**Health, Safety and Wellbeing Management Arrangements**

**Core I Consider I Complex**

**Template  
Health, Safety and Wellbeing Policy**



**Health, Safety and Wellbeing Service**

**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**

**Hutchinson Memorial CE 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 academy.

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

1. **Introduction**

This policy statement complements (and should be read in conjunction with) the ULT Business continuity plan and ULT risk management policy. It records the local organisation and arrangements.

1. **Policy Statement**  
   The requirement to provide a safe and healthy working environment for all employees is acknowledged and Hutchinson Memorial First School Local Governors and those in control of the academy recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc. Act 1974.

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

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

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

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

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

|  |  |  |
| --- | --- | --- |
| *[Signature]*  *V Bennett* |  | *[Signature]*  *Paula Snee* |
| *Victoria Bennett,* ***Chair of Local Governing Body*** |  | *Paula Snee -* ***Headteacher*** |
| *Reviewed January 2023*  *Approved by FGB:* 15.05.23 |  | *Reviewed January 2023*  *Approved by FGB:*  15.05. |
| *Review Date: January 2024* |  | *Review Date: January 2024* |

1. **Management Arrangements**

The following procedures and arrangements have been established within our school and academy 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/academy obtains competent health and safety advice from* | *Health Safety & Wellbeing Service*  *Staffordshire County Council* |
| *The contact details are* | *Advisor: Steve Brown*  *07773791559*  *Steve.brown@staffordshire.gov.uk* |
| *In an emergency we contact Duty Officer: 01785 355777 shss.staffordshire.gov.uk* | |

**Monitoring Health and Safety**

|  |  |
| --- | --- |
| *Name of person(s) responsible for the overall monitoring of health and safety in school/academy:* | *Paula Snee (HT)*  *Victoria Bennett (Chair of Governors)* |
| *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:*   * *Regular agenda item in staff meetings (weekly)– actioned and monitored by the HT* * *Performance management – (annual) written record and actioned and monitored by the HT* * *Report to Governors (termly) – Part of the heads report to Governors* * *Open door policy (as and when) - monitored by the HT* | |
| *The school carries of out formal evaluations and audits on the management of health and safety. The frequency is determined by the level achieved.* | |
| *The last audit took place* | *Date: 20th June 2019*  *By: Steve Brown (SCC)*  *Due next audit June 2023* |
| *Name of person responsible for monitoring the implementation of health and safety policies* | *Paula Snee (HT)*  *Victoria Bennett (Chair of Governors)* |
| *All staff are aware of the key performance indicators in part E and how they are monitored* | |
| *Workplace inspections carried out by:* | *Robert Righton (Caretaker)* |

1. **Detailed Health and Safety Arrangements**

Adapt this list of arrangements as appropriate for your school.  
For further information from the Health, Safety and Wellbeing Service in any of these areas you may also wish to view the information on the SLN [*https://education.staffordshire.gov.uk/School-Admin/HealthSafetyWellbeing/Health-Safety-and-Wellbeing-Service.aspx*](https://education.staffordshire.gov.uk/School-Admin/HealthSafetyWellbeing/Health-Safety-and-Wellbeing-Service.aspx) *or* consult with your Health and Safety Adviser / Other Specialist Adviser.

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

|  |
| --- |
| *Our arrangements for recording and investigating:* |
| *Pupil accidents: all pupil accidents are written in the accident book held outside Badgers Classroom. An accident slip is given to the pupil for all head injuries and more severe incidents and the class teacher is informed. Depending on the severity of the accident/incident the parent may be contacted.* |
| *Staff accidents: Paula Snee* |
| *Visitor accidents: Paula Snee* |
| *The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: Office Manager/Paula Snee (Head)* |
| *Our arrangements for reporting to the local Governing Board are: The HT writes an analysis of incidents and accidents termly.* |
| *Our arrangements for reviewing accidents and identifying trends are: The termly analysis is used to spot trends* |

1. **Asbestos**

|  |  |  |
| --- | --- | --- |
| *Name of Premises Manager responsible for Managing Asbestos.* | | *Paula Snee (HT)* |
| *Location of the Asbestos Management Log or Record System.* | | *Janitor Cupboard/Office* |
| *Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are: The appropriate member of staff will meet with contractors prior to work commencing to ensure all documentation is completed.*  *See risk assessment* | | |
| *Our arrangements to ensure all school staff such as class teachers or caretakers have information about asbestos risk on the premises: through information sharing at staff meetings/staff training* | | |
| *Staff must report damage to asbestos materials to:* | *Paula Snee (HT)* | |
| *Staff must not drill or affix anything to walls without first obtaining approval from the premises manager.* | | |

1. **Communication**

|  |  |
| --- | --- |
| *Name of SLT member who is responsible for communicating with staff on health and safety matters:* | *Paula Snee (HT)* |
| *Our arrangements for communicating about health and safety matters with all staff are: Staff meetings/email/notices/newsletters* | |
| *Staff can make suggestions for health and safety improvements by:*  *Local daily discussions/communication*  *Email communication*  *Regular standing agenda item in staff meetings (weekly)*  *Performance management discussions– (annual)* | |

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

|  |  |
| --- | --- |
| *Name of person coordinating any construction work / acting as Client for any construction project.* | *Name Paula Snee/ Ann Barnett /Colin Milward Entrust Property Management (SLA)* |
| *Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are: depends on work involved – Large scale works - SLA from Property Management – small scale – Headteacher/Office Manager*  *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: discuss prior to work taking place* | |
| *Our arrangements for the induction of contractors are: Meeting with key member of staff prior to work commencing. Completion of hazard exchange form and sign the asbestos register and other forms as and when necessary* | |
| *Staff should report concerns about contractors to: Paula Snee/ Office Manager/ Entrust Property Services* | |
| *We will review any construction activities on the site by: names as above* | |

1. **Consultation**

|  |  |
| --- | --- |
| *Name of SLT member who is responsible for consulting with staff on health and safety matters:* | *Paula Snee (HT)*  *Victoria Bennett (Chair of Governors)* |
| *The name of the Trade Union Health and Safety Representative is:* | *N/A* |
| *Our arrangements for consulting with staff on health and safety matters are:*   * *Through weekly staff meetings* * *Email* | |
| *Staff can raise issues of concern by:*  *Local daily discussions/communication*  *Regular standing agenda item in staff meetings (weekly)*  *Performance management discussions– (annual)*  *Email communication* | |

1. **Contractor Management**

|  |  |
| --- | --- |
| *Name of person responsible for managing and monitoring contractor activity* | *Paula Snee / Office Manager/Entrust Property Services* |
| *Our arrangements for selecting competent contractors are: depending on the scale of works, use of contractors within the MAT, out to tender, Entrust contractors* | |
| *Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: The appropriate member of staff will meet with contractors prior to work commencing to ensure all documentation is completed* | |
| *Our arrangements for the induction of contractors are: As above* | |
| *Staff should report concerns about contractors to:*  *Paula Snee (HT)*  *Ann Barnett (Office Manager) Jessica Miller Admin Officer* | |

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

|  |  |
| --- | --- |
| *Name of person who has overall responsibility for the curriculum areas that require RA’s as follows:*  *PE* | *Curriculum Leaders of that Subject Area (if none Paula Snee)* |
| *Risk assessments for these curriculum areas are the responsibility of:* | *Subject Leader* |

1. **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.* | |
| *Our arrangements for carrying out DSE assessments are:*  *The head and office staff have carried out DSE assessments and actions carried out* | |
| *Name of person who has responsibility for carrying out Display Screen Equipment Assessments* | *Paula Snee (HT)* |
| *DSE assessments are recorded and any control measures required to reduce risk are managed by* | *Paula Snee (HT)* |

1. **Early Years Foundation Stage (EYFS)**

|  |  |
| --- | --- |
| *Name of person who has overall responsibility for EYFS* | *Sara Owen (EYFS leader)* |
| *Our arrangements for the safe management of EYFS are:*  *Early Years staff complete a daily walk & visual check of whole EYFS area - in door and outdoors. A tick sheet is maintained. Staff report issues and concerns either immediately or at staff meetings as appropriate. All staff are Level 1 Safeguarding trained and the Early Years Leader is Level 3 Deputy DSL. All Early Years staff are Paediatric First Aid Trained. All staff are Level 2 Food Safety & Hygiene Trained.*  *All staff adhere to whole school policies, which includes a mobile phone & camera policy for Early Years Settings.* | |

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

|  |  |
| --- | --- |
| *Name of person who has overall responsibility for Educational Visits* | *Paula Snee (HT)* |
| *The Educational Visits Coordinator is* | *Jessica Miller Admin Officer* |
| *Our arrangements for the safe management of educational visits:*   * *Staff & Visit Leader complete evolve/school risk assessments* * *Parents informed of visit and inform us of any specific issues relating to their child and the visit* * *Visit leader monitors H+S aspects prior to, during and after the visit* | |

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

|  |  |
| --- | --- |
| *Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:* | *Paula Snee (HT)* |
| *Fixed electrical wiring test records are located:* | *School Office*  *Online Property Portal* |
| *All staff visually inspect electrical equipment before use.* | |
| *Our arrangements for bringing personal electrical items onto the school site are:*  *They are not to be brought in unless PAT tested* | |
| *Name of person responsible for arranging the testing of portable electrical equipment (PAT):* | *Jessica Miller Admin Officer* |
| *Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:* | *Paula Snee (HT)* |
| *Portable electrical equipment (PAT) testing records are located:* | *In the School Office* |
| *Staff must take defective electrical equipment out of use and report to:* | *Paula Snee (HT)*  *Jessica Miller Admin Officer* |
| *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* | |

1. **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* | *Paula Snee (HT)*  *To be outsourced to Synergy Fire and Security (awaiting site visit)* |
| *The Fire Risk Assessment is located ……* | *In the HT office in the Risk Assessment folder* |
| *When the fire alarm is raised the person responsible for calling the fire service is* | *Paula Snee (HT), or Amanda Manlove* |
| *Name of person responsible for arranging and recording of fire drills* | *Paula Snee (HT)* |
| *Name of person responsible for creating and reviewing Fire Evacuation arrangements* | *Paula Snee & reviewed by all staff* |
| *Our Fire Evacuation Arrangements are published …* | *In staffroom, classrooms, Hall, offices, corridors – key areas around the school.* |
| *Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at* | *The Janitor office/cupboard* |
| *Name of person responsible for training staff in fire procedures* | *Paula Snee (HT)* |
| *All staff must be aware of the Fire Procedures in school* | |

1. **First Aid \*see also Medication**

|  |  |  |
| --- | --- | --- |
| *Name of person responsible for carrying out the First Aid Assessment* | | *Name – One of the named first aiders* |
| *The First Aid Assessment is located* | | *In first aid box* |
| *First Aiders are listed* | | *Andrea Horleston, Sara Owen, Annmarie Johnson* |
| *Name of person responsible for arranging and monitoring First Aid Training* | | *Paula Snee (HT)* |
| *Location of First Aid Box* | | *Outside Badgers Classroom*  *Stationery Cupboard (visits)*  *KS2 cloakroom* |
| *Name of person responsible for checking & restocking first aid boxes* | | *Andrea Horleston (Teaching Assistant)* |
| *In an emergency staff are aware of how to summon an ambulance* | | |
| *Our arrangements for dealing with an injured person who has to go to hospital are (who is contacted/ who accompanies staff or children to hospital): contact the parent/guardian, an appropriate member of staff to accompany if required* | | |
| *pupils* | *contact the parent/guardian, an appropriate member of staff to accompany if required* | |
| *staff* | *contact a family member, an appropriate member of staff to accompany if required* | |
| *visitors* | *contact a family member on their behalf, an appropriate member of staff to accompany if required* | |
| *Our arrangements for recording the use of First Aid are: see D1* | | |

1. **Forest School**

|  |  |
| --- | --- |
| *Name of person in school who leads on Forest School activity* | *N/A* |
|  | |

1. **Glass & Glazing**

|  |  |
| --- | --- |
| *All glass in doors and side panels are constructed of safety glass* | |
| *All replacement glass is of safety standard* | |
| *A glass and glazing assessment took place in 2013 and the record can be found in the HT office.* |  |

1. **Hazardous Substances (COSHH)**

|  |  |
| --- | --- |
| *Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)* | *Paula Snee* |
| *Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are:*  *-Hazardous substances are stored in the locked cleaners cupboard/boiler room/Janitor office*  *-Staff take potential unknown hazardous substances to the Office Manager to get the COSHH sheets and whether the substance is allowed on site*  *-COSHH sheets are stored in the Cleaner’s cupboard/School Office*  *The school uses CLEAPPS as a resource and all staff must be aware of how to access this information.* | |

1. **Health and Safety Law Poster**

|  |  |
| --- | --- |
| *The Health and Safety at Work poster is located:* | *Staffroom* |

1. **Housekeeping, cleaning & waste disposal**

|  |  |
| --- | --- |
| *All staff and pupils share the responsibility for keeping the school site clean, tidy and free from hazards* | |
| *Our waste management arrangements are: ESBC* | |
| *Our site housekeeping arrangements are: Janitor (Aspens) is responsible for keeping the school clean and tidy and free from hazards* | |
| *Site cleaning is provided by:* | *Aspens* |
| *Cleaning staff have received appropriate information, instruction and training about the following and are competent: All staff have received training in relation to their role. This is the responsibility of Aspens* | |
| *Work equipment – all equipment is reviewed on a regular basis and replaced if necessary* | |
| *Hazardous substances – all hazardous substances are locked away and data sheets are provided all responsible personnel handling them.* | |
| *Waste skips and bins are located away from the school building.* | |
| *All staff and pupils must be aware of the arrangements for disposing of waste and the location of waste bins and skips.* | |
| *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.* | |

1. **Infection Control**

|  |  |
| --- | --- |
| *Name of person responsible for managing infection control:* | *Paula Snee(HT)* |
| *Our infection control arrangements (including communicable diseases/hand hygiene standards) are: ensure all pupils constantly wash their hands and all pupils are taught about personal hygiene through assemblies and PSHE curriculum. Should the school have an infectious disease breakout, appropriate guidelines are followed.* | |

1. **Lettings**

|  |  |
| --- | --- |
| *Name of Premises Manager or member of Leadership team responsible for Lettings* | *Paula Snee* |
| *Our arrangements for managing Lettings of the school/ external premises are: completion of a hazard exchange form, completion of an application for letting agreement, signed by the hirer and Office Manager, copy of in date insurance, copy of lettings policy given to the hirer.* | |
| *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 and these must be provided to the school on request.* | |
| *Hirers must provide a register of those present during a letting upon request – all hirers sign in and using Vpass.* | |

1. **Lone Working**

|  |
| --- |
| *Our arrangements for managing lone working are: refer to lone working management arrangements and risk reduction guidance for lone working and violence and aggression in staffroom.* |

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

|  |  |
| --- | --- |
| *Note types of equipment to consider in this section:*  *Ladders and steps, fume cupboards, other extraction systems, PE equipment, D&T machines, lifts & lifting equipment, fire alarm and smoke detection, emergency lighting, fire extinguishers. This section* ***must include*** *the arrangements for school kitchens* | |
| *Name of person responsible for the selection, maintenance / inspection and testing of equipment* | *Robert Righton (Caretaker)*  *Chubb – fire equipment*  *Logic Fire & Security– Emergency lighting*  *Kitchen extraction – Insuraclean*  *Kitchen shutters BID*  *PAT - Calbarrie*  *PE equipment Sportsafe*  *Allianz Engineering – mechanical equipment* |
| *Records of maintenance and inspection of equipment are retained and are located:* | *The school office* |
| *Staff report any broken or defective equipment to:* | *Paula Snee (HT)*  *Robert Righton (Caretaker)* |
| *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* | |

1. **Manual Handling**

|  |  |
| --- | --- |
| *Name of competent person responsible for carrying out manual handling risk assessments* | *Paula Snee (HT)* |
| *Our arrangements for managing manual handling activities are:*  *See manual handling risk assessment* | |
| *Staff must aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided.* | |
| *Staff who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task.* | |
| *Staff are trained appropriately to carry out manual handling activities.* | |
| *Where people handling takes place an Individual Manual Handling Plan must be in place and communicated to all parties (including where appropriate the young person/their parents/carers/support staff).* | |

1. **Medication**

|  |  |
| --- | --- |
| *Name of person responsible for the management of and administration of medication to pupils in school* | *Trained first aiders* |
| *Our arrangements for the administration of medicines to pupils are:*   * *All parents complete a medical form with an agreed administer of medication schedule. Administration is recorded and counter signed by staff.* | |
| *The names members of staff who are authorised to give / support pupils with medication are:* | *Teaching staff with support from First Aiders*  *Paula Snee* |
| *Medication is stored:* | *Locked medicine cabinet in staff room or fridge in staffroom*  *Epi pen kept in classroom* |
| *A record of the administration of medication is located:* | *School Office* |
| *Pupils who administer and/or manage their own medication in school are authorised to do and are provided with a suitable private location to administer medication/store medication and equipment.* | |
| *Staff are trained to administer complex medication by the school nursing service when required.* | |
| *Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are: all staff trained by school nursing team to administer emergency medication. Such medication is kept in classrooms where necessary.* | |
| *Staff who are taking medication must keep this personal medication in a secure area in a staff only location.* | |
| *Staff must advise the school leaders if they are taking any medication which might impair their ability to carry out their normal work.* | |

1. **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* | *Paula Snee* |
| *Name of person responsible for the checking and maintenance of personal protective equipment provided for staff* | *Andrea Horleston (TA)* |
| *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.* | *Class teachers* |
| *All PPE provided for use in a classroom environment is kept clean, free from defects and replaced as necessary.* | |
| *Name(s) of person responsible for cleaning and checking pupil PPE.* | *Class teachers* |

1. **Radiation**

|  |  |
| --- | --- |
| *Name of the school Radiation Protection Supervisor (RPS)* | *N/A* |
| *Name of the Radiation Protection Adviser (RPA)* | *N/A* |

1. **Reporting Hazards or Defects**

|  |
| --- |
| *All staff and pupils must report any hazards, defects or dangerous situations they see at school* |
| *Our arrangements for the reporting of hazards and defects:*  *See the HT responsible person immediately*  *Defect Reporting Book kept in staffroom to record. HT to check, action and monitor regularly. Report book located in Caretaker’s cupboard for remedial work.* |

1. **Risk Assessments**

|  |  |
| --- | --- |
| *The school has in place risk assessments for any identified significant risk. Control measures which are put in place to eliminate or reduce risk are communicated to staff, pupils and other who may be exposed to the risk.* | |
| *Risk assessments are in place for the following areas: General/health risk assessments to cover individual children/staff/parents for specific activities  Premises and grounds*  *Adventurous activities or events*  *Fire Risk Assessment*  *Hazardous Substances*  *Work Equipment*  *Manual handling activities*  *Risks related to individuals e.g. health issues*  *Evolve forms online*  *Educational visits*  *Education and training*  *PTFA events*  *Grounds and building*  *Individual and team stress RA’s*  *Site security*  *Manual handling*  *See risk assessment folder* | |
| *Name of person who has overall responsibility for the school risk assessment process and any associated action planning* | *Paula Snee (HT)* |
| *Our arrangements for carrying out, recording, communicating and reviewing risk assessments are:*  *Risk assessments are completed by the appropriate individual/group and then assessed and reviewed by the HT* | |
| *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.* | |

1. **Smoking**

|  |
| --- |
| *No smoking or vaping is permitted on site or in vehicles owned or operated by the school* |

1. **Shared use of premises/shared workplace**

|  |  |
| --- | --- |
| *Name of Premises Manager or member of Leadership team responsible for Premises Management* | *Paula Snee (HT)* |
| *The school premises are shared with another organisation (e.g.Contract caterer/public leisure centre).* | *Contract Caterer Aspens* |
| *Our arrangements for managing health and safety in a shared workplace are:*  *Caretaker unlocks and locks premises before and after lettings where appropriate and checks the site.*  *Aspens are responsible for managing the health & safety of catering / cleaning staff.*  *Premier Active staff unlock site on entry for before school club.*  *Also see lettings risk assessment* | |

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

|  |  |
| --- | --- |
| *Name of person who has overall responsibility for the health and wellbeing of school staff* | *Paula Snee (HT)*  *Local Governing Board* |
| *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:*  *Open door policy to the HT/Chair of Governors to share any personal issues*  *Possible referral to the OHU team*  *Individual/Team risk assessments completed*  *Access to counselling and other SLA well-being support*  *All staff have been shared benefits of Vivup* | |
| *Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated.* | |
| *All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work.* | |
| *Individual stress risk assessments take place when a member of staff requires additional individual support.* | |
| *A team stress risk assessment has been completed involving all staff and this is reviewed regularly. Team stress risk assessment to be completed – Summer term 2023*  *Will be reviewed annually.* | |

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

|  |  |
| --- | --- |
| *Name of person who has overall responsibility for managing the swimming pool and it’s environment.* | *N/A* |
| *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):* | |
| *Staff operating the swimming pool have received appropriate training and information.* | |
| *Emergency procedures are in place for the use of the swimming pool and all staff who supervise swimming activities are trained appropriately in these procedures.* | |
| *The health and safety considerations within curriculum swimming must be planned, supervised and managed by staff who include in their lesson planning.* | |

1. **Training and Development**

|  |  |
| --- | --- |
| *Name of person who has overall responsibility for the training and development of staff.* | *Paula Snee (HT)* |
| *All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.* | |
| *Our arrangements for carrying out suitable and sufficient health and safety training for all staff are:*  *As part of weekly staff meetings*  *As part of job induction/Appraisal*  *Training cycle* | |
|  | |
| *Training records are retained and are located in the H+S file in the HT office* | |
| *Training and competency as a result of training is monitored and measured by:* | *Paula Snee (HT)*  *Local Governing Board* |

1. **Vehicles owned or operated by the school/academy Not applicable**

|  |  |
| --- | --- |
| *Name of person who has overall responsibility for the school vehicles* |  |
| *The school operates (no.of xx) minibus/coaches/cars/other vehicles (e.g. quad bikes/ride on mowers).* |  |
| *Name of person who manages the driver medical examinations* |  |
| *Name of person who manages the vehicle license requirements* |  |
| *Name of person who undertakes vehicle checks such as oil, water and routine roadworthiness.* |  |
| *Name of person who arranges servicing and maintenance of the academy vehicles* |  |
| *Our arrangements for the safe use of school vehicles are:* | |

1. **Vehicle movement on site**

|  |  |
| --- | --- |
| *Name of Premises Manager responsible for the management of vehicles on site* | *Paula Snee (HT)* |
| *Our arrangements for the safe access and movement of vehicles on site are (include restriction on vehicle movement at certain times, speed limits, segregation vehicles from pedestrian areas, restrictions on reversing vehicles, special arrangements for deliveries etc):*   * *The majority of vehicles park on the Community Centre Car Park which is adjacent to the school. Staff vehicles park on the staff car park which is segregated from Pupil play areas.* * *Deliveries to the school either use the Community Centre Car park or occasionally the staff car park. Children do not have any unsupervised access to this car park.* * *Children are not permitted outside when vehicles such as Ground Maintenance visit. Access through the main gate is restricted and all visitors must sign in at reception first.* | |

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

|  |  |
| --- | --- |
| *The school/academy provides a place of work which is designed and managed to minimise the risk of violence and aggression to staff, pupils and visitors.* | |
| *A risk assessment is carried out where staff are at increased risk of injury due to their work.* | |
| *Training, information and instruction is available to staff to help them manage the risk of violence and aggression where required.* | |
| *Staff and pupils must report all incidents of verbal & physical violence to:* | *Paula Snee (HT)* |
| *Incidents of verbal & physical violence are investigated by:* | *Paula Snee (HT)*  *Victoria Bennett (Chair of Governors)* |
| *Name of person who has responsibility for site security:* | *Paula Snee (HT)*  *Robert Righton (Caretaker)* |
| *Our arrangements for site security are:*  *3 key holders*  *Gated playground, coded entry, lockdown plan*  *Police called to support when necessary when alarm set off and school closed*  *Neighbours support us in monitoring the school* | |

1. **Water System Safety**

|  |  |
| --- | --- |
| *Name of Premises Manager responsible for managing water system safety.* | *HSL (SLA Entrust)* |
| *Name of contractors who have undertaken a risk assessment of the water system* | *As above – last assessment 15.03.23* |
| *Name of contractors who carry out regular testing of the water system:* | *HSL* |
| *Location of the water system safety manual/testing log* | *Caretaker office* |
| *Our arrangements to ensure contractors have information about water systems are: They call during school hours and the HT direct them to the relevant records.* | |
| *Our arrangements to ensure all school staff carrying out checks or testing or maintenance have information about the water system: Carried out by HSL* | |

1. **Working at Height**

|  |  |
| --- | --- |
| *Name(s) of person responsible managing the risk of work at height on the premises:* | *Paula Snee (HT)* |
| *Work at height is avoided where possible.* | |
| *Our arrangements for managing work at height are:*  *See risk assessment* | |
| *Appropriate equipment is provided for work at height if required.* | |
| *Staff who carry out work at height are trained to use the equipment provided* | |
| *Work at height equipment is regularly inspected, maintained and records are kept (Location) – regular inspection but no formal recording* | |

1. **Work Experience**

|  |  |
| --- | --- |
| *Name of person who has overall responsibility for managing work experience and work placements for school pupils.* | *Paula Snee (HT)* |
| *Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are:*  *An enquiry is sent to the HT*  *The HT ensures the appropriate documents are in place such as the DBS*  *The HT organises the placement and activities to be undertaken*  *The HT meets with the person prior to starting the placement*  *The HT gives and discusses the placement booklet, aspects such as H+S, safeguarding etc discussed*  *Risk Assessment is completed.*  *Public Liability Insurance details given.*  *The class teacher/key stage leader/HT monitor the placement*  *HT contacts organising body/Governors should an issue arise* | |
| *The name of the person responsible for the health and safety of people on work experience in the school premises:* | *Paula Snee (HT)* |
| *Our arrangements for managing the health and safety of work experience students in the school are:*  *See above* | |

1. **Volunteers**

|  |  |
| --- | --- |
| *Name of person who has overall responsibility for managing/coordinating volunteers working within the school:* | *Paula Snee (HT)* |
| *Volunteers are considered as a member of staff and all health and safety arrangements including induction and training must apply.* | |

**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.

***From External Audit June 2019:***

* Principal may wish to consider attending termly Headteacher H&S updates or rotate attendance with other Heads in trust. Completed – termly updates attended.
* Implement contractors Hazard Exchange process for all routine visit contractors. In Progress
* Encourage staff to maintain ownership of the risk assessment process by agreeing individual objectives. In progress
* Ensure part time staff have same opportunities to communicate up/down as full time staff. Completed – weekly/daily email correspondence between staff & HT.
* Consider providing whole staff wellbeing training. Training offered to all staff via Annual Trust Conference and included training on: mindfulness for staff, yoga, financial planning,
* When investigating accidents, try to identify root cause as well as immediate cause.
* Keep BCP under review and incorporate support from other schools in MAT. ULT BCP reviewed – HT to complete review of HM BCP.
* Continue encouraging staff to own their own wellbeing and continue consulting on further wellbeing improvements. Ongoing

These KPI’s were shared with Chair of Governors and are now discussed and approved at Full Governor meetings.

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.