

Health, Safety and Wellbeing Policy

Squirrel Hayes First School

The policy has 5 parts;

Part A - Introduction

Part B - The Health and Safety Policy Statement

Part C - Responsibilities (delegation of tasks)

Part D - The detailed arrangements and procedures to reduce risk within the school.

Part E - The Key Performance Indicators.

¹ This school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.

A. Introduction

This Policy complements (and should be read in conjunction with the Staffordshire County Council Health, Safety and Wellbeing Policy.

The Governing Body will endorse and support the Health, Safety and Wellbeing Policy of Staffordshire County Council and assist the Council to discharge those responsibilities, which it holds as employer.

This policy records the local organisation and arrangements for implementing the Staffordshire County Council policy.

B. Policy Statement

The requirement to provide a safe and healthy working environment for all employees is acknowledged and Squirrel Hayes First School 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 comply with all relevant health and safety legislation and ensure so far as is reasonably practicable that:

- all places and premises where employees 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 are 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 employees and pupils can avoid hazards and contribute in a positive manner towards their own and others health, safety and wellbeing.

² This school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.

- a healthy working environment is maintained including adequate welfare facilities.

In addition to the above the school will ensure as far as reasonably practicable 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 form part of this policy. All employees are expected to accept their responsibility to work safely by ensuring that they take reasonable care of their own health, safety, and wellbeing and that of other people who may be affected by their acts or omissions.

The Governors and Headteacher will draw this policy to the attention of all employees, and review annually.

<i>J Robertson</i>	<i>E. J. Pickford</i>
<i>Mr. Jamie Robertson</i> Chair of Governors	<i>Mrs. Erica Pickford</i> Headteacher
02.07.2024	02.07.2024

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

C. Responsibilities (Delegation of Duties)

The delegation of responsibilities and duties of all employees is detailed in Staffordshire County Council's Health, Safety and Wellbeing Policy – Allocation of General Responsibilities document.

In addition to their general responsibilities:

The **Governing Body** will:

- Provide strategic guidance.
- Consider health and safety related information, statistics and reports.

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- Monitor and review health, safety and wellbeing issues.
- Ensure adequate resources for health and safety are available.
- Nominate a Link Governor for Health, Safety and Wellbeing.
- Review and monitor the effectiveness of this policy.

The **Head Teacher** is responsible for implementing this policy and will:

- Promote a positive, open health, safety and wellbeing culture in the school.
- Report key health and safety issues to the Governing Body.
- Seek advice from other organisations or professionals as required.
- Ensure that all employees co-operate with this policy.
- Appoint appropriate persons with areas of responsibility within the school to implement this policy.
- Develop and implement safety procedures.
- Ensure there is a suitable system and process for developing risk assessments and that risk assessments are completed and reviewed on a regular basis.
- Ensure employees have access to appropriate training for their role.

The Headteacher is the nominated **Premises Manager** and is responsible for the day-to-day operations and maintenance of the buildings, grounds, and equipment. This includes ensuring that statutory inspections of equipment and systems are carried out.

Senior Leaders within the school will support the Head Teacher in their role.

They will:

- Implement and monitor the school's health and safety arrangements.
- Manage any hazardous practices, equipment or building issues and report to the Head Teacher if they remain unresolved.
- Provide a good example, guidance and support to employees on health, safety and wellbeing issues.
- Ensure health and safety inductions are carried out for all employees and keep records of that induction.

Curriculum/Subject Leads will within their area(s) of responsibility:

- Identify and control hazards.
- Ensure risk assessments are carried out, reviewed at least annually and communicated to employees and pupils.
- Instigate and ensure that safety procedures are developed and adhered ensuring that these are in line with curriculum best practice e.g. Science, Design Technology, PE, etc.

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- Maintain current knowledge of specific health and safety legislation and official guidance relevant to the safe delivery of their specialism.
- Ensure equipment, including personal protection equipment, is maintained in a safe condition and that substances hazardous to health are secured in a safe place.
- Ensure that all incidents (including near misses) are reported promptly and investigated.
- Notify the Headteacher/Senior Leaders of any proposed or impending changes affecting health, safety, and wellbeing such as in room allocation or usage, change of materials/equipment, new activities etc.

Teachers will:

- Carry out regular safety checks of their area of work and report any concerns.
- Contribute to the development of risk assessments.
- Supervise pupils and advise them on how to use equipment safely.
- Maintain current knowledge of specific health and safety issues within their specialisms.

All employees will:

- Comply with the school's health and safety arrangements, including the adherence to risk assessments, health and safety procedures and policies.
- Leave their area of work in a reasonably tidy and safe condition.
- Follow safety instructions when using equipment.
- Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate employee.
- Follow the accident reporting procedure.
- Contribute to and highlight any gaps in the school's risk assessments and health and safety procedures.

Competent Health and Safety Advice

<p><i>The school obtains competent health and safety advice from:</i></p>	<p>Health, Safety and Wellbeing Service Wedgwood Building Tipping Street Stafford ST16 2DH</p>
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<i>The contact details are:</i>	Phone: 01785 355777 Staffs Moorlands: Steve Brown:
<i>In an emergency we contact: Director on call- 07623910065</i>	

Monitoring Health and Safety

<i>Name of person(s) responsible for the overall monitoring of health and safety in school:</i>	<i>Name(s)</i> Mrs E. J. Pickford (Headteacher) Mrs L. Oakes (Health & Safety Lead & Governor)
<i>Our arrangements for the monitoring of health and safety are:</i>	
<p>Headteacher, Mrs Pickford & Health and Safety Lead, Mrs Oakes are responsible for the monitoring of Health and Safety in school and carrying out the annual review of the Health and Safety policy. Performance is measured by the Health, Safety, Well-being and Premises Committee/Full Governing Body through termly reports and monitoring of all associated policies. The annual Health and Safety Strategic Plan, includes Key Performance Indicators which are monitored and tracked termly and reported to the Governing Body. Health and Safety premises checklists are in place in order to monitor workplace checks and inspections. Formal evaluations and audits include;</p> <ul style="list-style-type: none"> ● Premises Evaluation ● Health and Safety Self Audit ● Fire Safety Audit ● Health and Safety Planner/Checklist 	
<i>The school carries out formal evaluations and audits on the management of health and safety.</i>	
<i>The last audit took place:</i>	
<ul style="list-style-type: none"> ● Health & Safety Audit 	20.03.2024 – E. J. Pickford & L. Oakes

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<ul style="list-style-type: none"> • Annual Health & Safety Evaluation Checklist • Fires Safety Audit/RA • Health & Safety Planner/Checklist 	<p>December 2023 – L. Oakes & E. J Pickford</p> <p>26.02.2024 – E. J. Pickford & L. Oakes</p> <p>March 2024 – E. J. Pickford & M. Hampton</p>
<i>Name of person(s) responsible for monitoring the implementation of health and safety policies</i>	<i>Name(s)</i> Mrs E. J. Pickford (Headteacher)
<p><i>All employees are made aware of the key performance indicators in part E and how they are monitored:</i></p> <p>The School's Health & Safety Team write an Annual Strategic School Development Project Plan for Health and Safety, Well-being and Safeguarding. Key performance indicators are used to track and monitor impact of actions taken termly. These are shared with all staff and Governors and reviewed half termly by the SLT and Termly by the whole school team.</p>	
Workplace inspections - type	<i>Name of person who carries these out</i>
Perimeter and Grounds - daily	Key Holder/Site Technician
Climbing Frames/ Play Equipment - weekly	Site Technician
Blind Cord Checks – weekly	Site Technician
Socket cover checks - weekly	Site Technician
Fire, Security & Crime Prevention Checklist – 6 monthly	L. Oakes
Ladder & Kick-stool checks – 6 monthly	Site Technician
PE Equipment - annual	Sports Safe UK
Outside Play Equipment - annual	Wicksteed

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Annual Asbestos Visual Inspection - 6 monthly	Site Technician
Asbestos Register Review - annual	Entrust Asbestos Management Team
Portable Appliances Inventory - annual	Administrative Officer
Glass and Gazing Assessment - annual	Site Technician
Wall Mounted Audio Visual- termly	Site Technician
Workplace Services & Monitoring	<i>Name of person who carries these out</i>
Fire Alarm Core Point Checks - weekly	Site Technician
Emergency Lighting Checks – monthly	Site Technician
• Little Used Water Outlet flushing - weekly	Site Technician
Water temperature Readings - monthly	Site Technician
Outlet Water Temperatures - monthly	Site Technician
Taps & Toilet Flushing- half termly	Site Technician
Lift Servicing – 3 monthly	Bullet Lifts
Water Systems Service – 6 monthly	HSL
Emergency Lighting Service – 6 monthly	Logic Fire & Security
Security Intruder Alarm Monitoring - 6 monthly	Chubb
Security & Intruder Alarm Maintenance – 6 monthly	Chubb
Fire Safety Alarm System Servicing – 6 monthly	Lantern Fire & Security Ltd

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Heater & Gas Boiler System - annual	Sure Maintenance
Bouncy Castle Service - annual	DMK Leisure Ltd
Portable Appliance Testing - annual	Calbarrie Electrical Compliance Services
Water Systems, Water Hygiene Risk Assessment – 24 monthly	Concept Environmental Solutions
Gas Supply, Gas soundness testing – 5 Years	KEY Integrated Services LTD
Electrical Systems Fixed Electrical Testing	Midwest Electrical Services Ltd

Where specific responsibilities for health, safety and wellbeing are allocated to employees these delegated responsibilities are detailed in Section D below.

D. Health and Safety 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.

Information is available 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 and Incident Reporting, Recording & Investigation

Our arrangements for recording and investigating:

pupil accidents:

- Accidents recorded in the Pupil Accident Record Book.
- A duplicate copy of the slip given to parents
- Accident and accident investigation recorded on the on-line Health, Safety & Well-being Service Incident Reporting System

staff accidents:

- Accidents recorded in the B1510 Accident Book
- Accident and accident investigation recorded on the on-line Health, Safety &

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Well-being Service Incident Reporting System	
visitor accidents:	
<ul style="list-style-type: none"> - Accidents recorded in the B1510 Accident Book - Accident and accident investigation recorded on the on-line Health, Safety & Well-being Service Incident Reporting System 	
<i>The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is:</i>	
Health, Safety & Well-being Service via an on-line report submitted by Mrs. L. Oakes	
<i>Our arrangements for reporting to the Governing Body are:</i>	
Mrs Oakes reports termly to the Health, Safety, Well-being & Premises Committee/Full Governing Body	
(Health & Safety Link Governor) Reports to the Full Governing Body Termly	
<i>Our arrangements for reviewing accidents and identifying trends are:</i>	
Accidents and incidents are tracked and monitored weekly and reported to the Health, Safety, Well-being & Premises Committee termly.	
Graphs and reports completed by Administrative Officer and shared termly with Governors.	

2. Asbestos

<i>Name of person responsible for managing asbestos on the school site:</i>	<i>Name:</i> Mrs Erica Pickford
<i>Location of the Asbestos Management Log or Record System:</i>	<i>Location</i> School Office
<i>Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are:</i>	
A member of the office staff, Headteacher, Site Technician or Mrs Oakes completes a HSF 46 Control of Contractors - Hazard Exchange Form with the	

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contractor before any work begins. All contractors are referred to the onsite Asbestos Register and sign to say that they have had sight of it before any work decisions are made or commenced. An Intrusive Work Assessment Form HSF45 must be completed prior to any intrusive work commencing on the fabric of the building.

Our arrangements to ensure all school employees such as class teachers or caretakers have information about asbestos risk on the premises are:

All staff read and sign the onsite Asbestos Register annually and following any changes made to asbestos management in school.

All staff complete annual Asbestos Training using the LA's Asbestos awareness presentation and self-test. Staff are issued with an 'Asbestos Awareness' leaflet.

Employees must report damage to asbestos materials to:

Damage to suspected asbestos containing materials should be reported immediately to the Headteacher or Office Staff. Work in the area must be stopped and the area sealed off and evacuated. Staff reporting the suspected damage will complete a HSF48 Asbestos Incident Report.

Name:

Erica Pickford (Headteacher)

Office Staff

Suspected Asbestos Incident to be reported to the 'Health Safety and Well-being Service' (HSW) and the 'Asbestos Management Team' (AMT)

Employees must not drill or affix anything to walls without first obtaining approval from the person responsible for managing asbestos.

Any tasks requiring drilling or fixing anything to a wall should be approved and logged in the school office before work commences.

3. Communication

Name of SLT member who is responsible for communicating with employees on health and safety matters:

Name;

Mrs Erica Pickford

Our arrangements for communicating about health and safety matters with

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employees, pupils, visitors, contractors are:

Health, Safety, well-being and Safeguarding are a weekly agenda item at staff meetings. Those who cannot attend the meeting receive Staff Meeting '[Decision & Action Log Minutes](#)' via e-mail.

Any Important Health & Safety items are also written on the Staff Meeting board. The Health, Safety & Well-being Project Plan is displayed in the staffroom and associated action points are reviewed by the school's SLT every half term and in the 'Strategic Improvement Group meeting' (SIG) which takes place termly.

Employees can make suggestions for health and safety improvements by:

Feeding back at weekly staff meetings. Reporting concerns through the Health & Safety/ Repairs / Maintenance Log in the resource area in the 'Log Book' tray.

4. Construction Work *See also Contractor Management

Name of person coordinating any construction work / acting as Client for any construction project.

Name:
Mrs Erica Pickford

Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are:

Any work carried out on the premises will be completed by 'Approved Contractors' through the Local Authority accessed through the property portal. Any larger scale projects will be arranged in partnership with the 'County Council Property Surveyor'.

Duty holders will be identified and named as part of any Construction project.

For small scale work the Headteacher will oversee any project work. For larger scale jobs the school will employ the services of the 'County Council Property Surveyor'. Such projects may involve the appointment of a CDM 'Construction Design and Management Co-ordinator'.

Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are:

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The Project Manager (Headteacher) for small scale jobs and/or Property Surveyor for larger jobs, will be responsible for the initial communication meeting regarding how works/projects will be planned, carried out and monitored. 'Hazard exchange' and 'risk assessments' will be undertaken at this initial meeting.

Our arrangements for the induction of contractors are:

A member of the office team or Linda Oakes will review the Hazard Exchange Form with the contractor and asbestos register.

Any additional safeguarding actions or emergency procedures will be shared.

Introduction to the Site Technician and key contact numbers for all key personnel to be exchanged.

Employees should report concerns about contractors to:

Headteacher, Administrative Officer or Linda Oakes (Health & Safety Leader)

We will review any construction activities on the site by:

Monitoring on-going works by Project Lead and Site Technician.

Hold a meeting at the end of a contract to ensure all works have been completed, identify any outstanding issues and review arrangements to inform future practice.

5. Consultation

<i>Name of SLT member who is responsible for consulting with employees on health and safety matters:</i>	<i>Name:</i> Mrs Linda Oakes
<i>The name of the Trade Union Health and Safety Representative is:</i>	<i>Name;</i> Trade Union Health & Safety Reps for differing unions
<i>Our arrangements for consulting with employees on health and safety matters are:</i>	

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Staff will be consulted regarding practice, procedures, arrangements and information that may affect the Health & safety of themselves or others in the workplace through a variety of methods:

- Weekly staff meeting agenda items
- Planned Health & Safety focus training or updates
- Policy and Procedure communication folder in the staffroom
- [Staff Notice Board](#)
- Job Reviews
- Staff well-being/stress risk assessments and 'Change Team'
- Termly SIG meetings

Employees can raise issues of concern by:

Discussing concerns with the Headteacher, Linda Oakes (Health & Safety Leader) or [Stephanie Edwards \(Safeguarding Link Governor\)](#)

Raising concerns at weekly staff meeting or e-mailing to the school office if unable to attend.

Staff are encouraged to e-mail the Headteacher with any well-being concerns or speak to the Headteacher in person to try and resolve or action plan.

6. Contractor Management

Name of person responsible for managing and monitoring contractor activity

Name:

Headteacher – Management

Site Technician – Monitoring during work

Our arrangements for selecting competent contractors are:

Any work carried out on the premises will be completed by 'Approved Contractors' through the Local Authority accessed through the property portal.

Any larger scale projects will be arranged in partnership with the 'County Council Property Surveyor'.

Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are:

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Headteacher for small scale jobs and/or Property Surveyor for larger jobs, will be responsible for the initial communication meeting regarding how a contractor's work will be planned, carried out and monitored. 'Hazard exchange' and 'risk assessments' will be undertaken at this initial meeting.

Our arrangements for the induction of contractors are:

A member of the office team or Linda Oakes will review the Hazard Exchange Form with the contractor and asbestos register.

Any additional safeguarding actions or emergency procedures will be shared.

Introduced to the Site Technician and key contact numbers for all key personnel to be exchanged.

Employees should report concerns about contractors to:

Headteacher, Office staff or Linda Oakes (Health & Safety Leader)

7. Curriculum Areas – health and safety

Name of person who has overall responsibility for the curriculum areas as follows:

1. Science – Mrs Johnson-Allen
2. DT – Art – Mrs Preston
3. PE – Mrs Percival
4. ICT & E-Safety – Mrs Percival
5. Music – Mrs Pickford
6. RE – Mrs Taylor
7. History & Geography- Mrs Johnson-Allen
8. English- Mrs Johnson-Allen
9. Maths – Mrs Percival
10. Relationships & Mental Health- Mrs Johnson-Allen
11. Educational Visits – Mrs Johnson-Allen & Mrs Oakes
12. SEND – Mrs Pickford & Mrs Taylor
13. Reading- Mrs Taylor & Mrs Johnson-Allen
14. Foundation Stage- Mrs Taylor
15. Mental Health & well-being – Mrs Pickford & Mrs Johnson-Allen
- 16. Safeguarding – Mrs Pickford, Mrs Oakes & Mrs Percival**

Risk assessments for these curriculum

Name(s)

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<i>areas are the responsibility of:</i>	<p>Risk Assessments are reviewed and checked with Mrs Oakes</p> <p>Educational Visits are risk assessed and reported through 'EVOLVE'.</p> <p>Approval chain = Helen Johnson-Allen (EVC) then signed off by Erica Pickford (Headteacher)</p>
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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 any employees using this type of equipment continuously and regularly for over an hour.</i>	
<i>Our arrangements for carrying out DSE assessments are:</i>	
Identified staff complete the HSF7 'Workstation self –assessment' and/or HSF62 'Lap Top self-assessment' and give to the Headteacher. Any identified issues will be investigated and resolved.	
<i>Name of person who has responsibility for carrying out Display Screen Equipment Assessments:</i>	<p><i>Name:</i></p> <p>Headteacher & associated staff member</p>
<i>DSE assessments are recorded, and any control measures required to reduce risk are managed by:</i>	<p><i>Name:</i></p> <p>Headteacher</p>

9. Early Years Foundation Stage (EYFS)

<i>Name of person who has overall responsibility for EYFS:</i>	<p><i>Name:</i></p> <p>Headteacher</p> <p>Early Years Leader – Fay Taylor</p>
<i>Our arrangements for the safe management of EYFS are:</i>	
The school complies with all aspects of the Early Years Framework – particular	

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regard is given to section 3 of the framework below:

https://assets.publishing.service.gov.uk/media/65aa5e42ed27ca001327b2c7/EYF_S_statutory_framework_for_group_and_school_based_providers.pdf

The Headteacher ensures that all required checks and disclosures are undertaken when recruiting staff. Staffing ratios and qualification requirements of the Early Years Framework are met. All Regular staff with the Foundation Stage holds a Paediatric First Aid (PFA) certificate which is renewed in line with guidance and accompany the learners on any school equational visits or outings.

The Early Years follows the same Safeguarding, Medication and First Aid Policy as the school and has a First Aid Box available at all times.

Hygienic changing facilities are available and are supported with an 'Intimate Care Policy'

Daily risk assessments and premises checks are undertaken of both in the indoor and outdoor classrooms environments. A password system is on operation when releasing children to adults on collection at the end of each session. The Early Years offer healthy food and drink and has suitable preparation areas and storage available.

10. Educational visits / Off-Site Activities

<i>Name of person who has overall responsibility for Educational Visits</i>	<i>Name:</i> Headteacher
<i>The Educational Visits Coordinator is</i>	<i>Name:</i> Mrs Helen Johnson-Allen (Trained EVC)

Our arrangements for the safe management of educational visits are:

All educational visits are assessed, recorded, approved and managed through EVOLVE. All visits are researched thoroughly, establishing suitability, available facilities and third-party provisions. Effective consideration is given to staffing ratios considering key influences such as age, ability, nature of location of the

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activity and accompanying adults experience and competence. All risk assessments are shared with the learners and relevant parties and an emergency plan is in place for each visit.

11. Electrical Equipment [fixed & portable]

<i>Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:</i>	<i>Name:</i> Administrative Officer
<i>Fixed electrical wiring test records are located:</i>	Site Service Report Folder located in a secure cupboard in the Resource Area
<i>All employees are required to visually inspect electrical equipment before use.</i>	
<i>Our arrangements for bringing personal electrical items onto the school site are:</i> Any personal electrical items are reported to the school office. Proof of date of purchase is required if an item is declared as new or less than 12 months old. Such items are logged in the 'Personal Electrical Items Record' located in the 'Site Service Report Folder. All other items require PAT testing and are not allowed to be used until PAT testing has been completed.	
<i>Name of person responsible for arranging the testing of portable electrical equipment (PAT):</i>	<i>Name:</i> Administrative Officer
<i>Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:</i>	<i>Name:</i> Headteacher
<i>Portable electrical equipment (PAT) testing records are located:</i>	Site Service Report Folder located in a secure cupboard in the Resource Area
<i>Employees must take defective electrical equipment out of use and report to:</i>	<i>Name:</i> Administrative Officer

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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.

12. Emergency Preparedness

<p><i>Name of SLT member who is responsible for developing and maintaining the school's response to major risks Business Continuity Plan (BCP).</i></p>	<p>Name: Headteacher</p>
<p><i>Our arrangements for communicating emergency arrangements to all employees are:</i></p> <p>The schools BCP is written and reviewed by a key team of staff from a variety of roles. A copy of the BCP is held by key staff on the BCP distribution list.</p> <p>The key outline of the BCP is shared with all staff and governors annually and any further changes required are communicated when needed.</p> <p>A copy of the BCP is available for staff in the school office in hard copy form and electronically. A copy is kept in the school 'Grab bag' which is taken off site during emergency situations.</p>	

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

<p><i>Name of competent person responsible for undertaking and reviewing the fire risk assessment in addition to any associated action planning:</i></p>	<p>Name: Erica Pickford (Headteacher) Linda Oakes (Health & Safety Leader)</p>
<p><i>The Fire Risk Assessment is located</i></p>	<p>School Office (Electronic) & Site Technicians Cupboard (Paper Copy)</p>
<p><i>The Fire Risk Assessment is shared with other employers who share the site.</i></p>	<p>Names of employers: Space Cadets Manager Krystle Morton</p>
<p><i>When the fire alarm is raised the person</i></p>	<p>Name:</p>

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<i>responsible for calling the fire service is: (include out of hours arrangements)</i>	Member of Office Staff
<i>Name of person responsible for arranging and recording of fire drills:</i>	<i>Name:</i> Headteacher in partnership with Linda Oakes (Health & Safety Leader) Recording undertaken by Administrative Officer
<i>Name of person responsible for creating, communicating and reviewing Fire Evacuation arrangements:</i>	<i>Name:</i> Linda Oakes (Health & Safety Leader) & Headteacher
<i>Our Fire Evacuation Arrangements are kept/displayed:</i>	<i>Location:</i> Every Room has a Fire Escape Route Map displayed on the wall & Fire Arrangements poster
<i>Our Fire Marshals are listed:</i> Fire Marshals may change daily dependent upon staffing ratios. Staff names for key roles such as Incident Manager and Fire Marshals are displayed daily on the 'Incident Management Board' by the signing in area for staff. Senior staff are responsible for ensuring names are changed and updated when entering and existing the building.	<i>Location:</i> Laminated poster by the school's internal signing in area.
<i>Results of the testing and maintenance of fire equipment and installations is</i>	<i>Location</i> Site Service Report Folder kept in

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<i>recorded in a Fire Logbook located at:</i>	the Resource Area.
<i>Name of person responsible for training employees in fire procedures:</i>	<i>Name:</i> Mrs E. J. Pickford & Mrs L. Oakes (Health & Safety Lead)
<i>All staff must be aware of the Fire Procedures in school. Procedures are shared as part of the induction process and changes are reviewed and shared with staff.</i>	

14. First Aid *see also Medication

<i>Name of person responsible for carrying out the First Aid Assessment:</i>	<i>Name:</i> Erica Pickford, Linda Oakes & Nicola Rickman
<i>The First Aid Assessment is located:</i>	<i>Location:</i> Electronic (Office Shared System) (Paper) displayed in school office.
<i>First Aiders are:</i>	<i>Location:</i> Posters display First Aiders names in the School Office, Medical Room, Early Years & Library Area
<i>Name of person responsible for arranging and monitoring First Aid Training</i>	<i>Name:</i> Linda Oakes supported by EFAW
<i>Location of First Aid Box(es):</i>	<i>Location:</i> Medical Room Early Years Block Top of Hall Stairs Mobile Classroom

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	<p>All classrooms</p> <p>First Aid Pouches are kept in all classes and taken outside when on duty.</p> <p>Lunchtime/breaktime First Aid Tray taken out.</p>
<i>Name of person responsible for checking and restocking first aid box(es):</i>	<p><i>Name:</i></p> <p>Nicola Rickman & Linda Oakes</p>
<p><i>Arrangements on how to summon an ambulance in an emergency are:</i></p> <p>Member of staff in the office calls an ambulance. A note is made of the time of the call and any advice given.</p>	
<p><i>Our arrangements for dealing with an injured person who has to go to hospital are:</i></p>	
<p><i>Pupils:</i></p> <p>Parents/Carers will be contacted by the School Office. First Aid Slip completed and handed to Parent/Carer on collection of child or attendance at A/E or hospital. First Aider records full details of the incident and injuries incurred on an 'Incident Record' which is signed and countered signed by a member of the SLT. First Aider/staff member to accompany the Pupil in the ambulance or to A& E if a family member is not available.</p> <p>Accident is then reported through the LA's on-line reporting system by Linda Oakes.</p>	
<p><i>Employees:</i></p> <p>Emergency contact will be contacted by the School Office. Accident recorded in the B1510 Accident Book.</p> <p>First Aider records full details of the incident and injuries incurred on an 'Incident Record' which is signed and countered signed by a member of the SLT. First Aider to accompany the staff member in the ambulance or to A& E if a</p>	

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family member is not available.

Accident is then reported through the LA's on-line reporting system by Linda Oakes.

Visitors:

Emergency contact will be contacted by the School Office. Accident recorded in the B1510 Accident Book.

First Aider records full details of the incident and injuries incurred on an 'Incident Record' which is signed and countersigned by a member of the SLT. First Aider to accompany the visitor in the ambulance or to A& E if a family member is not available.

Accident is then reported through the LA's on-line reporting system by Linda Oakes.

Our arrangements for recording First Aid provided are:

Pupils: Member of staff administering First Aid should complete a First Aid Slip and give the duplicate copy to either the class teacher to put in the child's bag or the parent/carer on collection of the child. Parents may be asked to collect their child and seek further medical advice/support if this is felt beneficial by the First Aider. Details of times and emergency contacts advised of the injury should be recorded along with the times and details of when a child is collected and by whom.

If an injury to the head is sustained then the Parent/ Carer is to be contacted and informed of injury and any treatment given to date. Parents may be asked to collect their child and seek further medical advice/support if this is felt beneficial by the First Aider.

Injuries or First Aid requiring further medical advice/treatment by a medical professional should be recorded on an 'Incident Form' and given to Mrs Oakes to be reported on the LA's on-line reporting system.

Staff/Visitors: Member of staff administering First Aid should liaise with a member of the SLT to fill out the B1510 Accident Book. Emergency contacts may be asked to collect the member of staff/visitor if this is felt beneficial by the First

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Aider.

First Aid is to be recorded using the HSF26 Form.

Injuries or First Aid requiring further medical advice/treatment by a medical professional should be recorded on an 'Incident Form' and given to Mrs Oakes to be reported on the LA's on-line reporting system.

15. Glass & Glazing

All glass in doors and side panels are constructed of safety glass

All replacement glass is of safety standard

A glass and glazing assessment took place in (year) and the record can be found

15.11.2012 Undertaken by SCC
Kevin Rogers

Site Service Report Folder kept in the Resource Area.

16. Hazardous Substances (COSHH)

Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments):

Admin Officer & Mrs Oakes (Health & Safety Leader)

Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are:

Any substance deemed potentially hazardous is assessed and recorded in the 'Register of Assessed Substances' which is kept in the school office.

A suppliers 'Safety Data Sheet' is obtained for all substances on school site.

COSHH Risk Assessments are carried out for any potential hazardous substance and safety posters are displayed near to products which are used regularly.

Any control measures as a result of the risk assessments are implemented and shared with staff and pupils.

Staff are made aware of the school's COSHH procedures on induction and must notify the school office if any products are brought into school which have not

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been ordered via the school office. Safety Data Sheets must be obtained and risk assessments undertaken before use of a new product is permitted.

COSHH risk assessments and posters are reviewed annually/ and when changes are required due to a change in product information.

Cleaning products used by the school's cleaners are kept in a locked cupboard off the school hall and in a locked cupboard within the Early Years Block. A folder is kept in the cupboard containing Safety Data Sheets and relevant risk assessments for all products used by the cleaners.

The school uses CLEAPPS as a resource and all staff must be aware of how to access this information. Information is available through the CLEAPPS website

17. Health and Safety Law Poster

The Health and Safety at Work poster is displayed:

Location:

Staffroom

18. Housekeeping, cleaning and waste disposal

All employees and pupils share the responsibility for keeping the school site clean, tidy and free from hazards.

Our waste management arrangements are:

Ash Waste empty outside general waste bins weekly.

PHS empty collect/empty nappy bin and clinical/medical waste every 2 weeks.

PHS empty sanitary and internal nappy bins monthly.

School Cleaners empty general school bins into outside general waste bins daily.

Our site housekeeping arrangements are:

School cleaners are managed by the Administrative Officer.

All areas of the school are cleaned following a cleaning schedule identifying areas to be cleaned either daily, weekly or periodically.

A colour coded system of cleaning is in place identifying the use of separate

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cleaning equipment for the kitchen, toilet, classrooms and office areas.

(Red - toilets & wash rooms, Yellow- Hand wash basins and sinks, Blue – general areas & Green – kitchen).

Disposable cloths are used and blood/bodily fluid is cleaned up immediately and disposed of through the medical waste bin.

Appropriate PPE equipment is worn by all staff when cleaning or attending to first aid.

Cleaning signs are used to warn of hazards such as ‘wet surface’ during cleaning and after as required.

Toys and equipment are cleaned regularly and indoor sand used within the Early Years is changed every 4 weeks or following an outbreak of identified contagious illnesses.

Additional cleaning is undertaken of toilet areas and wash rooms following reports of outbreaks of identified contagious illnesses and infections.

Additional cleaning is undertaken in line with the school’s ‘Infection Control Risk Assessment’ Touchpoints and toilets are cleaned additionally at lunchtimes.

Site cleaning is provided by:

In house cleaners

Name and contact details:

School Office

Cleaning employees have received appropriate information, instruction and training about the following and are competent:

Work equipment:

Appropriate cleaning equipment is available on site and maintained/ replaced as necessary.

Cleaning products used follow recommended guidance.

Only school equipment and cleaning products are used.

Hazardous substances:

Any substance deemed potentially hazardous is assessed and recorded in the

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'Register of Assessed Substances' which is kept in the school office.

A suppliers 'Safety Data Sheet' is obtained for all substances on school site.

COSHH Risk Assessments are carried out for any potential hazardous substance and safety posters are displayed near to products which are used regularly.

Any control measures as a result of the risk assessments are implemented and shared with staff and pupils.

Cleaning products used by the school's cleaners are kept in a locked cupboard off the school hall and in a locked cupboard within the Early Years Block. A folder is kept in the cupboard containing Safety Data Sheets and relevant risk assessments for all products used by the cleaners.

Waste skips and bins are located away from the school building.

Our arrangements for disposing of waste and the location of waste bins and skips are communicated to employees and pupils.

Staff are made aware of waste disposal arrangements as part of their induction.

Waste disposal is available for general waste, medical waste, sanitary waste and nappies. A sharps box is also available for any sharps requiring disposal.

COVID-19 or other highly infectious contaminated items are disposed of by doubling bagging and placed in outside bin and bin in Boiler house for 72hrs.

Employees 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.

All staff are made aware of the risk assessments and control measures in place for the different areas of the schools' premises. Risk Assessments are displayed in the different areas around the school premises and are reviewed annually and when a change is required.

19. Infection Control

Name of person responsible for managing infection control:

Name:

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	<p>Headteacher</p> <p>Admin Officer – Line management of cleaners</p>
<p><i>Our infection control arrangements (including communicable diseases/hand hygiene standards) are:</i></p> <p>The school follows the DfE, LA and UKHSA guidance on infection control.</p> <p>Handwashing is one of the most important ways of controlling the spread of diseases. All staff and pupils regularly wash their hands including before eating or handling food, after using the toilet or after touching animals. In all hand washing areas warm water, liquid soap and paper towels are available. When outbreaks of infection are reported then handwashing routines are increased. All staff and pupils have been shown how to wash hands correctly.</p> <p>Any cuts or abrasions to hands or exposed parts of the body will be covered by waterproof plasters to help prevent the spread of infection.</p> <p>Alcohol/antibacterial hand gel is available in every classroom, adult toilet and reception, kitchen areas. Staff, Visitors and pupils are encouraged to use the alcohol/antibacterial hand gel on entry and exit of the school building.</p> <p>Following coughs or sneezes pupils are encouraged to wash their hands and dispose of tissues in the toilet.</p> <p>Disposable gloves and aprons are worn when there is a risk from contamination of blood or bodily fluids such as administering first aid, undertaking intimate care/changing of nappies and cleaning up after sickness/illness.</p> <p>Any spillages of blood or bodily fluids will be cleaned up immediately using PPE.</p> <p>Injury as a result of a sharp or hypodermic needle, must be cleaned, covered with a waterproof dressing, recorded and medical attention sought from the Local Accident & Emergency department.</p> <p>Staff wash and dry hands both before and after undertaking intimate care. Nappies and intimate care is undertaken in the designated changing areas. Disposable wipes, gloves and aprons are used. Soiled nappies are wrapped in a</p>	

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plastic bag before disposal in the nappy bin. Changing mats/units are wiped after every use. A designated sink is used for washing potties (not a hand basin for general hand washing).

Contaminated clothing should be removed as soon as possible and placed in a plastic bag and sent home.

Prompt exclusion is essential in preventing the spread of infection. When pupils are suffering from infectious diseases they should be excluded from school on medical grounds for the minimum period recommended. The school follows the Local Authority and [UKHSA](#) guidance on exclusion periods and controls measures. Cases of sickness/sickness and diarrhoea such be excluded from school for a period of 48 hours after the last bout of sickness/diarrhoea.

If outbreaks are reported the school will liaise with the Health Protection Team and LA Health & Safety Team for advice and guidance. A deep clean may be required of areas linked to a large number of infections.

20. Lettings

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

Name:

Headteacher

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

Before any letting takes place, a meeting will be held with the premises manager and the letting party to exchange key information about health & safety, risk assessments and safeguarding measures. As part of the process a 'Conditions of Use Agreement' will be completed and signed by both parties. This will include 'hazard exchange' information and appropriate checks & policy/procedure checks.

Security and access arrangements will be agreed, including permitted areas of use prohibited areas of access. Responsibilities and accountability will be shared and agreed. Where lettings involve spectators e.g. football matches on the school field then those letting the premises will take responsibility for the spectators as well as participants.

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Agreed actions will be shared for reporting accidents and incidents and risk assessments undertaken to ensure that the environment is safe and secure for the planned activities.

Emergency procedures will be shared and in place for lettings, including accidents, emergencies, first aid, parking and cleaning/waste disposal and Fire Safety and Evacuation procedures.

Safeguarding expectations will be shared and agreed with both parties sharing their 'Safeguarding Policies'. Proof of appropriate checks will be shared including relevant insurance where required.

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

Hirers must 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:

The school's policy is to try and minimise the need for lone working as much as possible.

A risk assessment on all staff roles and responsibilities is undertaken to identify if lone working is necessary for any roles. These are discussed on induction.

If lone working is deemed necessary then a risk assessment for that staff member and role is undertaken and control measures considered:

Risk assessments for *site based* lone working should include:

- the provision of safe access and exit
- risk of violence
- safety of equipment or materials for use by the individual when on their own
- channels of communication in an emergency

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- site security and security arrangements
- level and adequacy of on/off site supervision.

Risk assessments for *mobile* lone workers is avoided where possible. If staff should undertake work related tasks off site e.g. home visits then this should be undertaken in pairs. The risk assessment should include:

- client risk assessment where applicable
- written arrangements for visits where necessary
- travelling between appointments
- reporting and recording arrangements
- communication and traceability
- personal safety/security

Any incident involving a 'Lone Worker' must be reported immediately and investigated by the individual's line manager. Individuals undertaking lone working should have the skills and appropriate training to undertake any associated tasks.

Lone working risk assessment are reviewed and monitored annually or when changes are required to a role or associated task.

Risk assessments will consider the limiting of public access to buildings and the procedures for dealing with expected and unwanted visitors.

Rooms used for meetings have a vision panel and clear routes of escape should these be required.

All lone workers will have a mobile phone (which must be charged and contain key contacts)

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

Kitchen Equipment is now owned by the School and inspected annually by:

Equipment-First in Service Ltd.

Ventilation/Extractors cleaning – In-depth Cleaning

Equipment to be Inspected:

Frequency:

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Socket covers	Weekly
Ladders and Foot stools	6 monthly
Fire Extinguishers	Weekly
Emergency Lighting	Weekly
PE Equipment	Weekly
Fire Alarms	Weekly
Lift	Weekly
Blind Cords	Weekly
Play Equipment	Weekly
<i>Name of person responsible for the selection, maintenance / inspection and testing of equipment:</i>	<i>Name: Mr Hampton (Site Technician)- School</i>
<i>Records of maintenance and inspection of equipment are retained and are located:</i>	<i>Location: Resource Area in the 'Site Technician Folder'</i>
<i>Employees report any broken or defective equipment to:</i>	<i>Name: Mrs Oakes or the school Office. Repairs are also requested through the Health & Safety and Repair/Maintenance Log in Reception Area</i>
<p><i>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.</i></p> <p>Information regarding equipment use forms part of the 'Hazard Exchange' process at the planning stage.</p>	

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23. Manual Handling

<i>Name of person responsible for carrying out manual handling risk assessments:</i>	<i>Name:</i> Mrs Oakes (Health & Safety Lead)
<p><i>Our arrangements for managing manual handling activities are:</i></p> <p>A 'Manual Handling Risk Record' / assessment is completed for all staff in which manual handling is required. This is reviewed annually unless required sooner.</p> <p>Staff are supplied with back awareness information and equipment is provided to help reduce risks identified where applicable.</p>	
<p><i>Employees must be aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided.</i></p>	
<p><i>Employees who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task.</i></p>	
<p><i>Employees are trained appropriately to carry out manual handling activities.</i></p>	
<p><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 employees).</i></p>	

24. Medication

<i>Name of person responsible for the management of and administration of medication to pupils in school:</i>	<i>Name:</i> Mrs Oakes (Health & Safety Leader)
<p><i>Our arrangements for the administration of medicines to pupils are:</i></p> <p>Only medicines prescribed by a Doctor and in the original dispensing container will be accepted in school.</p> <p>Parents will be required to complete a written instructional medical Form MR1 this records the following:</p> <ul style="list-style-type: none"> • Young Person for whom medication is prescribed or purchased. • Date of receipt. • Name and strength of the medicine. • Quantity received (if applicable) 	

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- The dosage required to be administered
- The time of the required dose
- Expiry date of medicines and any special warnings or precautions
- Signature of the employees receiving the medicines

In all circumstances, even if a child is self-administering their medication a

‘Medication Administration Record’ MR2 must be completed and signed by a

Supervising adult. Prior to the medication being taken the following checks

Must be made:

1. Right medication
2. Correct route of administration
3. Ensure correct time.
4. Ensure correct child.
5. Check dosage
6. Documentation

If PRN (as required) medication is required a HSF34 form will be completed by the parent and School to record the child’s individual needs. This will be consulted before PRN is administered. Record of the administration should be recorded on the MR2.

The names members of employees who are authorised to give / support pupils with medication are:

All staff can administer medicine if they agree.

Medication is stored:

Location:

Medication is stored in the locked medical cupboard or in the locked box in the refrigerator in the staffroom.

Controlled drugs are stored in the medicine cupboard behind a double lock and key.

Epilepsy Medicine is stored in a locked case in a secure area in the child’s classroom. This medication moves with the child.

[Diabetes Medicine kept in school](#)

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	(needles/Lancets etc) kept in locked cupboard in medical room. Medicine/equipment from home brought in a bag and kept in a lockable cupboard in the classroom.
<i>A record of the administration of medication is located:</i>	<i>Location:</i> Records are kept in the Medicines Folder in the locked Medicine cupboard whilst in use then transferred to the pupils file after use.
<i>Pupils who administer and/or manage their own medication in school are authorised to do so by the Headteacher and provided with a suitable private location to administer medication/store medication and equipment.</i>	
<i>Employees are trained to administer complex medication by the school nursing service when required.</i>	
<p><i>Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are:</i></p> <p>Any child with Asthma or an Epi-pen has a Care Plan which is completed by the school in consultation with the parents/medical professional where applicable.</p> <p>A child's inhaler/Epi-pen is available at all times and moves with the child (if they move from one learning area to another).</p> <p>Each class has their own Medical File containing Care Plans and MR1/MR2 records for each child with a Care Plan.</p> <p>Each time an In-haler or Epi-Pen is administered this is recorded on the child's MR2 form. If use of their medicine is required outside of their Care Plan then a text message is sent home to inform parents of the need for additional use of their medication.</p> <p>An Emergency Inhaler is kept in the school office and taken on school educational visits. This inhaler can be used if the child's own inhaler is</p>	

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unavailable in an emergency providing parents have given permission for its use on the Care Plan.

Employees who are taking medication must keep their personal medication in a secure area in a employees only location.

Employees must advise the school leaders if they are taking any medication which might impair their ability to carry out their normal work.

Staff with medical conditions have their own Individual Risk Assessment which includes use of medicine and medical treatment if required.

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

PPE is provided free of charge where a risk assessment identifies this is needed to control a risk and the risk cannot be controlled by another means.

Any PPE required is issued to the relevant member of staff and recorded on the PPE record. Staff are expected to check their own issued equipment before and after use and report any issues to the school office.

General PPE equipment such as 'High Visibility jackets' 'goggles' etc. is stored in the resource area. This PPE is signed in and out after use by a member of staff.

Additional PPE due to COVID-19 and other infectious diseases is available in PPE boxes in each classroom and area of the school.

Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for school employees:

Name:

Mrs Oakes

Name of person responsible for the checking and maintenance of personal protective equipment provided for employees:

Name:

Mrs Oakes

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

Name(s)

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<i>selecting suitable personal protective equipment (PPE) for pupils:</i>	Mrs L. Oakes (Health & Safety Lead) Administrative Officer (AFAW)- weekly
<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>	Name(s) Mrs L. Oakes (Health & Safety Lead) Administrative Officer (AFAW)- weekly

26. Reporting Hazards or Defects

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

Our arrangements for the reporting of hazards and defects:

Any hazards or defects are reported in the Health & Safety Repair / Maintenance log which is kept in the resource area. This log is checked regularly by the Health & safety Lead and the office staff.

Any serious defect or hazard is reported immediately to the school office.

27. Risk Assessments

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

Risk assessments are in place for the following areas:

Premises and grounds

Curriculum / classrooms / work areas

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Hazardous activities or events

Lettings or contract work which may affect staff or pupils in the school

Fire Risk Assessment

Hazardous Substances

Work Equipment

Manual handling activities

Use of ladders and footstools

Risks related to individuals e.g. health issues, behaviour & safety

Educational Visits

Evacuation or Lockdown

Events

Lettings & Clubs/Extended school activities

Emergency procedures

Safeguarding

First Aid

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

Name:

Mrs. L. Oakes (Health & Safety Lead)

Mrs H. Johnson-Allen oversees Educational Visits and the use of 'Evolve'

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

Risk assessments are written by all staff and shared/approved by Mrs. Oakes. All key risk assessments are communicated via 'staff meetings' or via the 'staffroom

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board and reviewed and evaluated as a team. All completed risk assessments are shared and communicated via e-mail, Microsoft Teams and the 'Policy and Procedures Folder' in the staffroom.

Staff are alerted to checking the Policy Folders on Microsoft Teams by messages on the Staffroom white board or by e-mail'. All risk assessments, policies and procedures when read, are signed by staff by completing a signing sheet in the Policy and Procedure Folder in the staffroom.

Risk assessments involving the learners are shared with the learners and they are encouraged to contribute to the review and evaluation of these risk assessments.

'Dynamic' risk Assessment are used as part of the school's on-going health, safety and safeguarding procedures. If changes are made to current practices, these are recorded to inform the risk assessment review. Most risk assessments are reviewed annually unless changes in circumstances evoke earlier review.

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

Both the Headteacher and Health & Safety Lead have attended Risk Assessment training and review Risk assessments processes with staff annually.

When an accident or incident occurs a post incident risk assessment is developed when a new hazard has been identified and/or new additional controls are needed.

Information is shared with Mrs L. Oakes following any accident or incident. This information then informs a 'Post Risk Assessment'.

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

28. Smoking

No smoking or vaping is permitted on site or in vehicles owned or operated by the school or state locations where it is allowed.

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29. Shared use of premises/shared workplace

<i>Name of Premises Manager or member of Leadership team responsible for Premises Management</i>	<p><i>Name:</i></p> <p>Headteacher</p>
<i>The school premises are shared with another organisation:</i>	<p><i>Name:</i></p> <p>Edwards & Ward (Catering)</p> <p>Space Cadets (Private Child Care Provision)</p>
<p><i>Our arrangements for managing health and safety in a shared workplace are:</i></p> <p>Any organisation that uses the school premises completes a 'Conditions of Use' agreement which includes the exchange of key 'health & safety' information. All organisations using the school's premises are expected to follow the schools 'Health & Safety' procedures and policies. Safeguarding policies are shared between organisations and key health & safety expectations shared and agreed. Areas of shared use are risk assessed by all parties involved.</p>	

30. Stress and Employees Well-being

<i>Name of person who has overall responsibility for the health and wellbeing of school employees:</i>	<p><i>Name:</i></p> <p>Headteacher</p> <p>Stephanie Edwards (Governors)</p>
<p><i>All employees have responsibility to take care of their own health and wellbeing and the school supports employees to do this by implementing the following arrangements:</i></p> <p>Staff well-being forms part of the agenda at Governing Body meetings termly. Staff Stress Risk Assessments are completed twice a year to review current issues or practices to then inform 'change team' actions in response.</p> <p>Staff are encouraged to evaluate their own practice and working approaches and to identify any changes that could be made as part of a proactive whole school approach. Suggestions are reviewed by the 'change team' and actioned if</p>	

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appropriate.

Staff are aware of who they can report any issues/concerns to and are encouraged to take ownership where possible of their own health and well-being.

A staff well-being board is in place in the staffroom. Post-it notes are used to record things that are working well and things that may need further consideration.

Staff are made aware of services available for support should this be required through the Staffordshire SLN 'Well-being - Well Me'

Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated.

Specific meetings are held regarding Well-being and stress management. Associated CPD is undertaken annually to support this.

Staff know how to access support and where to find resources and support if required.

All employees have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work.

Staff well-being is discussed on a regular basis and working practice risk assessments enable staff to identify potential hazards and make suggestions of how these could be minimised.

Individual stress risk assessments take place when a member of employees requires additional individual support.

The school has access to external services for support should these be required in response to an individual's needs.

A team stress risk assessment has been completed involving all employees and this is reviewed regularly.

Risk assessments are completed twice a year and are used to inform 'change team' actions and evaluate their impact. Staff are involved in 'problem solving'

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and deciding on actions to be taken as a team.

31. Training and Development

<i>Name of person who has overall responsibility for the training and development of employees:</i>	<i>Name:</i> Headteacher
<i>All new employees receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.</i>	
<p><i>Our arrangements for carrying out suitable and sufficient health and safety training for all employees are:</i></p> <p>As part of the 'Induction process' for all staff, any training requirements are established linked to their role and responsibilities. Health & Safety needs are then reviewed as part of the annual Performance Management.</p> <p>A programme for Health & Safety training updates is in place. This includes training such as:</p> <ul style="list-style-type: none"> ● Risk Assessments ● Fire Safety ● Asbestos ● RPI ● Well-being ● Asthma, Anaphylaxis & Epi-pen ● Manual handling & ladders/footstools ● First Aid ● Safeguarding ● Prevent ● Food Hygiene (where required) 	
<i>The school has a health and safety training matrix to help in the planning of essential and development training for employees.</i>	
<p><i>Training records are retained and are located:</i></p> <p>Resource Area, Office Shared electronic Records & through the National College CPD section</p>	

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<i>Training and use of new competency training/skills is monitored and measured by:</i>	<i>Name:</i> Headteacher & Health & Safety Link Governor
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32. Vehicle movement on site

<i>Name of Premises Manager responsible for the management of vehicles on site</i>	<i>Name</i>
<p><i>Our arrangements for the safe access and movement of vehicles on site are:</i></p> <p>Only staff and planned visitors are allowed to park on the school Car Park. The school gates are kept closed at all times especially during peak use.</p> <p>School Gates and the Pedestrian Entrance is operated Electronically and monitored by Office Staff. Access is gained either by Coded Fob, Key Code or by requesting access through the school office or Space Cadets building for Private Provider using school site.</p> <p>Disabled bays are available and clearly marked. Mini Bus parking is kept to the far end of the Car Park when in use. Cars are not permitted to park in front of the side access drive at any times. Staff are encouraged to reverse into parking spaces on arrival to support safety when leaving. There is always vehicle access for emergency services. Signage and adequate lighting is in place.</p>	

33. Violence and Aggression and School Security

<p><i>The school provides a place of work which is designed and managed to minimise the risk of violence and aggression to employees, pupils and visitors.</i></p> <p>The school has a 'Code of conduct' for both staff and visitors on the school website. Posters displayed around the school clearly set out the school's expectations on behaviour by anyone using the school premises.</p>
<p><i>A risk assessment is carried out where employees are at increased risk of injury due to their work.</i></p>
<p><i>Training, information, and instruction is available to employees to help them manage the risk of violence and aggression where required.</i></p>

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<i>Employees and pupils must report all incidents of verbal & physical violence to:</i>	<i>Name:</i> Headteacher & Mrs Oakes
<i>Incidents of verbal & physical violence are investigated by:</i>	<i>Name:</i> Headteacher or Member of the SLT
<i>Name of person who has responsibility for site security:</i>	<i>Name:</i> Headteacher Site Technician Mr. M. Hampton
<p><i>Our arrangements for site security are:</i></p> <p>The school's main Vehicle access gates are kept shut at all times and operated Electronically. Access is granted via Office Staff or Space Cadets Lead staff. Staff are allocated with access fobs and a key code for the electric gates.</p> <p>Regular Contract visitors such as Waste Removal have been given Key code to gates.</p> <p>All visitors must sign in and out at the school's main Reception</p> <p>Visitors are given lanyards to wear once signed in unless attending key events in the school hall. Visitors then sign in on a register which is monitored.</p> <p>Gates to pedestrian access are locked from the hours of 9.00am – 3.00pm. They are accessed via a padlock and key which all staff carry at all times.</p> <p>Access to the building is gained only through a security fob issued to approved staff.</p> <p>When rooms are not in use all doors and windows should be closed and blinds shut.</p> <p>The school is alarmed and the alarm is serviced regularly.</p>	

34. Water System Safety

<i>Name of Premises Manager responsible</i>	<i>Name:</i>
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<i>for managing water system safety.</i>	Headteacher
<i>Name of contractors who have undertaken a risk assessment of the water system</i>	<i>Name:</i> HSL
<i>Name of contractors who carry out regular testing of the water system:</i>	<i>Name:</i> HSL
<i>Location of the water system safety manual/testing log</i>	<i>Location:</i> Resource Area
<p><i>Our arrangements to ensure contractors have information about water systems are:</i></p> <p>Water systems are included on the 'Hazard Exchange' record before planned work commences.</p>	
<p><i>Our arrangements to ensure all school employees carrying out checks or testing or maintenance have information about the water system:</i></p> <p>The Site Technician who undertakes the school's regular water testing has received training on the water system and liaises with IWS during their inspection visits.</p> <p>Water system records are monitored by the School's Health & Safety Leader and from part of the Audit by the Health & Safety/Safeguarding Governor.</p>	

35. Working at Height

<i>Name(s) of person responsible managing the risk of work at height on the premises:</i>	<i>Name:</i> Headteacher
<i>Work at height is avoided where possible.</i>	
<p><i>Our arrangements for managing work at height are:</i></p> <p>All working from height is Risk Assessed and shared with staff.</p> <p>All working at height is properly planned for including what to do in an</p>	

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emergency.

Working at height is appropriately supervised where reasonably practicable.

Appropriate work equipment to support working at height is identified within the risk assessment and planned work.

Appropriate equipment is provided for work at height where required.

Employees who carry out work at height are trained to use the equipment provided

Work at height equipment is regularly inspected, maintained and records are kept:

In the resource area (Site Technician's Folder)

36. Work Experience

Name of person who has overall responsibility for managing work experience and work placements for school pupils.

Name:

Mrs L. Oakes

Our arrangements for assessing potential work placements, arrangements for induction and supervision of our students on work placement are:

All placements are discussed and approved by the Headteacher and then through liaison by Mrs Oakes with the College or School/ external agency.

A risk assessment or 'safeguarding information exchange' is undertaken before any Induction is undertaken to ensure that a placement is appropriate and can be effectively supported by both the school and external body.

The name of the person responsible for the health and safety of people on work experience in the school premises:

Name :

Mrs L. Oakes

Our arrangements for managing the health and safety of work experience students in the school are:

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All students on placements are subject to an 'Induction' before commencing their placement. Part of this process is the sharing of key expectations including Health & Safety procedures and safeguarding.

All students are assigned a student mentor who they can report to if they have any concerns or issues they wish to raise.

Placement reviews take place on a weekly basis and information is shared where appropriate between the school and external body.

37. Volunteers

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

Name:

Mrs L. Oakes

Volunteers are considered as a member of employees and all health and safety arrangements including induction and training apply.

All volunteers have a 'pre-volunteering interview' before any possible volunteer position is agreed.

Volunteers are to be supervised at all times unless they volunteer for a regulated activity in which a DBS check will be obtained before being left unsupervised.

All volunteers have an 'Induction' prior to commencing any volunteer positions.

A record of the Risk Assessment for each volunteer is recorded as part of the induction process.

E. Performance Indicators

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

The schools KPI's can be found on the Annual Health, Safety and Well-being and Safeguarding Project Plan as part of the school 'Strategic School Development Plan'.

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Version No.	Date of review	Reviewer	Changes Made
01	October 2013	Miss E. J. Smith & Mrs K. Cooper	New Policy Format providing a summary overview
02	October 2014	Mrs K Cooper	<p>Correction to name of Caretaker - Mr G Cook, not Mr C Cook as previously stated.</p> <p>Hazard Exchange Form, now HR46, not HSF46.</p> <p>Electrical Equipment inspection record now stored in the Resource Area, as opposed to the office.</p> <p>Water hygiene log book kept in Resource Area as opposed to the office, to ensure easy access for contractors / Site Supervisor.</p> <p>Defects book now stored in the resource area, to ensure easy access for staff to record defects.</p> <p>Amendment to the name of the LA Health and Safety service; now Health, Safety and Wellbeing, not Strategic Health and Safety Service.</p> <p>PE equipment now inspected annually by Sportsafe UK rather than Mercury, in line with Local Authority contract.</p> <p>Change from CRB to DBS and 'substantial' replaced with 'regular, unsupervised'.</p> <p>Drivers Declaration to include number of penalty points, validity of driving licence, regularly maintained vehicle in a good state of repair.</p>
03	October 2015	Kyra Cooper	Reviewed, no amendments required.

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Version No.	Date of review	Reviewer	Changes Made
04	October 2016	Kyra Cooper	Miss E Smith, replaced with Mrs E Pickford throughout document.
05	October 2017	Linda Oakes & Kyra Cooper	Additions and amendments detailed in blue. Reviewed in line with LA revised template.
06	October 2018	Kyra cooper	Reviewed in line with LA guidance. Contact address for Health, Safety and Wellbeing service amended. Caretaker changed to Site Technician throughout document. Dates of last audits amended.
07	September 2019	Erica Pickford	Dates of audits updated.
08	July 2020	Erica Pickford	New LA Model Policy format adopted. Local Instructions included in all areas.
09	Sept 2020	Erica Pickford	Reviewed
10	Nov 2021	Erica Pickford	Updated Personnel details and changes in responsibilities. Additional COVID-19 references made. Updated processes for reviewing and signing off policies and procedures.
11	Feb 2022	Erica Pickford	Updated company/contracts information for services/checks.
12	March 2023	Erica Pickford	Updated company/contracts information. Staffing changes and roles and responsibilities. 'Blue for new' indicates changes to procedures etc.
13	June 2024	Erica Pickford	Updated company/contract details and staff responsibilities. Included new procedures for site security.

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