

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



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.

3. Employer responsibilities

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 and the School Senior Leadership Team (supported and monitored by the Governing Body).

Note that the Management of Health and Safety at Work Regulations requires employers to appoint one or more competent people to support their management of health and safety. This may be done by appointing an external provider to provide this advice.

Occupiers Liability

Regardless of the status of the employer, all school governing bodies have health and safety responsibility as the **occupier** of the premises and therefore must take steps to ensure that the premises are managed effectively to reduce risk to those using, entering or accessing the premises at any time for any reason.

5. Template for Health, Safety and Wellbeing Policy

The Staffordshire Health, Safety and Wellbeing Service provide a template Health, Safety and Wellbeing Policy for schools to customise and adapt for their own use. This is on the next page.



Health, Safety and Wellbeing Policy

Moat Hall Primary School

November 2019

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 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 Moat Hall 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 Moat Hall Primary 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.

<i>[Signature]</i>	<i>[Signature]</i>
Mike Deakin, Chair of Governors/Board	Jane King, Headteacher/
<i>[Insert date]</i>	<i>[Insert date]</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

The school obtains competent health and safety advice from	The local authority
The contact details are	John Burdett
In an emergency we contact	

Monitoring Health and Safety

Name of person(s) responsible for the overall monitoring of health and safety in school:	Jane King
Our arrangements for the monitoring of health and safety are	
<p>Active Monitoring Our school management team will oversee active monitoring to include workplace inspections in accordance with our local arrangement for this.</p> <p>Reactive Monitoring The school management team will oversee reactive monitoring to include accidents, near misses and hazard reports in accordance with our local arrangements and report relevant findings to our Governing Body.</p> <p>The school health and safety performance will be reviewed by the school management team quarterly and reported to school Governors annually.</p>	
The school carries out formal evaluations and audits on the management of health and safety (quarterly).	
The last audit took place	Date: By:
Name of person responsible for monitoring the implementation of health and safety policies	Jane King
All staff are aware of the key performance indicators in part E and how they are monitored	
Workplace inspections - type	Name of person who carries these out



D. Detailed Health and Safety Arrangements

1. Accident Reporting, Recording & Investigation

Our arrangements for recording and investigating:

In accordance with the Governors accident/incident reporting procedure employees must report accidents, violent incidents, dangerous occurrences, and near misses on the relevant forms.

Copies of these forms are available from the school office and staff room.

- The local accident books are located in the first aid areas are used to record all minor incidents to pupils; any more significant incidents must also be reported to Governors.
- Major injuries are recorded on the accident form and the Head Teacher informed.
- School accident reports will be monitored for trends and a report made to the Governors, as necessary.
- The Head Teacher, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

Pupil Accidents:

Minor injuries and accidents to pupils are recorded in the first aid books.

Slips go home with the children informing the parent of the incident.

If there is a head injury a phone call is made to home to ask parents if they'd like to assess whether their child needs to go home or not.

More substantial accidents are investigated by head teacher or deputy head teacher to ascertain the series of events.

Staff Accidents:

The staff accident book is filled in.

This is kept in the office

Visitor Accidents:

The visitor accident book is filled in.

This is kept in the office

The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: Jane King

Our arrangements for reporting to the Governing Body are:

Termly full governors accident trends are reported on.

Our arrangements for reviewing accidents and identifying trends are:

Termly analysis of the accident book. Patterns and trends will be reported on.

2. Asbestos

Name of Premises Manager responsible for Managing Asbestos.	Ian Johnson
Location of the Asbestos Management Log or Record System.	Front office
Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are: The asbestos survey is held in the office and will be made available to all staff and visiting contractors prior to any work commencing on the fabric of the building or fixed equipment.	



<p>The school shall ensure:</p> <ul style="list-style-type: none"> • The asbestos log is maintained and that any changes are acted upon. • All work on the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work. • A visual inspection of asbestos containing materials on site will be carried out and recorded in the asbestos log. 	
<p>Our arrangements to ensure all school staff such as class teachers or caretakers have information about asbestos risk on the premises: As above</p>	
<p>Staff must report damage to asbestos materials to:</p>	<p>Ian Johnson</p>
<p>Staff must not drill or affix anything to walls without first obtaining approval from the premises manager.</p>	

3. Communication

<p>Person responsible for communicating with staff on health and safety matters:</p>	<p>Jane King</p>
<p>Our arrangements for communicating about health and safety matters with all staff are: Weekly briefings (a standing item) CPD timetable to ensure we are H&S compliant</p>	
<p>Staff can make suggestions for health and safety improvements by: Speaking directly to headteacher or site supervisor Bringing up suggestions in weekly briefings.</p>	

4. Construction Work *See also Contractor Management

<p>Name of person coordinating any construction work / acting as Client for any construction project.</p>	<p>Ian Johnson</p>
<p>Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are: Duty holders will be identified and named as part of any Construction project.</p>	
<p>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: Through the site supervisor and exchange of information at the office.</p>	
<p>Our arrangements for the induction of contractors are: Through site supervisor</p>	
<p>Staff should report concerns about contractors to: Headteacher or site supervisor</p>	
<p>We will review any construction activities on the site by: Site supervisor</p>	

5. Consultation

<p>Name of SLT member who is responsible for consulting with staff on health and safety matters:</p>	<p>Jane King</p>
<p>The name of the Trade Union Health and Safety Representative is:</p>	<p>No one at present</p>



Our arrangements for consulting with staff on health and safety matters are:

Weekly briefings (a standing item)

CPD timetable to ensure we are H&S compliant

Staff can raise issues of concern by:

Speaking directly to headteacher or site supervisor

Bringing up suggestions in weekly briefings.

6. Contractor Management

Name of person responsible for managing and monitoring contractor activity	Ian Johnson
Our arrangements for selecting competent contractors are: On Staffordshire Approved Contractor list Through Staffordshire LA	
Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: Through the site supervisor and exchange of information at the office.	
Our arrangements for the induction of contractors are: Through site supervisor	
Staff should report concerns about contractors to: Headteacher or site supervisor	

7. Curriculum Areas – health and safety

Name of person who has overall responsibility for the curriculum areas as follows: e.g. Science D&T PE	Anna Thompson
Risk assessments for these curriculum areas are the responsibility of:	Jane King

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

The school assesses the risk of the use of computers/laptops by carrying out a DSE assessment for staff using this type of equipment continuously and regularly for over an hour.	
Our arrangements for carrying out DSE assessments are: All staff who habitually use computers as a significant part of their normal work (significant is taken to be continuous / near continuous spells of an hour at a time) e.g. admin staff, bursars etc., shall have a DSE assessment carried out by their line manager. Those staff identified as DSE users, shall be entitled to an eyesight test for DSE use every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use.)	
Name of person who has responsibility for carrying out Display Screen Equipment Assessments	Jane King
DSE assessments are recorded and any control measures required to reduce risk are managed by	Karen Gentles

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

Name of person who has overall responsibility for EYFS	Lisa Goodhead
Our arrangements for the safe management of EYFS are: See EYFS policy	

10. Educational visits / Off-Site Activities

Name of person who has overall responsibility for Educational Visits	Jane King
The Educational Visits Coordinator is	Anna Thompson
<p>Our arrangements for the safe management of educational visits: A comprehensive risk assessment is carried out by the group leader before the proposed visit. It will assess the risks which might be encountered on the visit, and will indicate measures to prevent or to reduce them.</p> <p>The risk assessment should be based on the following considerations:</p> <ul style="list-style-type: none"> • What are the hazards? • Who might be affected by them? • What safety measures are needed to reduce risks to an acceptable level? • Can the group leader put the safety measures in place? • What steps will be taken in an emergency? <p>Staff planning an off-site activity should try to make a preliminary visit to the venue if the school have not used the venue before, in order to carry out an on-site risk assessment. It is important to take into account the probable weather conditions at the time of year proposed for the trip, and the party leader should take careful account of the facilities available, with due regard to the proposed size of the group. They should also assess the site's suitability with regard to the age and any particular needs of the pupils. They will also consider the venue's own approach to security and to health and safety. Venues providing instructor-led activities will have their own risk assessments for particular sessions, and these assessments may be adopted if it is impractical for the group leader to experience the activity beforehand, or if s/he lacks the skills required to make informed judgements about the risks it may involve. The headteacher/governing body will not give its approval for the visit unless it is satisfied with the venue, its instructors and their risk assessment procedures.</p> <p>It is important to assess and record any health, safety or security issues that are identified during the preliminary visit. Any such issues will be taken into account when the final decision is taken on whether the visit should proceed, and the visit plan must state both the extent of any risks involved, and the measures that will be taken to reduce or eliminate them. The cost of these preliminary visits will be borne by the school, and should be built into the overall financial arrangements for the visit itself.</p> <p>Ratios are a risk management issue, and should be determined through the process of risk assessment. It is not possible to set down definitive staff/student ratios for a particular age group or activity.</p> <p>Some guidance documents do set out ratios, but these should be regarded as starting points for consideration rather than being definitive, as they may only be appropriate where the activity is relatively straightforward and the group has no special requirements. For example, the DfES publication HASPEV (1998) suggested the</p>	



following “starting points”:

An activity should normally have sufficient adults taking part to provide the following minimum ratios:

- 1 adult to between 10 and 15 pupils in Years 4 to 6;
- 1 adult to 6 pupils in Years 1 to 3;

11. Electrical Equipment [fixed & portable]

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	Ian Johnson
Fixed electrical wiring test records are located:	Site supervisor’s office
All staff visually inspect electrical equipment before use.	
Our arrangements for bringing personal electrical items onto the school site are: They cannot bring them on site if they are not PAT tested.	
Name of person responsible for arranging the testing of portable electrical equipment (PAT):	Ian Johnson
Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:	Jane King
Portable electrical equipment (PAT) testing records are located:	Site supervisor’s office
Staff must take defective electrical equipment out of use and report to:	Ian Johnson
The portable electrical equipment on the school site owned and used by contractors is the responsibility of the contractor, who must provide records of this if requested: To site supervisor	

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

Name of competent person responsible for undertaking & reviewing fire risk assessment in addition to any associated action planning	Jane King
The Fire Risk Assessment is located	Office
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)	Jacque Thompson
Name of person responsible for arranging and recording of fire drills	Jane King Ian Johnson
Name of person responsible for creating and reviewing Fire Evacuation arrangements	Jane King
Our Fire Evacuation Arrangements are published ...	Office Site supervisors office Around school
Our Fire Marshals are listed	Staff handbook Around school
Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at	Site supervisor’s room



Name of person responsible for training staff in fire procedures	Jane King
All staff must be aware of the Fire Procedures in school	

13. First Aid *see also Medication

Name of person responsible for carrying out the First Aid Assessment	Jane King
The First Aid Assessment is located	First Aid room
First Aiders are listed	First aid room
Name of person responsible for arranging and monitoring First Aid Training	Hayley Jones
Location of First Aid Box	First aid room Personal first aid bags
Name of person responsible for checking & restocking first aid boxes	Hayley Jones
In an emergency staff are aware of how to summon an ambulance	
Our arrangements for dealing with an injured person who has to go to hospital are (who is contacted/ who accompanies staff or children to hospital): If the first aider or headteacher considers it necessary, the injured person will be sent directly to hospital (normally by ambulance.) Parents and/or guardians will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted.	
pupils	Child will be sent to hospital. Member of staff the child knows will accompany them. Parents and/or guardians will also be informed.
staff	Member of staff will be sent to hospital. Member of staff the person knows will accompany them. Next of kin will also be informed.
visitors	Member of staff will be sent to hospital. Member of staff the person knows will accompany them. Next of kin will also be informed.
Our arrangements for recording the use of First Aid are	

14. Forest School

Name of person in school who leads on Forest School activity	Jackie Robinson
Our arrangements for developing, organising and running Forest School activity. Include here any details with regard to risk assessment, communication and supervision etc. See separate risk assessment for site and tools	

15. Glass & Glazing



All glass in doors and side panels are constructed of safety glass	
All replacement glass is of safety standard	
A glass and glazing assessment took place in (year) and the record can be found Health and Safety portal	2012

16. Hazardous Substances (COSHH)

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

17. Health and Safety Law Poster

The Health and Safety at Work poster is located in	Location Office
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18. Housekeeping, cleaning & waste disposal

All staff and pupils share the responsibility for keeping the school/academy site clean, tidy and free from hazards	
Our waste management arrangements are:	
Our site housekeeping arrangements are:	
Site cleaning is provided by: In house cleaners	Name and contact details
Cleaning staff have received appropriate information, instruction and training about the following and are competent:	
work equipment	
hazardous substances	
Waste skips and bins are located away from the school building.	
All staff and pupils must be aware of the arrangements for disposing of waste and the location of waste bins and skips.	
Staff in all Depts. who generate waste (e.g.catering/cleaning/curriculum areas) must be aware of the risk assessments and control measures in place for their role.	

19. Infection Control

Name of person responsible for managing infection control:	Ian Johnson
Our infection control arrangements (including communicable diseases/hand hygiene standards) are: Encouraging washing hands when been to the toilet. Hand hygiene gel available for children Gloves when handling contaminated items. Anti bac wipes in EYFS	

20. Lettings

Name of Premises Manager or member of Leadership team responsible for Lettings	Jane King
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Our arrangements for managing Lettings of the school /rooms or external premises are:

Monday night – dance club

Wednesday night – karate club

The health and safety considerations for Lettings are considered and reviewed annually.

Hirers have in place their own risk assessments, first aid arrangements/ fire procedures and emergency procedures.

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

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

21. Lone Working

Our arrangements for managing lone working are

Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance, should be risk assessed to determine if the activity is necessary. Work involving potentially significant risks (for example work at height) should not be undertaken whilst working alone.

Where lone working cannot be avoided staff should:

- Obtain a senior member of staff's permission and notify him/her on each occasion when lone working will occur.
- Ensure they do not put themselves or others at risk.
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc.
- When working off site (e.g. when visiting homes) staff must always attend in pairs and notify a colleague of their whereabouts and the estimated time of return. Staff undertaking home visits to obtain as much background information as possible about the child/family being visited.
- Report any incidents or situations where they may have felt "uncomfortable."

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

Name of person responsible for the selection, maintenance / inspection and testing of equipment	Ian Johnson
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Records of maintenance and inspection of equipment are retained and are located:	Site supervisor's room
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Staff report any broken or defective equipment to:	Ian Johnson
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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

Name of competent person responsible for	Ian Johnson
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carrying out manual handling risk assessments	
<p>Our arrangements for managing manual handling activities are: Staff should ensure they are not lifting heavy items unless they have received training and/or equipment in order to do so safely. All manual handling activities which present a significant risk to the health and safety of staff will be reported to the site supervisor and where such activities cannot be avoided, a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.</p> <p>Moving and Handling All staff who move and handle pupils have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc. they are required to use.) All moving and handling of pupils has been risk assessed and recorded by a competent member of staff. Equipment for moving and handling people is subject to inspection on a 6 monthly basis by a competent contractor.</p>	
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

Name of person responsible for the management of and administration of medication to pupils in school	Hayley Jones
<p>Our arrangements for the administration of medicines to pupils are: All medication will be administered to pupils in accordance with the DfE document "Managing Medicines in Schools and Early Years Settings" The only medication kept and administered within school are those prescribed specifically for a pupil (long term health needs only) at the request of the parent/guardian and with the consent of the headteacher. Records of administration of medicines will be kept by the office staff. No member of staff should administer any medicines unless a request form has been completed by the parent/guardian. All medications kept in school are securely stored in the site supervisor's room, with access strictly controlled. Where children need to have access to emergency medication, i.e. asthma inhalers, Epi-pens, the following has been put in place: All asthma inhalers are kept in the pupils' classrooms clearly marked with their name. Epi-Pens are kept within a safe place in the pupils' classrooms. Staff have received the appropriate training for administering medicines (Epi-pen and asthma.)</p>	
The names members of staff who are authorised to give / support pupils with medication are:	Teaching assistants
Medication is stored:	Site supervisor's room
A record of the administration of medication is	Office



located:	
Pupils who administer and/or manage their own medication in school are authorised to do so by a headteacher and provided with a suitable private location to administer medication/store medication and equipment.	
Staff are trained to administer complex medication by the school nursing service when required.	
Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are:	
Staff who are taking medication must keep this personal medication in a secure area in a staff only location.	
Staff must advise the school/academy leaders if they are taking any medication which might impair their ability to carry out their normal work.	

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

PPE is provided free of charge where a risk assessment identifies this is needed to control a risk and the risk cannot be controlled by another means.	
Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for school staff.	Ian Johnson
Name of person responsible for the checking and maintenance of personal protective equipment provided for staff	Ian Johnson
PPE provided for use in curriculum lessons is not “personal” as it is provided by pupils in classroom situations.	
Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for pupils.	Jane King
All PPE provided for use in a classroom environment is kept clean, free from defects and replaced as necessary.	
Name(s) of person responsible for cleaning and checking pupil PPE.	Ian Johnson

26. Radiation

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

27. Reporting Hazards or Defects

All staff and pupils must report any hazards, defects or dangerous situations they see at school.
Our arrangements for the reporting of hazards and defects: Report to Ian Johnson or senior leaders

28. Risk Assessments

The school has in place risk assessments for any identified significant risk. Control measures which are put in place to eliminate or reduce risk are communicated to staff, pupils and other who may be exposed to the risk.
Risk assessments are in place for the following areas: Premises and grounds



<p>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</p>	
<p>Name of person who has overall responsibility for the school/academy risk assessment process and any associated action planning</p>	<p>Jane King</p>
<p>Our arrangements for carrying out, recording, communicating and reviewing risk assessments are: School staff will be responsible for ensuring risk assessments are in place for activities undertaken and for all off-site visits. The risk assessments are held electronically and in a hard copy format which will be kept in the head teacher's office. Educational visits are submitted by trip leader on Evolve. This is signed off by Evac Risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the sooner. Staff will be made aware of any changes to risk assessments relating to their work. Individual Risk Assessments Specific risk assessments relating to individuals, e.g. staff member or young person/pupil are held on that person's file and will be undertaken by the relevant staff. It is the responsibility of staff to inform the headteacher of any medical condition (including pregnancy) which may impact upon their work. Such risk assessments will be reviewed on a regular basis. Curriculum Activities Risk assessments for curriculum activities will be carried out by a relevant staff member using the relevant codes of practice and model risk assessments developed by national bodies.</p>	
<p>Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments.</p>	
<p>When an accident or incident occurs a post risk assessment takes place when a new hazard has been identified.</p>	
<p>Risk assessments are created or reviewed when something new is introduced or a change has occurred.</p>	

29. Smoking

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

<p>Name of Premises Manager or member of Leadership team responsible for Premises Management</p>	<p>Jane King</p>
<p>The school/academy premises are shared with another organisation (e.g.Contract caterer/public leisure centre).</p>	<p>None</p>
<p>Our arrangements for managing health and safety in a shared workplace are:</p>	



n/a

31. Stress and Staff Well-being

Name of person who has overall responsibility for the health and wellbeing of school/academy staff	Jane King
<p>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: The school is committed to promoting high levels of health and well-being, and recognises the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE management standards. The school will use the HSE Stress Indicator tool to identify any issues. Systems are in place within the school for responding to individual concerns and monitoring staff workloads.</p> <ul style="list-style-type: none"> • Regular Performance Management Reviews • Open door policy of Headteacher and SLT • Mentoring of new staff. • Regular staff meetings 	
Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated.	
All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work.	
Individual stress risk assessments take place when a member of staff requires additional individual support.	

32. Training and Development

Name of person who has overall responsibility for the training and development of staff.	Jane King
All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.	
<p>Our arrangements for carrying out suitable and sufficient health and safety training for all staff are: The headteacher/deputy headteacher and the school office manager will be responsible for ensuring all staff are provided with adequate information, instruction and training and identifying the health and safety training needs of staff. All employees will be provided with:</p> <ul style="list-style-type: none"> • Induction training in the requirements of this policy. • Update training in response to any significant change. • Training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.) • Refresher training where required. <p>Training records are held by the school office and they will be responsible for coordinating health and safety training needs and for including details in the training and development plan along with the headteacher. This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits. The headteacher will be responsible for assessing the effectiveness of training received. Each member of staff is also responsible for drawing the headteacher's attention to their own personal needs for training and for not undertaking duties unless they are</p>	



confident that they have the necessary competence.	
The school has a health and safety training matrix to help in the planning of essential and development training for staff.	
Training records are retained and are located in the office	
Training and competency as a result of training is monitored and measured by:	Jane King

33. Vehicles owned or operated by the school

Name of person who has overall responsibility for the school vehicles	Jane King
The school operates (1) minibus/coaches/cars/other vehicles (e.g. quad bikes/ride on mowers).	One mini bus
Name of person who manages the driver medical examinations	Karen Gentles
Name of person who manages the vehicle license requirements	Ian Johnson
Name of person who undertakes vehicle checks such as oil, water and routine roadworthiness.	Ian Johnson Jackie Robinson Ben Jurance Donna Broadhurst
Name of person who arranges servicing and maintenance of the academy vehicles	Ian Johnson
Our arrangements for the safe use of school vehicles are:	

34. Vehicle movement on site

Name of Premises Manager responsible for the management of vehicles on site	Ian Johnson
Our arrangements for the safe access and movement of vehicles on site are (include restriction on vehicle movement at certain times, speed limits, segregation vehicles from pedestrian areas, restrictions on reversing vehicles, special arrangements for deliveries etc): One of the access gates for pupils attending school and leaving school is the same to the main vehicle access point used by members of staff, delivery drivers and parents. There is another access gate for KS1 pupils via Park Lane. There is no access for cars to the main car park from 8am to 4pm. The barrier restricts access.	

35. Violence and Aggression and School Security

The school provides a place of work which is designed and managed to minimise the risk of violence and aggression to staff, pupils and visitors.	
A risk assessment is carried out where staff are at increased risk of injury due to their work.	
Training, information and instruction is available to staff to help them manage the risk of violence and aggression where required.	
Staff and pupils must report all incidents of verbal & physical violence to:	Jane King
Incidents of verbal & physical violence are investigated by:	Jane King
Name of person who has responsibility for	Ian Johnson



site security:	
<p>Our arrangements for site security are: Safety of our pupils, staff and visitors to the school is of paramount concern to our whole school community. The Governors and headteacher have endeavoured to make the school as safe as possible.</p> <p>Entry to School for Visitors/Staff The Reception area is clearly marked and directs the visitors to the front entrance of the school. Visitors are able to wait in the foyer but prevented from going further into the school by a key-code system on the door. This door must not be propped open. Visitors who are admitted into the school are asked to sign in on the Visitor System and given a printed visitors' badge with their photo on it. The school diary is used to inform the receptionist of planned visitors. Children are reminded in assembly to tell their teacher if they see an unknown person without a badge wandering around the school premises.</p> <p>Entry to School for Children and Children Accompanied by Parents Entry to the KS1 playground is through the appropriate gates (on Park Lane,) which are unlocked by the site supervisor 1 hour before the start of the morning session. These gates are locked at 9:05 am each morning. The site supervisor locks the gates at 3:35pm when the children have gone home. Parents and children, who require access and egress to and from the school when these gates are locked, are required to use the main school entrance sited on John's Lane. The gates on John's Lane are locked at 6:30pm.</p> <p>School Building Security of External Doors KS1 and KS2 external corridor doors are locked prior to 8:45am. They are then opened until 9:05. They are open again for the duration of morning and afternoon playtimes and the lunchtime period. They are locked at the end of the afternoon session, when all children have vacated the building and the site supervisor has locked the gates on Park Lane.</p> <p>Security of the Nursery and classrooms. During Nursery sessions the Nursery doors are locked. Nursery children are supervised at all times including outside activities.</p> <p>Supervision of Children All pupils should not arrive before 8.40 am at which point the duty teacher supervises the relevant entry doors and all pupils will be required to commence school activities whilst being supervised by other members of staff.</p> <p>Pupil Supervision The headteacher or in her absence the deputy headteacher remains on the premises until the last child is collected.</p> <p>Security of the school building - the alarm system is set each day.</p>	

36. Water System Safety

Name of Premises Manager responsible for managing water system safety.	Ian Johnson
Name of contractors who have undertaken a risk assessment of the water system	IWS
Name of contractors who carry out regular testing of the water system:	IWS
Location of the water system safety manual/testing log	Site supervisor's office



Our arrangements to ensure contractors have information about water systems are:
 The school complies with advice on the potential risks from legionella as identified in guidance from the HSE.
 A legionella water risk assessment of the school has been completed by a competent contractor.
 The headteacher is responsible for ensuring that all operational controls are being carried out and recorded in the legionella control log book.

Our arrangements to ensure all school/academy staff carrying out checks or testing or maintenance have information about the water system:
 The contractor will be responsible for the following:
 This will include:

- Monthly temperature checks
- Sampling & disinfecting of water tanks
- Testing & Inspection of Thermo-Static Mixing Valves (annually)

The Site Supervisor will:

- Identify and carry out flushing of rarely used outlets on a regular basis, and during school holiday periods.
- Test records are to be located in the log book

37. Working at Height

Name(s) of person responsible managing the risk of work at height on the premises:	Jane King
Work at height is avoided where possible.	
<p>Our arrangements for managing work at height are: Working at height can present a significant risk. Where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height. When working at height (including accessing storage or putting up displays) appropriate stepladders or kickstools are to be used. Staff must not climb onto chairs etc. The school's nominated person responsible for work at height is the headteacher. The nominated person shall ensure:</p> <ul style="list-style-type: none"> • All work at height is properly planned and organised. • The use of access equipment is restricted to authorised users. • All those involved in work at height are trained and competent to do so. • The risks from working at height are assessed and appropriate equipment selected. • A register of access equipment is maintained and all equipment is regularly inspected and maintained. • Any risks from fragile surfaces are properly controlled. Pupils will not be permitted to use ladders/stepladders. <p>Contractors will not be permitted to use any of the school's work equipment.</p>	
Appropriate equipment is provided for work at height where required.	
Staff who carry out work at height are trained to use the equipment provided	
Work at height equipment is regularly inspected, maintained and records are kept in the Site Supervisor's office	

38. Work Experience

Name of person who has overall	Anna Thompson
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responsibility for managing work experience and work placements for school pupils.	
Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are:	
The name of the person responsible for the health and safety of people on work experience in the school premises:	Anna Thompson
<p>Our arrangements for managing the health and safety of work experience students in the school are:</p> <p>The school retains a duty of care for all students undertaking work experience and must ensure the placement is appropriate, therefore:</p> <ul style="list-style-type: none"> • All students are briefed before working in the school regarding school arrangements and health and safety responsibilities. • Where work placements form part of the vocational qualification offered by a FE college then the college is responsible for ensuring equivalent placement checks are conducted. • Every student will receive a verbal job description highlighting tasks to be undertaken and any necessary health and safety information as detailed in the contract. • Arrangements will be in place for the organisers to visit/monitor students during the placement. • Emergency contact arrangements are in place (including out of school hours provision) in order that a member of school staff can contact students' parents/guardians, should an incident occur. • All incidents involving students on work placement activities will be reported to the placement organiser at the earliest possible opportunity. 	

39. Volunteers

Name of person who has overall responsibility for managing/coordinating volunteers working within the school:	Anna Thompson
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.