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The Mease  
Federation

Mary Howard St. Andrew's

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# Health and Safety

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## Policy 2023 - 2024

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### VALUES

The Mease Federation has a strong commitment to Christian and Human Values that underpin our decisions and drive the curriculum, teaching, collective worship and wider opportunities we provide.

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Health, Safety and Wellbeing Management Arrangements

Core | Consider | Complex

Template

# 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 Mease Federation of Mary Howard & St Andrew's CE (VC) Primary Schools.

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

## 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.

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## A. Introduction

This policy statement complements (and should be read in conjunction with) the Staffordshire County Council 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 and **The Mease Federation of Mary Howard & St Andrew's CE (VC) Primary Schools** Governing Board recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc. Act 1974.

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

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

In addition to the above the schools 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 safety, and consultation on health and safety with employees and employee representatives form part of this policy.

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

Stephen Webb – <b>Chair of Governors</b>		Rachel Mills – <b>Executive Headteacher</b>

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## C. Management Arrangements

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

### Competent Health and Safety Advice

<b>The school obtains competent health and safety advice from</b>	<b>Staffordshire County Council Health, Safety &amp; Wellbeing Service</b> Adviser: Sarah-Jane Walmsley
<b>The contact details are</b>	Health, Safety & Wellbeing Service Staffordshire County Council 2 Staffordshire Place Tipping Street Stafford ST16 2DH  Tel: 01785 355777 Fax: 01785 355842 Sarah-jane.walmsley@staffordshire.gov.uk <a href="mailto:shss@staffordshire.gov.uk">shss@staffordshire.gov.uk</a>
<b>In an emergency we contact:</b> <b>The Duty Officer – 01785 355777</b> OR <b>The County Council's Director on Call on</b> <b>07623 910065</b>	

### Monitoring Health and Safety

<b>Name of person(s) responsible for the overall monitoring of health and safety across the federation:</b>	Rachel Mills Executive Headteacher Zoe Bolton Office Support Manager
<b>Our arrangements for the monitoring of health and safety are:</b> <ul style="list-style-type: none"><li>• daily monitoring whilst in school (all staff)</li><li>• termly premises and site inspections by Governors</li><li>• weekly agenda point for all staff in briefings</li><li>• fixed agenda point for all governor meetings</li><li>• annual evaluations and audits submitted to Staffordshire County Council</li><li>• annual report to the Governing Body</li><li>• detailed action plan shared with governors</li></ul>	
<b>The federation carries out formal evaluations and audits on the management of health and safety annually.</b>	
<b>The last audit took place</b>	October 2022 – Annual H&S Evaluation checklist submitted to LA January 2023 – Self-Audit submitted to LA

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<b>Name of person responsible for monitoring the implementation of health and safety policies</b>	Rachel Mills Executive Headteacher Zoe Bolton Office Support Manager Stephen Webb Chair of Governors Jo Bennett Health and Safety Lead Governor
<b>All staff are aware of the key performance indicators in part E and how they are monitored</b>	
<b>Workplace inspections</b>	Staffordshire County Council Audit Date: 30 <sup>th</sup> June 2022 By: Sarah Jane Walmsley
	Stephen Webb, Claire Evans, and Zoe Bolton

## D. Detailed Health and Safety Arrangements

### 1. Accident Reporting, Recording & Investigation

<b>Our arrangements for recording and investigating:</b>
<b>Pupil accidents:</b> Recorded on online accident form. Existing injuries recorded on a separate form. Serious injuries reported online using My Health & Safety.
<b>Staff accidents:</b> Online procedure in line with SCC policy & accident book completed (in school offices).
<b>Visitor accidents:</b> As above, depending on severity
<b>The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is:</b> Rachel Mills
<b>Our arrangements for reporting to the Governing Board are:</b> Half termly governor meetings
<b>Our arrangements for reviewing accidents and identifying trends are:</b> Termly review of accidents and recording of time/type or frequency trends. These are included in the Governor's Annual Report and are used by leaders to review risk assessments.

### 2. Asbestos

<b>Name of Premises Manager responsible for Managing Asbestos.</b>	Rachel Mills - Executive Headteacher Zoe Bolton – Office Support Manager
<b>Location of the Asbestos Management Log or Record System.</b>	School offices
<b>Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are:</b> Contractors complete a hazard exchange form (if appropriate) and sign the asbestos register before commencing work.	
<b>Our arrangements to ensure all school staff such as class teachers or caretakers</b>	

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<b>have information about asbestos risk on the premises:</b> All staff are instructed on this as part of their formal health and safety induction process and are asked to review, read and sign to say they have understood the asbestos log.	
<b>Staff must report damage to asbestos materials to:</b>	Rachel Mills - Executive Headteacher Zoe Bolton – Office Support Manager
<b>Staff must not drill or affix anything to walls without first obtaining approval from the premises manager.</b>	

### 3. Communication

<b>Name of SLT member who is responsible for communicating with staff on health and safety matters:</b>	Rachel Mills – Executive Headteacher
<b>Our arrangements for communicating about health and safety matters with all staff are:</b> <ul style="list-style-type: none"> <li>• Agenda item at Focus Group and staff briefings</li> <li>• Part of Health and Induction Process for all new staff</li> <li>• Staff share drive, email, text messages</li> <li>• Allocated staff meetings to consult on / review policies and communicate updates as appropriate</li> <li>• H&amp;S communication boards in staff rooms</li> </ul>	
<b>Staff can make suggestions for health and safety improvements by:</b> <ul style="list-style-type: none"> <li>• Completing a H&amp;S Concern Form (available on H&amp;S board in staff rooms &amp; given to RM / JB / ZB)</li> <li>• Writing in Caretaker's Book (kept in both staff rooms)</li> <li>• Asking for items to be included in briefing meetings</li> <li>• Speaking to RM, JB, ZB</li> <li>• Sharing discussions / ideas from School Councils</li> </ul>	

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

<b>Name of person coordinating any construction work / acting as Client for any construction project.</b>	Rachel Mills - Executive Headteacher Zoe Bolton – Office Support Manager Julie Jacks – Admin Assistant
<b>Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are:</b> The Mease Federation has a Property Services Service Level Agreement to manage such projects. Initial conversations are held with premises representatives from SCC. <b>Duty holders will be identified and named as part of any Construction project.</b>	

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<b>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are:</b> Completion of hazard exchange forms and meeting with ZB/JJ
<b>Our arrangements for the induction of contractors are:</b> Site meeting with SCC representative to go through arrangements, hazard exchange forms, asbestos register and to ensure safety.
<b>Staff should report concerns about contractors to:</b> Rachel Mills - Executive Headteacher Zoe Bolton – Office Support Manager
<b>We will review any construction activities on the site by:</b> Meeting with and liaising through the construction manager and SCC representative.

## 5. Consultation

<b>Name of SLT member who is responsible for consulting with staff on health and safety matters:</b>	Rachel Mills - Executive Headteacher
<b>Our arrangements for consulting with staff on health and safety matters are:</b> <ul style="list-style-type: none"> <li>• Agenda item at Focus Group and staff briefings</li> <li>• Allocated staff meetings to consult on / review policies and communicate updates prior to passing to Governors for approval</li> </ul>	
<b>Staff can raise issues of concern by:</b> <ul style="list-style-type: none"> <li>• Completing a H&amp;S Concern Form (available on H&amp;S board in staff rooms &amp; given to RM / JB / ZB)</li> <li>• Asking for items to be included in briefing meetings</li> <li>• Speaking to RM, JB, ZB</li> <li>• Making direct contact with Governors</li> </ul>	

## 6. Contractor Management

<b>Name of person responsible for managing and monitoring contractor activity</b>	Rachel Mills – Executive Headteacher Zoe Bolton – Office Support Manager Commissioned Property Services Team
<b>Our arrangements for selecting competent contractors are:</b> All contractors are authorised through SCC as on the list of preferred contractors.	
<b>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are:</b> Managed through LA or a meeting is arranged with RM/ZB/JJ to complete hazard exchange forms	
<b>Our arrangements for the induction of contractors are:</b> As above	

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<b>Staff should report concerns about contractors to:</b> Rachel Mills - Executive Headteacher Zoe Bolton – Office Support Manager Julie Jacks – Admin Assistant

## 7. Curriculum Areas – health and safety

<b>Name of person who has overall responsibility for the curriculum areas as follows:</b>	<b>Personal Growth – Sarah Orgill</b> <b>Physical Growth – Liam Finn</b> <b>Spiritual and Cultural Growth – Phoebe Warner</b> <b>Literacy Growth – Jo Bennett</b> <b>Science, Technology, Engineering, Mathematics (STEM) Growth – Dan Buckley, Liam Finn &amp; Felicity Gray</b>
<b>Risk assessments for these curriculum areas are the responsibility of:</b>	The individual class teacher who is carrying out an activity requiring a risk assessment as part of their teaching. Support with writing a risk assessment can be sought from the above leaders, Zoe Bolton – Office Support Manager and Rachel Mills – Executive Headteacher

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

<b>The federation 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.</b>	
<b>Our arrangements for carrying out DSE assessments are:</b> <ul style="list-style-type: none"> <li>• Individuals are aware of safe practice</li> <li>• Assessments are carried out on high use individuals in response to request / change in circumstances / personnel, and risks addressed.</li> </ul>	
<b>Name of person who has responsibility for carrying out Display Screen Equipment Assessments</b>	Zoe Bolton – Office Support Manager
<b>DSE assessments are recorded and any control measures required to reduce risk are managed by</b>	Zoe Bolton – Office Support Manager

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## 9. Early Years Foundation Stage (EYFS)

<b>Name of person who has overall responsibility for EYFS</b>	Sarah Orgill (EYFS Lead and Deputy) Day to day oversight delegated to Class 1 class teachers
<b>Our arrangements for the safe management of EYFS are:</b> <ul style="list-style-type: none"> <li>• Daily visual checks of the setting, inside and out</li> <li>• Risk assessments for activities and continuous provision</li> <li>• Compliance with staff ratios of staffing to children</li> <li>• EYFS provision included within the Safeguarding Policy</li> <li>• Most staff have Paediatric First Aid training and food hygiene</li> </ul>	

## 10. Educational visits / Off-Site Activities

<b>Name of person who has overall responsibility for Educational Visits</b>	Rachel Mills - Executive Headteacher Jo Bennett - Deputy Headteacher (SA) Sarah Orgill – Deputy Headteacher (MH)
<b>The Educational Visits Coordinators are</b>	Jo Bennett based at St. Andrew's Zoe Bolton based at Mary Howard
<b>Our arrangements for the safe management of educational visits:</b> <ul style="list-style-type: none"> <li>• All educational visits agreed by Executive Headteacher before they can be booked</li> <li>• When booked, pre-visits completed (if appropriate), risk assessments obtained or written and Evolve completed and signed off before the visit commences.</li> <li>• On visits, recommended ratios must be adhered to, correct checks completed for volunteers and risk assessments shared with all adults attending trip.</li> <li>• The school first aid kit, inhalers, school mobile phone and risk assessments must be carried.</li> <li>• The visits coordinators attend refresher training.</li> <li>• Policy is reviewed every two years.</li> <li>• Regular updates received and actioned from Gareth Lloyd (LA adviser)</li> </ul>	

## 11. Electrical Equipment [fixed & portable]

<b>Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:</b>	Zoe Bolton - Office Support Manager
<b>Fixed electrical wiring test records are located:</b>	In school offices
<b>All staff visually inspect electrical equipment before use.</b>	
<b>Our arrangements for bringing personal electrical items onto the school site are:</b> Only pre-authorised new or PAT tested items are allowed	
<b>Name of person responsible for arranging</b>	Zoe Bolton - Office Support Manager

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<b>the testing of portable electrical equipment (PAT):</b>	
<b>Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:</b>	Zoe Bolton - Office Support Manager
<b>Portable electrical equipment (PAT) testing records are located:</b>	In school offices
<b>Staff must take defective electrical equipment out of use and report to:</b>	Zoe Bolton - Office Support Manager
<b>The portable electrical equipment on the school sites owned and used by contractors is the responsibility of the contractor, who must provide records of this if requested.</b>	

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

<b>Name of competent person responsible for undertaking &amp; reviewing fire risk assessment in addition to any associated action planning</b>	Rachel Mills - Executive Headteacher Zoe Bolton – Office Support Manager
<b>The Fire Risk Assessment is located .....</b>	In the school offices As a document on school share
<b>When the fire alarm is raised the person responsible for calling the fire service is OR</b> <b>The site has a fire alarm which activates a response from (a 3rd party / listening service)</b>	Julie Jacks – Admin Assistant St. Andrew's  At Mary Howard the fire alarm activates a response to the local fire station.
<b>Name of person responsible for arranging and recording of fire drills</b>	Jo Bennett – SA Zoe Bolton - MH
<b>Name of person responsible for creating and reviewing Fire Evacuation arrangements</b>	Rachel Mills Jo Bennett - SA Zoe Bolton – MH Class teachers
<b>Our Fire Evacuation Arrangements are published ...</b>	At strategic points throughout the schools
<b>Our Fire Marshals are listed</b>	On the school's fire risk assessments
<b>Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at</b>	The school offices
<b>Name of person responsible for training</b>	Zoe Bolton – Office Support Manager

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<b>staff in fire procedures</b>	
<b>All staff must be aware of the Fire Procedures in school</b>	

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

<b>Name of person responsible for carrying out the First Aid Assessment</b>	Trained First Aiders – listed in school in key areas
<b>The First Aid Assessment is located</b>	Staffroom (SA) Office (MH)
<b>First Aiders are listed</b>	Foyer, staffroom & classrooms at both schools
<b>Name of person responsible for arranging and monitoring First Aid Training</b>	Zoe Bolton – Office Support Manager
<b>Location of First Aid Box</b>	School offices and all classrooms
<b>Name of person responsible for checking &amp; restocking first aid boxes</b>	Julie Jacks – SA Zoe Bolton - MH
<b>In an emergency staff are aware of how to summon an ambulance</b>	
<b>Our arrangements for dealing with an injured person who has to go to hospital are:</b> <ul style="list-style-type: none"> <li>• The injured person is stabilised either in situ or if safe and appropriate to move them, in the staff room</li> <li>• The emergency services, parents or next of kin will be contacted as appropriate.</li> <li>• Leaders will be notified.</li> </ul>	
<b>If the person is transported to hospital they will be accompanied by a member of staff.</b>	
<b>Pupils</b>	A member of staff who knows the child well will travel with them. This would depend on who was available but could be Executive Headteacher, teacher, teaching assistant or office staff member.
<b>Staff</b>	Available member of staff to travel with staff member. Someone they are comfortable with where possible.
<b>Visitors</b>	Available member of staff
<b>Our arrangements for recording the use of First Aid are:</b> Recorded on the first aid form online. See accident reporting above.	

### 14. Glass & Glazing

<b>All glass in doors and side panels are constructed of safety glass</b>	
<b>All replacement glass is of safety standard</b>	
<b>A glass and glazing assessment took place in (year) and the record can be found ....</b>	<ul style="list-style-type: none"> <li>• 2014 and can be located in the office at St Andrew's.</li> <li>• Included in Data collection survey carried out in 2017 at MH and 2018 at</li> </ul>

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	SA. Information can be found in the online report.
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## 15. Hazardous Substances (COSHH)

<b>Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)</b>	<ul style="list-style-type: none"> <li>• Rachel Mills – Executive Headteacher</li> <li>• Zoe Bolton – Office Support Manager</li> <li>• Glenn Group (Service Level Agreement) for Cleaning Products</li> <li>• Edwards and Ward (Service Level Agreement) for Catering Products</li> </ul>
<b>Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are:</b> <ul style="list-style-type: none"> <li>• Staff are aware that they should not bring any substances into school that could be potentially hazardous</li> <li>• Any substances used in school are registered and assessed.</li> <li>• Safety data sheets are printed and filed in folder located in the school offices.</li> <li>• Controls on their storage and use are documented in the assessment.</li> <li>• The Federation uses CLEAPPS as a resource and all staff members are aware of how to access this information.</li> </ul>	

## 16. Health and Safety Law Poster

<b>The Health and Safety at Work poster is located:</b>	In the staffroom at each school.
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## 17. Housekeeping, cleaning & waste disposal

<b>All staff and pupils share the responsibility for keeping the school sites clean, tidy and free from hazards</b>
<b>Our waste management arrangements are:</b> Bins from around the site are emptied daily into the bins in the carpark. These are collected by Staffordshire County Council weekly.
<b>Our site housekeeping arrangements are:</b> <ul style="list-style-type: none"> <li>• Classrooms and toilets cleaned daily</li> <li>• Classroom bins emptied daily</li> <li>• Sanitary bins collected and changed regularly by an external provider</li> <li>• External and internal windows cleaned each Easter and summer.</li> <li>• Deep cleans take place during summer, Easter and Christmas holidays.</li> <li>• Painting and decorating is completed on a rotational basis or as required</li> <li>• Lighting/bulbs checked regularly</li> <li>• Caretaker sweeps paths, inspects grounds weekly</li> <li>• Grass cut and trees/hedges trimmed regularly through Entrust SLA</li> </ul>

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<b>Site cleaning is provided by:</b>	Glenn Group through an SLA for both schools
<b>Cleaning staff have received appropriate information, instruction and training about the following and are competent:</b>	
<b>work equipment</b>	
<b>hazardous substances</b>	
<b>Waste skips and bins are located away from the school building.</b>	
<b>All staff and pupils are aware of the arrangements for disposing of waste and the location of waste bins.</b>	
<b>Staff who generate waste (e.g. catering/cleaning/curriculum areas) are aware of the risk assessments and control measures in place for their role.</b>	

## 18. Infection Control

<b>Name of person responsible for managing infection control:</b>	Rachel Mills – Executive Headteacher
<b>Our infection control arrangements (including communicable diseases/hand hygiene standards) are:</b> <ul style="list-style-type: none"> <li>• We follow SCC guidance re infectious diseases</li> <li>• Children are encouraged to wash their hands before eating and after using the toilet.</li> <li>• Posters, classroom ‘Snuffle Stations’ and information sessions are provided through Autumn term when respiratory illnesses (coughs and sneezes) are more prevalent promoting ‘Catch it, Bin it, Kill it’.</li> <li>• First aid arrangements are followed safely. First aid kits include gloves to wear before treating any open wounds or dealing with bodily fluids.</li> <li>• In the class of illness that includes D and V, staff and children are requested to leave 48 hours from the last symptoms before returning to school.</li> <li>• Tables are cleaned and sterilised daily after use.</li> </ul>	

## 19. Lettings

<b>Name of Premises Manager or member of Leadership team responsible for Lettings</b>	Rachel Mills – Executive Headteacher Zoe Bolton – Office Support Manager
<b>Our arrangements for managing Lettings of the school, rooms or external premises are laid out in our lettings policy.</b>	
<b>The health and safety considerations for Lettings are considered and reviewed annually.</b>	
<b>Hirers have in place their own risk assessments, first aid arrangements/ fire procedures and emergency procedures.</b>	

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**Hirers are responsible for obtaining the necessary local authority licenses for their activities and these must be provided to the school on request.**

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

## **20. Lone Working**

### **Our arrangements for managing lone working are:**

We have a risk assessment in place which is reviewed every two years and shared with staff, particularly those who are more likely to be working alone in the building.

Working at height or potentially risky activities must be risk assessed and carried out with other people present wherever possible.

The building must not be entered alone or without police support if there is any suspicion that there may be an intruder e.g. when the alarm has gone off. The federation now uses a security company to attend the buildings if empty when the alarm is activated.

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

### **NOTE Types of equipment to consider in this section:**

**Ladders and steps, PE equipment, D&T machines, fire alarm and smoke detection, emergency lighting, fire extinguishers.**

**This section must include the arrangements for school kitchens**

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

- **Sport Safe** check PE equipment
- **Chubb** inspect fire extinguishers
- **Logic** inspect Fire Alarms and emergency lighting

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

School offices

**Staff report any broken or defective equipment to:**

Rachel Mills - Executive Headteacher  
Julie Jacks – based at St. Andrew's  
Zoe Bolton – based at Mary Howard

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

## **22. Manual Handling**

**Name of competent person responsible for carrying out manual handling risk assessments**

Zoe Bolton – Office Support Manager

**Our arrangements for managing manual handling activities are:**

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To provide equipment as necessary to minimise injury Provide manual handling training, to all staff, every 3 years or as required. Provide a risk assessment
<b>Staff must be aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided.</b>
<b>Staff who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task.</b>
<b>Staff are trained appropriately to carry out manual handling activities.</b>
<b>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).</b>

## 23. Medication

<b>Name of person responsible for the management of and administration of medication to pupils in school</b>	Zoe Bolton – Office Support Manager
<b>Our arrangements for the administration of medicines to pupils are:</b> <ul style="list-style-type: none"> <li>• Only prescribed medicines which need to be taken during the school day, can be administered</li> <li>• Authorisation forms must be completed by the parent/carer with parental responsibility before any medicine is accepted on site. The forms must be signed and handed into the school office.</li> <li>• The medicine must be dropped off to the school office by the parent/carer with parental responsibility in a named/prescribed container and stored in the locked cabinet in the fridge or office cupboard.</li> <li>• The medicine administration sheet must be signed by the staff member administering the medicine. This should be witnessed by a colleague who must also sign to confirm that the medicine has been administered correctly.</li> <li>• Medicines must be collected, from the school office, at the end of the day by a parent/carer.</li> </ul>	
<b>The names of members of staff who are authorised to give / support pupils with medication are:</b>	All staff can administer medicine but it must be witnessed by another colleague. Staff must sign to record administration.
<b>Medication is stored:</b>	In the locked box in the fridge or office cupboard
<b>A record of the administration of medication is located:</b>	In the school offices
<b>Pupils who administer and/or manage their own medication in school are authorised to do so by the Executive Headteacher and provided with a suitable private location to administer medication/store medication and equipment.</b>	
<b>Staff are trained to administer complex medication by the school nursing</b>	

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<b>service when required.</b>
<b>Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are:</b> Detailed in individualised care plans and “Administration of Medicines policy.”
<b>Staff who are taking medication must keep this personal medication in a secure area in a staff only location.</b>
<b>Staff must advise the school leaders if they are taking any medication which might impair their ability to carry out their normal work.</b>

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

<b>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.</b>	
<b>Name of person responsible for selecting suitable personal protective equipment (PPE) for school staff.</b>	Rachel Mills – Executive Headteacher
<b>Name of person responsible for the checking and maintenance of personal protective equipment provided for staff</b>	Zoe Bolton (MH) Julie Jacks (SA) Staff member using the PPE
<b>PPE provided for use in curriculum lessons is not “personal” as it is provided by pupils in classroom situations.</b>	
<b>Name of person responsible for selecting suitable personal protective equipment (PPE) for pupils.</b>	Rachel Mills - Executive Headteacher
<b>All PPE provided for use in a classroom environment is kept clean, free from defects and replaced as necessary.</b>	
<b>Name(s) of person responsible for cleaning and checking pupil PPE.</b>	Class teachers

## 25. Radiation

<b>Name of the school/academy Radiation Protection Supervisor (RPS)</b>	N/A
<b>Name of the Radiation Protection Adviser (RPA)</b>	N/A

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## 26. Reporting Hazards or Defects

**All staff and pupils must report any hazards, defects or dangerous situations they see at school.**

**Our arrangements for the reporting of hazards and defects:**

- Executive Headteacher, Julie Jacks (SA) or Zoe Bolton (MH) informed immediately.
- Hazards and defects logged.
- Repair / disposal organised.
- Any action required in order to make the area/situation safe should be taken immediately.
- All parties informed of the restrictions/arrangements in place

## 27. Risk Assessments

**The school has in place risk assessments for any identified significant risk. Control measures which are put in place to eliminate or reduce risk are communicated to staff, pupils and others who may be exposed to the risk.**

**Risk assessments are in place for the following areas:**

Premises (internal and external) and grounds  
Curriculum / classrooms  
Catering activities  
Cleaning activities  
Hazardous activities or events  
Lettings or contract work which may affect staff or pupils in the school  
Fire Risk Assessment  
Hazardous Substances  
Work Equipment  
Working at height  
Lone Working  
Coach travel  
Walking to the Village Hall or Church  
Office and reprographic areas  
Vehicle movement on premises  
Staff and Pupil Well-Being  
PE lessons  
Science and DT lessons  
Manual handling activities

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Stress Organised trips Risks related to individuals e.g. health issues. In such cases a care plan is devised. COVID – 19	
<b>Name of person who has overall responsibility for the school risk assessment process and any associated action planning</b>	Rachel Mills - Executive Headteacher
<b>Our arrangements for carrying out, recording, communicating and reviewing risk assessments are:</b> Risk assessments are reviewed regularly These are shared/discussed with staff and saved to the staff shared area Risk assessments shared with all staff/volunteers before any school trips	
<b>Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments.</b>	
<b>When an accident or incident occurs a post risk assessment takes place when a new hazard has been identified.</b>	
<b>Risk assessments are created or reviewed when something new is introduced or a change has occurred.</b>	

## 28. Smoking

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

<b>Name of Premises Manager or member of Leadership team responsible for Premises Management</b>	Rachel Mills – Executive Headteacher Zoe Bolton – Office Support Manager
<b>The school premises are shared with another organisation (e.g.Contract caterer/public leisure centre).</b>	Edwards and Ward Catering (cooking: MH, serving: MH & SA) Glenn Group Cleaning maintenance through service level agreements
<b>Our arrangements for managing health and safety in a shared workplace are:</b> Edwards and Ward and Glenn Group are responsible for the health and safety of their employees and equipment whilst on site. Edwards and Ward are responsible for the portable kitchen equipment and appliances, the	

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federation is responsible for the fabric of the building in which the kitchen is situated, and fixed kitchen appliances.  
A hazard exchange form is completed between Edwards and Ward and The Glenn Group and the federation.

### 30. Stress and Staff Well-being

<b>Name of person who has overall responsibility for the health and wellbeing of school staff</b>	Rachel Mills – Executive Headteacher Supported by Jo Bennett – Deputy Headteacher (SA) and Lead Governor for Health and Safety
<b>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.</b>	
<ul style="list-style-type: none"> <li>• Regular reminders and staff room displays of Thinkwell Services and support available – internally and externally - if needed.</li> <li>• Detailed term overviews distributed to all staff to support people in planning their ‘work-life balance’.</li> <li>• Commitment to always reduce unnecessary paperwork (eg planning, assessment, data)</li> <li>• Commitment to only hold meetings when necessary and to stick to planned arrangements / timings wherever possible.</li> <li>• Teachers and teaching assistants can request further time away from the classroom if additional work responsibilities require more time.</li> <li>• Flu and eye test vouchers purchased for staff (when available)</li> </ul>	
<b>Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated.</b>	
<b>All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work.</b>	
<b>Individual stress risk assessments take place when a member of staff requires additional individual support.</b>	
<b>A team stress risk assessment has been completed involving all staff and this is reviewed regularly.</b>	
Last reviewed – May 2023	

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### 31. Swimming Pool Operating Procedures (NOT applicable)

### 32. Training and Development

<b>Name of person who has overall responsibility for the training and development of staff.</b>	Rachel Mills - Executive Headteacher Zoe Bolton – Office Support Manager
<b>All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.</b>	
<b>Our arrangements for carrying out suitable and sufficient health and safety training for all staff are:</b> <ul style="list-style-type: none"><li>• All staff receive a formal induction</li><li>• Key policies can be viewed in the staff shared area and on the staff room H&amp;S boards</li><li>• Health and Safety is a standing agenda item at staff briefings, governing board meetings and for school council meetings</li><li>• Training regularly updated during INSET time/staff meetings</li><li>• Training matrix regularly checked and updated by Office Support Manager</li></ul> Most recent update: September 2023	
<b>The school has a health and safety training matrix to help in the planning of essential and development training for staff.</b>	
<b>Training records are retained and are located in the school offices.</b>	
<b>Training and competency as a result of training is monitored and measured by:</b>	Rachel Mills – Executive Headteacher Governing Board Sarah-Jane Walmsley - Staffordshire County Council Health, Safety & Wellbeing Service Adviser

### 33. Vehicles owned or operated by the school (NOT applicable)

### 34. Vehicle movement on site

<b>Name of Premises Manager responsible for the management of vehicles on site</b>	Rachel Mills - Executive Headteacher Jo Bennett, Julie Jacks – based at St. Andrew's Zoe Bolton – based at Mary Howard
<b>Our arrangements for the safe access and movement of vehicles on site are:</b> <ul style="list-style-type: none"><li>• Playground segregated from car park by fencing</li><li>• Cars to reverse into spaces if leaving during the school day when pupils/parents have access to the car park</li><li>• Clear pedestrian signage</li></ul>	

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- Separate entrance for children in Class 1 at MH
- Grounds maintenance only allowed to enter grounds when children are in the classrooms

### 35. Violence and Aggression and School Security

<b>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.</b>	
<b>A risk assessment is carried out where staff are at increased risk of injury due to their work.</b>	
<b>Training, information and instruction is available to staff to help them manage the risk of violence and aggression where required.</b>	
<b>Staff and pupils must report all incidents of verbal &amp; physical violence to:</b>	Rachel Mills – Executive Headteacher
<b>Incidents of verbal &amp; physical violence are investigated by:</b>	Rachel Mills – Executive Headteacher Joanne Bennett – Deputy Headteacher (SA) Sarah Orgill – Deputy Headteacher (MH)
<b><i>Name of person who has responsibility for site security:</i></b>	Rachel Mills – Executive Headteacher Governing Board
<b>Our arrangements for site security are:</b> <ul style="list-style-type: none"> <li>• There are designated key holders. All keys are signed for.</li> <li>• The alarm is always set when the building is unoccupied</li> <li>• Pupil entrance gates are always locked between 9.00am and 3.30pm</li> <li>• Height appropriate railings around school</li> <li>• Access from 9.00 am is through the main entrance which has a coded door</li> <li>• All visitors are asked to sign in and show identification. A visitor lanyard is worn at all times</li> <li>• Any deliveries, including catering, must sign in through the main entrance (MH)</li> <li>• Visitors must be accompanied by a member of staff when on the premises</li> </ul>	

### 36. Water System Safety

<b>Name of Premises Manager responsible for managing water system safety.</b>	Zoe Bolton – Office Support Manager
<b>Name of contractors who have undertaken a risk assessment of the water system</b>	<b>Concept Water Systems</b>
<b>Name of contractors who carry out regular testing of the water system:</b>	<b>Concept Water Systems</b>

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<b>Location of the water system safety manual/testing log</b>	In the school offices
<b>Our arrangements to ensure contractors have information about water systems are:</b> Contractors are directed to the water hygiene/log book and any issues are reported.	
<b>Our arrangements to ensure all school staff carrying out checks or testing or maintenance have information about the water system:</b> SCC Premises Support Water hygiene folders for reference Relevant training provided externally	

### 37. Working at Height

<b>Name(s) of person responsible managing the risk of work at height on the premises:</b>	Zoe Bolton – Office Support Manager
<b>Work at height is avoided where possible.</b>	
<b>Our arrangements for managing work at height are:</b> <ul style="list-style-type: none"> <li>• Risk assessment in place and reviewed every two years</li> <li>• Appropriate ladders in use and stored appropriately.</li> <li>• Staff have received working at height training in respect of the high-level display boards within the school</li> <li>• ‘Elephant Foot’ kick stools are available in both schools.</li> </ul>	
<b>Appropriate equipment is provided for work at height where required.</b>	
<b>Staff who carry out work at height are trained to use the equipment provided</b>	
<b>Work at height equipment is regularly inspected, maintained and records are kept in the school office.</b>	

### 38. Work Experience

<b>Name of person who has overall responsibility for managing work experience and work placements for school pupils.</b>	Jo Bennett – Deputy Headteacher (SA) Sarah Orgill – Deputy Headteacher (MH)
<b>Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are:</b> <ul style="list-style-type: none"> <li>• Meeting with the Executive Headteacher or Deputy Headteachers</li> <li>• Health and Safety induction with Zoe Bolton – Office Support Manager (MH) or Julie Jacks – Admin Assistant (SA)</li> </ul>	
<b>The name of the person responsible for the health and safety of people on work</b>	Rachel Mills – Executive Headteacher

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<b>experience in the school premises:</b>	
<b>Our arrangements for managing the health and safety of work experience students in the schools are:</b> <ul style="list-style-type: none"> <li>• Close supervision by a member of staff</li> <li>• Health and safety induction</li> <li>• Work placement risk assessment if required</li> </ul>	

### 39. Volunteers

<b>Name of person who has overall responsibility for managing/coordinating volunteers working within the school:</b>	Sarah Orgill (MH) Jo Bennett (SA)
Volunteers are considered as a member of staff and all health and safety arrangements including induction and training must apply.	

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

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

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

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## Health and Safety Performance Indicators

Performance Indicator	Frequency	How Measured
<b>Annual Health and Safety Evaluation Checklist</b>	October each year	<ul style="list-style-type: none"> <li>⇒ Action Plan renewed each year which includes person with responsibility and target date.</li> <li>⇒ Progress towards outcomes is measured during Lead H&amp;S Governor monitoring visits.</li> <li>⇒ <b>KPI: 100% of the actions are achieved within target date.</b></li> </ul>
<b>Health, Safety and Wellbeing Self Audit for schools and academies</b>	January each year	<ul style="list-style-type: none"> <li>⇒ Action plan renewed each year which includes the identification of risk gap and corrective action to be taken.</li> <li>⇒ Progress towards outcomes is measured during Lead H&amp;S Governor monitoring visits.</li> <li>⇒ <b>KPI: 100% of the actions are achieved within target date.</b></li> </ul>
<b>Annual Headteacher's Health and Safety Report to Governors</b>	Summer Term	<ul style="list-style-type: none"> <li>⇒ <b>All members of the Governing Board can talk confidently with good knowledge and understanding of strengths and areas for further improvement.</b></li> <li>⇒ <b>Governors identify and delegate finances and resources that have a direct impact on improving health, safety and wellbeing.</b></li> </ul>
<b>External and Internal Premises</b>	Each term	<ul style="list-style-type: none"> <li>⇒ Staff report concerns to Julie Jacks (SA) or Zoe Bolton (MH) verbally, via email or written using a Health and Safety Concern form available in the staff rooms on the H&amp;S boards.</li> <li>⇒ Progress towards outcomes is measured during Lead H&amp;S Governor monitoring visits.</li> <li>⇒ <b>KPI: 100% of the actions / improvements required are achieved within 1 month of reported concern, or earlier if required / possible.</b></li> </ul>

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<b>Accidents</b>	Termly review and analysis	⇒ Accident analysis carried out at the end of each term. ⇒ Trends discussed with staff and pupils. ⇒ Remedying action carried out if required. ⇒ <b>KPI: Accidents remain stable and don't increase or alter at either school.</b>
<b>Fire Drills</b>	Each term	⇒ Evacuation is timed, observed and reflected upon in relation to staff roles, pupil behaviour and premises access. ⇒ <b>KPI: Full evacuation of either school takes no longer than 1 minute 30 seconds.</b>
<b>Classroom risk assessments</b>	September	⇒ Teachers complete classroom risk assessments with the pupils each September and review / amend them accordingly during the academic year. ⇒ <b>KPI: No accidents occur in classrooms.</b>
<b>Asbestos Management</b>	On going	⇒ All members of the school community who come into contact with the fabric of the building are shown the contents of the asbestos register. ⇒ All contractors who work on the school site are asked to read and sign the Asbestos Manual Declaration of Understanding before work takes place. ⇒ <b>KPI: There is no asbestos injuries at either school</b>
<b>Water Safety System</b>	Each month	⇒ Monthly water checks at both schools by G Taylors (Caretakers) ⇒ External water checks at both schools every 6 months ⇒ <b>KPI: Urgent D1 notices are rectified within 1 week</b>
<b>Staff Training</b>	On going	⇒ A training matrix is in place for each member of staff which includes information about courses attended and any review dates to be considered. ⇒ <b>KPI: All statutory Health and Safety roles and responsibilities are fulfilled with up to date training.</b>

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Staff Training	On going	<ul style="list-style-type: none"> <li>• All new staff/Volunteers/students have a Health and Safety Induction meeting with Julie or Zoe</li> <li>• The Health and Safety Policy and Fire Emergency Evacuation Arrangements are refreshed annually at the start of the autumn term.</li> <li>• A training matrix is in place for each member of staff which includes information about courses attended and any review dates to be considered.</li> </ul>
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