

Health, Safety and Wellbeing Management Arrangements

Core | Consider | Complex

Template

Health, Safety and Wellbeing Policy

Health, Safety and Wellbeing Service



Supporting you in managing Health, Safety & Wellbeing

 Staffordshire
County Council

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.



Chadsmoor Federation
*(Including Chadsmoor Community Infant & Nursery
School and Chadsmoor CE (VC) Junior School)*



Health, Safety and Wellbeing Policy

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 Chadsmoor Federation.

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 the Chadsmoor Federation Governing Body 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 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.

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| Mr Chris Ambler, Chair of Governors | Mrs Jennie Westley, Executive Headteacher |
| 10 th October 2023 | 10 th October 2023 |

C. Management Arrangements

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

Competent Health and Safety Advice

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| <i>The school/academy obtains competent health and safety advice from</i> | Sarah-Jane Walmsley |
| <i>The contact details are</i> | Sarah-jane.walmsley@staffordshire.gov.uk Tel 01785 355777 Mob 07837 832584 |
| <i>In an emergency we contact Staffordshire County Council</i> | |

Monitoring Health and Safety

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| <i>Name of person(s) responsible for the overall monitoring of health and safety in school:</i> | Mrs Sandie Cross |
| <p><i>The Chadsmoor Federation provide adequate resources, information and training to ensure that the Leadership Team can deliver this policy and that the standards set together with appropriate local arrangements are delivered.</i></p> <p><i>Minor pupil accidents, ie. grazes and scratches, are recorded by a qualified first aider in the School Accident Book. More serious accidents, ie., head injuries and accidents where pupils go to hospital, are reporting through 'My Health & Safety', the SCC online reporting system. Staff, visitor and Contractor Accidents are recorded in the BI 510 Accident Book. All accidents are monitored for trends.</i></p> <p><i>Health & Safety is a standard Agenda item at Full Governors Meetings and reported upon termly. The Staffordshire Health & Safety and Wellbeing Service, template, Health & Safety Report to Governors is also completed on an annually</i></p> | |

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| <i>basis.</i> | |
| <i>Risk Assessments are reviewed annually. Risk Assessments are completed for all new activities and/or special arrangements/changes in circumstances.</i> | |
| <i>The school carries out formal evaluations and audits on the management of health and safety annually.</i> | |
| <i>The last audit took place</i> | <i>Infant School : 27th January 2023 Junior School : 31st January 2023</i> |
| <i>Name of person responsible for monitoring the implementation of health and safety policies</i> | <i>Sandie Cross</i> |
| <i>All staff are aware of the key performance indicators in part E and how they are monitored</i> | |
| <i>Workplace inspections - type</i> | <i>Name of person who carries these out</i> |
| <i>Asbestos</i> | <i>Stuart Cresswell, Entrust</i> |
| <i>Display Energy Certificate</i> | <i>Ian Potts, Entrust</i> |
| <i>Electrical Testing (5 year)</i> | <i>Midwest Electrical</i> |
| <i>Emergency Lighting</i> | <i>Lantern Fire & Security</i> |
| <i>Fire Alarm</i> | <i>Lantern Fire & Security</i> |
| <i>Fire Extinguishers</i> | <i>Chubb</i> |
| <i>Gas Boilers</i> | <i>Sure Maintenance Ltd</i> |
| <i>Intruder Alarm</i> | <i>Chubb</i> |
| <i>Legionella</i> | <i>Concept Environmental Solutions</i> |
| <i>Pat Testing</i> | <i>Calbarrie Cheshire Ltd</i> |
| <i>P E Equipment</i> | <i>Continental Sports Ltd</i> |
| <i>Playground Equipment</i> | <i>Continental Sports Ltd/Fresh Air Gym Equipment</i> |

D. Detailed Health and Safety Arrangements

1. Accident Reporting, Recording & Investigation

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| <i>Our arrangements for recording and investigating:</i> |
| <i>Pupil accidents: Accident/Medical book in school, online reporting on My Health & Safety.</i> |
| <i>Staff accidents: Accident book in school – My Health & Safety</i> |
| <i>Visitor accidents: Accident book in school – My Health & Safety</i> |
| <i>The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: Sandie Cross/SHSS</i> |
| <i>Our arrangements for reporting to the Governing Body are: Standard Agenda item at Full Governing Body Meetings plus Annual Report to Governors</i> |

Our arrangements for reviewing accidents and identifying trends are that the Headteacher and School Business Manager receive notifications of all accidents reported on 'My Health & Safety' for review. Accident books are all monitored for trends termly.

2. Asbestos

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| <i>Name of Premises Manager responsible for Managing Asbestos.</i> | <i>Sandie Cross/Andy Jones</i> |
| <i>Location of the Asbestos Management Log or Record System.</i> | <i>School Office</i> |
| <i>Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are: Contractors are required to view and sign the Asbestos Register</i> | |
| <i>Our arrangements to ensure all school/academy staff such as class teachers or caretakers have information about asbestos risk on the premises: All staff should view the asbestos register. Staff are made aware of risks at Health & Safety briefings. Staff also receive an annual update via email of where asbestos is located in case of classroom changes in September.</i> | |
| <i>Staff must report damage to asbestos materials to:</i> | <i>Andy Jones/Sandie Cross</i> |
| <i>Staff must not drill or affix anything to walls without first obtaining approval from the premises manager.</i> | |

3. Communication

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| <i>Name of SLT member who is responsible for communicating with staff on health and safety matters:</i> | <i>Sandie Cross/Any member of SLT</i> |
| <i>Our arrangements for communicating about health and safety matters with all staff are, Health & Safety Briefings, updates, notice board, emails</i> | |
| <i>Staff can make suggestions for health and safety improvements by emailing the School Business Manager/SLT</i> | |

4. Construction Work *See also Contractor Management

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| <i>Name of person coordinating any construction work / acting as Client for any construction project.</i> | <i>Representative from Entrust (Carl Hodgkinson/Andrew Clare)</i> |
| <i>Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are:</i> | |
| <i>Duty holders will be identified and named as part of any Construction project.</i> | |

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| <i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring and the completion of a Hazard Exchange Form from the Contractor.</i> |
| <i>Our arrangements for the induction of contractors are: Hazard Exchange meetings and forms completed.</i> |
| <i>Staff should report concerns about contractors to: Andy Jones/SLT</i> |

5. Consultation

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| <i>Name of SLT member who is responsible for consulting with staff on health and safety matters:</i> | <i>Sandie Cross</i> |
| <i>The name of the Trade Union Health and Safety Representative is:</i> | <i>N/A</i> |
| <i>Our arrangements for consulting with staff on health and safety matters are: weekly briefing meetings, emails</i> | |
| <i>Staff can raise issues of concern by: speaking at briefing meetings or to a member of H&S team.</i> | |

6. Contractor Management

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| <i>Name of person responsible for managing and monitoring contractor activity</i> | <i>Representative from Entrust (Carl Hodgkinson/Andrew Clare) or Sandie Cross for smaller jobs</i> |
| <i>Our arrangements for selecting competent contractors are: Recommendations from SCC/Entrust. Works organised by SCC.</i> | |
| <i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: Hazard Exchange meetings prior to work commencing. Overseen by Carl Hodgkinson/Andrew Clare or Sandie Cross for smaller jobs</i> | |
| <i>Our arrangements for the induction of contractors are: Hazard Exchange meetings</i> | |
| <i>Staff should report concerns about contractors to: Andy Jones/Sandie Cross</i> | |

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

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| <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>Our arrangements for carrying out DSE assessments are: Applicable users to complete every two years</i> | |
| <i>Name of person who has responsibility for</i> | <i>Sandie Cross</i> |

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| <i>carrying out Display Screen Equipment Assessments</i> | |
| <i>DSE assessments are recorded and any control measures required to reduce risk are managed by</i> | <i>Sandie Cross</i> |

8. Early Years Foundation Stage (EYFS)

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| <i>Name of person who has overall responsibility for EYFS</i> | <i>Mrs Jenny Lumley/Mr J Brown</i> |
| <i>Our arrangements for the safe management of EYFS are: Up to date policies in accordance to DfE. Paediatric first aiders. Existing injuries recording and reporting.</i> | |

9. Educational visits / Off-Site Activities

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| <i>Name of person who has overall responsibility for Educational Visits</i> | <i>Mrs Jennie Westley</i> |
| <i>The Educational Visits Coordinator is</i> | <i>Federation : Mr Andy Meer</i> |
| <i>Our arrangements for the safe management of educational visits: Pre-visits/review of provider risk assessments Evolve Risk Assessments Headteacher approval</i> | |

10. Electrical Equipment [fixed & portable]

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| <i>Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:</i> | <i>Sandie Cross</i> |
| <i>Fixed electrical wiring test records are located:</i> | <i>School Office/Property Portal</i> |
| <i>All staff visually inspect electrical equipment before use.</i> | |
| <i>Our arrangements for bringing personal electrical items onto the school site are: They must be pat tested or brand new with receipt.</i> | |
| <i>Name of person responsible for arranging the testing of portable electrical equipment (PAT):</i> | <i>Sandie Cross/Andy Jones</i> |
| <i>Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:</i> | <i>Sandie Cross/Andy Jones</i> |

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| <i>Portable electrical equipment (PAT) testing records are located:</i> | <i>School Office</i> |
| <i>Staff must take defective electrical equipment out of use and report to:</i> | <i>Andy Jones/Sandie Cross</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> | |

11. Fire Precautions & Procedures [and other emergencies incl. bomb threats]

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| <i>Name of competent person responsible for undertaking & reviewing fire risk assessment in addition to any associated action planning</i> | <i>Sandie Cross</i> |
| <i>The Fire Risk Assessment is located</i> | <i>School Office</i> |
| <i>When the fire alarm is raised the person responsible for calling the fire service is</i> | <i>Office staff/head of school</i> |
| <i>Name of person responsible for arranging and recording of fire drills</i> | <i>Sandie Cross</i> |
| <i>Name of person responsible for creating and reviewing Fire Evacuation arrangements</i> | <i>Sandie Cross</i> |
| <i>Our Fire Evacuation Arrangements are published ...</i> | <i>In classrooms and around school.</i> |
| <i>Our Fire Marshals are listed</i> | <i>In the fire evacuation procedures</i> |
| <i>Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at</i> | <i>School Office/Entrust Property Portal</i> |
| <i>Name of person responsible for training staff in fire procedures</i> | <i>External provider</i> |
| <i>All staff must be aware of the Fire Procedures in school. Staff must take responsibility for turning off portable heaters in their office/work area at the end of each day.</i> | |

11. First Aid *see also Medication

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| <i>Name of person responsible for carrying out the First Aid Assessment</i> | <i>Sandie Cross</i> |
| <i>The First Aid Assessment is located</i> | <i>H&S File</i> |
| <i>First Aiders are listed</i> | <i>Infants: in the staffroom Juniors: In the school office</i> |
| <i>Name of person responsible for arranging</i> | <i>Sandie Cross</i> |

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| <i>and monitoring First Aid Training</i> | |
| <i>Location of First Aid Box</i> | <i>Infants: Each year group area and medical room. Juniors: Classrooms & disabled toilet</i> |
| <i>Name of person responsible for checking & restocking first aid boxes</i> | <i>Infants: Amanda Moulden Juniors: Samantha Westwood</i> |
| <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> | <i>Parents are contacted to accompany pupils. If unable to contact a member of staff would escort them.</i> |
| <i>staff</i> | <i>Next of kin would be contacted to attend with them, depending on situation another member of staff may attend with them.</i> |
| <i>visitors</i> | <i>Next of kin would be contacted to attend with them, depending on situation another member of staff may attend with them.</i> |
| <i>Our arrangements for recording the use of First Aid are: First Aid books in school/Info Exchange</i> | |

12. Glass & Glazing

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| <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 2016 and the record can be found</i> | <i>Risk Assessment Folder</i> |

13. Hazardous Substances (COSHH)

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| <i>Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)</i> | <i>Sandie Cross/Cleaning Supervisors</i> |
| <i>Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are:</i> <i>The school uses CLEAPPS as a resource and all staff must be aware of how to access this information.</i> <i>All hazardous substances are recorded and kept in a locked cabinet and therefore Staff must not bring any hazardous substances into school under any</i> | |

circumstances.

14. Health and Safety Law Poster

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| <i>The Health and Safety at Work poster is located:</i> | <i>Infants: Near Staffroom Juniors: Main reception area</i> |
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15. Housekeeping, cleaning & waste disposal

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| <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: Infants: Cannock County Council Juniors: Cannock County Council</i> | |
| <i>Our site housekeeping arrangements are:</i> | |
| <i>Site cleaning is provided by: In house cleaners</i> | <i>Name and contact details Infants: Keri Gilbert, Lynn Hill, Michelle Harrison Juniors: Maxine Moreton, Wendy Dawes, Tracey Tolley</i> |
| <i>Cleaning staff have received appropriate information, instruction and training about the following and are competent:</i> | |
| <i>work equipment</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> | |
| <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> | |

16. Infection Control

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| <i>Name of person responsible for managing infection control:</i> | <i>Sandie Cross</i> |
| <i>Our infection control arrangements (including communicable diseases/hand hygiene standards) are sharing of information with staff, cleaning staff informed in order to use appropriate solutions. Liaise with Public Health England. Support Immunisation programmes and work closely with School Nurses.</i> | |

17. Lettings

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| <i>Name of Premises Manager or member of Leadership team responsible for Lettings</i> | <i>Mrs Jennie Westley</i> |
| <i>Our arrangements for managing Lettings of the school/ rooms or external premises are outlined in the Schools Lettings Policy.</i> | |
| <i>The health and safety considerations for Lettings should be considered and reviewed annually, unless there are no lettings and then these should be reviewed as and when lettings are reinstated.</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 on request.</i> | |
| <i>Hirers must provide a register of those present during a letting upon request.</i> | |

18. Lone Working

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| <i>Our arrangements for managing lone working are outlined in the Lone Working Risk Assessment</i> |
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19. Maintenance / Inspection of Equipment (including selection of equipment)

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| <p><i>NOTE Types of equipment to consider in this section:</i> <i>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.</i> <i>This section must include the arrangements for school/academy kitchens, science laboratories or Design and Technology rooms</i></p> | |
| <i>Name of person responsible for the selection, maintenance / inspection and testing of equipment</i> | <p><i>Sandie Cross/Entrust Property Services Traded Service</i></p> <p><i>The School Kitchen is managed by Dolce however School are responsible for maintenance, inspection and testing of their equipment and have a contract in place with Cannock Technical Services Ltd</i></p> |
| <i>Records of maintenance and inspection of equipment are retained and are located:</i> | <i>Property Services/H&S File and on the Entrust Property Portal School Kitchen</i> |
| <i>Staff report any broken or defective equipment to:</i> | <i>Andy Jones/Sandie Cross</i> |

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:

20. Manual Handling

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| <i>Name of competent person responsible for carrying out manual handling risk assessments</i> | <i>Andy Jones</i> |
| <i>Our arrangements for managing manual handling activities are outlined in the Manual Handling Risk Assessment.</i> | |
| <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> | |

21. Medication

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| <i>Name of person responsible for the management of and administration of medication to pupils in school/academy</i> | <i>Infants – Amanda Moulden Juniors – Samantha Westwood</i> |
| <i>Our arrangements for the administration of medicines to pupils are that Parents must sign an Administration of Medicine form. School will only administer prescribed medicine required 4 or more times each day.</i> | |
| <i>The names members of staff who are authorised to give / support pupils with medication are:</i> | <i>Infants – Amanda Moulden Juniors – Samantha Westwood</i> |
| <i>Medication is stored:</i> | <i>Infants – Locked cabinet Medical room Juniors – Locked storage cabinet/school safe</i> |
| <i>A record of the administration of medication is located:</i> | <i>Infants – medical room Juniors – classroom</i> |
| <i>Pupils who administer and/or manage their own medication in school are authorised to do so by a qualified first aider 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> | |

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| <i>Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen). Inhalers are kept with pupils in their individual classes, usage is recorded and can be viewed by parents upon request.</i> |
| <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/academy leaders if they are taking any medication which might impair their ability to carry out their normal work.</i> |

22. Personal Protective Equipment (PPE) (links to Risk Assessment)

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| <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>Sandie Cross</i> |
| <i>Name of person responsible for the checking and maintenance of personal protective equipment provided for staff</i> | <i>Sandie Cross</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 equipment (PPE) for pupils.</i> | <i>Class teachers/teaching assistants</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> | <i>Class teachers/teaching assistants</i> |

23. Reporting Hazards or Defects

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| <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 are to advise a member of SLT immediately. Record urgent jobs in the Caretakers job book and monitor to ensure actioned.</i> |

24. Risk Assessments

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| <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:</i> |

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| <i>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 Covid 19</i> | |
| <i>Name of person who has overall responsibility for the school/academy risk assessment process and any associated action planning</i> | <i>Sandie Cross/SLT</i> |
| <i>Our arrangements for carrying out, recording, communicating and reviewing risk assessments are to annually review all risk assessments. Complete risk assessment for all new activities and new changes in circumstances ie., a pupil who has an injury/pregnant member of staff etc.</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> | |

25. Smoking

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| <i>No smoking or vaping is permitted on site or in vehicles owned or operated by the school/academy.</i> |
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26. Stress and Staff Well-being

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| <i>Name of person who has overall responsibility for the health and wellbeing of school staff</i> | <i>Mrs Jennie Westley</i> |
| <i>All staff have responsibility to take care of their own health and wellbeing and the school/academy supports staff to do this by implementing the following arrangements:</i> | |
| <i>Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated.</i> | |

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| <i>All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work. Staff Pulse software tool is used to assess staff wellbeing. The federation has embarked on a Wellbeing Award.</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. Completed November 2021. The Wellbeing Committee are scheduled to review the team stress risk assessment.</i> |
| <i>Staff completed a staff well-being questionnaire in June 2018 and now use the Staff Pulse questionnaire which gives staff the opportunity to put their points forward every two weeks.</i> |

27. Training and Development

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| <i>Name of person who has overall responsibility for the training and development of staff.</i> | <i>Jennie Westley</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:</i> | |
| <i>The school/academy 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 the Health & Safety file</i> | |
| <i>Training and competency as a result of training is monitored and measured by:</i> | <i>Sandie Cross/Jennie Westley</i> |

28. 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 & physical violence to:</i> | <i>Jennie Westley</i> |
| <i>Incidents of verbal & physical violence are investigated by:</i> | <i>Jennie Westley</i> |
| <i>Name of person who has responsibility for site security:</i> | <i>Andy Jones</i> |
| <i>Our arrangements for site security are</i> | |

Infants : Chubb Intruder alarm/ResponseTeam
Juniors : Chubb Intruder alarm/CCTV/Response Team

29. Water System Safety

| | |
|--|---|
| <i>Name of Premises Manager responsible for managing water system safety.</i> | <i>Andrew Waterson (Entrust)/ Andy Jones (site caretaker)</i> |
| <i>Name of contractors who have undertaken a risk assessment of the water system</i> | <i>Concept Environmental Solutions</i> |
| <i>Name of contractors who carry out regular testing of the water system:</i> | <i>Concept Environmental Solutions</i> |
| <i>Location of the water system safety manual/testing log</i> | <i>Staffroom/ caretaker files</i> |
| <i>Our arrangements to ensure contractors have information about water systems are – file in staffroom/caretaker files</i> | |
| <i>Our arrangements to ensure all school/academy staff carrying out checks or testing or maintenance have information about the water system: Andy Jones is aware of the hot and cold water systems and the support from Entrust and IWS</i> | |

30. Working at Height

| | |
|--|--------------------------------|
| <i>Name(s) of person responsible managing the risk of work at height on the premises:</i> | <i>Sandie Cross/Andy Jones</i> |
| <i>Work at height is avoided where possible.</i> | |
| <i>Our arrangements for managing work at height are outlined in the Working at Height Risk Assessment.</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> | |
| <i>Work at height equipment is regularly inspected, maintained and records are kept.</i> | |

31. Work Experience

| | |
|---|-----------------------|
| <i>Name of person who has overall responsibility for managing work experience and work placements for school/academy pupils.</i> | <i>Jennie Westley</i> |
| <i>Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are to complete risk assessments with the students school/college/university. Provide students with induction/training/support.</i> | |

| | |
|---|---|
| | |
| <i>The name of the person responsible for the health and safety of people on work experience in the school/academy premises:</i> | <i>Jennie Westley</i> <i>Heads of school to carry out inductions</i> |
| <i>Our arrangements for managing the health and safety of work experience students in the school/academy are in line with school arrangements with the addition of notifying the students school/college/university of any incidents/accidents.</i> | |

32. Volunteers

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|---|-----------------------|
| <i>Name of person who has overall responsibility for managing/coordinating volunteers working within the school/academy:</i> | <i>Jennie Westley</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.

- Annual review of the H&S Policy
- Annual completion of a Fire Risk Assessment
- Completion of the Premises Checklist in the Autumn Term
- Completion of the Self-Audit in January
- Completion of the Health & Safety Co-Ordinators report to Governors Annually
- Structured review of the schools risk assessments