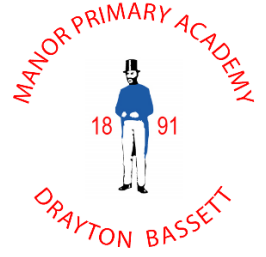




*Inspiring All to Excellence*



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**Manor Primary Academy**

# **Health, Safety and Wellbeing Policy**

**Health, Safety and Wellbeing Service**



## Document Control

Policy Title	Health, Safety and Wellbeing Policy
Effective Date	Autumn 2022
Review Date	Autumn 2023
Policy Owner	Staffordshire County Council
Policy Approver	LGB

## Version Control

Version	Date	Amended by	Comments
V1	Autumn 2022	SCC	Policy adopted from SCC

Section	Changes Made

## 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.

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 school.

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

## A. Introduction

This policy statement complements the Staffordshire County Council Health and Safety Policy. It records the local organisation and arrangements for implementing the Staffordshire County Council policy.

## B. Policy Statement

The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Governing Body/those in control of the 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 representative's forms part of this policy.

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

<i>Mandy Frith</i>		Simon Robson
<i>Chair of Governors/Board</i>		<i>Headteacher</i>
<i>Autumn 2022</i>		<i>Autumn 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

<i>The school/academy obtains competent health and safety advice from</i>	<i>Staffordshire County Council (SCC) Health, Safety and Wellbeing Service</i>
<i>The contact details are</i>	<i>Charlotte Evans (SCC) H&amp;S Advisor</i>
<i>In an emergency we contact</i>	<i>01785 278227</i>

### Monitoring Health and Safety

<i>Name of person(s) responsible for the overall monitoring of health and safety in school/academy:</i>	<i>Simon Robson</i>
<i>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. annual report to Governing Body:</i>	
<i>Termly meetings in school between the leaders Half termly governors meeting (sub-committee) At least annual walk rounds by governors</i>	
<i>The school carries out formal evaluations and audits on the management of health and safety annually.</i>	
<i>The last audit took place</i>	<i>February 2022</i>
<i>Name of person responsible for monitoring the implementation of health and safety policies</i>	<i>Simon Robson</i>
<i>All staff are aware of the key performance indicators in part E and how they are monitored</i>	
<i>Workplace inspections -</i>	
<i>Visual site inspection daily</i>	<i>Ian Webb</i>
<i>Water safety tests as outlined in water safety files.</i>	<i>Ian Webb</i>
<i>Ladder checks 6 monthly</i>	<i>Ian Webb</i>
<i>Emergency lighting monthly</i>	<i>Ian Webb</i>
<i>Outdoor play equipment visual check monthly</i>	<i>Ian Webb</i>
<i>PAT testing annually</i>	<i>Competent person</i>
<i>Fixed electrical every 5 years</i>	<i>Competent electrician</i>
<i>Checklists monitored termly to ensure compliance</i>	<i>Headteacher</i>
<i>Asbestos survey renewed every three years</i>	<i>Asbestos team</i>
<i>First Aid resources checked termly</i>	<i>Tracey Everett</i>

<i>Health and Safety governor walk round termly and annual self-audit meeting in January.</i>	<i>Link Governor – Jemma Malpas-Harris</i>
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## D. Detailed Health and Safety Arrangements

### 1. Accident Reporting, Recording & Investigation

<i>Our arrangements for recording and investigating:</i>
<i>Pupil accidents: First aid book in staff room and in Early Years. More serious accidents, e.g. where child is sent home or to hospital, are reported to the LA My Health and Safety Management Portal. Root cause is investigated by Headteacher and risk reduced where possible.</i>
<i>Staff accidents: reported to the LA using incident My Health and Safety Management Portal. Root cause is investigated by Headteacher and risk reduced where possible.</i>
<i>Visitor accidents: reported to the LA using incident My Health and Safety Management Portal. Root cause is investigated by Headteacher and risk reduced where possible.</i>
<i>The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: – Simon Robson</i>
<i>Our arrangements for reporting to the Governing Body or Academy Board are: Health and safety is on the Headteachers report and a standing agenda item for every governors meeting.</i>
<i>Our arrangements for reviewing accidents and identifying trends are: Accidents/incidents are logged on the My Health and Safety Management Portal.</i>

### 2. Asbestos

<i>Name of Premises Manager responsible for Managing Asbestos.</i>	<i>Simon Robson</i>
<i>Location of the Asbestos Management Log or Record System.</i>	<i>School office</i>
<i>Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are: Through face to face meeting, completing HSF46 Hazard Exchange form, which are signed by both parties, contractor/sub-contractor viewing/checking the asbestos file and signing.</i>	
<i>Our arrangements to ensure all school staff such as class teachers or caretakers have information about asbestos risk on the premises: Through the Health and Safety induction meeting.</i>	
<i>Staff must report damage to asbestos materials to:</i>	<i>Simon Robson</i>
<i>Staff must not drill or affix anything to walls without first obtaining approval from the :</i>	

### 3. Communication

Name of SLT member who is responsible for communicating with staff on health and safety matters:	Simon Robson
Our arrangements for communicating about health and safety matters with all staff are: Staff induction, Staff handbook, emails, website, standing agenda item on the weekly briefings and staff meetings.	
Staff can make suggestions for health and safety improvements by: Emails, speaking with leaders contributing towards risk assessments and policies. Minor repairs can be reported to the site technician through a faults and repairs book. Staff also review risk assessments relevant to their work annually and feedback any changes needed ensuring policy and practice align.	

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

Name of person coordinating any construction work / acting as Client for any construction project.	Simon Robson
Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are: We have bought into Property Services SLA to manage such projects. Duty holders will be identified and named as part of any Construction project.	
Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: HSF46 Hazard Exchange form completed by the Premises Manager or Entrust Project Manager	
Our arrangements for the induction of contractors are: Premises Manager meets at start of project to go through induction arrangements.	
Staff should report concerns about contractors to: Office Manager or Headteacher.	
We will review any construction activities on the site by: Meeting regularly with the contractor/company carrying out the work and Entrust Representative.	

**4. Consultation**

Name of SLT member who is responsible for consulting with staff on health and safety matters:	Simon Robson
The name of the Trade Union Health and Safety Representative is:	
Our arrangements for consulting with staff on health and safety matters are: Briefing minutes, staff meetings (including INSET) and group emails.	

*Staff can raise issues of concern by: speaking to office staff or headteacher. Minor issues can go in faults and repairs book for site technician.*

**5. Contractor Management**

<i>Name of person responsible for managing and monitoring contractor activity</i>	<i>Simon Robson or property management team</i>
<i>Our arrangements for selecting competent contractors are: Guided by Entrust Property Management or Framework for recognised SCC contractors.</i>	
<i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: HR46 Hazard Exchange form completed by the Premises Manager or Entrust Project Manager</i>	
<i>Our arrangements for the induction of contractors are: Premises Manager meets at start of project to go through induction arrangements.</i>	
<i>Staff should report concerns about contractors to: Office Manager or member of SLT.</i>	

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

<i>Name of person who has overall responsibility for the curriculum:</i>	<i>Simon Robson</i>
<i>Risk assessments for the curriculum areas being taught are the responsibility of:</i>	<i>Class teacher planning the activity</i>

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



*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. All office workers and members of the SLT complete a DSE assessment every 2 years. DSE assessments are also undertaken when a new workstation is set up, when a new user starts work, or when a substantial change is made to an existing workstation (or the way is used).*

*Our arrangements for carrying out DSE assessments are:  
Anyone can access the assessment via the Office Manager, guidance will be given by the Office Manager.*

<i>Name of person who has responsibility for carrying out Display Screen Equipment Assessments</i>	Simon Robson
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<i>DSE assessments are recorded and any control measures required to reduce risk are managed by.</i>	Simon Robson
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**8. Early Years Foundation Stage (EYFS)**

<i>Name of person who has overall responsibility for EYFS</i>	Mark Forman
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*Our arrangements for the safe management of EYFS are: to follow our EYFS policy and comply with safe ratios of staffing to children. We will also follow the cleaning policy and do visual checks of the setting, inside and out, each day.*

**9. Educational visits / Off-Site Activities**

<i>Name of person who has overall responsibility for Educational Visits</i>	Simon Robson
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<i>The Educational Visits Coordinator is</i>	Simon Robson
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*Our arrangements for the safe management of educational visits: Follow our educational visits policy. This includes experienced staff carrying out risk assessments and adhering to safe staff ratios. Visits are recorded on 'Evolve' online system and any higher risk or residential visits are referred to the local authority visits coordinator who has oversight of them. All visits must be approved by the EVC who has completed appropriate EVC training.*

**10. Electrical Equipment [fixed & portable]**

<i>Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:</i>	Simon Robson
<i>Fixed electrical wiring test records are located:</i>	In the office
<i>All staff visually inspects electrical equipment before use.</i>	
<i>Our arrangements for bringing personal electrical items onto the school site are: To be shared/shown to the Office Manager or Head of School, receipts for equipment under 12 months of age are to be shared. These must be PAT tested before use on school property.</i>	
<i>Name of person responsible for arranging the testing of portable electrical equipment (PAT):</i>	Tracey Everett
<i>Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:</i>	Simon Robson
<i>Portable electrical equipment (PAT) testing records are located:</i>	In the office
<i>Staff must take defective electrical equipment out of use and report to:</i>	Simon Robson

*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:*

#### **11. 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>	Simon Robson
<i>The Fire Risk Assessment is located</i>	In the H&S file in the Head's office
<i>When the fire alarm is raised the person responsible for calling the fire service is</i>	Tracey Everett - Office manager or Ann Obrien - clerk
<i>Name of person responsible for arranging and recording of fire drills</i>	Simon Robson
<i>Name of person responsible for creating and reviewing Fire Evacuation arrangements</i>	Simon Robson
<i>Our Fire Evacuation Arrangements are published</i>	At key points around the building including classroom exits

<i>Our Fire Marshals are listed</i>	Simon Robson and Tracey Everett
<i>Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at</i>	Office
<i>Name of person responsible for training staff in fire procedures</i>	Simon Robson
<i>All staff must be aware of the Fire Procedures in school. Fire evacuation posters are displayed and this is included in basic health and safety induction materials.</i>	

## 12. First Aid \*see also Medication

<i>Name of person responsible for carrying out the First Aid Assessment</i>	Simon Robson
<i>The First Aid Assessment is located</i>	In the H&S file in the head's office
<i>First Aiders are listed</i>	In the staff room on the wall.
<i>Name of person responsible for arranging and monitoring First Aid Training</i>	Tracey Everett
<i>Location of First Aid Box</i>	In staff room
<i>Name of person responsible for checking &amp; restocking first aid boxes</i>	Tracey Everett
<i>In an emergency staff are aware of how to summon an ambulance. School information located on wall above phone.</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 by office staff and informed of which hospital to meet the child at. A member of staff who knows the child will travel with the child. This would depend on who was available but would usually be headteacher, teacher or TA</i>
<i>staff</i>	<i>Office staff contact next of kin. Available member of staff to travel with patient. This could be choice of patient. Someone they are comfortable with where possible.</i>

<i>visitors</i>	<i>Office staff contact next of kin. Available member of staff to travel with patient if they are alone.</i>
<i>Our arrangements for recording the use of First Aid are in the first aid file for children in the staffroom or in a file in Early Years classroom. See accident reporting above.</i>	

### **13. Forest School (Principles only – Academy not awarded Forest school status)**

<i>Name of person in school who leads on Forest School activity</i>	<i>Miranda Viollet</i>
<i>Our arrangements for developing, organising and running Forest School activity. For high risk activities including the use of tools and fire, only staff trained in their safe supervision will lead these activities. A suitable qualification or proven experience would be needed. Risk assessments for the site and these activities have been carried out and are in the forest school file. The area can be used for lower risk outdoor activities led by qualified teachers or suitably experienced teaching assistants. Leader should have suitable 'forest school first aid' qualification. If EYFS children are present an adult with paediatric first aid training must also be present.</i>	

### **14. 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 2012 and the record can be found in the Health and Safety File</i>	<i>Date and Location 2012 H and S file</i>

### **15. Hazardous Substances (COSHH)**

<i>Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)</i>	<i>Simon Robson</i>
<i>Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are: Staff are aware that they should not bring any substances into school that could be potentially hazardous. Any substances used in school are registered and assessed. The safety data sheets are printed and filed in a folder kept in the staff room. Controls on their storage and use are documented in the assessment. The school uses CLEAPPS as a resource and all staff must be aware of how to access this information.</i>	

## 16. Health and Safety Law Poster

<i>The Health and Safety at Work poster is located:</i>	Staff room
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## 17. Housekeeping, cleaning & waste disposal

<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: Bins from around the site are emptied daily into the bins near the entrance. These are collected by Staffordshire County Council weekly.</i>	
<i>Our site housekeeping arrangements are: Teachers with the help of their teaching assistants and children maintain a tidy and orderly classroom and shared space such as cloakrooms. All staff are responsible for maintaining the orderliness of the building and resources in it.</i>	
<i>Site cleaning is provided by:</i> Chartwells	<i>Name and contact details</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/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.</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>	

## 18. Infection Control

<i>Name of person responsible for managing infection control:</i>	Simon Robson
<i>Our infection control arrangements (including communicable diseases/hand hygiene standards) are: Children wash or sanitise their hands on entering the classroom in the morning and after each break time. They wash their hands with soap and water when they leave the classroom for playtimes or before eating snack or lunch and after going to the toilet or dirty activities such as forest school or painting. There are hand sanitisers in each classroom and at various locations around school that children and adults are encouraged to use. Children are encouraged to 'Catch it, Kill it, Bin it' putting tissues into flip top bins after use. Rooms are kept well ventilated wherever possible. People with known symptoms of notifiable communicable diseases are kept isolated away from other people until they are picked up. First aid kits include gloves, aprons and face masks to wear before treating any open wounds or dealing with any bodily fluids.</i>	

*In the case of illness that includes D and V staff and children are asked to leave 48 hours from the last symptoms before returning to school.*  
*In case of any uncertainty the local outbreak control team will be contacted for advice.*

## **19. Lettings**

<i>Name of Premises Manager or member of Leadership team responsible for Lettings</i>	<i>Simon Robson</i>
<i>Our arrangements for managing Lettings of the school/academy /rooms or external premises are laid out in our lettings policy</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 licences 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>	

## **20. Lone Working**

*Our arrangements for managing lone working are that staff who are working alone must maintain regular contact with an agreed person e.g. a phone call or text to a partner every couple of hours. Working at height or potentially risky activities must be risk assessed and carried out with other people present wherever possible. The building must not be entered alone or without police support if there is any suspicion that there may be an intruder e.g. when the alarm has gone off due to suspected forced entry.*

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

<i>NOTE Types of equipment to consider in this section: Ladders and steps, PE equipment, fire alarm and smoke detection, emergency lighting, fire extinguishers.</i>	
<i>Name of person responsible for the selection, maintenance / inspection and testing of equipment</i>	<i>Ian Webb (site technician) carries out regular inspections of steps and ladders. PE equipment is inspected annually by Local Authority recommended contractors and monthly visual inspections by our site technician. Fire alarm is tested by Local Authority contractors and call points tested on a rota by site technician. Fire extinguishers are tested by Local Authority contractors. Emergency lighting is tested monthly by Ian Webb and by Local Authority contractors annually.</i>
<i>Records of maintenance and inspection of</i>	<i>In the school office or Health and safety</i>

<i>equipment are retained and are located:</i>	<i>file in head's office</i>
<i>Staff report any broken or defective equipment to:</i>	<i>Ian Webb and Simon Robson</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. This includes kitchen equipment which is maintained by Fierté catering staff.</i>	

## 22. Manual Handling

<i>Name of competent person responsible for carrying out manual handling risk assessments</i>	<i>Simon Robson</i>
<i>Our arrangements for managing manual handling activities are: to provide equipment where necessary such as barrows. Staff training for tasks where necessary.</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 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>	

## 23. Medication

<i>Name of person responsible for the management of and administration of medication to pupils in school/academy</i>	<i>Tracey Everett</i>
<i>Our arrangements for the administration of medicines to pupils are: Our arrangements for the administration of medicines to pupils are: Parents complete a form stating dosage and times for administration and sign to authorise staff to administer medicine. Only prescribed medicine will be given to the child named on the prescription unless agreed with the headteacher.</i>	
<i>The names members of staff who are authorised to give / support pupils with medication are:</i>	<i>All members of staff have a care of duty – all members of the teaching team will have training on care plan children</i>
<i>Medication is stored:</i>	<i>Location: - In locked staff room cupboard or in staffroom fridge if it needs to be kept cool</i>
<i>A record of the administration of medication is located:</i>	<i>With the medicine, often with an envelope</i>

<i>Pupils who administer and/or manage their own medication in school are authorised to do so by the headteacher 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 relevant NHS service when required.</i>
<i>Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are: Medication is stored in classroom and taken around school when attending PE and school visits etc.</i>
<i>Staff who are taking medication must keep this personal medication in a secure area in a staff only location.</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>

#### **24. 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</i>	<i>Simon Robson</i>
<i>Name of person responsible for the checking and maintenance of personal protective equipment provided for staff</i>	<i>Staff member using the equipment</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>Simon Robson</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>Teacher or Forest School leader leading activity</i>

#### **25. Radiation**

<i>Name of the school/academy Radiation Protection Supervisor (RPS)</i>	<i>N/A</i>
<i>Name of the Radiation Protection Adviser (RPA)</i>	<i>N/A</i>

#### **26. Reporting Hazards or Defects**

<i>All staff and pupils must report any hazards, defects or dangerous situations they see at school/academy.</i>
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*Our arrangements for the reporting of hazards and defects:*

*Staff are required to add any defects to the Maintenance Log/Caretakers job book which is located in the main office.*

## **27. Risk Assessments**

*The school/academy 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 internal and external*

*Curriculum / classrooms*

*Hazardous activities, visits or events as they are planned*

*Fire Risk Assessment*

*Hazardous Substances*

*Manual handling activities*

*Working at height*

*Use of handtools*

*Use of ladders and stepladders*

*Office and reprographics*

*Local area walks*

*Grounds maintenance*

*Cooking in school*

*Collection of children at the end of the day*

*Cleaning activities by school staff*

*Contractors and building work*

*Grounds maintenance*

*Risks related to individuals e.g. health issues, pregnancy*

*Visits*

*Staff wellbeing*

*Pupil wellbeing*

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

Simon Robson

*Our arrangements for carrying out, recording, communicating and reviewing risk assessments are: When activities with any risk are identified or planned an assessment is carried out by the teacher planning the activity. The RA is agreed by the HT and all adults involved in the activity sign to say they have had a copy. Generic RAs are reviewed every year unless there are significant changes. All staff for whom the RA is relevant are asked to review the RA and agree to it.*

*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.*

## **28. Smoking**

*No smoking or vaping is permitted on site or in vehicles owned or operated by the school or in the vicinity of children while out on a visit including residential.*

## **29. Shared use of premises/shared workplace**

<i>Name of Premises Manager or member of Leadership team responsible for Premises Management</i>	Simon Robson
<i>The school 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: N/A</i>	

## **30. Stress and Staff Well-being**

<i>Name of person who has overall responsibility for the health and wellbeing of school/academy staff</i>	Simon Robson
<i>All staff have responsibility to take care of their own health and wellbeing and the school/academy supports staff to do this by implementing the following arrangements: Health and Safety induction, Wellbeing service, displaying/promoting health and safety and wellbeing posters/services in the staff room.</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 involving all staff and this is reviewed regularly.</i>	

## **31. Swimming Pool Operating Procedures – N/A**

## **32. Training and Development**

<i>Name of person who has overall responsibility for the training and development of staff.</i>	Simon Robson
<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: Induction for all staff. Training for specific roles is provided as set out in 'Health, Safety and Wellbeing Training Matrix'.</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 staff folders and in the Health and Safety electronic file.</i>	
<i>Training and competency as a result of training is monitored and measured by:</i>	Simon Robson

### **33. Vehicles owned or operated by the school/academy - N/A**

### **34. Vehicle movement on site**

<i>Name of Premises Manager responsible for the management of vehicles on site</i>	Simon Robson
<i>Our arrangements for the safe access and movement of vehicles on site are ; to close school gates for vehicle access from 8:40 – 3:30pm when children are on site. Any movement of vehicles during this time, e.g. for access to cut the grass or for staff to leave the carpark for an unexpected reason, is done with extreme care and is supervised by a gate key holder. There is a sign posted speed limit of 5mph.</i>	

### **35. Violence and Aggression and School 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>	Simon Robson
<i>Incidents of verbal &amp; physical violence are investigated by:</i>	Simon Robson
<i>Name of person who has responsibility for site security:</i>	Simon Robson and Ian Webb

*Our arrangements for site security are:*

### **36. Water System Safety**

<i>Name of Premises Manager responsible for managing water system safety.</i>	<i>Simon Robson</i>
<i>Name of contractors who have undertaken a risk assessment of the water system</i>	<i>IWS</i>
<i>Name of contractors who carry out regular testing of the water system:</i>	<i>IWS</i>
<i>Location of the water system safety manual/testing log</i>	<i>School office</i>
<i>Our arrangements to ensure contractors have information about water systems are: meeting with headteacher and site technician. Access to water records.</i>	
<i>Our arrangements to ensure all school/academy staff carrying out checks or testing or maintenance have information about the water system: Training for new staff from those that know the system.</i>	

### **37. Working at Height**

<i>Name(s) of person responsible managing the risk of work at height on the premises:</i>	<i>Simon Robson</i>
<i>Work at height is avoided where possible. e.g. through use of long handled equipment</i>	
<i>Our arrangements for managing work at height are: Only those with training for working at height are permitted to do so. Staff may use small step ladders for classroom displays which are available from the staffroom.</i>	
<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/academy pupils.</i>	<i>Simon Robson</i>
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*Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are: Potential candidates are invited into school, to view, after this school decides if they are suitable. Induction is carried out before they start. Teacher is responsible for managing and ensuring placement student is safe when in their classroom and undertaking tasks within their capability.*

**39. Volunteers**

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

**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.

Our Health and Safety KPI's are:

1. Monitor the number of avoidable accidents/incidents in school
2. All staff to review risk assessments relevant to their area of work annually and discuss any updates in a subsequent staff meeting which will be minuted.
3. Ensure an RCA is completed for all non-minor injuries
4. In the event of an increase in the number of avoidable accidents/incidents, complete a review of the accidents/incidents with the link Governor
5. Complete an annual health and safety review with the link Governor.

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.