



Health, Safety and Wellbeing Management Arrangements

Core | Consider | Complex

Template

# Health, Safety and Wellbeing Policy

May 2018

Approved by FGB

Updated: September 2018

Reviewed: September 2019

Reviewed: September 2020

Reviewed: September 2021; updated January 2022

Reviewed: February 2023

Reviewed: February 2024

Reviewed: February 2025

Reviewed: February 2026

To be reviewed: February 2027

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

## *All Saints CE(VC) First School, Busy Bees Nursery and Kingfisher Club*

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 the school

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

## A. Introduction

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

## B. Policy Statement

The requirement to provide a safe and healthy working environment for all employees is acknowledged and All Saints CE (VC) First School, Busy Bees & Kingfisher Club 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.

	D. Elliott-Hancock
<b>Emillie Hall/Sarah Presswood, Co-Chairs of Governors/Board</b>	<b>David Elliott-Hancock, Interim Headteacher</b>
<b>Date:</b>	<b>Date: January 2025</b>

## 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	SCC via an annual Service Level Agreement (John Burdett)
The contact details are	☎: <b>(01785) 355777</b> ☎: 07773 791520 ✉: <a href="mailto:john.burdett@staffordshire.gov.uk">john.burdett@staffordshire.gov.uk</a>
In an emergency we contact Duty Officer Tel: 01785 355 777 Email shss@staffordshire.gov.uk	For covid support: C19LOC.education@staffordshire.gov.uk

### Monitoring Health and Safety

Name of person(s) responsible for the overall monitoring of health and safety in school:	<i>David Elliott-Hancock, Interim Headteacher</i>
Our arrangements for the monitoring of health and safety are: Head Teacher has a H&S overview which outlines <ul style="list-style-type: none"> <li>• When and if any staff training/ refresher are needed.</li> <li>• Service and inspection dates.</li> <li>• Audit/ Premises H&amp;S self-evaluation /Annual Self Audit and Fire Risk Assessment dates.</li> <li>• Internal H&amp;S Audit carried out SHSS (achieved L4 next due March 2020).</li> <li>• Annual review meeting with Dean Willetts, SHSS.</li> <li>• H&amp;S meetings, reports and emails between Head Teacher and H&amp;S Governor</li> <li>• Termly report to full GB.</li> </ul>	
The school carries out formal evaluations and audits on the management of health and safety (frequency).	
The last audit took place	Date: March 2022 By: John Burdett
Name of person responsible for monitoring the implementation of health and safety policies	<i>David Elliott-Hancock, Interim Headteacher</i>
All staff are aware of the key performance indicators in part E and how they are monitored	
Workplace inspections - type	Name of person who carries these out
Self-evaluation checklist, October (annual)	<i>David Elliott-Hancock, Interim Headteacher</i>
Self-audit, January (annual)	<i>David Elliott-Hancock, Interim Headteacher</i>

## D. Detailed Health and Safety Arrangements

### 1. Accident Reporting, Recording & Investigation

Our arrangements for recording and investigating:	
pupil accidents:	
<u>Minor</u> accident / injury	
<ul style="list-style-type: none"> <li>Parents will be notified by carbon copy form if a child has an injury at School during school hours. The form will be completed by First Aider if the injury took place in the school building, or the member of staff or key worker supervising the pupils outside. The carbon copies will be kept in the School Office.</li> </ul>	
<u>Serious</u> accident / injury	
<ul style="list-style-type: none"> <li>In the case of a serious injury, the Headteacher will be informed and will investigate the incident. The member of staff on duty at the time of the accident and the Headteacher will complete an entry in MyH&amp;S online.</li> </ul>	
staff accidents:	
<u>All Accidents</u> / injuries	
<ol style="list-style-type: none"> <li>Accidents or injuries involving members of staff, supply staff, parents, governors, contractors or visitors to the School will be reported to the Headteacher who will log the details in the Adult Accident Book.</li> <li>This will also be recorded on My H&amp;S online</li> </ol>	
visitor accidents: see above for staff accidents	
The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: <i>David Elliott-Hancock, Interim Headteacher</i>	
Our arrangements for reporting to the Governing Board are: Termly reports are given in the Headteacher Report to Governors.	
Our arrangements for reviewing accidents and identifying trends are: Accident analysis is carried out termly and reported to governing board in HT Report	

### 2. Asbestos

Name of Premises Manager responsible for Managing Asbestos.	<i>David Elliott-Hancock, Interim Headteacher</i>
Location of the Asbestos Management Log or Record System.	School Office
Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are:	
<ol style="list-style-type: none"> <li>Hazard Exchange Forms are completed</li> <li>Asbestos register is read and signed by contractors</li> </ol>	
Our arrangements to ensure all school/academy staff such as class teachers or caretakers have information about asbestos risk on the premises:	
<ol style="list-style-type: none"> <li>New staff are informed of asbestos locations during their H&amp;S Induction</li> <li>Staff are reminded annually of asbestos locations in September INSET</li> </ol>	
Staff must report damage to asbestos materials to:	<i>David Elliott-Hancock, Interim Headteacher</i>
Staff must not drill or affix anything to walls without first obtaining approval	

from the premises manager.

### 3. Communication

Name of SLT member who is responsible for communicating with staff on health and safety matters:	<i>David Elliott-Hancock, Interim Headteacher</i>
Our arrangements for communicating about health and safety matters with all staff are: <ol style="list-style-type: none"><li>1. Agenda item in staff meetings</li><li>2. Communication book held in school office for all staff to access</li></ol>	
Staff can make suggestions for health and safety improvements by: <ol style="list-style-type: none"><li>1. Item on agenda of staff meetings</li><li>2. Approaching premises manager directly</li><li>3. Approaching Caretaker, who will discuss with HT</li></ol>	

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

Name of person coordinating any construction work / acting as Client for any construction project.	<i>David Elliott-Hancock, Interim Headteacher</i>
Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are: Construction Projects are delivered through Service level Agreement with SCC. SCC project manage. 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: Premises Manager <i>David Elliott-Hancock, Interim Headteacher</i> meets with contractors and Project manager to prepare the Hazard Exchange Form and other relevant H&S documentation	
Our arrangements for the induction of contractors are: Meeting with Premises Manager prior to starting project	
Staff should report concerns about contractors to: <i>David Elliott-Hancock, Interim Headteacher</i>	
We will review any construction activities on the site by: Regular meetings between contractors and Premises Manager throughout the project.	

### 5. Consultation

Name of SLT member who is responsible for consulting with staff on health and safety matters:	<i>David Elliott-Hancock, Interim Headteacher</i>
The name of the Trade Union Health and	Name

Safety Representative is:	
Our arrangements for consulting with staff on health and safety matters are: Agenda item in every staff meeting	
Staff can raise issues of concern by:	
1.	Item on agenda of staff meetings
2.	Approaching premises Manager directly
3.	Approaching Caretaker, who will discuss with HT

## 6. Contractor Management

Name of person responsible for managing and monitoring contractor activity	<i>David Elliott-Hancock, Interim Headteacher</i>
Our arrangements for selecting competent contractors are: Through recommendations from Entrust	
Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: Premises Manager (Mr Elliott-Hancock) meets with contractors and Project manager to prepare the Hazard Exchange Form and other relevant H&S documentation	
Our arrangements for the induction of contractors are: Meeting with Premises Manager prior to starting project	
Staff should report concerns about contractors to: David Elliott-Hancock, Interim Headteacher	

## 7. Curriculum Areas – health and safety

Name of person who has overall responsibility for the curriculum areas as follows:	Head of Dept. or Curriculum Lead Name
Science	Clare Griffin
D&T	David Elliott-Hancock
PE	David Elliott-Hancock
Risk assessments for these curriculum areas are the responsibility of:	Clare Griffin David Elliott-Hancock

## 8. 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: Assessments carried out annually and reported to <i>David Elliott-Hancock, Interim Headteacher</i> for action where necessary	
Name of person who has responsibility	<i>David Elliott-Hancock, Interim</i>

for carrying out Display Screen Equipment Assessments	<i>Headteacher</i>
DSE assessments are recorded and any control measures required to reduce risk are managed by	<i>David Elliott-Hancock, Interim Headteacher</i>

### 9. Early Years Foundation Stage (EYFS)

Name of person who has overall responsibility for EYFS	<i>Clare Griffin/ David Elliott-Hancock, Interim Headteacher</i>
Our arrangements for the safe management of EYFS are:	
<ol style="list-style-type: none"> <li>1. Classroom Risk assessments are completed annually and reviewed if significant change occurs</li> <li>2. Outdoor equipment is checked annually by an accredited company</li> <li>3. Daily risk assessment and visual check is completed on outdoor area</li> </ol>	

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

Name of person who has overall responsibility for Educational Visits	<i>David Elliott-Hancock, Interim Headteacher</i>
The Educational Visits Coordinator is	<i>David Elliott-Hancock, Interim Headteacher</i>
Our arrangements for the safe management of educational visits:	
<ol style="list-style-type: none"> <li>1. Risk Assessments are carried out by the group leader prior to each visit</li> <li>2. Site specific risk assessments are requested from each establishment</li> <li>3. All staff supervising on the trip are required to read and sign to acknowledge understanding of the risk assessment</li> <li>4. All trips are recorded on evolve</li> <li>5. Adult Information sheets are provided for all adults attending the trip</li> <li>6. Only reputable and responsible coach companies are engaged</li> </ol>	

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

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	<i>David Elliott-Hancock, Interim Headteacher</i>
Fixed electrical wiring test records are located:	School Office
All staff visually inspect electrical equipment before use.	
Our arrangements for bringing personal electrical items onto the school site are: Permission must be sought from HT by staff bringing in personal electrical items.	
Name of person responsible for arranging the testing of portable electrical	<i>David Elliott-Hancock, Interim Headteacher</i>

equipment (PAT):	
Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:	Governing Board
Portable electrical equipment (PAT) testing records are located:	School office
Staff must take defective electrical equipment out of use and report to:	David Elliott-Hancock, Interim Headteacher
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 to David Elliott-Hancock	

## **12. 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	David Elliott-Hancock, Interim Headteacher
The Fire Risk Assessment is located	Headteacher Office
When the fire alarm is raised the person responsible for calling the fire service is	Vicki Corbett/Linda Barrett, Office Staff <i>or</i> David Elliott-Hancock, Interim Headteacher
Name of person responsible for arranging and recording of fire drills	David Elliott-Hancock, Interim Headteacher
Name of person responsible for creating and reviewing Fire Evacuation arrangements	David Elliott-Hancock, Interim Headteacher
Our Fire Evacuation Arrangements are published	In each room of the building
Our Fire Marshals are listed	In the fire risk assessment
Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at	Headteacher Office
Name of person responsible for training staff in fire procedures	David Elliott-Hancock, Interim Headteacher
All staff must be aware of the Fire Procedures in school	

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

Name of person responsible for carrying out the First Aid Assessment	David Elliott-Hancock, Interim Headteacher
The First Aid Assessment is located	Headteacher Office
First Aiders are listed	Staff Room

Name of person responsible for arranging and monitoring First Aid Training	David Elliott-Hancock, Interim Headteacher
Location of First Aid Box	Staff Room Kitchen Classrooms
Name of person responsible for checking & restocking first aid boxes	Sarah Hill
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):	
pupils	The Office staff will telephone for an ambulance if needed. Parents will also be telephoned and arrangements for the supervision of the pupil in the ambulance agreed.
staff	The Office staff will telephone for an ambulance if needed. Next of kin will also be telephoned. Headteacher or office staff will accompany to hospital.
visitors	The Office staff will telephone for an ambulance if needed. Next of kin/employer will also be telephoned, if known. Headteacher or office staff will accompany to hospital if necessary.
Our arrangements for recording the use of First Aid are: School accident book is completed	

#### 14. Forest School

Name of person in school who leads on Forest School activity	Joanne Jones
Our arrangements for developing, organising and running Forest School activity. Risk Assessments and policies are all up to date and accessed via the school website. Strict ratios are adhered to when any fire or tool work is completed. Forest School does not take place unless Mrs Jones (fully qualified) is present.	

#### 15. 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 and the record can be found	June 2013 Headteacher Office

#### 16. Hazardous Substances (COSHH)

Name of person responsible for carrying	David Elliott-Hancock, Interim
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out risk assessment for hazardous substances (COSHH Assessments)	Headteacher
Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are: The school/academy uses CLEAPPS as a resource and all staff must be aware of how to access this information.	

### 17. Health and Safety Law Poster

The Health and Safety at Work poster is located:	Staff Room
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### 18. 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: annual contract with SCC approved company	
Our site housekeeping arrangements are:  All staff, children and visitors are encouraged to keep the school site clean and tidy, recycling bins are emptied weekly and other bins are emptied daily. Wet floor caution signs are used. Glass and other sharp objects are disposed of appropriately. A snow shovel is used by site staff located in boiler house. External bins are located by back kitchen entrance General waste is collected weekly. Recycling is collected fortnightly.	
Site cleaning is provided by: In house cleaners	Tracey O'Flaherty John Taylor
Cleaning staff have received appropriate information, instruction and training about the following and are competent:	
work equipment	
hazardous substances	
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.	

### 19. Infection Control

Name of person responsible for managing	David Elliott-Hancock, Interim
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infection control:	Headteacher
<p>Our infection control arrangements (including communicable diseases/hand hygiene standards) are:</p> <p>Soap, water and hand sanitiser provided in high risk areas around the school site. Gloves provided. Aprons provide. Face coverings/shields provided.</p> <ul style="list-style-type: none"> <li>• Body Fluid (blood, sick and vomit) kits provided to include aprons, gloves titan sanitiser, yellow waste bags.</li> <li>• Staff and pupils advised to stay at home for 24-48 hrs after all symptoms of stomach upsets have ceased.</li> <li>• Advise sought from SHSS/NHS on prevention of communicable diseases</li> </ul>	

## 20. Lettings

Name of Premises Manager or member of Leadership team responsible for Lettings	David Elliott-Hancock, Interim Headteacher
<p>Our arrangements for managing Lettings of the school /rooms or external premises are:</p> <p>See separate lettings policy</p>	
<p>The health and safety considerations for Lettings are considered and reviewed annually.</p>	
<p>Hirers have in place their own risk assessments, first aid arrangements/ fire procedures and emergency procedures.</p>	
<p>Hirers are responsible for obtaining the necessary local authority licenses for their activities and these must be provided to the school on request.</p>	
<p>Hirers must provide a register of those present during a letting upon request.</p>	

## 21. Lone Working

<p>Our arrangements for managing lone working are</p> <p>See separate policy</p>
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## 22. Maintenance / Inspection of Equipment (including selection of equipment)

<p>NOTE Types of equipment to consider in this section:</p> <p>Ladders and steps, fume cupboards, other extraction systems, PE equipment, D&amp;T machines, lifts &amp; lifting equipment, pressure cookers, autoclaves, fire alarm and smoke detection, emergency lighting, fire extinguishers.</p> <p>This section <b>must include</b> the arrangements for school kitchens, science laboratories or Design and Technology rooms</p> <p>Kitchen oven canopy is cleaned annually</p>
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<p>Air conditioning unit is serviced annually</p> <p>Emergency lighting is tested monthly by caretaking staff, 6 monthly by Chubb.</p> <p>Fire Extinguishers are serviced 6 monthly</p> <p>Fire alarm is serviced 6 monthly</p> <p>Fire alarm is tested internally weekly, by Lantern annually</p> <p>Intruder alarm tested annually</p> <p>Boiler serviced 6 monthly</p> <p>Water hygiene checks completed monthly internally</p> <p>6 monthly water hygiene checks + 2 yearly risk assessment carried out by Integrated water services</p> <p>Indoor PE equipment inspected annually by Sportsafe</p> <p>Outdoor fixed play equipment inspected annually by Sportsafe</p>	
Name of person responsible for the selection, maintenance / inspection and testing of equipment	Kitchen: Stoke City Catering Rest of building David Elliott-Hancock, Interim Headteacher
Records of maintenance and inspection of equipment are retained and are located:	Headteacher Office
Staff report any broken or defective equipment to:	David Elliott-Hancock, Interim Headteacher
<p>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 to David Elliott-Hancock, Interim Headteacher</p>	

### 23. Manual Handling

Name of competent person responsible for carrying out manual handling risk assessments	David Elliott-Hancock, Interim Headteacher
<p>Our arrangements for managing manual handling activities are: Staff, as far as reasonably practicable, consult with DEH so that task can be assessed, and appropriate measures can be taken.</p>	
<p>Staff aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided.</p>	
<p>Staff who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task.</p>	
<p>Staff are trained appropriately to carry out manual handling activities.</p>	
<p>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).</p>	

### 24. Medication

Name of person responsible for the management of and administration of	David Elliott-Hancock, Interim Headteacher
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medication to pupils in school/academy	
Our arrangements for the administration of medicines to pupils are: See separate policy	
The members of staff who are authorised to give / support pupils with medication are:	Mrs Hill Mrs O’Flaherty Mrs Jones Mrs Griffin Miss Boden Mrs Devenport Mr Elliott-Hancock
Medication is stored:	Staff room/staff fridge
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 so by a member of staff and 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: see policy	
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.	

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

PPE is provided free of charge where a risk assessment identifies this is needed to control a risk and the risk cannot be controlled by another means.	
Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for school staff.	David Elliott-Hancock, Interim Headteacher
Name of person responsible for the checking and maintenance of personal protective equipment provided for staff	David Elliott-Hancock, Interim Headteacher
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.	David Elliott-Hancock, Interim Headteacher
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
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## 26. Radiation

Name of the school Radiation Protection Supervisor (RPS)	Name
Name of the Radiation Protection Adviser (RPA)	Name

## 27. Reporting Hazards or Defects

All staff and pupils must report any hazards, defects or dangerous situations they see at school.
Our arrangements for the reporting of hazards and defects: Hazards reported to Headteacher. Basic defects undertaken by Alun Beardmore, more involved aspects undertaken by suitable contractors, advice taken from LA.

## 28. Risk Assessments

The school has in place risk assessments for any identified significant risk. Control measures which are put in place to eliminate or reduce risk are communicated to staff, pupils and other who may be exposed to the risk.	
Risk assessments are in place for the following areas: Covid-19 Premises and grounds Curriculum / classrooms Lettings or contract work which may affect staff or pupils in the school Fire Risk Assessment Hazardous Substances Manual handling activities Risks related to individuals e.g. health issues Educational Visits	
Name of person who has overall responsibility for the school risk assessment process and any associated action planning	David Elliott-Hancock, Interim Headteacher
Our arrangements for carrying out, recording, communicating and reviewing risk assessments are: Risk Assessments are completed by the teaching staff prior to any off-site visits and specific curricular activities. Headteacher completes relevant Risk Assessments for vulnerable adults, premises etc.	
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.

## 29. Smoking

No smoking or vaping is permitted on site or in vehicles owned or operated by the school.

## 30. Shared use of premises/shared workplace

<i>Name of Premises Manager or member of Leadership team responsible for Premises Management</i>	<i>n/a</i>
<i>The school premises are shared with another organisation (e.g.Contract caterer/public leisure centre).</i>	<i>n/a</i>
<i>Our arrangements for managing health and safety in a shared workplace are:</i>	

## 31. Stress and Staff Well-being

Name of person who has overall responsibility for the health and wellbeing of school/academy staff	David Elliott-Hancock, Interim Headteacher
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: <ol style="list-style-type: none"><li>1. Regular reviews and discussions with regards to work/life balance take place</li><li>2. Staff insurance policy covers free access to a support helpline and counselling where necessary</li></ol>	
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.	

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

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

### **33. Training and Development**

Name of person who has overall responsibility for the training and development of staff.	David Elliott-Hancock, Interim Headteacher
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: 1. H&S training is reviewed during Performance Management reviews and Interim reviews	
The school has a health and safety training matrix to help in the planning of essential and development training for staff.	
Training records are retained and are located in HT office	
Training and competency as a result of training is monitored and measured by:	David Elliott-Hancock, Interim Headteacher

### **34. Vehicles owned or operated by the school/academy**

<i>Name of person who has overall responsibility for the school/academy vehicles</i>	<i>N/A</i>
<i>The school/academy operates (no.of xx) minibus/coaches/cars/other vehicles (e.g. quad bikes/ride on mowers).</i>	<i>List</i>
<i>Name of person who manages the driver medical examinations</i>	
<i>Name of person who manages the vehicle</i>	

<i>license requirements</i>	
<i>Name of person who undertakes vehicle checks such as oil, water and routine roadworthiness.</i>	
<i>Name of person who arranges servicing and maintenance of the academy vehicles</i>	
<i>Our arrangements for the safe use of school/academy vehicles are:</i>	

### **35. Vehicle movement on site**

Name of Premises Manager responsible for the management of vehicles on site	David Elliott-Hancock, Interim Headteacher
<p>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):</p> <ul style="list-style-type: none"> <li>• No vehicles should access the main school drive during the school day unless it is a contractor working on the site, the oil delivery vehicle, the County Catering van delivering heavy produce, or the refuse collection vehicles.</li> <li>• All drivers should report to the School Office. There is a notice on the school gate to this effect. <ul style="list-style-type: none"> <li>• If a vehicle needs to enter the school grounds during the school day, the office staff will check that the playground is clear and inform relevant staff.</li> </ul> </li> </ul>	

### **36. Violence and Aggression and School/Academy 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.	
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:	David Elliott-Hancock, Interim Headteacher
Incidents of verbal & physical violence are investigated by:	David Elliott-Hancock, Interim Headteacher
Name of person who has responsibility for site security:	David Elliott-Hancock, Interim Headteacher
Our arrangements for site security are: See separate policy	

### 37. Water System Safety

Name of Premises Manager responsible for managing water system safety.	David Elliott-Hancock, Interim Headteacher
Name of contractors who have undertaken a risk assessment of the water system	Integrated Water Systems
Name of contractors who carry out regular testing of the water system:	Integrated Water Systems
Location of the water system safety manual/testing log	School Office
Our arrangements to ensure contractors have information about water systems are: Water tests are carried out monthly and records kept in the school office.	
Our arrangements to ensure all school staff carrying out checks or testing or maintenance have information about the water system: All new staff are trained by Entrust Health & Safety team	

### 38. Working at Height

Name(s) of person responsible managing the risk of work at height on the premises:	David Elliott-Hancock, Interim Headteacher
Work at height is avoided where possible.	
Our arrangements for managing work at height are: <ul style="list-style-type: none"><li>• Staff are reminded not to climb on tables or chairs but to use a step ladder when displaying pupil's work.</li><li>• The Cleaner is reminded not to stretch up to dust high areas.</li></ul>	
Appropriate equipment is provided for work at height where 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 (School Office)	

### 39. Work Experience

Name of person who has overall responsibility for managing work experience and work placements for school/academy pupils.	David Elliott-Hancock, Interim Headteacher
Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are: <ul style="list-style-type: none"><li>• Students and High School pupils on work experience should not be left unattended in the company of pupils.</li><li>• Students from any College or University should have Disclosure Clearance</li></ul>	

before working on-site.	
<ul style="list-style-type: none"> <li>All work-experience and trainee students receive a Handbook highlighting safeguarding, health &amp; safety and other relevant policies.</li> </ul>	
The name of the person responsible for the health and safety of people on work experience in the school premises:	David Elliott-Hancock, Interim Headteacher
<p>Our arrangements for managing the health and safety of work experience students in the school are:</p> <p>A trainee Induction book is given to all work experience students and a health and safety induction is given at the start of the placement.</p>	

#### 40. Volunteers

Name of person who has overall responsibility for managing/coordinating volunteers working within the school/academy:	David Elliott-Hancock, Interim Headteacher
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.

LA H& S Audits:

March 2013 Level 2  
 March 2015 Level 2  
 March 2017 Level 4  
 March 2022 Level 4

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.