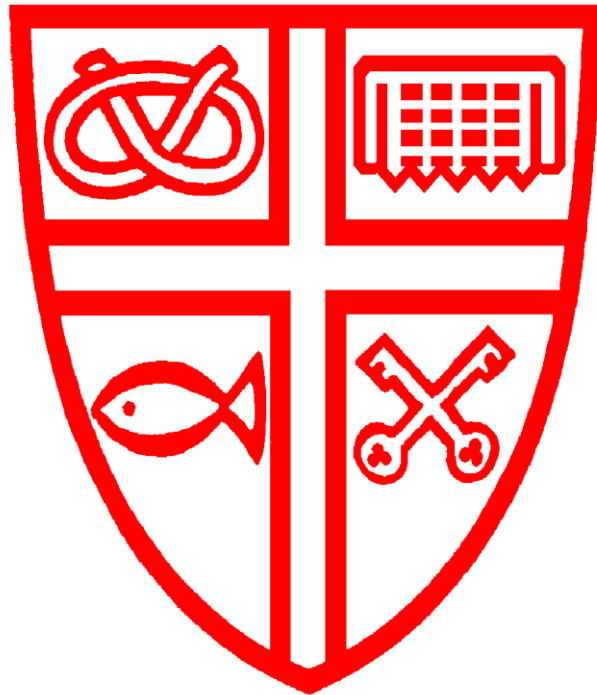


# St Peter's CofE Primary School

Love Christ

Love Learning

Love One Another



**Health & Safety Policy**  
November 2025 - 2026

## 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 the school 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.

## 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

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/academy.

**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 St Peter's Governing Body and those in control of the school recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc. Act 1974.

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

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

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

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

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

[Signature]	[Signature]
[Name], Chair of Governors/Board	[Name], Headteacher/Principal Sarah George
Review Date	November 2026

Amendments in green

### 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/academy obtains competent health and safety advice from	Dean Willetts
The contact details are	01785 355777 (duty officer)
In an emergency we contact :	

Name of person(s) responsible for the overall monitoring of health and safety in school:	Health and Safety Committee <ul style="list-style-type: none"> <li>Mel Shaw (Link Governor)</li> <li>Sarah George</li> </ul>
Our arrangements for the monitoring of health and safety are: <ul style="list-style-type: none"> <li>Annual report to Governing body</li> <li>Health and Safety Governors meeting, three time yearly - inc. review of key priorities from action plan, site technician file, local procedures on a rolling programme.</li> <li>Half termly monitoring of site technician folder</li> <li>Monitoring of accident reporting.</li> <li>Specific accidents / incident reports at a specified threshold</li> <li>Briefing meetings weekly - review local procedures</li> <li>LA Audit / Checklist yearly</li> </ul>	
The school carries out formal evaluations and audits on the management of health and safety. Premises checklist - Yearly - October H&S Audit - Yearly - January Fire risk assessment - May	
The last audit took place	Date: September 2025

	By: <a href="#">Dean Willetts</a>
Name of person responsible for monitoring the implementation of health and safety policies	<a href="#">Sarah George</a>
All staff are aware of the key performance indicators in part E and how they are monitored	

## Monitoring Health and Safety

### D. Detailed Health and Safety Arrangements

Adapt this list of arrangements as appropriate for your school.

For further information from the Health, Safety and Wellbeing Service in any of these areas you may also wish to view the information on the SLN

<https://education.staffordshire.gov.uk/School-Admin/HealthSafetyWellbeing/Health-Safety-and-Wellbeing-Service.aspx> or consult with your Health and Safety Adviser / Other Specialist Adviser.

#### 1. Accident Reporting, Recording & Investigation

Our arrangements for recording and investigating:

Accidents are recorded in the Accident Book, which is kept in the School Office in a locked filing cabinet. Completed sheets from previous terms are kept in the office filing cabinet. Slips go home to parents informing them of any accidents at school. Depending on the pupil or age of the pupil it may also be best practise to speak with the collecting adult. Any significant head injury, parents will be phoned at the time of the accident so they have a choice whether to collect early. Records will be kept for 3 years. Investigations into accidents will take place if an adult or child visits a doctor / medical practice. Investigations will also take place if there is a common accident occurring. The Headteacher should be informed of any serious accidents, who would contact the LA via MyHealthandSafety and undertake any investigation as directed by LA advisors. There is a separate adult accident book.

<https://staffordshirecc.info-exchange.com/Secure/Default.aspx>

[Retention schedule - Staffordshire County Council](#)

*Accident and incident reporting and investigation (adults)*

- **Retention:** Retain records 3 years after end of investigation
- **Disposal:** Destroy
- **Authority:** Social Security (Claims and Payments) Regulations 1979, Reg. 25(3) / Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, Reg. 7.
- **Scope:** Reporting and investigation of accidents or incidents, accidents, violent or aggressive conduct involving adults

pupil accidents: Pupil accident book, parents informed when appropriate. Bump notes used to inform parents and staff along with notes home. Lunchtime supervisors to feedback to class teacher/staff after lunch if any accidents or incidents.
staff accidents: Reported by staff in the staff first aid book. It may also be necessary to complete a violence against staff form.
visitor accidents: Will be reported to the office and logged in the staff book.
The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: Sarah George
Our arrangements for reporting to the Governing Body or Academy Board are: Through termly tracking of accidents and incident reported to the Health and Safety committee and for a particularly notable incident reports to chair of H&S committee after the event.
Our arrangements for reviewing accidents and identifying trends are: Through termly tracking of accidents and incident.

## 2. Asbestos

Name of Premises Manager responsible for Managing Asbestos.	Sarah George
Location of the Asbestos Management Log or Record System.	School Office
<p>Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are:</p> <p>The Headteacher has the role of Premises Manager responsible for Asbestos Record System Manual. This manual is located in the School Office. Any contractors working on the site will need access to and sight of this manual. There must be a completed Contractors Hazard Exchange Form before work can start. All contractors are requested to sign the Asbestos Register before starting any works in school. The asbestos condition is visually inspected 6 monthly and information is recorded on a HSF50 with a yearly visit from an external company. Before any action can be taken by staff and contractors there must be an intrusive work form completed - HSF45.</p>	
<p>Our arrangements to ensure all school staff such as class teachers or caretakers have information about asbestos risk on the premises:</p> <p>All staff are advised on a regular basis not to drill into, or fix things to the wall without consulting this manual and / or informing the Headteacher. The site technician must undertake asbestos training. All staff are informed of where the asbestos folder is stored and areas around the school building where asbestos is known. (see below) Staff should report any damage to asbestos materials to the Headteacher immediately.</p> <p>Boiler room - Painted residues to wall  Y1/2 - large classroom at the end of the new block - External roof tiles / verge boards  Meeting room - Floor tiles  Science cupboard - Floor tiles  Chair store off hall - Floor tiles  Vestibule between staffroom and hall - Floor tiles  Reception Classroom - Floor tiles  Nursery classroom main and inside cupboard - Floor tiles  Nursery smaller room - Floor tiles</p>	
Staff must report damage to asbestos materials to:	Sarah George

### 3. Communication

Name of SLT member who is responsible for communicating with staff on health and safety matters:	Sarah George
Our arrangements for communicating about health and safety matters with all staff are: Through a weekly staff meeting agenda item on the briefing notes which are emailed to teaching / support staff and office staff. With the site technician / cleaner lead lunchtime supervisor and kitchen receiving printed copies. The information can be reminders, training or opportunity to share good practise as well as reviewing current practise.	
Staff can make suggestions for health and safety improvements by: <ul style="list-style-type: none"> <li>• Sharing ideas at the briefing meeting.</li> <li>• Speaking with head/ H&amp;S governor or SLT members</li> <li>• Completing the site technician job list sheet</li> </ul>	

### 4. Construction Work and Contractor Management

Name of person coordinating any construction work / acting as Client for any construction project.	School office/Sarah George
Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are: The Head Teacher is responsible for any necessary induction of contractors to exchange health and safety information and agree safe working arrangements, risk assessments, frequency of liaison meetings or the delegation of such. The Head Teacher is responsible for monitoring contractors working methods, and, liaising with contract supervisor in Property & Estates. Duty holders will be identified and named as part of any Construction project.	
Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: There must be a completed Contractors Hazard Exchange Form before work can start.	
Our arrangements for the induction of contractors are: Before work commences there should be a meeting between the contractor and the Headteacher to exchange health and safety information and agree safe working arrangements, risk assessments and the frequency of liaison meetings.	
Staff should report concerns about contractors to: The Headteacher who will, liaise with the contract supervisor in Property & Estates, or the Project Manager.	
We will review any construction activities on the site by: If the work has been contracted out through the Diocese, they will appoint a Project Manager who is responsible for monitoring contractors working methods. Otherwise this will be monitored by the Headteacher through updates and H&S walks.	

### 5. Consultation

Name of SLT member who is responsible for consulting with staff on health and safety matters:	Sarah George
The name of the Trade Union Health and Safety Representative is:	Name
Our arrangements for consulting with staff on health and safety matters are: Through a	

weekly staff meeting agenda item.

Staff can raise issues of concern by: Speaking with head/ H&S governor or SLT members, formally or during briefing sessions or informal discussions. Lunchtime supervisors have the opportunity to discuss any issues with the head termly or with the lead supervisor as and when.

## 6. Curriculum Areas - health and safety

Name of person who has overall responsibility for the curriculum areas as follows:	Head of Dept. or Curriculum Lead -Sarah George Science - Caitlin Cooke PE - Rachel Bagshaw DT- Caitlin Cooke IT - Bethany Buckley EYFS - Sami Kent / Josh Moss Educational Visits - Sarah George
Risk assessments for these curriculum areas are the responsibility of:	Subject Leaders as above.
Our arrangements for safety in the curriculum: There is a requirement for teaching staff to undertake suitable (written) risk assessments prior to commencing hazardous activities, referring to any health and safety publications adopted by the school which staff must be familiar with e.g. "Safety in PE".	

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

The school/academy 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 using screens as an ongoing part of their role completes a DSE checklist biannually and reviewed yearly. These will be returned to the headteacher who will ensure any action points are completed. All staff are trained to use VDUs, working at an appropriate distance and height. Any defects or training issues would be reported to the Headteacher who would organise the appropriate action. This may be delegated to the Office Assistant.	
Name of person who has responsibility for carrying out Display Screen Equipment Assessments	Sarah George
DSE assessments are recorded and any control measures required to reduce risk are managed by	Sarah George

## 8. Early Years Foundation Stage (EYFS)

Name of person who has overall responsibility for EYFS	Sami Kent / Josh Moss
Our arrangements for the safe management of EYFS are: Completed Risk Assessments for indoor and outdoor learning environment. Safeguarding procedures, medicine administration, etc are as per existing school policies. EYFS policy in place. Staffing ratios in place and followed as per support staff qualifications.	

**9. Educational visits / Off-Site Activities**

Name of person who has overall responsibility for Educational Visits	Sarah George
The Educational Visits Coordinator is	Sarah George
<p>Our arrangements for the safe management of educational visits:</p> <p>A risk assessment is always completed for each trip or visit including ones to the local area. These may be generic but refreshed each trip. These must be shared with the children using age appropriate vocabulary to share H&amp;S concerns. These must include changes in place for any SEN children or those with behavioural issues. A visits form will be completed on the Evolve visit website. Visit forms must be completed at least two weeks before the trip is due to take place. Permission slips giving full information about the activity must be sent out at least two weeks before the proposed trip. The ratios of 1-15 (Y4-6) and 1-6 (Y1-3) and 1-4 (EYFS) will be used. Policy in place.</p>	

**10. Electrical Equipment [fixed & portable]**

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	School office
Fixed electrical wiring test records are located:	In the school office
<p>Our arrangements for bringing personal electrical items onto the school site are:</p> <p>It is expected that staff will bring mobile phones into school but must abide by the acceptable use policy. All staff visually inspects electrical equipment before use looking for frayed cables, poor connections. Staff will endeavour to limit the use of extension leads and adapters. If an extension cable is needed it must be fully unwound before use, with the cable stored sensibly. Charging devices other than those for the laptops and ipad trolley should be limited. Any electrical item being brought in must be through prior agreement. If it is being used in school regularly then it must be PAT tested. Visitors must use either PAT tested school equipment or their own must be PAT tested. Emergency lighting tested monthly by the site technician and is recorded in the file. PAT testing to take place every two years and fixed electrical testing every five years.</p>	
Name of person responsible for arranging the testing of portable electrical equipment (PAT):	School office
Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:	Sarah George
Portable electrical equipment (PAT) testing records are located:	In the school office
Staff must take defective electrical equipment out of use and report to:	Sarah George
<p>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:</p>	

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

Name of competent person responsible for undertaking & reviewing fire risk	Sarah George
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assessment in addition to any associated action planning	
The Fire Risk Assessment is located .....	Health and Safety folder or T: Mrs George: Health and safety: Fire risk assessment 2025
When the fire alarm is raised the person responsible for calling the fire service is	School office
Name of person responsible for arranging and recording of fire drills	Sarah George
Name of person responsible for testing call points	Site technician - Kevin Perry
Name of person responsible for creating and reviewing Fire Evacuation arrangements	Sarah George
Our Fire Evacuation Arrangements are published ...	On fire notices around the building - in every classroom, next to fire exits.
Our Fire Marshals are listed	n/a
Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at	In the school office
Name of person responsible for training staff in fire procedures	Sarah George
All staff must be aware of the Fire Procedures in school	

## 12. First Aid \*see also Medication

Name of person responsible for carrying out the First Aid Assessment	Sarah George
The First Aid Assessment is located	H&S folder Heads office
First Aiders are listed	First aid poster outside the office
Name of person responsible for arranging and monitoring First Aid Training	Sarah George
Location of First Aid Box	School office First aid room School hall
Name of person responsible for checking & restocking first aid boxes	Marie Berrisford
In an emergency staff are aware of how to summon an ambulance: Yes	
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):	
pupils	Parents are contacted and if possible accompany their child in the ambulance if this is not possible a member of SLT will accompany

	the child or follow in their own vehicle
staff	Next of kin contacted to accompany the staff member or meet at A&E. SLT will assess whether a member of staff is needed to accompany.
visitors	Contact made the company the visitor represents for appropriate next of kin contact-no one from school would accompany,
Our arrangements for recording the use of First Aid are: Accident book / pupils / adults / MyHealthandSafety	

### 13. 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 ....	December 2021 Trips and risk assessments / Premises

### 14. Hazardous Substances (COSHH)

Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)	Sarah George
<p>Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are:</p> <p>Reduce the items in the school that need COSHH assessment. Keep a list of products in school and where they are located that need a COSHH assessment. Keep products locked in site technician cupboard. Ensure that Chartwells and Moorlands Cleaners have their own COSHH assessments through conversation with staff and reviewing folder with information. Relevant information regarding substances is provided to employees. Information, instruction and training regarding substances is provided to employees. Current material safety data sheets are readily accessible.</p> <p>The school/academy uses CLEAPPS as a resource and all staff must be aware of how to access this information.</p>	

### 15. Health and Safety Law Poster

The Health and Safety at Work poster is located:	Location: Staffroom
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### 16. 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: Staffordshire Moorlands County Council.	
Our site housekeeping arrangements are: Moorlands cleaning, it is the responsibility of all staff and pupils to ensure that hazards are reduced to a minimum, by ensuring cones are displayed if a floor is wet or slippery, that rubbish is put in the correct places, that shelves	

aren't piled high with books and equipment, so that they become unsafe and that large quantities of paper are not stored to create a potential fire risk. All staff are responsible for reporting straight away issues around the building which could cause risk to occupants.	
Site cleaning is provided by: External cleaning company	Name and contact details <b>Suzanne Lawson</b> <a href="mailto:suzannelawson@contract-cleaning.com">suzannelawson@contract-cleaning.com</a>
Cleaning staff have received appropriate information, instruction and training about the following and are competent: <b>Moorlands Cleaning</b>	
work equipment: <b>Provided by Moorlands Cleaning</b>	
hazardous substances: <b>Only kept in the site technician's locked cupboard or in the kitchen. COSHH folder to be kept in the same locations.</b>	
Waste skips and bins are located away from the school building. <b>These need to not be overfilled, have hot items placed in them, used for the correct material. No bags / rubbish to overspill.</b>	
All staff and pupils must be aware of the arrangements for disposing of waste and the location of waste bins and skips: <b>There are bins for plastic, cardboard, compost and general waste. There are general waste bins in all rooms with paper recycling in classrooms and plastic recycling in the staffroom.</b>	
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.	

## 17. Infection Control

Name of person responsible for managing infection control:	<b>Sarah George</b>
Our infection control arrangements (including communicable diseases/hand hygiene standards) are: <b>Children are encouraged to handwash through posters around the school and by staff. Children sanitise on entry to the school following the COVID 19 risk assessment. The school uses the health protection agencies guidance on infection control in schools, located in the school office. Currently it is required that arrangements are in place for the correct disposal of potentially infectious and hazardous wastes.</b>	

## 18. Lettings

Name of Premises Manager or member of Leadership team responsible for Lettings	<b>Marie Berrisford</b>
Our arrangements for managing Lettings of the school/academy /rooms or external premises are: <b>Hirers need to develop their own risk assessments for activities, which the school has no responsibility for. They must be made aware on taking out the contract to hire of significant premises issues which may affect them.</b>	
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.	

**19. Lone Working**

Our arrangements for managing lone working are: Managers have identified with their staff any lone working which is taking place. Managers have considered whether this lone working is necessary and if the practice can be avoided. Limited people are allowed to access the school buildings during closed periods and all must have prior permission for the headteacher. Control measure have been developed and communicated to all staff. (see local procedures) The use of control measures is monitored by managers. The risk assessment and any control measures are reviewed regularly and after any incident are reported. Staff are aware of the requirement to report any incidents which occur when working alone.

**20. 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 kitchens, science laboratories or Design and Technology rooms

Name of person responsible for the selection, maintenance / inspection and testing of equipment	Site technician.
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Records of maintenance and inspection of equipment are retained and are located:	Site technician file
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Staff report any broken or defective equipment to:	Site technician file
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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:

**21. Manual Handling**

Name of competent person responsible for carrying out manual handling risk assessments	Sarah George
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Our arrangements for managing manual handling activities are: Employees have access to back care awareness information. Managers ensure that manual handling risk assessments are undertaken and that control measures are implemented and monitored. Equipment is provided to reduce risk as recommended by the risk assessments. Employees receive training in manual handling when need identified and to meet the requirements within this document. Employees identified with musculoskeletal disorders (MSDs) are referred to Occupational Health.

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).

## 22. Medication

Name of person responsible for the management of and administration of medication to pupils in school/academy	Sarah George
<p>Our arrangements for the administration of medicines to pupils are: Only prescribed medicine, in the original packaging, with the child's name, on will be given. Parents to fill out a permission form from the office. They will also have to sign medication in and out each day. Antibiotics will be kept in the office fridge. Other medication will be kept in a cupboard in the office. When medication is given a medical sticker will be completed and stuck into learning journal and logged into record log in ink. Two people must be present when administering medicine and both must of read the information. No 3x a day antibiotics to be given, these can be administered at home with appropriate time spacing. For medication that needs to be given PRN 'as required', parents must complete a form describing symptoms and reasons for medication recorded. If a child refuses to take medication they must not be forced - this to be recorded. Unused medication will be returned to parents / carers. Children requiring inhalers will have parental forms completed for use of the emergency inhaler. This will be kept in the school office. Children will keep their inhalers in a fluorescent bag behind the classroom door. Where appropriate children will be encouraged to be responsible for their own medication - carrying and taking. Any child requiring medication long term will have a health care plan / risk assessment completed for them, this also includes children requiring epi pen. Epi pens and other emergency medication will be kept in the office cupboard. Children will be given medication discreetly and appropriate to requirements ensuring privacy and dignity. Procedures are the same whether at school or on a trip - date, time, medication, who present all to be recorded. Medicine will be kept by the member of staff in charge. Staff must ensure they have risk assessed visit destination / activities for risk to children on medication. In the event of an evacuation the emergency inhaler and epi pens will be taken out of school. See local procedures full document. Medication will be discussed at transitions meetings as well as reminders through the year on briefing notes. Staff will meet with parents in the first three weeks of the school year to review medical care plans together. The SENCO is in charge of the asthma and inhaler list and those on care plans - checking medication is in date. Children with an allergy will receive a green pin badge with a white cross on to show that they have a different diet. The names are shared with the kitchen staff. Chartwells follow own local procedures. Staff receive training yearly on asthma, anaphylaxis and epilepsy.</p>	
The names members of staff who are authorised to give / support pupils with medication are:	All staff
Medication is stored:	Office cupboard, staff fridge, behind the classroom doors
A record of the administration of medication is located:	Journals

Pupils who administer and/or manage their own medication in school are authorised to do so by [Sarah George](#) 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: [Follow school nurse guidelines at training which happens yearly. Asthma list kept and updated termly and care plan completed,](#)

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.

### 23. 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.	<a href="#">Site technician.</a>
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Name of person responsible for the checking and maintenance of personal protective equipment provided for staff	<a href="#">Site technician.</a>
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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.	<a href="#">Subject leaders responsible for that subject.</a>
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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.	<a href="#">Class teacher as appropriate.</a>
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### 24. 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: [Inform headteacher or office manager as appropriate. Complete site technician task sheet if required. Item if destroyed to be taken off asset plan.](#)

### 25. Risk Assessments

The school/academy 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  
 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  
 Breakfast / afterschool club  
 Individual staff and pupils.  
 Covid  
 Pregnancy  
 Individuals - staff and pupils  
 Stress / wellbeing

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

Sarah George

Our arrangements for carrying out, recording, communicating and reviewing risk assessments are: [Share regularly through briefings and discuss, make any amendments. Review list kept.](#)

Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments.

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.

## 26. Smoking

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

## 27. Stress and Staff Well-being

Name of person who has overall responsibility for the health and wellbeing of school staff

Sarah George

All staff have responsibility to take care of their own health and wellbeing and the school/academy supports staff to do this by implementing the following arrangements: [The school subscribes to OH and as a result staff can independently access a councillor. Stress and Wellbeing risk assessments undertaken September 2021 by all staff. Open door policy for open discussion. Reduction in hours staff are allowed in school. Policies in place trying to reduce amount of marking. Personal risk assessment can be put into place following a discussion of affected staff with a member of the SLT or governing body. School utilises the stress survey yearly.](#)

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.

A team stress risk assessment has been completed involving all staff and this is reviewed regularly. Date Completed / reviewed

## 28. Training and Development

Name of person who has overall responsibility for the training and development of staff.	Sarah George
All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.	
Our arrangements for carrying out suitable and sufficient health and safety training for all staff are: <a href="#">through a comprehensive induction process, including safeguarding and issue of a staff handbook and relevant policies. Ongoing training through briefing information fortnightly.</a>	
The school/academy 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 <a href="#">health and safety file.</a>	
Training and competency as a result of training is monitored and measured by:	Governors

## 29. Vehicle movement on site

Name of Premises Manager responsible for the management of vehicles on site	Sarah George
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): <a href="#">Clearly marked parking bays. Marked path for visitors to follow to school entrance once entering the premises. Deliveries use the secure intercom/locked gate entrance to access site as per all visitors.</a>	

## 30. Violence and Aggression and School/Academy 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:	Sarah George

Incidents of verbal & physical violence are investigated by:	Sarah George
Name of person who has responsibility for site security:	Site Technician
Our arrangements for site security are: Gates are locked at 9:00am ensuring people are coming on to site through the main entrance after this time. The boundary is checked monthly by the site technician. Doors into the building are locked or password protected.	

### 31. Water System Safety

Name of Premises Manager responsible for managing water system safety.	Sarah George
Name of contractors who have undertaken a risk assessment of the water system	IWS and Hertyl
Name of contractors who carry out regular testing of the water system:	IWS and Hertyl
Location of the water system safety manual/testing log	School office
Our arrangements to ensure contractors have information about water systems are: The premises risk assessment is kept up to date and hazards are acted upon quickly. The risk assessment will be reviewed by a competent contractor at the agreed risk rated interval for the property type. Risk assessment recommendations are actioned to manage risks identified and to ensure adequate controls are in place. 6 monthly inspection of water system safety completed by a competent contractor. Hot and cold water temperatures are adequately controlled and monitored. Outlets are protected to prevent scalding risks to vulnerable users. Control measures reviewed if positive Legionella bacteria are detected. Water system/temperature checks and cleaning are undertaken to recommended timescales. Decommissioning and recommissioning procedures followed when premises are closed/re-opened. Contractors involved in work on the heating/water system refer to the record system manual and record any work undertaken. Monthly water checks by HSL as an SLA	

### 32. Working at Height

Name(s) of person responsible managing the risk of work at height on the premises:	Sarah George
Work at height is avoided where possible.	
Our arrangements for managing work at height are: see local procedure sheet. No member of staff to use chairs, desks or benches for access. You must not use working at height equipment that has not been risk assessed. You must not work at height if working alone. Only use the schools kick stools, step ladders and extendable ladders provided by the school. Report any damage to working at height equipment. Working at height should not take place when children are present. All working at height equipment to be locked away when finished with. All kick stool, step ladders and extendable ladders to comply with EN131-4 British Standard and checked for damage annually. You must carry a mobile phone with you at all times when working at height. Sensible footwear should be used when working at height. Parent/helpers will not to be asked to work at height. Any incident while working	

at height must be reported to the Headteacher as soon as possible. See ladder use risk assessment also.

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: [site technician folder](#)

### 33. Work Experience

Name of person who has overall responsibility for managing work experience and work placements for school pupils.	<a href="#">Sarah George</a>
Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are: <a href="#">Marie Berrisford</a>	
The name of the person responsible for the health and safety of people on work experience in the school premises:	<a href="#">Sarah George</a>
Our arrangements for managing the health and safety of work experience students in the school are: <a href="#">To follow all school policies. Follow the same induction process as for staff in this area. There is a risk assessment in place for work experience that must be read by them and staff when they start the placement.</a>	

### 34. Volunteers

Name of person who has overall responsibility for managing/coordinating volunteers working within the school/academy:	<a href="#">School office</a>
Volunteers are considered as a member of staff and all health and safety arrangements including induction and training must apply. <a href="#">They must obtain a DBS</a>	

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

### 35.

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.

Key Performance Indicators	Monitored
Three fire drills a year.	Governor observation. Logbook check.
Premises checklist completed	Check list and action plan tabled with Governors.

Self-Audit checklist completed.	Audit and action plan tables with <i>Governors</i> . Return form to LA.
100% of site technicians checks completed.	Site Technician records approved termly at Health and Safety committee meeting.
D1 defect notices addressed.	Chair of health and safety committee informed as soon as possible. Dealt with within time frame given.