



Barlston CE (VC) First School



Health, Safety and Wellbeing Policy

“Enabling our whole school community to flourish and let their light shine, preparing them for their role as gentle and humble agents for change in the world we share.”

The policy has 4 parts;

Part A - Introduction

Part B - The Health and Safety Policy Statement

Part C - Management Arrangements

Part D - The detailed arrangements & procedures for Health, Safety and Wellbeing within the school

Part E - The Key Performance Indicators.

A. Introduction

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

B. Policy Statement

The requirement to provide a safe and healthy working environment for all employees is acknowledged by Barlston First School's Governing Body/those in control of the school recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc. Act 1974.

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



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

- A healthy working environment is maintained, including adequate welfare facilities.

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

Employee involvement is an important part of managing safety, 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.

	
<i>Gordon Taylor, Chair of Governors/Board</i>	<i>John Gordon, Headteacher</i>
<i>12 April 2024</i>	<i>12 April 2024</i>

C. Management Arrangements

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

Competent Health and Safety Advice

<i>The school obtains competent health and safety advice from</i>	The Health and Safety Team within the authority
<i>The contact details are:</i>	01785 355777
<i>In an emergency we contact John Burdett</i>	

Monitoring Health and Safety

<i>Name of person(s) responsible for the overall monitoring of health and safety in school</i>	John Gordon
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:	
Health and Safety is reported on at every full and sub governing body meeting	

<p>Premises committee meet each term Governors receive a Health and Safety Annual Report Two official health and safety audits are carried out each year, and both are reported to the full governing body</p>	
<p><i>The school carries out formal evaluations and audits on the management of health and safety annually</i></p>	
<p><i>The last audit took place</i></p>	<p><i>Audit due to take place July 2024 by JGordon (New Headteacher, supported by J Burdett)</i></p>
<p><i>Name of person responsible for monitoring the implementation of health and safety policies</i></p>	<p><i>G Taylor (H+S Governor to be appointed in FGB Meeting 12 June 2024)</i></p>
<p><i>All staff are aware of the key performance indicators in part E and how they are monitored</i></p>	

D. Detailed Health and Safety Arrangements

1. Accident Reporting, Recording & Investigation

<p><i>Our arrangements for recording and investigating:</i></p>
<p><i>Pupil accidents:</i> Recorded on a class form</p>
<p><i>Staff accidents:</i> Recorded in the school office</p>
<p><i>Visitor accidents:</i> Recorded in the school office</p>
<p><i>The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is:</i> John Gordon</p>
<p><i>Our arrangements for reporting to the Governing Body are:</i> At premises subcommittee and full governing body meetings</p>
<p><i>Our arrangements for reviewing accidents and identifying trends are:</i> Reported annually in the health and safety report to governors</p>

2. Asbestos

<p><i>Name of Premises Manager responsible for Managing Asbestos</i></p>	<p><i>John Gordon</i></p>
<p><i>Location of the Asbestos Management Log or Record System</i></p>	<p><i>School office</i></p>

<i>Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are:</i> Contractors always sign asbestos book in the presence of our Entrust buildings support	
<i>Our arrangements to ensure all school staff such as class teachers or caretakers have information about asbestos risk on the premises:</i> Highlighted annually at the start of the new school year	
<i>Staff must report damage to asbestos materials to:</i>	<i>John Gordon</i>
<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> John Gordon
<i>Our arrangements for communicating about health and safety matters with all staff are:</i> Noticeboard in the staffroom/ staff meetings	
<i>Staff can make suggestions for health and safety improvements by:</i> Highlighting their idea at a staff meeting	

4. Construction Work *See also Contractor Management

<i>Name of person coordinating any construction work / acting as Client for any construction project</i>	<i>Name</i> Duncan Bagnall
<i>Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are:</i> We oversee the everyday running of projects, with regular visits from our Entrust buildings support	
<i>Duty holders will be identified and named as part of any Construction project</i>	
<i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are:</i> These are exchanged in the presence of Entrust building support	
<i>Our arrangements for the induction of contractors are:</i> Carried out by Duncan Bagnall	
<i>Staff should report concerns about contractors to:</i> John Gordon	
<i>We will review any construction activities on the site by:</i> John Gordon	

5. Consultation

<i>Name of SLT member who is responsible</i>	<i>John Gordon</i>
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<i>for consulting with staff on health and safety matters:</i>	
<i>Our arrangements for consulting with staff on health and safety matters are:</i>	<i>Noticeboard in the staffroom/ staff meetings</i>
<i>Staff can raise issues of concern by:</i>	<i>advising the Head</i>

6. Contractor Management

<i>Name of person responsible for managing and monitoring contractor activity</i>	<i>John Gordon</i>
<i>Our arrangements for selecting competent contractors are:</i>	<i>Follow the guidance of Duncan Bagnall</i>
<i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are:</i>	<i>Carried out by Duncan Bagnall</i>
<i>Staff should report concerns about contractors to:</i>	<i>John Gordon</i>

7. Curriculum Areas – health and safety

<i>Name of person who has overall responsibility for the curriculum areas as follows:</i>	<i>Curriculum Lead</i>
<i>Science</i>	<i>Hannah Gill</i>
<i>D&T</i>	<i>Hannah Gill</i>
<i>PE</i>	<i>Melissa Hewitt</i>
<i>Risk assessments for these curriculum areas are the responsibility of:</i>	<i>John Gordon</i>

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

<i>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</i>	
<i>Name of person who has responsibility for carrying out Display Screen Equipment Assessments</i>	<i>Ceri Sproson</i>
<i>DSE assessments are recorded and any</i>	

<i>control measures required to reduce risk are managed by</i>	Ceri Sproson
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9. Early Years Foundation Stage (EYFS)

<i>Name of person who has overall responsibility for EYFS</i>	John Gordon / Adam Peel
<i>Our arrangements for the safe management of EYFS are: Daily check of classroom and playing area. Following EYFS H and S guidance</i>	

10. Educational visits / Off-Site Activities

<i>Name of person who has overall responsibility for Educational Visits</i>	<i>John Gordon / Sarah Broome</i>
<i>The Educational Visits Coordinator is</i>	<i>Sarah Broome</i>
<i>Our arrangements for the safe management of educational visits is to complete and sign off all aspects of EVOLVE 1 month prior to all visits.</i>	

11. Electrical Equipment [fixed & portable]

<i>Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:</i>	<i>Name Ceri Sproson</i>
<i>Fixed electrical wiring test records are located:</i>	<i>In the school office</i>
<i>All staff visually inspect electrical equipment before use.</i>	
<i>Our arrangements for bringing personal electrical items onto the school site are: the staff notify the head if they are using their own equipment</i>	
<i>Name of person responsible for arranging the testing of portable electrical equipment (PAT):</i>	<i>Name Ceri Sproson</i>
<i>Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:</i>	<i>John Gordon</i>
<i>Portable electrical equipment (PAT) testing records are located:</i>	<i>In the school office</i>
<i>Staff must take defective electrical equipment out of use and report to:</i>	<i>Ceri Sproson</i>
<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>	

12. 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>	John Gordon
<i>The Fire Risk Assessment is located</i>	In the school office
<i>When the fire alarm is raised the person responsible for calling the fire service is OR The site has a fire alarm which activates a response from (a 3rd party / listening service)</i>	Ceri Sproson
<i>Name of person responsible for arranging and recording of fire drills</i>	John Gordon
<i>Name of person responsible for creating and reviewing Fire Evacuation arrangements</i>	John Gordon
<i>Our Fire Evacuation Arrangements are published ...</i>	
<i>Our Fire Marshals are listed</i>	Location in the school office
<i>Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at</i>	Location in the school office
<i>Name of person responsible for training staff in fire procedures</i>	John Gordon
<i>All staff must be aware of the Fire Procedures in school</i>	

13. First Aid *see also Medication

<i>Name of person responsible for carrying out the First Aid Assessment</i>	John Gordon
<i>The First Aid Assessment is located</i>	Location In the school office
<i>First Aiders are listed</i>	Location In the school office
<i>Name of person responsible for arranging and monitoring First Aid Training</i>	John Gordon
<i>Location of First Aid Box</i>	In every classroom and office, bum bags for lunchtime supervisors
<i>Name of person responsible for checking & restocking first aid boxes</i>	Alison Barlow
<i>In an emergency staff are aware of how to summon an ambulance</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>	Contact parents/ a member of staff accompanies the child to hospital
<i>staff</i>	Contact next of kin/ a member of staff may accompany to hospital
<i>visitors</i>	Contact next of kin/ a member of staff may accompany to hospital
<i>Our arrangements for recording the use of First Aid are Recorded in the school office</i>	

14. Forest School

<i>Name of person in school who leads on Forest School activity</i>	Andy Mellor
<i>Our arrangements for developing, organising and running Forest School activity. Include here any details with regard to risk assessment, communication and supervision etc.</i>	

15. 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>

16. Hazardous Substances (COSHH)

<i>Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)</i>	John Gordon
<i>Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are: Stored in a locked shed</i>	

17. Health and Safety Law Poster

<i>The Health and Safety at Work poster is located:</i>	<i>Location In the entrance hall</i>
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18. Housekeeping, cleaning & waste disposal

<i>All staff and pupils share the responsibility for keeping the school site clean, tidy and free from hazards</i>
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<i>Our waste management arrangements are: Bins are collected weekly</i>
<i>Our site housekeeping arrangements are: Bins are emptied by the cleaners</i>
<i>Cleaning staff have received appropriate information, instruction and training about the following and are competent:</i>
<i>Work equipment All training completed</i>
<i>Hazardous substances</i>
<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>

19. Infection Control

<i>Name of person responsible for managing infection control:</i>	<i>John Gordon</i>
<i>Our infection control arrangements (including communicable diseases/hand hygiene standards) are: Children are encouraged to follow hand hygiene procedures. 48 hours absence from school following a sickness bug is required since the last bout of sickness.</i>	

20. Lettings

<i>Name of Premises Manager or member of Leadership team responsible for Lettings</i>	<i>John Gordon</i>
<i>Our arrangements for managing Lettings of the schoolrooms premises are: Follow the lettings policy</i>	
<i>The health and safety considerations for Lettings are considered and reviewed annually</i>	
<i>Hirers have in place their own risk assessments, first aid arrangements/ fire procedures and emergency procedures</i>	
<i>Hirers are responsible for obtaining the necessary local authority licenses for their activities and these must be provided to the school/academy on request</i>	
<i>Hirers must provide a register of those present during a letting upon request</i>	

21. Lone Working

Our arrangements for managing lone working are; the person needs to have their mobile phone with them. Lone working is discouraged

22. 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/academy kitchens, science laboratories or Design and Technology rooms*

<i>Name of person responsible for the selection, maintenance / inspection and testing of equipment</i>	Ceri Sproson
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<i>Records of maintenance and inspection of equipment are retained and are located:</i>	in the school office
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<i>Staff report any broken or defective equipment to:</i>	Ceri Sproson
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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

23. Manual Handling

<i>Name of competent person responsible for carrying out manual handling risk assessments</i>	John Gordon
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Our arrangements for managing manual handling activities are: In or manual handling policy

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).

24. Medication

<i>Name of person responsible for the</i>	
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<i>management of and administration of medication to pupils in school/academy</i>	Ceri Sproson
<i>Our arrangements for the administration of medicines to pupils are:</i> Parents complete a permission slip for administering medicine. We only administer anti biotics if the dosage is four times a day. Medicine is administered by CS and countersigned	
<i>The names members of staff who are authorised to give / support pupils with medication are:</i>	Ceri Sproson/ class teacher/ TA
<i>Medication is stored:</i>	The medical room in the fridge
<i>A record of the administration of medication is located:</i>	Location in the school office
<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> Children can access their inhaler under guidance of an adult when needed. Epi pens are kept in the storeroom of the child's classroom	
<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 out their normal work</i>	

25. 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>John Gordon</i>
<i>Name of person responsible for the checking and maintenance of personal protective equipment provided for staff</i>	<i>John Gordon</i>
<i>PPE provided for use in curriculum lessons is not "personal" as it is provided by pupils in classroom situations.</i>	
<i>Name(s) of person responsible for selecting suitable personal protective</i>	<i>John Gordon</i>

<i>equipment (PPE) for pupils.</i>	
<i>All PPE provided for use in a classroom environment is kept clean, free from defects and replaced as necessary.</i>	
<i>Name(s) of person responsible for cleaning and checking pupil PPE.</i>	Derek Gill

26. Radiation

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

27. Reporting Hazards or Defects

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

28. Risk Assessments

<i>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.</i>	
<i>Risk assessments are in place for the following areas: (examples) Premises and grounds Curriculum / classrooms Hazardous activities or events Lettings or contract work which may affect staff or pupils in the school/academy Fire Risk Assessment Hazardous Substances Work Equipment Manual handling activities Risks related to individuals e.g. health issues</i>	
<i>Name of person who has overall responsibility for the school risk assessment process and any associated action planning</i>	<i>John Gordon</i>
<i>Our arrangements for carrying out, recording, communicating and reviewing risk assessments are: Reviewed annually or as and when. Reviewed by the governing body annually</i>	

<i>Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments.</i>
<i>When an accident or incident occurs a post risk assessment takes place when a new hazard has been identified.</i>
<i>Risk assessments are created or reviewed when something new is introduced or a change has occurred.</i>

29. Smoking

<i>No smoking or vaping is permitted on site or in vehicles owned or operated by the school.</i>
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30. Shared use of premises/shared workplace

<i>Name of Premises Manager or member of Leadership team responsible for Premises Management</i>	<i>John Gordon</i>
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31. Stress and Staff Well-being

<i>Name of person who has overall responsibility for the health and wellbeing of school</i>	<i>John Gordon</i>
<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: Open door policy. Openness and honesty with all staff. Always ensuring PPA / ECT time is given, time off for additional needs eg funeral. Wellbeing Lead now appointed.</i>	
<i>Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated.</i>	
<i>All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work.</i>	
<i>Individual stress risk assessments take place when a member of staff requires additional individual support.</i>	
<i>A team stress risk assessment will be completed in July 2024 following training and consultation with John Burdett.</i>	

32. Training and Development

<i>Name of person who has overall responsibility for the training and development of staff.</i>	<i>John Gordon</i>
<i>All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.</i>	

<i>Our arrangements for carrying out suitable and sufficient health and safety training for all staff are: Carried out in the induction, and involves explanations of the fire drill/ all health and safety/ safeguarding policies</i>	
<i>The school has a health and safety training matrix to help in the planning of essential and development training for staff.</i>	
<i>Training records are retained and are located in school office</i>	
<i>Training and competency as a result of training is monitored and measured by:</i>	<i>John Gordon</i>

33. Violence and Aggression and School Security

<i>The school provides a place of work which is designed and managed to minimise the risk of violence and aggression to staff, pupils and visitors.</i>	
<i>A risk assessment is carried out where staff are at increased risk of injury due to their work.</i>	
<i>Training, information and instruction is available to staff to help them manage the risk of violence and aggression where required.</i>	
<i>Staff and pupils must report all incidents of verbal & physical violence to:</i>	<i>John Gordon</i>
<i>Incidents of verbal & physical violence are investigated by:</i>	<i>John Gordon</i>
<i>Name of person who has responsibility for site security:</i>	<i>Name John Gordon / Derek Gill</i>
<i>Our arrangements for site security are: Caretaker opening and locking and monitoring school perimeter.</i>	

34. Water System Safety

<i>Name of Premises Manager responsible for managing water system safety.</i>	<i>John Gordon</i>
<i>Name of contractors who have</i>	<i>IWS</i>

<i>undertaken a risk assessment of the water system</i>	
<i>Name of contractors who carry out regular testing of the water system:</i>	IWS
<i>Location of the water system safety manual/testing log</i>	School office
<i>Our arrangements to ensure contractors have information about water systems are: To read the folder in the school office</i>	
<i>Our arrangements to ensure all school/ staff carrying out checks or testing or maintenance have information about the water system: Monthly checks are carried out by the caretaker</i>	

35. Working at Height

<i>Name(s) of person responsible managing the risk of work at height on the premises:</i>	<i>John Gordon</i>
<i>Work at height is avoided where possible.</i>	
<i>Our arrangements for managing work at height are: To ensure that when working at height is needed, there are always two people carrying out the task</i>	
<i>Appropriate equipment is provided for work at height where required.</i>	
<i>Staff who carry out work at height are trained to use the equipment provided</i>	

36. Work Experience

<i>Name of person who has overall responsibility for managing work experience and work placements for school pupils.</i>	<i>John Gordon</i>
<i>Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are:</i>	
<i>The name of the person responsible for the health and safety of people on work experience in the school premises:</i>	<i>John Gordon</i>
<i>Our arrangements for managing the health and safety of work experience students in the school/academy are: Inductions carried out by John Gordon</i>	

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37. Volunteers

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

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

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

The Health Safety and Wellbeing Service may also request feedback on certain KPI's more details of these will be obtained from your Health and Safety Adviser.

Policy Review Date: September 2025