

Health, Safety and Wellbeing Management Arrangements

Core | Consider | Complex

# Health, Safety and Wellbeing Policy

Health, Safety and Wellbeing Service

Supporting you in managing Health, Safety & Wellbeing



## 1. Success Indicators

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

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

## 2. Overview

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

The school's Health, Safety and Wellbeing Policy should be developed by the Headteacher and members of the School Leadership Team in conjunction with the Governing Board.

## 3. Employer Responsibilities

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 and the School Senior Leadership Team (supported and monitored by the Governing Board).

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 boards 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

## *Cheadle Primary School*

The policy has 5 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 Cheadle Primary School

**Part E** - The Key Performance Indicators

## **A. Introduction**

This policy statement complements (and should be read in conjunction with) the Staffordshire County Council Health, Safety and Wellbeing 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 Cheadle Primary School Governing Board recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc. Act 1974.

The Governing Board 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 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.

## C. Management Arrangements

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

### Competent Health and Safety Advice

The school obtains competent health and safety advice from	Sarah-Jane Walmsley Health and Safety Advisor Health, Safety and Wellbeing Service Staffordshire County Council 2 Staffs Place Tipping Street Stafford ST16 2DH
The contact details are	Tel: 07837832584 Email: sarah-jane.walmsley@staffordshire.gov.uk
In an emergency we contact SCC Duty Officer Tel: 01785 355777	

### Monitoring Health and Safety

Name of person(s) responsible for the overall monitoring of health and safety in school:	Mrs D. Breeze Headteacher/Premise Manager Mrs K. Stephenson School Business Manager/H&S Co-ordinator Mr. R. Chandler Senior Site Technician
Our arrangements for the monitoring of health and safety are: <ul style="list-style-type: none"><li>• staff to complete classroom H&amp;S checklists autumn term</li><li>• Headteacher, Business Manager and Senior Site Technician to complete whole school premises H&amp;S evaluation checklist</li><li>• Headteacher and Business Manager to complete H&amp;S self-audit</li><li>• Headteacher, Business Manager, SLT, Staff and Governors to develop H&amp;S action plan</li><li>• Headteacher, Business Manager, SLT, Staff and Governors to implement new and updated H&amp;S policies</li><li>• Headteacher, Business Manager and Governors to monitor and analyse accident reports</li><li>• Headteacher and Business Manager to provide regular H&amp;S reports to governors</li><li>• Headteacher and Business Manager to ensure that staff are kept up-to-date with H&amp;S information</li></ul>	

<ul style="list-style-type: none"> <li>Nominated Governor for H&amp;S to visit school to monitor H&amp;S management arrangements and procedures</li> </ul>	
The school carries out formal evaluations and audits on the management of health and safety annually.	
The last self-audit took place on	Date: December 2016 By: Mrs K Stephenson
Name of person responsible for monitoring the implementation of health and safety policies	Name: Mrs D. Breeze Headteacher/Premise Manager
All staff are aware of the key performance indicators in part E and how they are monitored.	

## D. Detailed Health and Safety Arrangements

### 1. Accident Reporting, Recording & Investigation

Details of pupil accidents are recorded on Accident Report Sheets from the Accident Books located in school. The report sheets are filed in the School Business Manager's office and are coded A, B or C.

- A – an accident between two children, the fabric/school building not involved, e.g. bumped heads
- B – an accident where the building/fabric is involved but was not the cause of the accident, e.g. child falling in the playground
- C – an accident caused by the building/fabric that needs to be investigated, e.g. broken tarmac in the playground (**immediately reported to Headteacher**). The LA will be advised of C accidents in the case of serious injury.

#### **Bumped Heads:**

If a child receives any sort of head injury (even if a mark is not visible), **IT MUST BE RECORDED ON AN ACCIDENT FORM**. **ALL ACCIDENT FORMS TO BE HANDED TO THE SCHOOL BUSINESS MANAGER AS USUAL.**

The child **MUST** be seen by a member of staff who has had first aid training (NOT automatically Miss Chell). This member of staff is therefore trained to make the decision as to whether the child may remain in school or whether the parent/carer should be contacted.

**The child's teacher MUST be informed of ALL accidents/incidents involving bumped heads so that the child can be monitored and so that the parent/carer can be advised at the end of the day if the child has remained in school.**

**Teaching staff and teaching assistants are required to monitor the child for the remainder of the day.**

For KS1 children, a slip with details of the accident/incident will be handed to the parent/carer by the teacher at the end of the school day if the child has remained in school.

For KS2 children, a slip with details of the accident/incident will be handed to the child to take home to be given to the parent/carer if the child has remained in school.

**ONLY THOSE ACCIDENTS REGARDED AS SERIOUS ENOUGH TO WARRANT A PHONE CALL TO PARENTS TO ASK THEM TO COME TO SCHOOL NEED TO BE REPORTED TO MISS CHELL SO THAT SHE CAN CONTACT THE PARENT/CARER. MISS CHELL WILL REQUIRE FULL DETAILS OF THE ACCIDENT/INCIDENT BEFORE CONTACTING THE PARENT/CARER.**

Parents/carers will be contacted if the accident is of a major nature. Lunchtime Supervisors inform class teachers of any incidents involving pupils in their class, especially those incidents involving the head area. Accidents of a serious nature, e.g. suspected broken bones, etc. resulting in pupils being sent home during the school day are followed up the following day in order to establish whether or not the pupil was taken to hospital, etc. and details recorded on the reverse of the report sheet. The school operates a first day absence procedure and information on absences due to accidents would also be collected in this way. Accidents are analysed by the Nursery Nurse and Governor and details reported to the Governors' Health and Safety and Premises Committee at each meeting. A full analysis of accidents is reported to the full governing body annually during the summer term.

Details of employee accidents are recorded in Accident Book BI 510 which is kept in the School Business Manager's office. The completed records are kept by the School Business Manager.

The LA is advised in accordance with the Accident Reporting and Investigation Process and the LA Model Accidents Policy has been adopted by the governing board.

## **2. Asbestos**

Name of Premises Manager responsible for Managing Asbestos.	Mrs D. Breeze Headteacher/Premise Manager
Location of the Asbestos Management Log	Location: store cupboard adjacent

or Record System.	to Business Manager's office.
Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are: all contractors are shown the asbestos manual before they begin work on site and are then requested to sign the appropriate sheet at the back of the book.	
All staff have been provided with information regarding Asbestos Awareness and advised to check and sign the Asbestos Manual. Staff are reminded at least annually of this information and are requested to check the manual for any updates and sign register accordingly.	
Staff must report damage to asbestos materials to:	Mrs D. Breeze Headteacher/Premise Manager Mrs K. Stephenson Business Manager/H&S Co-ordinator Mr. R. Chandler Senior Site Technician
Staff must not drill or affix anything to walls without first obtaining approval from the Premise Manager.	

### 3. Communication

Name of SLT member who is responsible for communicating with staff on health and safety matters:	Mrs D. Breeze Headteacher/Premise Manager Mrs K. Stephenson Business Manager/H&S Co-ordinator
Our arrangements for communicating about health and safety matters with all staff are: <ul style="list-style-type: none"> <li>• at staff meetings/briefings</li> <li>• weekly attachment to Headteacher's staff notes</li> <li>• email</li> <li>• H&amp;S noticeboard in staffroom</li> <li>• staff inductions</li> <li>• staff handbook</li> </ul>	
Staff can make suggestions for health and safety improvements: <ul style="list-style-type: none"> <li>• at staff meetings/briefings</li> <li>• email to Headteacher and/or Business Manager</li> <li>• speaking to Headteacher, Business Manager and/or Senior Site Technician</li> <li>• making an entry in the Defects Book which is kept in the Business Manager's office</li> </ul>	
The Business Manager attends LA H&S Briefings and updates the Headteacher, staff and governors as appropriate.	



#### 4. Construction Work/Contractor Management

Name of person coordinating any construction work / acting as Client for any construction project.	Mrs D. Breeze Headteacher/Premise Manager Mrs K. Stephenson Business Manager/H&S Co-ordinator Mr. R. Chandler Senior Site Technician
<p>Contractors used in school are either contractors on the register of approved LA contractors, known to the school or recommended by another school. If the contractors are not LA approved, then the necessary detailed checks, e.g. insurance and financial details, are made to confirm competence.</p> <p>All contractors attending the school site sign in the Visitors' Book and are issued with a visitor's badge. They are then asked to complete a record sheet and provided with first aid and fire safety information by the Senior Site Technician, School Business Manager or member of the admin staff. The contractors are asked to read and sign the Asbestos Record Book. The contractors are asked to sign out before leaving the premises.</p> <p>If the work being undertaken involves a significant period of time, e.g. building improvements/alterations, then the Senior Site Technician/School Business Manager liaise with the contractors on a daily basis to address any issues, which may arise. It may be appropriate to complete a Hazard Identification Checklist and/or obtain written method statements and/or safe system of work. Any staff who have concerns should report those concerns to the Senior Site Technician, School Business Manager or Headteacher.</p> <p>Contractors should not be permitted to use any equipment that is owned by the school. All equipment used by contractors should be provided by themselves, be suitable for purpose and in good condition. Electrical equipment should be either new or PAT tested if more than 12 months old.</p> <p>Current LA guidance on DBS checks for contractors is followed and the contractors are not left unaccompanied in areas where there are pupils present unattended.</p>	
Staff should report concerns about contractors to: <ul style="list-style-type: none"><li>• Mrs D. Breeze (Headteacher/Premise Manager)</li><li>• Mrs K. Stephenson (Business Manager/H&amp;S Co-ordinator)</li><li>• Mr. R. Chandler (Senior Site Technician)</li></ul>	

## 5. Curriculum Areas – Health and Safety

<p>The Head of PE is responsible for H&amp;S in PE including PE risk assessments which follow the safe working practices detailed by the LA and BAALPE and for keeping staff up-to-date with these risk assessments.</p>	<p>Head of PE: Mrs S. Pirie</p>
<p>The Head of ICT is responsible for E-Safety including any risk assessments and for keeping staff up-to-date with this curriculum area.</p>	<p>Head of ICT: Miss S. Lockett</p>

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

<p>The school complies with the LA's policy on the use of display screen equipment and all users are requested to complete the LA assessment checklist.</p>	
<p>DSE users have been highlighted and assessed and copies of the assessments kept on file. All users are notified of their entitlement to free eye testing. Defects to workstations are reported to the Head of ICT.</p>	
<p>DSE assessments are recorded and any control measures required to reduce risk are managed by:</p>	<p>Mrs D. Breeze Headteacher/Premise Manager Mrs K. Stephenson Business Manager/H&amp;S Co-ordinator</p>

## 7. Early Years Foundation Stage (EYFS)

<p>Name of person who has overall responsibility for EYFS:</p>	<p>Miss H. Stubbs Phase Lead for EYFS</p>
<p>Our additional arrangements for the safe management of EYFS are:</p> <ul style="list-style-type: none"><li>• adult supervision in outdoor area required at all times. Staff ratios to comply with Early Years Foundation Stage Statutory Framework.</li><li>• tyres in playground and outdoor area on soft play and grassed area, climbing equipment on soft play area of playground.</li><li>• staff working in the EYFS department to have Level 2 Award for Food Safety in Childcare and Education.</li><li>• at least one member of staff in the EYFS to have Paediatric First Aid training.</li><li>• parents who have access to the online learning journal 'Tapestry' to all sign acceptable use policy for the programme.</li></ul> <p>SEE ALSO EARLY YEARS FOUNDATION STAGE POLICY</p>	

## 8. Educational Visits / Off-Site Activities

Name of person who has overall responsibility for Educational Visits	Mrs D. Breeze Headteacher/Premise Manager
The Educational Visits Coordinator is	Mrs K. Stephenson Business Manager/H&S Co-ordinator
<p>Approval for all school trips must be obtained from the Headteacher and the risk assessment completed using "EVOLVE". All transport is arranged through the main school office and appropriate staff to pupil ratios should be observed.</p> <p>Staff leading the visit must produce a letter for parents giving full details of the visit including costs. This letter must include a section for parents to sign approving that their child can participate in the visit and detailing charges/voluntary contributions as appropriate.</p> <p>Where coach travel is involved, then companies providing transport must have all insurance and safeguarding procedures in place.</p>	

## 9. Electrical Equipment [fixed & portable]

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	The LA arrange this every five years and the report is then passed to the Headteacher who formulates an action plan with the aid of the Business Manager and Senior Site Technician in order to resolve any faults/issues.
Fixed electrical wiring test records are located:	In the cupboard adjacent to the Business Manager's office.
All staff visually inspect electrical equipment before use and are regularly reminded to do this.	
All private electrical equipment brought into school must be PATested or less than 12 months old.	
Name of person responsible for arranging the testing of portable electrical equipment (PAT):	Mrs K. Stephenson Business Manager/H&S Co-ordinator Mr. R. Chandler Senior Site Technician
Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:	Mrs K. Stephenson Business Manager/H&S Co-ordinator Mr. R. Chandler

	Senior Site Technician Portable electrical equipment is tested every two years.
Portable electrical equipment (PAT) testing records are located:	Each item is marked with a sticker stating when tested and when next due. The full report is available by logging on to the Calbarrie website.
Staff must take defective electrical equipment out of use and report to:	Mrs K. Stephenson Business Manager/H&S Co-ordinator Mr. R. Chandler Senior Site Technician

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

Name of competent person responsible for undertaking & reviewing fire risk assessment in addition to any associated action planning	Mrs D. Breeze Headteacher Mrs K. Stephenson Business Manager/H&S Co-ordinator Mr. R. Chandler Senior Site Technician
The Fire Risk Assessment is located:	Business Manager's office and electronically
When the fire alarm is raised the person responsible for calling the fire service is:	A member of the admin support staff team or SLT
Name of person responsible for arranging and recording of fire drills	Mrs D. Breeze Headteacher
Name of person responsible for creating and reviewing Fire Evacuation arrangements	Mrs D. Breeze Headteacher Mrs K. Stephenson Business Manager/H&S Co-ordinator
Our Fire Evacuation Arrangements are published:	Staff Handbook
Results of the testing and maintenance of fire equipment and installations is recorded and located:	Record card in alarm panel
All staff must be aware of the Fire Evacuation Procedures/Invacuation Procedures in school – this is covered at induction, in the Staff Handbook, by fire drills and regular reminders.	

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

Name of person responsible for carrying out the First Aid Assessment	Mrs D. Breeze Headteacher Mrs K. Stephenson Business Manager/H&S Co-ordinator
The First Aid Assessment is located	Refer to Mrs Breeze
First Aiders are listed	The majority of our staff are first aid trained.
Name of person responsible for arranging and monitoring First Aid Training	Mrs D. Breeze Headteacher
Location of First Aid Boxes	At various locations throughout the school as indicated on the First Aid notices displayed.
Name of person responsible for checking & restocking first aid boxes	This is done by one of the lunchtime supervisors on a weekly basis.
In an emergency staff are aware of how to summon an ambulance – this will be done by a member of the admin support staff team or SLT.	
The Headteacher or member of the SLT will make the decision about who accompanies pupils, staff or visitors to hospital. A parent or next of kin would be contacted immediately and that person would accompany the injured person to hospital. If no-one can be contacted in time, then the Headteacher or a member of the SLT would accompany the injured person to hospital.	
Any first aid administered is reported on the completed Accident Form.	

### 12. Glass & Glazing

All glass in doors and side panels meets minimum safety standards.	
All replacement glass is of safety standard.	
A glass and glazing assessment took place in October 2012 and the record can be found:	In the cupboard adjacent to the Business Manager's office.

### 13. Hazardous Substances (COSHH)

There are clear rules on selection and use of substances, hazard data sheets are held, risk assessments are in place, staff are trained in safe use (generally this is only cleaning staff), selection & use of protective equipment and safe storage arrangements are made.
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#### 14. Health and Safety Law Poster

The Health and Safety at Work poster is located:	Main reception area
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#### 15. Housekeeping, Cleaning & Waste Disposal

All staff and pupils share the responsibility for keeping the school site clean, tidy and free from hazards.	
Site cleaning is provided by:	Entrust/Chartwells/Compass Group
Cleaning staff have received appropriate information, instruction and training.	
Waste bins are situated in all areas of the site and these are emptied daily into the large waste bins which are emptied on a regular basis by Staffordshire Moorlands District Council. The large waste bins are located as far away as possible from the school buildings.	
All staff and pupils are aware of the arrangements for disposing of waste and the location of waste bins and skips.	
Liquid spills onto floors are dealt with immediately by the Senior Site Technician and warning cones are placed around the area until it is dry and safe. Staff are aware that glass and other sharp objects must be disposed of in double bags and placed in the large waste bins. Catering and cleaning staff must be aware of the risk assessments and control measures in place for their role.	

#### 16. Infection Control

Name of person responsible for managing infection control:	Mrs D. Breeze Headteacher/Premise Manager Miss C. Chell Office & Attendance Manager
We adhere to the Public Health England "Guidance on Infection Control in Schools and Other Childcare Settings".	

#### 17. Lettings

Name of Premise Manager or member of leadership team responsible for Lettings	Mrs D. Breeze Headteacher/Premise Manager Mrs K. Stephenson Business Manager/H&S Co-ordinator
The school has a comprehensive Lettings Policy incorporating a section on Emergency Procedures and follows the recommended Guidance on H&S for Lettings.	
The health and safety considerations for Lettings are considered and reviewed annually.	
Hirers have in place their own risk assessments, first aid arrangements/fire	

procedures and emergency procedures.
Hirers are responsible for obtaining the necessary local authority licenses for their activities if appropriate and these must be provided to the school upon request together with a copy of insurance details if appropriate.
Hirers must take a register of those present during a letting.

### **18. Lone Working**

All staff have been issued with guidance on lone working including what hazards are involved, the effects of illness and the use of equipment and machinery. Individual risk assessments are completed for staff who work alone for significant periods of time, e.g. site staff.
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### **19. Maintenance / Inspection of Equipment (including selection of equipment)**

Full details of LA contracts are maintained and records kept of all visits by LA contractors.	
The caretaker undertakes regular checks of fire protection equipment, ladders, emergency lighting, outdoor play equipment, lifts and lifting equipment, ladders and kickstools, PE equipment, etc. and records all details.	
All staff are requested to make visual checks of equipment prior to use.	
Name of person responsible for the maintenance/inspection and testing of equipment	Mr. R. Chandler Senior Site Technician
Records of maintenance and inspection of equipment are retained by the Senior Site Technician and checked by Business Manager	Senior Site Technician's office
Staff report any broken or defective equipment to:	Mrs D. Breeze Headteacher/Premise Manager Mrs K. Stephenson Business Manager/H&S Co-ordinator Mr. R. Chandler Senior Site Technician
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.	

## 20. Manual Handling

Name of competent person responsible for carrying out manual handling risk assessments	Mrs K. Stephenson Business Manager/H&S Co-ordinator
Staff are made aware of the requirement to avoid hazardous manual handling and to carry out a risk assessment where the task cannot be avoided and/or request assistance from the Senior Site Supervisor. Where possible, mechanical aids, i.e. trolleys, are used in preference to manual handling.	
Where possible, large deliveries are made near to point of use and where this cannot be achieved, large parcels/loads are split into smaller ones to ease the burden.	
Staff who carry out manual handling activities have completed individual risk assessments and all staff have received guidance on manual handling with regular reminders. Pupils are not asked to carry heavy loads.	
Staff are trained appropriately to carry out manual handling activities.	
Where people handling takes place an Individual Manual Handling Plan is in place and communicated to all parties (including where appropriate the young person/their parents/carers/support staff).	

## 21. Medication

Name of person responsible for the management of and administration of medication to pupils in school	Miss C. Chell Office and Attendance Manager
Parental requests for medicines to be administered are recorded on the appropriate form obtainable from the main office and medicines are signed in and out. All medicines administered have been prescribed by a doctor or hospital. The school adheres to its Medication Policy and follows the Medication and Supporting Medical Needs Guidance for Children and Young People.	
Medication is stored:	Locked filing cabinet main office/fridge reprographics room.
A record of the administration of medication is located:	This is kept with the medication and then in the pupil's brown record folder.
Pupils who administer and/or manage their own medication in school are authorised to do so by a parent and provided with a suitable location to administer medication.	
Staff are trained to administer complex medication by the school nursing service when required.	
All staff have received training to administer emergency medication (e.g. Asthma inhalers/Epipens).	



Staff who are taking medication must keep this personal medication in a secure area in a staff only location.
Staff must advise the school if they are taking any medication which might impair their ability to carry out their normal work.

## 22. 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 K. Stephenson (Business Manager/H&S Co-ordinator) in conjunction with member of staff.
Name of person responsible for the checking and maintenance of personal protective equipment provided for staff	Mrs K. Stephenson (Business Manager/H&S Co-ordinator) and member of staff.
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 if appropriate.	Mrs K. Stephenson Business Manager/H&S Co-ordinator Member of staff responsible for lesson.
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.	Member of staff responsible for lesson.

## 23. Reporting Hazards or Defects

All staff and pupils must report any hazards, defects or dangerous situations they see at school.
<p>Hazards and defects can be reported in the following ways:</p> <ul style="list-style-type: none"> <li>• at staff meetings/briefings</li> <li>• email to Headteacher and/or Business Manager</li> <li>• speaking to Headteacher, Business Manager and/or Senior Site Technician</li> <li>• making an entry in the Defects Book which is kept in the Business Manager’s office</li> </ul>

## 24. 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 others who may be exposed to the risk.
Risk assessments are in place for the following areas:

- Offices and Reprographics
- General Classroom
- Premises – External
- Premises – Internal
- Staff Wellbeing
- Pupil Wellbeing
- Contractors
- Fun Club
- PTFA Discos
- School Concerts/Plays
- Summer/Christmas Fairs
- Pregnant Staff/Volunteers
- Fire Risk Assessment
- Manual handling activities (site staff)
- Working at Height (site staff/librarian)
- Lone Working (site staff)
- DSE
- PE
- Staff Stress & Wellbeing
- Local Visits
- Sporting Activities
- Swimming

Individual staff are responsible for making arrangements for undertaking risk assessments for specific classroom activities or circumstances.

Name of person who has overall responsibility for the school risk assessment process and any associated action planning	Mrs D. Breeze Headteacher Mrs K. Stephenson Business Manager
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Our arrangements for carrying out, recording, communicating and reviewing risk assessments are:

- Identify the hazards
- Decide who might be harmed and how
- Evaluate/assess the risks—are they HIGH, MEDIUM or LOW?
- Control the risk
- Record and implement findings
- REVIEW ANNUALLY
- Archive obsolete risk assessments - KEEP FOR A MINIMUM OF 5 YEARS

All staff are made aware of the school's general risk assessments and they are all

stored electronically on the staff shared area – paper copies are available on request. The Business Manager keeps track of review dates.
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.

## 25. Smoking

In accordance with the law, the whole site is a no smoking or vaping area and notices are displayed around the site to this effect. Contractors and visitors are advised that the school site is a no smoking or vaping area.
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## 26. Stress and Staff Well-being

Name of person who has overall responsibility for the health and wellbeing of school staff	Mrs D. Breeze Headteacher/Premise Manager
<p>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:</p> <ul style="list-style-type: none"> <li>• all staff who return to work after any period of illness receive a return to work interview with either the Business Manager or the Headteacher.</li> <li>• the school subscribes to the Occupational Health Unit and staff are offered this service if appropriate.</li> <li>• staff are advised of the ThinkWell counselling service</li> <li>• staff are encouraged to complete stress surveys.</li> <li>• a noticeboard in the staffroom is used to publicise and highlight wellbeing issues/initiatives.</li> <li>• staff wellbeing is monitored by the Headteacher and line managers through performance management discussions.</li> <li>• the Headteacher and Business Manager have an open door policy and staff are aware that they can discuss any issues in confidence.</li> <li>• staff are invited to welfare meetings if appropriate.</li> <li>• social events are organised during the year.</li> <li>• the school has a generous attitude towards staff requests for absence for child illness, graduations, moving house, child illness, etc.</li> </ul>	
Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated.	
All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work.	

Individual stress risk assessments take place when a member of staff requires additional individual support.
A team stress risk assessment has been completed involving all staff and this will be reviewed in December 2017.

**27. Training and Development**

Name of person who has overall responsibility for the training and development of staff.	Mrs D. Breeze Headteacher/Premise Manager
All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.	
The school makes use of the LA's H&S training matrix to ascertain H&S training required by all staff and will seek to offer all necessary training. H&S training is also part of performance management discussions.	
Training records are retained and are held by the Business Manager and Senior Assistant Headteacher.	

**28. Vehicle Movement on Site**

Name of Premises Manager responsible for the management of vehicles on site	Mrs D. Breeze Headteacher/Premise Manager
<p>Our arrangements for the safe access and movement of vehicles on site are:</p> <ul style="list-style-type: none"> <li>• staff/visitor vehicles are parked either outside the front of school or on the staff car park</li> <li>• no vehicles are allowed on site between 8.40-9.15am, 12.00-1.30pm and 3.00-3.30pm.</li> <li>• if vehicles are allowed on site at other times, they must go no more than 5mph and be guided on and off site by either a contractor or member of staff.</li> <li>• delivery vehicles park outside the front of school and are not allowed on the playgrounds.</li> <li>• if contractors need vehicles on site, they must arrive on site before any parents or children arrive and after parents and children have left and must be guided on and off site by the contractor or a member of staff</li> </ul>	

**29. Violence and Aggression and School Security**

The school provides a place of work which is designed and managed to minimise the risk of violence and aggression to staff, pupils and visitors.	
Guidance and information is provided to all staff to help them manage the risk of violence and aggression where required and the LA Management Arrangements of Violence and Aggression have been adopted by the governing board.	
Staff and pupils must report all incidents	Mrs D. Breeze

of verbal & physical violence to:	Headteacher/Premise Manager Mrs K. Stephenson Business Manager/H&S Co-ordinator
Incidents of verbal & physical violence are investigated by:	Mrs D. Breeze Headteacher/Premise Manager Mrs K. Stephenson Business Manager/H&S Co-ordinator
Name of person who has responsibility for site security:	Mrs D. Breeze Headteacher/Premise Manager Mr. R. Chandler Senior Site Technician
<p>The main front door to school is locked and has a number coded lock – the lock is changed regularly. Visitors to school must press a bell for entry and this is controlled by the Office Manager.</p> <p>Visitors to school sign in at reception and are given a visitor’s badge. All visitors are asked to leave any mobile devices at reception. Visitors are either collected by a member of staff or escorted to the appropriate member of staff. It is the member of staff’s responsibility to look after their visitor whilst on site and then return them to reception to sign out as they leave.</p> <p>The school is protected by security fencing and gates and all external doors are kept locked or closed. Staff are provided with a card detailing all codes to doors and gates.</p> <p>The governors and staff of the school refuse to accept acts of violence of any kind in school and will work to ensure that violence does not occur and, if it does, they will take all necessary lawful steps to prevent it happening again, bring about the punishment of those responsible whilst at the same time advising and counselling those who have been affected.</p> <p>It is a requirement for all staff to report all incidents of verbal and physical violence to the Headteacher and the appropriate forms are completed and the LA and governors are advised accordingly.</p>	

### 30. Water System Safety

Name of Premise Manager responsible for managing water system safety.	Mrs D. Breeze Headteacher/Premise Manager
Name of contractors who have undertaken a risk assessment of the water system	Hsl Compliance
Name of contractors who carry out	Integrated Water Services (IWS)

regular testing of the water system:	
Location of the water system safety manual/testing log	Cupboard adjacent to Business Manager's office.
The appropriate manuals are available to contractors to ensure that they have the appropriate information about the school's water systems. Staff are also advised at induction of the location of the manuals.	
The Senior Site Technician undertakes water temperature checks monthly and weekly as advised and records the details. These records are monitored by the Business Manager.	
Drinking water is clearly labelled in school and warning notices are placed on supplies of water which are not fit for drinking.	
Water coolers are available in school and these are regularly serviced and maintained by a contractor.	

### **31. Working at Height**

Name of person responsible for managing the risk of work at height on the premises:	Mrs D. Breeze Headteacher/Premise Manager Mrs K. Stephenson Business Manager/H&S Co-ordinator Mr. R. Chandler Senior Site Technician
Work at height is avoided where possible and those staff who must use ladders and stepladders frequently are trained and have completed individual risk assessments. All staff have received information on the safe use of stepladders and ladders and to visually check these before use. Stools, chairs and tables must never be used in place of stepladders or ladders.	
Staff must not bring their own stepladders or ladders for use in school and all contractors are advised that they must bring their own stepladders and ladders.	
Pupils are not expected to work at height.	
Appropriate ladders, stepladders and kickstools are provided for work at height and are of the appropriate industrial standard. The Senior Site Technician undertakes monthly checks of stepladders, ladders and kickstools and records these checks which are monitored by the Business Manager.	

### 32. Work Experience

Name of person who has overall responsibility for managing work experience and work placements:	Mrs D. Breeze Headteacher/Premise Manager Miss C. Chell Office and Attendance Manager
The name of the person responsible for the health and safety of people on work experience in the school:	Mrs D. Breeze Headteacher/Premise Manager
Work experience students in the school are given an induction by their school or college and a risk assessment is completed before the placement starts.	

### 33. Volunteers

Name of person who has overall responsibility for managing/coordinating volunteers within the school:	Mrs D. Breeze Headteacher/Premise Manager Miss C. Chell Office and Attendance Manager
Volunteers are considered as members of staff and all health and safety arrangements including induction and training must apply. DBS checks are undertaken for all regular volunteers.	

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

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

The school's key performance indicators are:

- classroom and whole school H&S checklists and evaluations completed annually during the autumn term
- H&S self-audit completed annually in January
- H&S action plan created as a result of self-audit
- Fire risk assessment completed annually in February
- LA H&S planning meetings and reports
- External H&S audits completed by LA H&S representative
- H&S & Premises Governors' Committee
- H&S reports to governors
- H&S monitoring by nominated governor for H&S