

Policy for:

Health, Safety and Well-being Policy 2023/24



Committee: Premises, Health and Safety

Document Control

A. Confidentiality Notice

This policy document has been approved by the Governing body of St. Modwen's Catholic Primary School and is intended for internal and /or external publication. Where the document is identified for internal use the policy information may not be shared with external agencies or parents without the prior agreement of the Headteacher or authorising Committee.

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CONTENTS

- 1. Part A: Introduction**
- 2. Part B: The Health and Safety Policy Statement**
- 3. Part C: Management Arrangements**
- 4. Part D: The detailed arrangements for Health, Safety and Wellbeing within St.Modwen's Catholic Primary School**
- 5. Part 5: Key Performance Indicators**
- 6. Appendix 1: Health, Safety and Well-Being Action Plan**
- 7. Appendix 2: Risk Assessment Log**

Part 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 St.Modwen's Catholic Primary School Health and Safety Policy.

Part B: The Health and Safety Policy Statement

- A.** The requirement to provide a safe and healthy working environment for all employees is acknowledged and St Modwen's Catholic Primary School's Governing Body, those in control of St Modwen's catholic Primary School recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc. Act 1974.



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

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

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

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

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

	
Mr J Emery, Chair of Governors	Mrs A Sherratt - Headteacher

Part 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:

3.1 Competent Health and Safety Advice

St Modwen's Catholic Primary School obtains competent health and safety advice from	SCC Health and Safety Team Advisor: Sarah-Jane Walmsley
The contact details are	01785 355777 Sarah-jane.walmsley@staffordshire.gov.uk
In an emergency we contact: 07623 910065 (Emergency/Major Incident) County Council Director on Call – reference Business Continuity Plan	

3.2 Monitoring Health and Safety

Name of person(s) responsible for the overall monitoring of health and safety in school/academy:	Carol Salt Health and Safety Coordinator (School Business Manager)
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:	
Reference 3.2A St Modwen's Monitoring Health and Safety on site	
The school/academy carries out formal evaluations and audits on the management of health and safety (frequency).	
The last audit took place	Date: 19.11.2019 By: Sarah-Jane Walmsely (H & S Advisor – SCC) – School Judged as overall 4 rating. School conducts termly Health and Safety reviews of Health & Safety Action Plan, Health & Safety Comms Plan, SCC Health & Safety Audit Checklist and Evaluation Tools
Name of person responsible for monitoring the implementation of health and safety policies	Name: Carol Salt Health and Safety Coordinator (School Business Manager)
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
DSE User	Carol Salt and Leigh Roberts Health and Safety Coordinators

Part D: The detailed arrangements for Health, Safety and Wellbeing within St.Modwen’s Catholic Primary School

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:

1. ACCIDENT REPORTING, RECORDING & INVESTIGATION

<i>Our arrangements for recording and investigating:</i>	
<i>pupil accidents:</i> All children’s accidents should be reported in the appropriate year or EYFS accident book. All incidents that require medical intervention/guidance must be reported to the Health and Safety Co-ordinator who will ensure that an Accident Investigation Report form is completed and returned to the Health, Safety and Wellbeing Service at STAFFORDSHIRE COUNTY COUNCIL. Accidents, incidents and near misses are recorded and investigated using myhealthandsafety portal.	
<i>Staff/visitor accidents:</i> Accidents to adults must be reported in the statutory accident book AND on an Accident Investigation Report form as above. Appropriate Risk Assessments will be reviewed or instigated in light of any incidents occurring that require medical treatment. Accidents, incidents and near misses are recorded and investigated using myhealthandsafety portal.	
<i>The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is:</i> Health and Safety Coordinator (School Business Manager)	
<i>Our arrangements for reporting to the Governing Body or Academy Board are:</i> Accident Reporting, Recording and Investigation to be reported within Governors Health and Safety Report (Termly)	
<i>Our arrangements for reviewing accidents and identifying trends are:</i> Half-termly review of accidents identifying trends by School Business Team – reporting trends and number of incidents to SLT. This analysis will inform the Governors Health and Safety Report and be used to review effectiveness of school risk assessments, highlight any new areas of risk, enable the school to mitigate risk	

2. ASBESTOS

<i>Name of Premises Manager responsible for Managing Asbestos.</i>	<i>Name:</i> Headteacher
<i>Location of the Asbestos Management Log or Record System.</i>	<i>Location</i> Asbestos Risk Register is kept in reception
<i>Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are:</i> All contractors to sign Asbestos Risk Register located in Caretakers Office prior to commencement of work Above statement to be included in Contractors on-site Risk Assessment	
<i>Our arrangements to ensure all school/academy staff such as class teachers or caretakers have information about asbestos risk on the premises:</i> Appropriate Health and Safety training to school staff	
<i>Staff must report damage to asbestos materials to:</i>	<i>Name</i> Headteacher/ Health and Safety Coordinator (School Business Manager)
<i>Staff must not drill or affix anything to walls without first obtaining approval from the premises manager.</i>	

3. COMMUNICATION

<i>Name of SLT member who is responsible for communicating with staff on health and safety matters:</i>	<i>Name</i> Headteacher/Health and Safety Coordinator (School Business Manager)
<i>Our arrangements for communicating about health and safety matters with all staff are:</i> <ul style="list-style-type: none"> • Staff Briefings • Team, Phase and weekly staff meetings – standing agenda • Health and Safety updates – Inset days • Policy and Risk Assessment Reviews communicated to staff • Health and Safety Notice Board updates • E-mails • IAM Complaint – Staff Document Reader 	
<i>Staff can make suggestions for health and safety improvements by:</i> <ul style="list-style-type: none"> • Contacting Health and Safety Coordinator (School Business Manager) • Providing feedback/suggestions staff meetings, training, inset days • Being part of School Business Recovery Team (BRT) – Emergency and Major Incident Planning • Being part of short-term project specific working groups around school health and safety • Health and Safety is discussed at staff meetings and half-termly lunchtime supervisors’ meetings as required. Additional meetings will be arranged in the event that more significant or urgent issues need to be communicated 	

4. CONSTRUCTION WORK * SEE CONTRACTOR MANAGEMENT

<i>Name of person coordinating any construction work / acting as Client for any construction project.</i>	<i>Name</i> Health and Safety Coordinator (School Business Manager)/Caretaker
<i>Our arrangements for managing construction projects within the scope of the Construction Design and</i> <ul style="list-style-type: none"> • <i>Duty holders being identified and named as part of any Construction project and</i> 	
<i>Our arrangements for the exchange of health and safety information/risk assessments/safe working arrangements/monitoring are:</i> <ul style="list-style-type: none"> • <i>the exchange of health and safety information / risk assessments/safe working arrangements/monitoring</i> • <i>The induction of contractors</i> • <i>reviewing any construction activities on the site</i> <p>The school will follow county guidance for the management of contractors ensuring that the site remains safe at all times for children, staff and contractors through use of the hazard exchange form. Hazard exchange forms will be reviewed pre/during and post any phase of construction on school site. Lessons learnt will inform future risk assessment/planning across school.</p>	
<i>Our arrangements for the induction of contractors are:</i> <ul style="list-style-type: none"> • <i>Site tour to ensure contractors are familiar with building, referencing site plans</i> • <i>School Visitor Safeguarding/Health and Safety on-site provided to all contractors on arrival at site</i> • <i>Asbestos Register signed</i> • <i>DBS detailed checked and entered on Single Central Register</i> • <i>Risk Assessments, safe working arrangements, method statements Hazard Exchange form reviewed</i> • <i>Review of works to be completed</i> • <i>Sharing of any site specific information relevant whilst works are being carried out i.e. Emergency Evacuations planned etc</i> 	
<i>Staff should report concerns about contractors to:</i> Headteacher/Health and Safety Coordinator (School Business Manager)/Caretaker	

5. CONSULTATION

<i>Name of SLT member who is responsible for consulting with staff on health and safety matters:</i>	<i>Name</i> Headteacher/Health and Safety Coordinator (School Business Manager)
<i>Name of the Trade Union Health and Safety Representative is:</i>	
<p><i>Our arrangements for managing consulting with staff on health and safety matters are:</i></p> <ul style="list-style-type: none"> • Staff Briefings • Agenda item on weekly staff, phase and team meetings • Health and Safety updates – Inset days • Policy and Risk Assessment Reviews communicated to staff • Health and Safety Notice Board updates • IAM Compliant • Health and Safety Workshops – Inset days • E-mails • Health and Safety is discussed at staff meetings and half-termly lunchtime supervisors’ meetings as required. Additional meetings will be arranged in the event that more significant or urgent issues need to be communicated • Being part of School Business Recovery Team (BRT) – Emergency and Major Incident Planning • Being part of short-term project specific working groups around school health and safety 	
<p><i>Staff can raise issues of concern by:</i></p> <ul style="list-style-type: none"> • Contacting Health and Safety Coordinator (School Business Manager)/Caretaker/member of School Business Team • Providing feedback/suggestions staff meetings, training, inset days, suggestion box • Logging a concern on IAM Compliant 	

6. CONTRACTOR MANAGEMENT

<i>Name of person coordinating for managing and monitoring contractor activity.</i>	<i>Name</i> Health and Safety Coordinator (School Business Manager)/Caretaker
<p><i>Our arrangements for selecting competent contractors are:</i></p> <ul style="list-style-type: none"> • <i>Using contractors appointed by SCC Premises team for routine and planned maintenance and servicing</i> • <i>Where above cannot be sourced school would seek references from contractors prior to appointment, work within School Financial procurement rules, ensure all items in 4 are in place so school can be assured of their practice, health and safety on-site prior to awarding contract</i> 	
<p><i>Our arrangements for the exchange of health and safety information/risk assessments/safe working arrangements/monitoring are:</i></p> <ul style="list-style-type: none"> • <i>the exchange of health and safety information / risk assessments/safe working arrangements/monitoring</i> • <i>The induction of contractors</i> • <i>reviewing any construction activities on the site</i> <p>The school will follow county guidance for the management of contractors ensuring that the site remains safe at all times for children, staff and contractors through use of the hazard exchange form. Hazard exchange forms will be reviewed pre/during and post any phase of construction on school site. Lessons learnt will inform future risk assessment/planning across school.</p>	
<p><i>Our arrangements for the induction of contractors are:</i></p>	

- Site tour to ensure contractors are familiar with building, referencing site plans
- School Visitor Safeguarding/Health and Safety on-site provided to all contractors on arrival at site
- Asbestos Register signed
- DBS detailed checked and entered on Single Central Register
- Risk Assessments, safe working arrangements, method statements Hazard Exchange form reviewed
- Review of works to be completed
- Sharing of any site specific information relevant whilst works are being carried out i.e. Emergency Evacuations planned etc

Staff should report concerns about contractors to: Headteacher/Health and Safety Coordinator (School Business Manager)/Caretaker

CURRICULUM AREAS – HEALTH AND SAFETY

Name of person who has overall responsibility for the curriculum areas as follows: e.g. Science, D&T, PE	Science Lead	Mrs E Hatton
	Maths Lead	Mr D Quinn/ Mrs R Speed (KS1)
	English Lead	Miss J Crutchley (KS1) Miss H Goodman (KS2) Mrs R Speed – Phonics
	D & T Lead	Miss A Butt
	Music	Mrs C Smith
	SEND	Miss A Smith
	EYFS	Mrs L Chadfield
	PE Lead	Mr D Read/ Mr D Purcell
	Computing and On-line Safety	Mr P Mawhinney
	PHSE	Miss A Smith
	Geography	Miss Z Mallinson
	Curriculum	Mr T Brassington
	History	Mrs C Lodge
	MFL	Mr D Read
	Pupil Premium/Sports Strategy	Mr D Read
RE Lead	Miss A Smith	
Risk assessments for these curriculum areas are the responsibility of:	Leads as above	

7. DISPLAY SCREEN EQUIPMENT USE (INCLUDING PC'S, LAPTOPS AND TABLETS)

The school/academy 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:

All staff using computers continuously for more than one hour per day will be considered computer users and must complete the computer user checklist annually. Assessment of risk undertaken across school identified School Business Team as staff most at risk. DSE assessments completed, findings inform DSE Risk Assessment, remedial actions put in place and monitoring arrangements to determine effectiveness.

Users are eligible for eye tests paid for by the school every two years. Users must also refer to the guidance on the SLN to ensure correct posture and use of equipment to avoid repetitive strain injuries. Any problems must be referred to the H&S Co-ordinator who will seek further advice from the Strategic Health and Safety Service <http://education.staffordshire.gov.uk/SchoolAdministration/HS/Procedures/Equipment/DisplayScreens.htm>

<i>Name of person who has responsibility for carrying out Display Screen Equipment Assessments</i>	<i>Name</i> Health and Safety Coordinator (School Business Manager) School Business Administrator (L Roberts)
<i>DSE assessments are recorded and any control measures required to reduce risk are managed by</i>	<i>Name</i> Health and Safety Coordinator (School Business Manager) School Business Administrator (L Roberts)

8. Early Years Foundation Stage (EYFS)

<i>Name of person who has overall responsibility for EYFS</i>	<i>Name</i> Lisa Chadfield (Phase Leader EYFS)
<i>Our arrangements for the safe management of EYFS are:</i> Reference Early Years Policy	

9. Educational visits / Off-Site Activities

<i>Name of person who has overall responsibility for Educational Visits</i>	<i>Name</i> Headteacher
<i>The Educational Visits Coordinator is</i>	<i>Name</i> Mrs C Salt and Mrs L Roberts
<i>Our arrangements for the safe management of educational visits:</i> All staff must complete an EV1 Request form and submit a risk assessment at least 7 days before a planned visit. Forms must be approved by an EVC. Some visits may need permission from County Educational Visits Coordinator. Planning time must include allowance for receipt of parental permission and collecting donations. Reference Educational Visits Policy. St.Modwen's Catholic Primary School:	
<ol style="list-style-type: none"> 1. has their own documented arrangements for Learning Outside the Classroom (LOtC)/Educational Visits 2. adopts and works within the Outdoor Education Advisers' Panel (OEAP) National Guidance (NG) and staff with responsibilities in this area have access to this guidance. 3. has appointed an Educational Visits Co-ordinator who is trained in line with the requirements of section 5 of the arrangements. 4. uses the EVOLVE system to record, approve and manage educational visits – this is a recommendation for academies and other non-maintained schools. 5. Staff and students taking part in educational visits have received suitable and sufficient information, instruction and training appropriate for their responsibilities. 6. has an emergency plan in place for every educational visit which is suitable and appropriate for the visit. 7. Ensures appropriate communication about the educational visit, health and safety information and any emergency arrangements are communicated to all relevant parties such as staff, students and parents. 	

10. ELECTRICAL EQUIPMENT [FIXED & PORTABLE]

<i>Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:</i>	<i>Name</i> Site Caretaker/ School Office Manager
<i>Fixed electrical wiring test records are located:</i>	Caretakers office
<i>All staff visually inspect electrical equipment before use.</i>	
<i>Our arrangements for bringing personal electrical items onto the school site are:</i>	
<ul style="list-style-type: none"> • Staff are not allowed to bring in personal electrical equipment if not PAT tested • All Staff must visually check electrical equipment before use and report any damage to the Health and Safety Coordinator (Health and Safety Coordinator (School Business Manager)). • Portable equipment is tested annually. • Staff are aware that items should not be used unless they have been tested. • Fixed wiring is checked by a SCC approved contractor every five years. 	
<i>Name of person responsible for arranging the testing</i>	<i>Name</i>

<i>of portable electrical equipment (PAT):</i>	Site Caretaker/School Business Manager
<i>Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:</i>	<i>Name</i> Health and Safety Coordinator (School Business Manager)
<i>Portable electrical equipment (PAT) testing records are located:</i>	Caretakers office
<i>Staff must take defective electrical equipment out of use and report to:</i>	<i>Name</i> Health and Safety Coordinator (Health and Safety Coordinator (School Business Manager), Office Manager)
<i>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</i>	

11. FIRE PRECAUTIONS & PROCEDURES [AND OTHER EMERGENCIES INCL. BOMB THREATS]

<i>Name of competent person responsible for undertaking & reviewing fire risk assessment in addition to any associated action planning</i>	<i>Name</i> The Fire Risk Assessment will be reviewed annually by the Headteacher, Caretaker and Health and Safety Co-ordinator. Termly Reviews of Fire Risk assessment to review following Fire Evacuation practices/Fire Safety Reviews
<i>The Fire Risk Assessment is located</i>	School Business Office Smartlog/IAM Compliant
<i>When the fire alarm is raised the person responsible for calling the fire service is</i> OR <i>The site has a fire alarm which activates a response from (a 3rd party / listening service)</i>	<i>Name</i> Health and Safety Coordinator (School Business Manager)
<i>Name of person responsible for arranging and recording of fire drills</i>	<i>Name</i> Health and Safety Coordinator (School Business Manager)
<i>Name of person responsible for creating and reviewing Fire Evacuation arrangements</i>	<i>Name</i> Health and Safety Coordinator (School Business Manager)
<i>Our Fire Evacuation Arrangements are published ...</i>	<i>Location Website: reference Emergency and Major Incident Plan. Visitors Health and Safety and Safeguarding on-site leaflet</i>
<i>Our Fire Marshals are listed</i>	<i>Location</i> School Office & Staff Room
<i>Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at</i>	<i>Location</i> School Business Office
<i>Name of person responsible for training staff in fire procedures</i>	<i>Name</i> Health and Safety Coordinator (School Business Manager)
<i>All staff must be aware of the Fire Procedures in school</i> Fire Action notices are posted in each classroom and around the school. On hearing the fire alarm adults are responsible for evacuating children to the assembly points on the playground. The office staff take the	

staff register, the visitors sign in sheet and the fire cards outside to the assembly points. The Headteacher, or most senior teacher on site will liaise with the fire brigade. These procedures will be tested on a termly basis. The caretaker is responsible for testing the fire alarm on a weekly basis and recording this in the fire log book and on a monthly basis checking that the firefighting equipment is in-situ. Contractors service the alarm system and extinguishers.

Fire evacuation procedures for school are detailed in Emergency and Major Incident Plan. Staff are regularly updated on Fire Procedures in School. Visitors to site – Procedures are provided in Visitors Health and Safety and Safeguarding leaflet on visiting school site, further copies are also provided in parents/reception waiting area.

12. FIRST AID *SEE ALSO MEDICATION

<i>Name of person responsible for carrying out the First Aid Assessment</i>	<i>Name</i> First Aid Co-Ordinator (L Roberts – Premises/School Business Officer, Nursery Manager)
<i>The First Aid Assessment is located</i>	<i>Location</i> Medical Room
<i>First Aiders are listed</i>	<i>Location</i> Medical Room Staff Room School Office KS1 Concourse KS2 Concourse Hall/Library Area
<i>Name of person responsible for arranging and monitoring First Aid Training</i>	<i>Name</i> First Aid Co-Ordinators (SBM/Office Manager)
<i>Location of First Aid Box</i>	Medical Room, GRAB BAG, Office, Class Rooms, KS1 Concourse and KS2 Concourse, Kitchen
<i>Name of person responsible for checking & restocking first aid boxes</i>	Class Teachers and Teaching Assistants
<i>In an emergency staff are aware of how to summon an ambulance: Yes</i>	
<i>Our arrangements for dealing with an injured person who has to go to hospital are (who is contacted/ who accompanies staff or children to hospital):</i>	
<i>pupils</i>	Reference First Aid Policy
<i>staff</i>	
<i>visitors</i>	
<i>Our arrangements for recording the use of First Aid are</i> Reference First Aid Policy The school has assessed its first aid needs and trained an appropriate number of first aiders. Notices are posted around the school identifying the first aid staff and equipment. Training will be refreshed as required.	

13. GLASS & GLAZING

<i>All glass in doors and side panels are constructed of safety glass</i>	
<i>All replacement glass is of safety standard</i>	
<i>A glass and glazing assessment took place in (year) and the record can be found</i>	<i>Date and Location</i> 2014 – School construction and design. All glazing waist height and below is of the required safety standard, any breakages will be replaced with similar standard glass.

14. HAZARDOUS SUBSTANCES (COSHH)

<i>Name of person responsible for carrying out risk assessment for hazardous substances (COSHH)</i>	Health and Safety Coordinator (Health and Safety Coordinator (L Roberts – Premises/Office Manager)
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<i>Assessments)</i>	
<i>Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are:</i>	
<i>The school/academy uses CLEAPPS as a resource and all staff must be aware of how to access this information.</i>	
Wherever possible the school will avoid the purchase of hazardous substances. Where this is unavoidable, safety data sheets will be obtained from the manufacturer and risk assessments developed for use of the substance which must be stored safely, in accordance with guidance. Substances with hazard warning labels must not be brought into school without notifying the Health & Safety Co-ordinator.	

15. HEALTH AND SAFETY LAW POSTER

<i>The Health and Safety at Work poster is located:</i>	<i>Location</i> The Health and Safety Law poster is displayed in school office (main corridor). A Visitor Safety, Safeguarding and Health & Safety information notice is displayed in the entrance area.
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16. HOUSEKEEPING, CLEANING & WASTE DISPOSAL

<i>All staff and pupils share the responsibility for keeping the school site clean, tidy and free from hazards</i>	
<i>Our waste management arrangements are:</i> All rubbish is removed from the school building on a daily basis to a secure compound.	
<i>Our site housekeeping arrangements are:</i> The school has a service level agreement with Minster for the cleaning of the school.	
<i>Site cleaning is provided by:</i> <i>External cleaning company</i>	<i>Name and contact details</i> Hands Cleaning
<i>Cleaning staff have received appropriate information, instruction and training about the following (work equipment and hazardous substances) and are competent:</i> Reference SLA with Hands Cleaning	
<i>Waste skips and bins are located away from the school building.</i>	
<i>All staff and pupils must be aware of the arrangements for disposing of waste and the location of waste bins and skips.</i>	
<i>Staff in all Depts. who generate waste (e.g.catering/cleaning/curriculum areas) must be aware of the risk assessments and control measures in place for their role.</i>	

17. INFECTION CONTROL

<i>Name of person responsible for managing infection control:</i>	<i>Name</i> First Aid Coordinators
<i>Our infection control arrangements (including communicable diseases/hand hygiene standards) are:</i> Reference First Aid Policy Reference Covid-19 Risk Assessment/School Recovery Plan Reference Communications with Parents/Carers	

18. LETTINGS

<i>Name of Premises Manager or member of Leadership team responsible for Lettings</i>	<i>Name</i> Health and Safety Coordinator (Health and Safety Coordinator (School Business Manager))
<i>Our arrangements for managing Lettings of the school/academy/rooms or external premises are:</i> Reference Letting Policy	

The Health and Safety Coordinator (School Business Manager) is responsible for ensuring that the Hirers of the building sign a Lettings Agreement and Conditions of Use form before lettings commence. This includes health and safety responsibilities.

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/academy on request.

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

19. LONE WORKING

Our arrangements for managing lone working are:

No staff should work alone without the permission of the Headteacher and without appropriate procedures being agreed to ensure their safety. At all times staff must be aware of the policy for lone working and follow this as appropriate.

Please see the Home & Lone Working Policy

20. 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, pressure cookers, autoclaves, fire alarm and smoke detection, emergency lighting, fire extinguishers.

*This section **must include** the arrangements for school kitchens, science laboratories or Design and Technology rooms*

Name of person responsible for the selection, maintenance / inspection and testing of equipment

*Name
Caretaker*

Records of maintenance and inspection of equipment are retained and are located:

*Location
Caretaker office*

Staff report any broken or defective equipment to:

*Name
Caretaker*

The equipment on the school/academy site owned and used by contractors is the responsibility of the contractor, who must provide records of testing, inspection and maintenance if requested:

- Fixed Electrical Testing – Every 5 Years – SCC Contractor
- PE Equipment – Annually – SCC Contractor
- External Play Equipment - Annually – SCC Contractor
- Air Conditioning (IT Suite) – 2 x Year by SCC Contractor
- Fire Extinguishers – Annually – SCC contractor
- Fire alarm – weekly call point checks by Caretaker and 6 monthly servicing by SCC contractor
- Sprinklers – six monthly testing by SCC contractor and weekly by Caretaker
- Emergency Lighting - six monthly testing by SCC contractor
- Plumbing (water hygiene)– weekly flushing of little used outlets and monthly temperature checks by caretaker plus six monthly testing by SCC contractor
- Roof handrail - six monthly testing by SCC contractor
- Lightning Protection - testing every eleven months by SCC contractor
- Intruder Alarm – six monthly testing by SCC contractor
- Roller Door Shutter - six monthly testing by SCC contractor
- Gas Boiler – annual testing by SCC contractor
- Lift – quarterly testing by SCC contractor

- Solar Panels – annual inspection by contractor appointed by SCC
- Ladders and steps – sixth monthly inspection by Caretaker, recorded on checklist, and visual check by users each time used
- Portable Appliance Testing – bi-annually by SCC contractor or Caretaker, annually for Catering equipment and ICT used by pupils

21. MANUAL HANDLING

<i>Name of competent person responsible for carrying out manual handling risk assessments</i>	<i>Name</i> Health and Safety Coordinator (Health and Safety Coordinator (School Business Manager))/ Caretaker
<i>Our arrangements for managing manual handling activities are:</i> The school will identify all lifting tasks and take steps to avoid, and if not reduce, the risks of handling through risk assessment, improved purchasing and training, where necessary. Staff to undertake Manual handling training – annually	
<i>Staff must aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided.</i>	
<i>Staff who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task.</i>	
<i>Staff are trained appropriately to carry out manual handling activities.</i>	
<i>Where people handling takes place an Individual Manual Handling Plan must be in place and communicated to all parties (including where appropriate the young person/their parents/carers/support staff).</i>	

22. MEDICATION

<i>Name of person responsible for the management of and administration of medication to pupils in school</i>	<i>Name</i> First Aid Coordinator
<i>Our arrangements for the administration of medicines to pupils are:</i> Medication will be administered in school in accordance with the Medicines in School Policy and will be recorded on the appropriate forms as specified in the policy. School Emergency Medication is stored in the First Aid room – For further information see the First Aid Coordinator. Inhalers for use by children are to be kept in the child’s classroom and taken out for PE, Educational visits and other activities away from the classroom.	
<i>Medication is stored:</i> Medication is stored in the First Aid room – For further information see the First Aid Coordinator. Inhalers, AEI’s for use by children are to be kept in the child’s classroom and taken out for PE, Educational visits, Fire Evacuations and other activities away from the classroom.	<i>Location:</i> First Aid Room
<i>A record of the administration of medication is located:</i>	<i>Location</i> First Aid Room/School Office
<i>Pupils who administer and/or manage their own medication in school are authorised to do so by a (name) and provided with a suitable private location to administer medication/store medication and equipment.</i>	
<i>Staff are trained to administer complex medication by the school nursing service when required.</i>	
<i>Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are:</i> Administering Emergency Medication will be administered in school in accordance with the Medicines in School Policy and will be recorded on the appropriate forms as specified in the policy.	
<i>Staff who are taking medication must keep this personal medication in a secure area in a staff only location.</i>	
<i>Staff must advise the school leaders if they are taking any medication which might impair their ability to carry</i>	

out their normal work.

23. PERSONAL PROTECTIVE EQUIPMENT (PPE) (LINKS TO RISK ASSESSMENT)

<i>PPE is provided free of charge where a risk assessment identifies this is needed to control a risk and the risk cannot be controlled by another means.</i>	
<i>Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for school/academy staff.</i>	<i>Name</i> Health and Safety Coordinator (Health and Safety Coordinator (School Business Manager))/ Caretaker
<i>Name of person responsible for the checking and maintenance of personal protective equipment provided for staff</i>	<i>Name</i> Health and Safety Coordinator (L Roberts – Premises/Office Manager)
Caretakers and cleaners will be provided with PPE as suggested by their risk assessments. Mid-day Supervisors have tabards provided. Reference First Aid policy. Reference 'Donning and Doffing of PPE Guidance' issued to all staff termly as a reminder.	
<i>PPE provided for use in curriculum lessons is not "personal" as it is provided by pupils in classroom situations.</i>	
<i>Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for pupils.</i>	<i>Name</i> Health and Safety Coordinator (Health and Safety Coordinator (School Business Manager))/ Class Teacher
<i>All PPE provided for use in a classroom environment is kept clean, free from defects and replaced as necessary.</i>	
<i>Name(s) of person responsible for cleaning and checking pupil PPE.</i>	<i>Name</i> Health and Safety Coordinator (Health and Safety Coordinator (School Business Manager))/ Class Teacher

24. REPORTING HAZARDS OR DEFECTS

<i>All staff and pupils must report any hazards, defects or dangerous situations they see at school.</i>
<i>Our arrangements for the reporting of hazards and defects:</i> Hazards are reported to the Health and Safety Coordinator (Health and Safety Coordinator (School Business Manager)) or the Caretaker, using the reporting form. The Headteacher will advise on priorities when appropriate.

25. RISK ASSESSMENTS/MONITORING AND REVIEW

<i>The school/academy has in place risk assessments for any identified significant risk. Control measures which are put in place to eliminate or reduce risk are communicated to staff, pupils and other who may be exposed to the risk.</i>	
The school will complete the annual premises evaluation checklist and self-audit as monitoring tools in January and October respectively. Other policies and risk assessments will be reviewed in line with the policy review schedule. Governors will monitor Health and Safety performance through the school development plan, tours of the school and through Committee and Link Governor reports. School also reviews these documents termly alongside its Health and Safety Action Plan to track compliance.	
Individual health and safety performance will be monitored through the Performance Management process. Risk assessments are in place Reference – Risk Assessment Log – Risk Assessment File. Risk Assessments are updated annually, reviewed and shared with staff – reference Risk Assessment Staff Matrix	
<i>Name of person who has overall responsibility for the school risk assessment process and any associated action planning</i>	<i>Name</i> Headteacher/Health and Safety Coordinator (Health and Safety Coordinator (School Business Manager))
<i>Our arrangements for carrying out, recording, communicating and reviewing risk assessments are:</i>	

The Headteacher will coordinate risk assessment activity supported by the Health and Safety Coordinator (Health and Safety Coordinator (School Business Manager)). All staff will be expected to contribute to and follow the controls with risk assessments for their areas of work or responsibility. Copies of the general premises risk assessments can be found in the staff room. Staff will be asked to read and sign to indicate their understanding. Risk assessments will be reviewed in line with the policy review schedule.

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.

26. SMOKING

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

27. SHARED USE OF PREMISES/SHARED WORKPLACE

<i>Name of Premises Manager or member of Leadership team responsible for Premises Management</i>	<i>Name</i> Health and Safety Coordinator (Health and Safety Coordinator (School Business Manager))
<i>The school premises are shared with another organisation (e.g. Contract caterer/public leisure centre).</i>	<i>Name</i> Hands Cleaning - cleaning function on behalf of school
Our arrangements for managing health and safety in a shared workplace are shared with all third parties delivering services on school site	

28. STRESS AND STAFF WELL-BEING

<i>Name of person who has overall responsibility for the health and wellbeing of school/academy staff</i>	<i>Name:</i> Headteacher Mental Health First Aider – School Business Manager
<p><i>All staff have responsibility to take care of their own health and wellbeing and the school supports staff to do this by implementing the following arrangements:</i></p> <ul style="list-style-type: none"> • School Mental health and WellBeing Strategy and Operational Plan developed Summer term 2022 – reviewed annually – Summer term. • School Mental Health Support team developed: <ul style="list-style-type: none"> ○ CS – (Mental Health Lead) - Certificate in Mental Health School Lead – CS September 2022 and Level 3 Mental Health First Aid at Work ○ TB – (Pupil/Staff Mental Health) – Curriculum Lead ○ AP – (Early Years) Level 3 Mental Health First Aid at Work ○ ZM – (Early Years) ○ AB – (KS1) ○ CL – (KS2) ○ AS – (Headteacher) • Reducing Workplace Stress measures introduced A1 term 2018 – Workplace Survey, Collaborative working with staff to develop Workplace Stress Risk Assessment which identifies risk factors and remedial actions to improve the health and well-being of school workforce. Annual reviews Autumn Term. • Communication with staff – raising awareness and school support – reference Staff Room notice board. Staff Training/Inset Day/ Staff Briefings. Staff aware of how they can be supported, take own measures to reduce workplace stress and how they can challenge senior leaders/governors to deliver workplace improvements. There are support services available to staff via Occupational Health and the confidential staff counselling service. • in place A1 Term 2019 • SAS Insurance – Staff wellbeing support for Classteachers included on insurance policy 	

<ul style="list-style-type: none"> 22.23 If required: Covid-19 Staff survey completed termly (Introduced Autumn Term 2020) and Covid-19 Staff Workplace Stress Risk Assessment completed and reviewed with staff on a termly basis – reported to Health and Safety Committee Termly.
<i>Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated.</i>
<i>All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work.</i>
<i>Individual stress risk assessments take place when a member of staff requires additional individual support.</i>
<i>A team stress risk assessment has been completed involving all staff and this is reviewed regularly. Date Completed / reviewed</i>
Autumn Term 2018 Developed and implemented – Review termly or following the completion of a workplace stress risk assessment. Annual review of Workplace Stress Risk Assessment as part of a Staff Inset Day H & S Workshop. Annually reviewed with staff – Inset Workshops

29. TRAINING AND DEVELOPMENT

<i>Name of person who has overall responsibility for the training and development of staff.</i>	<i>Name</i> Headteacher
<i>All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.</i>	
Reference Induction Checklist	
<i>Our arrangements for carrying out suitable and sufficient health and safety training for all staff are:</i>	
All staff will receive a formal health and safety induction. The Health & Safety Coordinator will be responsible for the identification of health and safety training competencies and organisation of health and safety training using County guidance available http://education.staffordshire.gov.uk/SchoolAdministration/HS/Training/	
<i>The school has a health and safety training matrix to help in the planning of essential and development training for staff.</i>	
<i>Training records are retained and are located:</i> School Business Office	
<i>Training and competency as a result of training is monitored and measured by:</i>	<i>Name</i> Line Managers/SLT/Headteacher

30. VEHICLE MOVEMENT ON SITE

<i>Name of Premises Manager responsible for the management of vehicles on site</i>	<i>Name</i> Health and Safety Coordinator (Business and Facilities Manager)/Caretaker
<i>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):</i>	
Pupils must use a separate entrance from vehicles. Only authorised vehicles are allowed on school premises to gain access to the field etc. Authorisation is given by the school, contractors must be instructed to lock school gates behind them when working inside the school premises. Lorries must make deliveries at times that do not conflict with pupils arriving to or leaving school. Staff must not allow children into areas where coaches are reversing prior to school trips.	
Reference Risk Assessment Vehicles on site	

31. VIOLENCE AND AGGRESSION AND SCHOOL SECURITY

<i>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.</i>	
<i>A risk assessment is carried out where staff are at increased risk of injury due to their work.</i>	
<i>Training, information and instruction is available to staff to help them manage the risk of violence and aggression where required.</i>	
<i>Staff and pupils must report all incidents of verbal &</i>	<i>Name</i>

<i>physical violence to:</i>	Headteacher
<i>Incidents of verbal & physical violence are investigated by:</i>	<i>Name</i> Health and Safety Coordinator (Business and Facilities Manager)
<i>Name of person who has responsibility for site security:</i>	<i>Name</i> Headteacher
<i>Our arrangements for site security are:</i> All incidences of verbal or physical aggression must be reported immediately to the Headteacher. This will be reported to the Strategic Health, Safety and Wellbeing service. The school will provide appropriate follow up support for staff.	

32. WATER SYSTEM SAFETY

<i>Name of Premises Manager responsible for managing water system safety.</i>	<i>Name</i> Headteacher Caretaker School Business Manager Office Manager
<i>Name of contractors who have undertaken a risk assessment of the water system</i>	<i>Name</i> SCC Contractor
<i>Name of contractors who carry out regular testing of the water system:</i>	<i>Name</i> SCC Contractor
<i>Location of the water system safety manual/testing log</i>	<i>Location</i> Caretakers Office
<i>Our arrangements to ensure contractors have information about water systems and to ensure all school staff carrying out checks or testing or maintenance have information about the water system:</i> The school has a water hygiene risk assessment which controls the risks of legionella and scalds within school. The caretaker is responsible for checking the water temperatures in accordance with County policy. The Headteacher is responsible for ensuring any recommendations within the risk assessment are programmed for action. Contractors test the water on a six monthly basis. School Water risk assessment and Action Plan reviewed termly in-house.	

33. WORKING AT HEIGHT

<i>Name(s) of person responsible managing the risk of work at height on the premises:</i>	<i>Name</i> Health and Safety Coordinator (Business and Facilities Manager)/Caretaker
<i>Work at height is avoided where possible.</i>	
<i>Our arrangements for managing work at height are:</i> Any tasks involving work at height should be notified to the Headteacher before work begins. Ideally such work should be avoided, but if not then it will be risk assessed to reduce the risks. Safe guidance for the use of steps, ladders, stepstools etc is available to staff on the SLN. http://education.staffordshire.gov.uk/SchoolAdministration/HS/Procedures/Premises/workatheightpolicy.htm	
<i>Appropriate equipment is provided for work at height where required.</i>	
<i>Staff who carry out work at height are trained to use the equipment provided</i>	
<i>Work at height equipment is regularly inspected, maintained and records are kept (Location)</i>	

34. WORK EXPERIENCE/VOLUNTEERS

<i>Name of person who has overall responsibility for managing work experience and work placements for school/academy pupils.</i>	<i>Name</i> Headteacher
<i>The name of the person responsible for the health and</i>	<i>Name</i>

<i>safety of people on work experience in the school premises:</i>	Health and Safety Coordinator (Business and Facilities Manager)/
<i>Our arrangements for assessing potential work placements/work experience students/volunteer arrangements for induction and supervision of students on work placement are:</i> Reference school Work Placement/Volunteer Handbook and Induction Pack All temporary helpers in school will be given an appropriate induction which includes essential health and safety and safeguarding information. http://education.staffordshire.gov.uk/SchoolAdministration/HS/Training/	

Part 4: Local Health and Safety Key Performance Indicators (KPI's)

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

The County Council Health Safety and Welfare Policy also requires feedback on certain KPI's more details of these can be obtained from your Health and Safety Adviser. These targets are linked into School Development Plan.

Academic year Health and Safety Targets	Success Criteria		
	Autumn Term	Spring Term	Summer Term
HSW 01: Completion of the audit action plan developed by the Strategic Health and Safety Service	A1: Health and Safety Audit Action Plan developed (Autumn 1) – review of outstanding actions Health and Safety Audit and Checklist previous year		
HSW 02: Completion of Premises Evaluation Checklist and Actions arising from it	A1: Planned to complete October Annually A2: Review and update Health and Safety Audit Action Plan	Spring 2: All items on Health and Safety Action Plan addressed	
HSW 03: Completion of Self Audit and actions arising from it		Spring 1: Planned to complete January Annually Spring 2: Review and update Health and Safety Audit Action Plan	Summer 2: All items on Health and Safety Action Plan addressed
HSW 04: Annual review of fire risk assessment	Full Review September Annually as part of HSW01 Outstanding actions to be included in Health & Safety Action Plan monitored and reviewed monthly, reported to H & S Committee to track progress		
HSW 05: Termly Invacuation/Evacuation Drill	A1: <ul style="list-style-type: none"> i Planned Termly as part of HSW01 ii Review of Business Continuity Plan and Emergency and Major Incident Plan – shared with staff/governors Inset Day 1 Annually iii School Business Recovery Team formed to review item 2 following feedback from staff/governors 	Spring Term: Invacuation/Lock-Down drill to be practiced as part of Invacuation/Evacuation Drills	
HSW 06: Review 50% of risk assessments per year	A1: Risk Assessments shared with all staff to review and update A2: Final Risk Assessments published for staff; Risk Assessment Log and School Risk Log reviewed and updated		

