



Health, Safety and Wellbeing Management Arrangements

Core | Consider | Complex

Template

# Health, Safety and Wellbeing Policy

POLICY REVIEWED JULY 2020

Health, Safety and Wellbeing Service

## 1. Success Indicators

The school has a Health, Safety and Wellbeing policy which:

- Provides an overview of the school policy on health, safety and wellbeing.
- Outlines the arrangements the school has in place for health, safety and wellbeing.
- Assigns roles and responsibilities to key staff in the school.
- Is monitored and reviewed regularly by senior leaders.

## 2. Overview

All schools are required to have a Health, Safety and Wellbeing Policy in place. The School's Health, Safety and Wellbeing Policy should be developed by the Headteacher, members of the School Leadership team in conjunction with the Governing Body/Trust/Academy Board.

## 3. Employer responsibilities

Where the school/sponsor/board of governors is the direct employer of school staff (such as in Academies, Trust Schools, Foundation Schools and Voluntary Aided (VA) Schools) the school must have a Health and Safety Policy in place to comply with the Health and Safety at Work Act. This can be in any format.

Where a County Council is the employer of school staff, such as in Maintained or Community Schools, Voluntary Controlled (VC) or Short Stay Schools it is recommended that schools use the Health, Safety and Wellbeing Policy template to develop their Health, Safety and Wellbeing Policy.

## 4. Day to day management of Health, Safety and Wellbeing

The organisation and arrangements which support the H,S and W Policy (day to day management of Health & Safety) are the responsibility of the Headteacher/Principal and the School Senior Leadership Team (supported and monitored by the Governing Body).

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

## Occupiers Liability

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

## 5. Template for Health, Safety and Wellbeing Policy

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

# Health, Safety and Wellbeing Policy

## Moorhill Primary School

Date reviewed: July 2020

Next Review Date: August 2021

Adopted by Governors – due to go to gov August 2020

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 SCC Health and Safety Policy. It records the local organisation and arrangements for implementing the SCC policy.

## **B. Policy Statement**

The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Moorhill Governing Body recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc. Act 1974.

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

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

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

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

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

[Signature]	[Signature]
[Name], <b>Chair of Governors/Board</b>	[Name], <b>Headteacher/Principal</b>
[Insert date]	[Insert date]

### C. Management Arrangements

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

#### Competent Health and Safety Advice

<i>The school obtains competent health and safety advice from</i>	<i>John Burdett - H&amp;S Adviser Staffordshire County Council  Occupational Health Unit via SLA</i>
<i>The contact details are</i>	<i>07773791520 (J. Burdett)</i>
<i>In an emergency we contact the H&amp;S Duty Officer – 01785 355777</i>	

#### Monitoring Health and Safety

<i>Name of person(s) responsible for the overall monitoring of health and safety in school:</i>	<i>Sarah Sindrey Headteacher</i>
<i>Our arrangements for the monitoring of health and safety are: Review of annual policy and self-audit MAP – targets set at as agenda item for H&amp;S governor meets, review these set targets annually Site walks &amp; Condition surveys Premises Manager &amp; Bursar Review KPIs Regular Briefings Site walk with H&amp;S Adviser (last site inspection: 15.1.2020) Site walk with governor (also site walk July 2020). Termly report to Governing Board</i>	
<i>The school carries out formal evaluations and audits on the management of health and safety (frequency).</i>	
<i>The last audit took place</i>	<i>Date: 4.12.2017 By: John Burdett</i>

<i>H&amp;S Evaluation Checklist</i>	<i>4<sup>th</sup>-5<sup>th</sup> November 2019</i>
<i>Health and Safety Planning Meeting</i>	<i>Date: 13<sup>th</sup> May 2019 By: J Burdett/S Sindrey/M Wood</i>
<i>Name of person responsible for monitoring the implementation of health and safety policies</i>	<i>S Sindrey/K Asplin</i>
<i>All staff are aware of the key performance indicators in part E and how they are monitored</i>	
<i>Workplace inspections – Site &amp; Contractors</i>	<i>M Wood/K Asplin</i>
<i>PE Equipment &amp; Activities</i>	<i>M Wood/E Haynes/K Asplin</i>
<i>Educational Visits</i>	<i>S Sindrey</i>
<i>First Aid</i>	<i>MWood</i>
<i>School Kitchen</i>	<i>Chartwells</i>

## D. Detailed Health and Safety Arrangements

### 1. Accident Reporting, Recording & Investigation

<i>Our arrangements for recording and investigating:</i>
<i>Pupil accidents: First Aider to complete accident report slip &amp; HSF40 if appropriate</i>
<i>Staff accidents: B1510 accident reporting / online accident reporting</i>
<i>Visitor accidents: B1510 accident completed / online accident reporting</i>
<i>The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: M Wood/K Asplin via on line accident reporting system</i>
<i>Our arrangements for reporting to the Governing Body are: Termly Head teacher's report</i>
<i>Our arrangements for reviewing accidents and identifying trends are: Regular reviewing of accidents/trends through accident analysis as set out in MAP</i>

### 2. Asbestos

<i>Name of Premises Manager responsible for Managing Asbestos.</i>	<i>M Wood</i>
<i>Location of the Asbestos Management Log</i>	<i>Main office on each site</i>

<i>or Record System.</i>	
<i>Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are:</i> <i>Pre start meetings are held prior to any planned works with site manager, bursar, contractor representative completing relevant HSF45/HS46 where applicable and all RAMS are received and signed in advance of works commencing. It is made clear in the pre start meeting that the works defined are the only works to be completed and no deviance from the original works should be considered, any queries should be addressed to the premises manager or bursar who will then where necessary consult the asbestos team and the potential of a stage 3 survey. The contractor signs the declaration as an understanding of the content.</i>	
<i>Our arrangements to ensure all school staff such as class teachers or caretakers have information about asbestos risk on the premises:</i> <i>Through new staff inductions H&amp;S is covered, staff briefings and staff memos Briefing reminders to staff, eg not putting pins/staples directly into walls.</i>	
<i>Staff must report damage to asbestos materials to:</i>	<i>S Sindrey/M Wood/K Asplin, who will report to the Health and Safety Team and asbestos team ( S Cresswell )</i>
<i>Staff must not drill or affix anything to walls without first obtaining approval from the premises manager.</i>	

### 3. Communication

<i>Name of SLT member who is responsible for communicating with staff on health and safety matters:</i>	<i>S Sindrey K Asplin via MAP and staff memos L Scotchmer in staff briefings</i>
<i>Our arrangements for communicating about health and safety matters with all staff are: Briefings, meetings, emails, staffroom notice boards.</i>	
<i>Staff can make suggestions for health and safety improvements by: Open door policy, well-being committee, - communicate with SLT via briefings, email, which feed into the school MAP</i>	

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

<i>Name of person coordinating any construction work / acting as Client for any construction project.</i>	<i>M Wood/K Asplin via Entrust Surveyors &amp; Specialist Approved Contractors where required.</i>
<i>Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are:</i> <i>Via Hazard Exchange Sheets. Where required, projects are undertaken by Entrust Surveyors &amp; Specialist Contractors to manage project.</i>	

<i>Duty holders will be identified and named as part of any Construction project.</i>
<i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: via inductions and risk assessments. RAMS completed in advance with Premises Manager/Bursar</i>
<i>Our arrangements for the induction of contractors are: meet with Premises Manager/Bursar prior to commencement of works.</i>
<i>Staff should report concerns about contractors to: S Sindrey/M Wood/K Asplin</i>
<i>We will review any construction activities on the site by: on a regular basis to suit the time period of works. Premises Manager to ensure actions are carried out as agreed, with the safety of pupils, staff and contractors being the top priority.</i>

## 5. Consultation

<i>Name of SLT member who is responsible for consulting with staff on health and safety matters:</i>	<i>S Sindrey</i>
<i>The name of the Trade Union Health and Safety Representative is:</i>	<i>M Wood (unison ) S Bishop</i>
<i>Our arrangements for consulting with staff on health and safety matters are: Staff meetings, briefings, publication of any draft documents in staff rooms as part of consultation.</i>	
<i>Staff can raise issues of concern by: Open door policy - communicate with SLT via briefings, email, etc.</i>	

## 6. Contractor Management

<i>Name of person responsible for managing and monitoring contractor activity</i>	<i>M Wood/K Asplin</i>
<i>Our arrangements for selecting competent contractors are: Via previous works &amp; preferred contractor/supplier list from Entrust.</i>	
<i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: Hazard Exchange &amp;</i>	
<i>Our arrangements for the induction of contractors are: Hazard Exchange sheets. Asbestos manual. Health and Safety and Safeguarding Induction. Where applicable, prior site meetings are arranged. Induction to be led by Premises Manager/Bursar following the H&amp;S contractor housekeeping checklist.</i>	
<i>Staff should report concerns about contractors to: S Sindrey/M Wood/K Asplin</i>	

## 7. Curriculum Areas – health and safety

<i>Name of person who has overall responsibility for the curriculum areas as follows:</i>	<i>Head of Dept. or Curriculum Lead Name</i>
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<i>e.g.</i> <i>Science</i> <i>Art</i> <i>PE</i> <i>Maths</i> <i>English</i> <i>EYFS</i>	<i>E Haynes and O Cooper</i> <i>M Fellows</i> <i>E Haynes</i> <i>L Scotchmer</i> <i>C Snowden</i> <i>K Edwards</i>
<i>Risk assessments for these curriculum areas are the responsibility of:</i>	<i>Staff above in advance of any planned activity that requires a RA</i>

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

<i>The school assesses the risk of the use of computers/laptops by carrying out a DSE assessment for staff using this type of equipment continuously and regularly for over an hour. DSE assessments carried out by M Wood/K Asplin.</i>	
<i>Our arrangements for carrying out DSE assessments are: DSE Assessment Checklist</i>	
<i>Name of person who has responsibility for carrying out Display Screen Equipment Assessments</i>	<i>M Wood/K Asplin</i>
<i>DSE assessments are recorded and any control measures required to reduce risk are managed by</i>	<i>M Wood/K Asplin</i>

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

<i>Name of person who has overall responsibility for EYFS</i>	<i>K Edwards</i>
<i>Our arrangements for the safe management of EYFS are: daily checks of site &amp; equipment for the curriculum to be carried out that day, as per housekeeping checklist</i>	

### 10. Educational visits / Off-Site Activities

<i>Name of person who has overall responsibility for Educational Visits</i>	<i>S Sindrey and M Wood</i>
<i>The Educational Visits Coordinator is</i>	<i>M Wood</i>
<i>Our arrangements for the safe management of educational visits: Pre visits carried out where necessary. Risk assessments in place, all information is recorded on Evolve</i>	

### 11. Electrical Equipment [fixed & portable]

<i>Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:</i>	<i>M Wood</i>
<i>Fixed electrical wiring test records are located:</i>	<i>Bursar Office</i>
<i>All staff visually inspect electrical equipment before use.</i>	
<i>Our arrangements for bringing personal electrical items onto the school site are: No appliances from home ie. Phone charges &amp; Christmas lights must not be used unless PAT tested and the Headteacher or Premises Manager made aware in advance of any electrical equipment brought onto the premises New items can be used upon production of receipt.</i>	
<i>Name of person responsible for arranging the testing of portable electrical equipment (PAT):</i>	<i>K Asplin/M Wood Annually</i>
<i>Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:</i>	<i>M Wood/K Asplin Staff are aware of their duty to check any appliance for suitability before use, if a fault is suspected it should not be used and report to either of the above.</i>
<i>Portable electrical equipment (PAT) testing records are located:</i>	<i>18.08.2019 external contractors 28.08.2020 external contractors Located in H&amp;S files in KS2 site office.</i>
<i>Staff must take defective electrical equipment out of use and report to:</i>	<i>S Sindrey/M Wood/K Asplin &amp; defect sheets</i>
<i>The portable electrical equipment on the school site owned and used by contractors is the responsibility of the contractor, who must provide records of this if requested: only correctly certified equipment to be used and this will be identified where applicable on hazard exchange sheet prior to use.</i>	

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

<i>Name of competent person responsible for undertaking &amp; reviewing fire risk assessment in addition to any associated action planning</i>	<i>M Wood, K Asplin Shared occupancy -preschool undertake their own RA</i>
<i>The Fire Risk Assessment is located</i>	<i>Main offices - RA file</i>
<i>The site has a fire alarm</i>	<i>Yes. Automated system on each site.</i>
<i>Name of person responsible for arranging and recording of fire drills</i>	<i>M Wood</i>

<i>Name of person responsible for creating and reviewing Fire Evacuation arrangements</i>	SLT
<i>Our Fire Evacuation Arrangements are published ...</i>	<i>All internal classroom doors, meeting rooms &amp; offices that have door access</i>
<i>Our Fire Marshals are listed</i>	<i>M Wood - all staff are aware of the role of a fire marshal. Update due September 2020 and named marshals to be reviewed.</i>
<i>Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at</i>	<i>H&amp;S File in office</i>
<i>Name of person responsible for training staff in fire procedures</i>	<i>M Wood</i>
<i>All staff must be aware of the Fire Procedures in school</i>	

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

<i>Name of person responsible for carrying out the First Aid Assessment</i>	<i>M Wood and K Asplin</i>
<i>The First Aid Assessment is located</i>	<i>H&amp;S File ks2 office</i>
<i>First Aiders are listed</i>	<i>Noticeboard – main reception area</i>
<i>Name of person responsible for arranging and monitoring First Aid Training</i>	<i>K Asplin and L Scotchmer</i>
<i>Location of First Aid Room</i>	<i>KS1: staffroom KS2: staffroom</i>
<i>Name of person responsible for checking &amp; restocking first aid boxes</i>	<i>Organised by M Wood, a TA from year group will meet every half term with the Premises Manager to ascertain stock levels. During the course of the term, if stock levels are low as first aid bags are replenished, first aiders should inform the Premises Manager. The Premises Manager will itemise stocks for replenish and pass the order request for processing to the Finance Assistant.</i>
<i>In an emergency staff are aware of how to summon an ambulance</i>	
<i>Our arrangements for dealing with an injured person who has to go to hospital</i>	

<i>are (who is contacted/ who accompanies staff or children to hospital):</i>	
<i>pupils</i>	<i>Parent/carer contacted. 2:1 ratio – not to include parent/carer.</i>
<i>staff</i>	<i>Contact next of kin. Accompanied if necessary by staff member.</i>
<i>visitors</i>	<i>Contact service provider/contractor for personal details where applicable. Accompanied if necessary by staff member.</i>
<p><i>Our arrangements for recording the use of First Aid:</i> All accidents are recorded in the accident book and a slip is given to the child to take home. Any accidents of a serious nature or cause for concern are reported to the parents and recorded in the pupil's SIMS record. Any serious accident is reported using the online accident reporting system through My Health and Safety, by the Premises Manager or Bursar. A school investigation and review of actions should then be completed by the Bursar, Premises Manager or Head teacher, depending on the incident.</p>	

#### 14. Forest School

<i>Name of person in school who leads on Forest School activity</i>	<i>Not currently applicable</i>
<p><i>Our arrangements for developing, organising and running Forest School activity. Include here any details with regard to risk assessment, communication and supervision etc.</i></p> <p><i>Currently no Forest School activity but in the event of an activity: Risk assessment, site check before activity commences including weather conditions and playing field activities.</i></p>	

#### 15. Glass & Glazing

<i>All glass in doors and side panels are constructed of safety glass</i>	
<i>All replacement glass is of safety standard</i>	
<i>A glass and glazing assessment took place in (year) and the record can be found ...</i>	<p><i>Info from John Burdett, which MW is following up: Check when the last glazing survey was undertaken for your site. The main reason for these was that the safety glazing film applied to older glazing that was not safety glass normally has a life span of about 10 years.</i></p> <p><i>I know that the vast majority of your two sites has modern double glazing and this should already be etched to</i></p>

	indicate it is safety glass. (Will not need safety glazing film to be applied) It will mainly be in glazed door panels in your school which are likely to be 6mm standard glass unless they have been upgraded to safety glass.
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### 16. Hazardous Substances (COSHH)

<i>Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)</i>	<i>M Wood School maintain a COSH file and RA Register Chartwells for SLA cleaning services maintain their own files on site</i>
<i>Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are: The school uses CLEAPPS as a resource and all staff must be aware of how to access this information.</i>	

### 17. Health and Safety Law Poster

<i>The Health and Safety at Work poster is located:</i>	<i>Staffrooms on both sites</i>
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### 18. Housekeeping, cleaning & waste disposal

<i>All staff and pupils share the responsibility for keeping the school site clean, tidy and free from hazards</i>	
<i>Our waste management arrangements are: Cannock Chase Council, Veolia and Supreme Hygiene</i>	
<i>Our site housekeeping arrangements are: all rubbish is removed on a daily basis. All rubbish is stored in euro bins away from main building.</i>	
<i>Site cleaning is provided by:</i>	
<i>Cleaning staff have received appropriate information, instruction and training about the following and are competent:</i>	
<i>work equipment</i>	
<i>hazardous substances</i>	
<i>Waste skips and bins are located away from the school building.</i>	
<i>All staff and pupils must be aware of the arrangements for disposing of waste and the location of waste bins and skips.</i>	
<i>Staff in all Depts. who generate waste (e.g. Catering/cleaning/curriculum areas) must be aware of the risk assessments and control measures in place for their</i>	

*role.*

## 19. Infection Control

*Name of person responsible for managing infection control:*

*All staff in various areas of responsibility including children's toys in classrooms, daily cleaning ie. Toilet areas, baby changing areas etc.*

*Cleaning team – Chartwells  
Premises Manager - M Wood  
EYFS – K Edwards  
SLT to review should any changes be required.*

*Our infection control arrangements (including communicable diseases/hand hygiene standards) are: Deep cleans are carried out during infection outbreaks. PPE to be worn to prevent cross contamination and anti-bacteria's soaps are provided. School have a comprehensive RA, procedures and control measures in place regarding the impact of Covid19. This is reviewed weekly by the HT and DHTs, in consultation with staff, parents and governors,.*

## 20. Lettings

*Name of Premises Manager or member of Leadership team responsible for Lettings*

*M Wood/K Asplin*

*Our arrangements for managing Lettings of the school/rooms or external premises are:*

*Lettings hire agreement completed in advance. Approved and arrangements agreed by governors & checks in place ie. Risk assessment and safeguarding checks. Where applicable proof of Public Liability is provided by the hire in advance of the hire arrangements.*

*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 see Lone Working Policy. We discourage lone working. Where lone working is unavoidable, staff must carry*

*phone/method of communication such as walkie talkie if in an isolated area, eg morning playground duty.*

*This also applies to staff working during the school holiday periods where skeleton staff are in and/or contractors. A RA is completed where necessary and access is restricted to parts of the school being worked in.*

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

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

*Ladders and steps, other extraction systems, PE equipment, 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*

*The approved contractor framework via Entrust. The Premises Manger or Bursar makes arrangements for the scheduled maintenance and inspections. (List not exhaustive - This includes fire equipment, boilers, lifts Equipment, emergency lighting, electrical testing, water testing)*

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

*Bursar files copies of inspection reports, on line copies available on portal*

*Staff report any broken or defective equipment to:*

*M Wood, K Asplin, S Sindrey  
Kitchens – Report to Chartwells  
Manager*

*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. Contractors are informed that school equipment e.g ladders are not available for use. This is covered in the housekeeping induction.*

## **23. Manual Handling**

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

*H&S Adviser – J Burdett*

*Our arrangements for managing manual handling activities are: premises staff to use stack truck when heavy objects to be moved. Where required, more than one person to help to weight bear items.*

*All lunchtime staff have at least annual manual handling training on how to*

<i>manage chairs and tables. All staff are aware of their own H&amp;S regarding manual handling.</i>
<i>Staff must aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided.</i>
<i>Staff who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task.</i>
<i>Staff are trained appropriately to carry out manual handling activities.</i>
<i>Where people handling takes place an Individual Manual Handling Plan must be in place and communicated to all parties (including where appropriate the young person/their parents/carers/support staff).</i>

## 24. Medication

<i>Name of person responsible for the management of and administration of medication to pupils in school</i>	<i>Care plans are managed by J Liley</i>
<i>Our arrangements for the administration of medicines to pupils are: Parent/carer to complete medication form for prescribed medication only. Non-prescription medication(paracetamol) may be given to pupils in EYFS. The Headteacher may authorise the administering of non-prescription medications.</i>	
<i>The names members of staff who are authorised to give / support pupils with medication are:</i>	<i>All first aiders</i>
<i>Medication is stored:</i>	<i>Inhalers &amp; epipens in red box in each classroom. Medicines secured in school office or staff room fridge in labelled containers. Staff medication locked in secure area, with the exception of inhalers, which would be kept on their person. Email to be sent to staff annually (September) ..... if you have a medical condition that requires you to carry medication I would ask that you make this known to me in order that I may complete a RA. You do not have to share the medical condition if you do not feel but for your own safety and in the event of a medical emergency it is important that we</i>



	<i>can pass this information on to the relevant person.</i>
<i>A record of the administration of medication is located:</i>	<i>School office or record sheets with inhalers in red box in classrooms.</i>
<i>Pupils who administer and/or manage their own medication in school are authorised to do so by and provided with a suitable private location to administer medication/store medication and equipment.</i>	
<i>Staff are trained to administer complex medication by the school nursing service when required.</i>	
<i>Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are: staff training delivered annually arranged and monitored by J Liley.</i>	
<i>Staff who are taking medication must keep this personal medication in a secure area in a staff only location.</i>	
<i>Staff must advise the school if they are taking any medication which might impair their ability to carry out their normal work.</i>	

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

<i>PPE is provided free of charge where a risk assessment identifies this is needed to control a risk and the risk cannot be controlled by another means.</i>	
<i>Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for school.</i>	<i>M Wood</i>
<i>Name of person responsible for the checking and maintenance of personal protective equipment provided for staff</i>	<i>M Wood</i>
<i>PPE provided for use in curriculum lessons is not “personal” as it is provided by pupils in classroom situations.</i>	
<i>Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for pupils.</i>	<i>L Percival – DT K Edwards - EYFS</i>
<i>All PPE provided for use in a classroom environment is kept clean, free from defects and replaced as necessary.</i>	
<i>Name(s) of person responsible for cleaning and checking pupil PPE.</i>	<i>As above</i>

## **26. Radiation**

<i>Name of the school/academy Radiation Protection Supervisor (RPS)</i>	<i>Not applicable</i>
<i>Name of the Radiation Protection Adviser</i>	<i>Not applicable</i>

(RPA)

**27. Reporting Hazards or Defects**

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

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

*Defect reporting sheets. Open door policy for reporting any hazards/defects. Staff meetings.*

**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:*

*(examples)*

*Premises and grounds*

*Curriculum / classrooms*

*Hazardous activities or events*

*Fire Risk Assessment*

*Risks related to individuals e.g. health issues*

*Name of person who has overall responsibility for the school risk assessment process and any associated action planning*

*S Sindrey/M Wood/K Asplin*

*Our arrangements for carrying out, recording, communicating and reviewing risk assessments are:*

*Staff briefings, email, incidents and trends, induction. As part of the accident analysis by Premises Manger and Bursar root cause investigations are completed following any accident of a serious nature.*

*Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments. As part of ongoing training and development the Premises Manger, Bursar and/or Head teacher attend health and safety briefings.*

*When an accident or incident occurs a post risk assessment takes place when a new hazard has been identified.*

*Risk assessments are created or reviewed when something new is introduced or a change has occurred.*

**29. Smoking**

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

**30. Shared use of premises/shared workplace**

<i>Name of Premises Manager or member of Leadership team responsible for Premises Management</i>	<i>M Wood/K Asplin/S Sindrey</i>
<i>The school premises are shared with another organisation (e.g. Contract caterer/public leisure centre).</i>	<i>Moorhill Pre school &amp; Nursery Chartwells</i>
<i>Our arrangements for managing health and safety in a shared workplace are: All information is shared and signed for.</i>	

**31. Stress and Staff Well-being**

<i>Name of person who has overall responsibility for the health and wellbeing of school staff</i>	<i>S Sindrey C Jobburns</i>
<i>All staff have responsibility to take care of their own health and wellbeing and the school supports staff to do this by implementing the following arrangements: Team stress risk assessment Individual stress risk assessment where necessary Wellbeing meetings termly RTW meetings with Bursar or DHTs (this may be with the HT if Bradford Score has reached 150 and an OHU referral is necessary). Supervision meetings – DSL and DDSLs; EYFS staff; all staff September 2020 following lockdown. Think Well Staff activities across schools 1 day paid leave for exceptional circumstances per academic year</i>	
<i>Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated.</i>	
<i>All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work.</i>	
<i>Individual stress risk assessments take place when a member of staff requires additional individual support.</i>	
<i>A team stress risk assessment has been completed involving all staff and this is reviewed regularly. Date last reviewed: Summer Term 2020 for staff in the following team: Staff working from home: KS1 teachers and TAs; KS1 teachers and TAs office and premises staff; DSL and DDSLs. This is to be reviewed September 2020, when all staff and children are back in school, in the following teams: KS1 teachers and TAs; KS1 teachers and TAs office and premises staff; DSL and DDSLs.</i>	

**32. Swimming Pool Operating Procedures (where applicable)**

<i>Name of person who has overall responsibility for managing the swimming pool and it's environment.</i>	N/A
<i>Our arrangements for carrying out suitable swimming pool management (including minimum supervision standards, how to summon assistance in emergency, what to do if problem identified with pool water quality, supervision in changing areas, max numbers of swimmers, conditions of hire to outside organisations, first aid provision, training plant operators):</i>	
<i>Staff operating the swimming pool have received appropriate training and information.</i>	
<i>Emergency procedures are in place for the use of the swimming pool and all staff who supervise swimming activities are trained appropriately in these procedures.</i>	
<i>The health and safety considerations within curriculum swimming must be planned, supervised and managed by staff who include in their lesson planning.</i>	

**33. Training and Development**

<i>Name of person who has overall responsibility for the training and development of staff.</i>	S Sindrey
<i>All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures and safeguarding.</i>	
<i>Our arrangements for carrying out suitable and sufficient health and safety training for all staff are: M Wood carries out induction meetings and where specialist needs are required they are outsourced – ie. J. Burdett, H&amp;S Adviser</i>	
<i>The school has a health and safety training matrix to help in the planning of essential and development training for staff.</i>	
<i>Training records are retained and are located in the main office.</i>	
<i>Training and competency as a result of training is monitored and measured by:</i>	K Asplin/S Sindrey

**34. Vehicles owned or operated by the school**

<i>Name of person who has overall responsibility for the school/academy vehicles</i>	N/A
<i>The school/academy operates (no.of xx) minibus/coaches/cars/other vehicles (e.g. quad bikes/ride on mowers).</i>	N/A

<i>Name of person who manages the driver medical examinations</i>	N/A
<i>Name of person who manages the vehicle license requirements</i>	N/A
<i>Name of person who undertakes vehicle checks such as oil, water and routine roadworthiness.</i>	N/A
<i>Name of person who arranges servicing and maintenance of the academy vehicles</i>	N/A
<i>Our arrangements for the safe use of school/academy vehicles are: N/A</i>	

### 35. Vehicle movement on site

<i>Name of Premises Manager responsible for the management of vehicles on site</i>	M Wood
<i>Our arrangements for the safe access and movement of vehicles on site are (include restriction on vehicle movement at certain times, speed limits, segregation vehicles from pedestrian areas, restrictions on reversing vehicles, special arrangements for deliveries etc): Signage is provided. All staff aware of limitations of parking.</i>	

### 36. Violence and Aggression and School Security

<i>The school provides a place of work which is designed and managed to minimise the risk of violence and aggression to staff, pupils and visitors.</i>	
<i>A risk assessment is carried out where staff are at increased risk of injury due to their work.</i>	
<i>Training, information and instruction is available to staff to help them manage the risk of violence and aggression where required.</i>	
<i>Staff and pupils must report all incidents of verbal &amp; physical violence to:</i>	<i>Staff should report in writing, via My Concern, to S Sindrey/L Scotchmer, any physical or verbal aggression. Report using My Health and Safety – HT/DHT.</i>
<i>Incidents of verbal &amp; physical violence are investigated by:</i>	<i>S Sindrey &amp; all relevant agencies.</i>
<i>Name of person who has responsibility for site security:</i>	M Wood
<i>Our arrangements for site security are: Opening &amp; locking of building &amp; secured by monitored alarm system. CCTV in operation on Pye Green Road site.</i>	

*Goodguard security are keyholders*

### 37. Water System Safety

<i>Name of Premises Manager responsible for managing water system safety.</i>	<i>M Wood</i>
<i>Name of contractors who have undertaken a risk assessment of the water system</i>	<i>IWS</i>
<i>Name of contractors who carry out regular testing of the water system:</i>	<i>HSL – monthly IWS periodically</i>
<i>Location of the water system safety manual/testing log</i>	<i>Offices</i>
<i>Our arrangements to ensure contractors have information about water systems are: hazard exchange sheet.</i>	
<i>Our arrangements to ensure all school staff carrying out checks or testing or maintenance have information about the water system: Carried out by contractors.</i>	

### 38. Working at Height

<i>Name(s) of person responsible managing the risk of work at height on the premises:</i>	<i>M Wood and K Asplin</i>
<i>Work at height is avoided where possible.</i>	
<i>Our arrangements for managing work at height are: RAMS in advance of any works. Hazard exchange sheets. Roof access permit form to meet working at height regulations.</i>	
<i>Appropriate equipment is provided for work at height where required. This includes kick stools for staff for display boards.</i>	
<i>Staff who carry out work at height are trained to use the equipment provided</i>	
<i>Work at height equipment is regularly inspected, maintained and records are kept in H&amp;S file. Contractors use own equipment.</i>	

### 39. Work Experience

<i>Name of person who has overall responsibility for managing work experience and work placements for school pupils.</i>	<i>K Edwards</i>
<i>Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are:</i>	

<i>Prior arrangement with associated further education establishments. Inductions &amp; checks completed ie. DBS.</i>	
<i>The name of the person responsible for the health and safety of people on work experience in the school/academy premises:</i>	<i>M Wood</i>
<i>Our arrangements for managing the health and safety of work experience students in the school are: Induction meeting on arrival. Ongoing supervised training where required.</i>	

#### 40. Volunteers

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

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

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

##### School KPI's included here

Across the ten areas A-J and based on last audit the continuation of H&S MAP (Moorhill Action Plan) focuses on the following areas and KPI and how we evaluate is listed below

##### Staff well-being

- Managers and staff members are engaged in well-being and team stress risk assessments.
- Well-being co-ordinator plays an active role and engages staff in open discussions with minutes of meetings shared with Head teacher, who responds with actions to the well-being lead, who I turn updates staff. Minutes are also shared with Premises Manager and Bursar feedback for MAP and development.
- Managers have further engaged in managing wellbeing and stress and long-term absences. Occupational Health support has been used to manage absence or work-related ill health issues to ensure support is consistent to employees.
- Insurance company offers counselling for those absent.
- In particular since impact of Covid19 management maintain continuity of support to staff - supervision for all staff from September 2020.
- Individual risk assessments for staff where needed.

##### How we Evaluate your success in this area:-

- *As a priority target focus of our MAP 2020/2021*
- *Staff well-being team meetings and minutes to support initiatives*
- *Employee engagement and ownership*
- *Evidence external support from OHU, thinkwell, counselling services to support phased returns and adjustments*

#### Operational Control/ Procedural Improvement

- Local arrangements procedures and instructions are owned by the employees and monitored regularly by managers.
- Premises Manager and Bursar process review the current arrangements and plan for any required improvements on an on-going basis where arrangements are developed and implemented to ensure health and safety is being managed effectively and appropriately and ensures legal compliance.
- Effective procedures for staff. Premises manager and bursar working on monitoring and review and update the welfare arrangements in the H&S policy annually (or changes in legislation to be compliant). Information distributed to all.

#### How we evaluate your success in this area:-

- *As a priority target focus of our MAP 2020/2021*
- *Staff engagements gives everyone an opportunity to develop solutions*
- *A review process by Premises Manager and Bursar of current arrangements and procedures including operational activities and developing training needs*

#### Communication

- Communication is two way throughout Moorhill Primary school in the form of consultation through policy development and sharing with staff.
- Through H&S well-being meetings with co-ordinator and as SHEF at meetings and briefings.
- Weekly meetings with bursar and premises manager to review task list and upcoming needs.
- Teams 'caretaking' group established, as we as 'all staff' team, for efficient communication, monitoring and updating.
- Staff, pupils, parents and visitors are encouraged to engage with health and safety concepts, arrangements and procedures.

#### How we evaluate your success in this area:-

- *As a priority target focus of our MAP 2020/2021 SHEF agenda items in all meetings, sharing feedback and developing staff to engage with health and safety concepts, procedures and arrangements.*
- *Clear overview of timescale for key aspects of H&S training developed and owned by Premises Manager and line-managed by Bursar, eg fire marshal training; manual handling; working at height; lone working; first aid*



- *Key information shared promptly, to all staff, by Premises Manager, eg changing of codes. This further contributes to the well-being of staff*
- Sharing health and safety policy with staff
- Enhanced discussion with 'teams option' since Covid19
- Formal procedures in place for reporting any concerns and staff confident in asking for support

Achieving a level four in the last audit the focus to develop the above areas are key areas for our MAP 2020/2021. The remaining seven areas are listed below and remain a focus for enhancing our H&S priorities.

Policy & Organisation	Managers are actively learning about health and safety. New policies and management arrangements are effectively communicated. Arrangements and procedures have set review dates and discussed with Premises Manager & Bursar	<ul style="list-style-type: none"> <li>• Financial monitoring of H&amp;S is in place</li> <li>• Evidence of employees developing solutions. And demonstrating ownership</li> <li>• Team stress management risk assessments for all staff groups completed and individual risk assessments in place where needed. All have a regular review.</li> </ul>
Training & Development	Managers and staff are fully engaged in assessing and identifying their health and safety training needs. This training is fully integrated into annual planning and local objectives.	<ul style="list-style-type: none"> <li>• Individual staff members are able to identify new competency requirements and what to develop their skills</li> <li>• Training plan is in place and reviewed regularly</li> <li>• Training programme is evident and reviewed in line with meeting individual employee objectives First aid relevant EFAW/Paed certs/appointed first aiders</li> </ul>
Culture	A process is in place to recognise outstanding safety performance and to provide appropriate responses to unacceptable behaviours. Staff are encouraged to develop solutions to problems themselves, to communicate with and involve others, and are instrumental in	<ul style="list-style-type: none"> <li>• Key individual can explain their responsibilities</li> <li>• Employee's views and team meeting minutes.</li> <li>• Performance reviews.</li> <li>• Staff following procedures for reporting issues and developing solutions</li> <li>• Team working practices evident on a daily basis and act with solutions to minimise risks/accidents.</li> <li>• Good practices/development of policies are then shared via Teams and, where necessary, discussed at staff meetings as part of the consultation process</li> </ul>

	driving safety performance forward	
Accident & Incident	<p>Employees report accidents, incidents or health and safety concerns.</p> <p>Regular analysis of incidents in the workplace to identify and manage trends and identify hot spots takes place.</p>	<ul style="list-style-type: none"> <li>• Post RA reviewed</li> <li>• First aid RA reviewed</li> <li>• Root cause investigation, followed up with information sharing with staff and discussions with pupils where necessary.</li> <li>• School review completed through My Health and Safety</li> </ul>
Risk Assessment	<p>RA are reviewed proactively</p> <p>Staff are actively involved in the risk assessment process and implement control measure</p>	<ul style="list-style-type: none"> <li>• Accident analysis completed by Premises Manager &amp; Bursar and Post Accident Risk Assessments including root cause is investigated</li> <li>• Control measures are implemented and monitored.</li> <li>• Team meeting minutes evidence communication. Staff Employees refer to risk assessments as part of their activity</li> <li>• New risk assessments created where identified</li> </ul>
Emergency Preparedness	<p>Business continuity plan has been integrated fully into management systems, staff trained and practised.</p> <p>Plans have been integrated into management systems and the service/premises have completed desk-top test exercises. Regular review of fire risk assessment is taking place</p>	<ul style="list-style-type: none"> <li>• Evidence that a business continuity plan links to management procedures and how and when these are reviewed - both reactive and pro-active circumstances. Plan to be updated by Premises Manager and Bursar prior to September 2020 (see September reopening risk assessment).</li> <li>• Staff own roles and responsibilities in the event of an emergency</li> </ul>
Monitor & Review	<p>Regular site walks inspections</p> <p>Policy development and procedures are</p>	<p>Minutes of meetings and condition surveys by Premises Manager and Bursar</p> <p>Priority areas addressed included in budget costing and forward planning to secure capital funding for development projects</p>

	<p>communicated and recorded</p> <p>Policies have review dates and ongoing development of H&amp;S within school prompts review of any area across all areas of audit</p>	<p>Premises Manager evaluation annually in October and Premises Manager &amp; Bursar complete team evaluation before audit in January.</p> <p>All aspects within the areas of maturity model reviewed and evidenced through the above as itemised.</p>
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POLICY REVIEWED JULY 2020