



Start children off on the way they should go, and even when they are old they will not turn from it.”

Proverbs 22:6

## HEALTH, SAFETY & WELLBEING POLICY

Adopted	Autumn Term 2023
Committee	Full Governors
Review Date	Autumn Term 2024

We are a Christian school where quality and opportunities make a difference. We value all children as unique ‘Children of God’ and nurture each other to show **LOVE** in our relationships and a **RESPECT** for all. We foster **HOPE** within our community and encourage children to find **PEACE** by creating times and places for stillness and reflection. We strive for excellence, inspiring dreams both now and in the future. We promote **POSITIVITY**, celebrate **COURAGE**, demonstrate **RESPONSIBILITY** and share **JOY** through...

‘Learning, loving, laughing in the light of Jesus’.

## 1. Success Indicators

Forsbrook Primary School and Nursery has a Health, Safety and Wellbeing policy which:

- Provides an overview of the policy on health, safety and wellbeing.
- Outlines the arrangements 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

Forsbrook Primary School and Nursery have a Health, Safety and Wellbeing Policy in place. The Health, Safety and Wellbeing Policy is 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.

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

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

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

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

### Occupiers Liability

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

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

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

The policy has 5 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 Forsbrook Primary School.

**Part E** – The Key Performance Indicators

## A. Introduction

This policy statement compliments (and should be read in conjunction with) the Forsbrook Primary School and Nursery Health and Safety Policy. It records the local organisation and arrangements for implementing the policy.

## B. Policy Statement

The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Governing Body of Forsbrook Primary School and Nursery 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 and nursery 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.

<b>C. Bratt, Chair of Governors</b>  Signed:	<b>K. Cooke Headteacher</b>  Signed:
September 2023	September 2023

### C. Management Arrangements

The following procedures and arrangements have been established within our school and nursery 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 and nursery obtains competent health and safety advice from:	The Wellbeing, Health & Safety Team at Staffordshire County Council S-J. Walmsley
The contact details are	S.J. Walmsley   Health and Safety Adviser (Schools) Health, Safety and Wellbeing Service Staffordshire Place 1 Tipping Street, Stafford, ST16 2DH Tel: 01782 538758 / 07837 832584 Email: <a href="mailto:sarah-jane.walmsley@staffordshire.gov.uk">sarah-jane.walmsley@staffordshire.gov.uk</a>
In an emergency we contact S-J. Walmsley Tel: 01782 538758 / 07837 832584 Email: <a href="mailto:sarah-jane.walmsley@staffordshire.gov.uk">sarah-jane.walmsley@staffordshire.gov.uk</a>	

#### Monitoring Health and Safety

Name of person(s) responsible for the overall monitoring of health and safety in school:	Mrs K. Cooke, Headteacher Mrs S. Dawson, H&S Administrator
Our arrangements for the monitoring of health and safety are: October Health & Safety Checklist January Self-Assessment Annual Fire Risk Assessment Risk Assessments Annual Health & Safety and buildings Inspection Full Audit Key Performance Indicators Reported to the Resources Committee and Full Governing Body termly. Regular meetings with H&S advisor Weekly staff briefings	

DfE bulletins SLN	
The school carries out formal evaluations and audits on the management of health and safety:	
The last audit took place:	Date: 08.06.2018 By: J. Burdett
Name of person responsible for monitoring the implementation of health and safety policies:	Mrs K. Cooke, Headteacher
All staff are aware of the key performance indicators in part E and how they are monitored	
Workplace inspections:	Name of person who carries these out:
Daily playground inspections	PC (school) UH (Nursery) CA (EY)
Fire alarm (weekly)	PC
Emergency lighting (monthly)	PC
Water Outlets (weekly)	PC
Water (monthly)	HSL
Fire Drills (termly)	KC/SD
PE Equipment inspection (annual)	Mercury Sports
Asbestos annual inspection	A.Richards (SCC)
Asbestos annual visual inspection	PC

## D. Detailed Health and Safety Arrangements

### 1. Accident Reporting, Recording & Investigation

Our arrangements for recording and investigating:
<p><b>Pupil accidents:</b></p> <p>Pupil accidents are reported to the teacher/lunchtime supervisor on duty and recorded on the Pupil Accident excel spreadsheet located on the staff shared drive. Any bump to the heads are followed by a standard text message to parent/carer. If the bump is of a serious nature the parent is called. Any pupil accidents requiring referral to A&amp;E are followed up by the appropriate accident recording forms, completion of data on the online SCC accident reporting portal and a review of risk assessments where necessary.</p>
<p><b>Staff accidents:</b> Recorded on an excel spreadsheet, appropriate paperwork completed and completion of data on the online SCC accident reporting portal - review of risk assessments where necessary.</p>
<p><b>Visitor accidents:</b> Recorded on an excel spreadsheet, appropriate paperwork completed along with completion of the SCC online accident reporting portal – risk assessments reviewed where necessary.</p>
<p>The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: S. Dawson, Office Manager</p>

Our arrangements for reporting to the Governing Body are: Annually
Our arrangements for reviewing accidents and identifying trends are: Monthly

## 2. Asbestos

Name of Premises Manager responsible for Managing Asbestos.	Mrs K. Cooke, Headteacher
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>Referral to the asbestos books (infants/juniors)for signature</p> <p>Completion of Hazard Exchange forms</p>	
<p>Our arrangements to ensure all school staff such as class teachers or site technician has information about asbestos risk on the premises:</p> <p>Staff are made aware of asbestos work being carried out within the school</p> <p>Staff are not to drill or affix anything to walls without first obtaining approval from the Headteacher and checking/completing the asbestos manual.</p> <p>Staff are asked to report of any known damage to asbestos materials to the Headteacher, who in turn will report to Entrust.</p>	
Staff must report damage to asbestos materials to:	K. Cooke, Headteacher
Staff must not drill or affix anything to walls without first obtaining approval from the Headteacher.	

## 3. Communication

Name of SLT member who is responsible for communicating with staff on health and safety matters:	K. Cooke, Headteacher
<p>Our arrangements for communicating about health and safety matters with all staff are:</p> <p>Weekly Staff Meetings, staffroom notice board, staff emails</p> <p>Site Technician's job book</p>	
<p>Staff can make suggestions for health and safety improvements by:</p> <p>Weekly staff meetings</p> <p>Communication verbal/email to K. Cooke, Headteacher or S. Dawson, Office Manager</p>	

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

Name of person coordinating any construction work / acting as Client for any construction project.	K. Cooke, Headteacher or S. Dawson, Office Manager
<p>Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are:</p> <p>Duty holders will be identified and named as part of any Construction project.</p>	
<p>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are:</p> <p>Completion of Hazard Exchange Forms</p> <p>Completion/Signing of Asbestos Register</p> <p>Risk Assessments</p> <p>Using approved SCC contractors to carry out works</p>	
<p>Our arrangements for the induction of contractors are:</p> <p>Completion of necessary paperwork prior to work commencing</p>	
<p>Staff should report concerns about contractors to: Headteacher: K. Cooke</p>	
<p>We will review any construction activities on the site by: Carrying out an assessment of works completed and maintain regular contact with the contractor throughout the process. Larger projects are managed and overseen by our Entrust Property Surveyor.</p>	

#### 5. Consultation

Name of SLT member who is responsible for consulting with staff on health and safety matters:	K. Cooke, Headteacher
The name of the Trade Union Health and Safety Representative is:	K. Cooke, Headteacher
<p>Our arrangements for consulting with staff on health and safety matters are:</p> <p>Weekly staff briefing</p> <p>SLN bulletins</p> <p>Feedback from H&amp;S briefings and H&amp;S planning meetings</p> <p>DfE bulletins</p>	
<p>Staff can raise issues of concern by:</p> <p>Weekly staff briefings</p> <p>Communication to Headteacher or Office Manager</p> <p>Email</p> <p>Site Technician's job book</p>	



## 6. Contractor Management

Name of person responsible for managing and monitoring contractor activity	K. Cooke, Headteacher S. Dawson, Office Manager
Our arrangements for selecting competent contractors are: Using competent approved SCC contractors liaising through our Property Surveyor. Completion of Hazard Exchange forms Completion of Asbestos register	
Our arrangements for the exchange of health and safety information/risk assessments/safe working arrangements/monitoring are: Via the hazard exchange forms. Completion of asbestos register Safe working practice – fire escapes, first aid	
Our arrangements for the induction of contractors are: Completion of order Site visit arranged Necessary paperwork completed	
Staff should report concerns about contractors to: K. Cooke, Headteacher or S. Dawson, Office Manager	

## 7. Curriculum Areas – health and safety

Name of person who has overall responsibility for the curriculum areas as follows: The Headteacher, K. Cooke has overall responsibility of all curriculum areas. However the following curriculum leaders are:-  Science/D&T  PE	Head of Dept. or Curriculum Lead Name    HS/NL/SS  BC
Risk assessments for these curriculum areas are the responsibility of:	As listed above and signed off by the Headteacher

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

The school assesses the risk of the use of computers/laptops by carrying out a DSE assessment for staff using this type of equipment continuously and regularly for over an hour.
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<p>Our arrangements for carrying out DSE assessments are:</p> <p>A full DSE assessment is carried out upon commencement of employment, thereafter annually.</p> <p>Staff can request eye tests as necessary.</p> <p>Staff can also ask for a work station risk assessment when necessary</p>	
Name of person who has responsibility for carrying out Display Screen Equipment Assessments	S. Dawson, Office Manager
DSE assessments are recorded and any control measures required to reduce risk are managed by	Staff members line manager S. Dawson, Office Manager/K.Cooke

## 9. Early Years Foundation Stage (EYFS)

Name of person who has overall responsibility for EYFS	<p>Mrs K. Cooke (Headteacher)</p> <p>U.H, Nursery Manager</p> <p>JH, EYFS Co-Ordinator</p>
<p>Our arrangements for the safe management of EYFS are:</p> <p>Children's observations are carried out on secure iPads</p> <p>Children's personal details are stored in a locked cabinet</p> <p>Resources and materials are fire compliant</p> <p>Indoor and outdoor checklists of playground and equipment are carried out daily</p> <p>Children's accidents recorded</p> <p>Incident on arrival forms completed where necessary</p> <p>All staff receive training on first aid, safeguarding and food and hygiene</p>	

## 10. Educational visits / Off-Site Activities

Name of person who has overall responsibility for Educational Visits	K. Cooke, Headteacher
The Educational Visits Coordinator is	N. Lockett, Deputy Headteacher
<p>Our arrangements for the safe management of educational visits:</p> <p>Headteacher approves the school visit</p> <p>Consents from parents are via parent pay</p> <p>Approved coach company used at all times</p> <p>Completion of risk assessments on EVOLVE via the teacher organising the visit. Evolve risk assessment approved by the Headteacher</p> <p>Visit Leader Emergency Checklist – given to class teacher to take on the visit.</p>	

## 11. Electrical Equipment [fixed & portable]

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	Fixed electrical testing is under contract with the LA - Sharon Dawson, Office Manager organises the visit
Fixed electrical wiring test records are located:	Office file and Entrust Property Portal
All staff visually inspect electrical equipment before use.	
Our arrangements for bringing personal electrical items onto the school site are: Not allowed unless they have been PAT tested by a recognised contractor. Equipment that has been PAT tested should always be visually inspected prior to use.	
Name of person responsible for arranging the testing of portable electrical equipment (PAT):	S. Dawson, Office Manager
Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:	S. Dawson, Office Manager. Every 2 years
Portable electrical equipment (PAT) testing records are located:	School office
Staff must take defective electrical equipment out of use and report to	K. Cooke, Headteacher or S. Dawson, Office Manager
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. Fire Precautions & Procedures [and other emergencies incl. bomb threats]

Name of competent person responsible for undertaking & reviewing fire risk assessment in addition to any associated action planning	K. Cooke, Headteacher
The Fire Risk Assessment is located:	School Office/'S' Drive/Staffroom Display
When the fire alarm is raised the person responsible for calling the fire service is	K. Cooke, Headteacher S. Dawson, Office Manager
Name of person responsible for arranging and recording of fire drills	S. Dawson, Office Manager
Name of person responsible for creating and reviewing Fire Evacuation arrangements	K. Cooke, Headteacher
Our Fire Evacuation Arrangements are published:	School office All classrooms/Halls/Staffroom

Our Fire Marshals are listed	All classrooms/Staffroom School Office
Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at	School Office 'S' drive
Name of person responsible for training staff in fire procedures	K. Cooke, Headteacher on commencement of employment. Fire Marshall Training – online course National College
All staff must be aware of the Fire Procedures in school	

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

Name of person responsible for carrying out the First Aid Assessment	S. Minor, Clerical Assistant
The First Aid Assessment is located	School office
First Aiders are listed	School Office Staffroom Classrooms
Name of person responsible for arranging and monitoring First Aid Training	S. Dawson, Office Manager
Location of First Aid Box	School Office Early years entrance KS1 Block KS2 Block All classrooms have 1 <sup>st</sup> aid bum bags Nursery rooms
Name of person responsible for checking & restocking first aid boxes	S. Minor Lunchtime Supervisors
In an emergency staff are aware of how to summon an ambulance	
Our arrangements for dealing with an injured person who has to go to hospital are (who is contacted/ who accompanies staff or children to hospital):	
pupils	Assess injury and decide response – ring 999 in emergency or call parent Contact parent Inform Headteacher Parent or responsible teaching staff will accompany child to hospital if necessary

staff	Assess injury and decide response – ring 999 in emergency or contact next of kin Contact staff members named emergency contact. Inform Headteacher of incident. Arrange cover of pupils. Allow a member of staff to leave with ambulance crew.
visitors	Assess injury and decide response – ring 999 in emergency or contact the visitors emergency contact. Inform Headteacher. Accompany visitor to hospital if necessary.
Our arrangements for recording the use of First Aid are: Treatment of First Aid is recorded on the accident form and on the online SCC accident portal.	

#### 14. Forest School

Name of person in school who leads on Forest School activity	HS Activities approved by the Headteacher, K. Cooke
Completion of risk assessments. The Forest School area is for supervised activities only	

#### 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:	23.10.2012 Surveyor: K. Rogers, SCC Report kept at the school office

#### 16. Hazardous Substances (COSHH)

Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)	P.Cooke, coshh sheets are also received from the company that we purchase materials from.
Our arrangements for managing hazardous substances Annual risk assessment Wearing of PPE Storage of cleaning substances are in a locked cupboard	

The school uses CLEAPPS as a resource and all staff must be aware of how to access this information.

### 17. Health and Safety Law Poster

The Health and Safety at Work poster is located:	Health & Safety notice board in the staffroom, the school kitchen and nursery
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### 18. Housekeeping, cleaning & waste disposal

All staff and pupils share the responsibility for keeping the school site clean, tidy and free from hazards	
Our waste management arrangements are: Contract in place with Staffordshire Moorlands for weekly general waste and fortnightly recycling waste collections	
Our site housekeeping arrangements are: Waste bins and recycling bins throughout school and nursery are emptied every evening by A. Johnstone.	
Site cleaning is provided by: In house cleaners	Staff:- PC, AT, JF, JH and SG
Cleaning staff have received appropriate information, instruction and training about the following and are competent:	
Work equipment	
Hazardous substances	
Waste skips and bins are located away from the school building.	
All staff and pupils must be aware of the arrangements for disposing of waste and the location of waste bins and skips.	
Staff in all Depts. who generate waste (e.g.catering/cleaning/curriculum areas/nursery) must be aware of the risk assessments and control measures in place for their role.	

### 19. Infection Control

Name of person responsible for managing infection control:	K. Cooke, Headteacher
Our infection control arrangements (including communicable diseases/hand hygiene standards) are: Handwashing facilities for staff and pupils Hand sanitising stations for staff and pupils are located around the school PPE for staff use Fogging Machines Deep Cleans Self-isolating periods for covid (3-days children, 5-days adults)	

Water stations - bottle filled only  
NHS medical guidance on infections/incubation periods for staff/pupils  
LA guidance obtained in the case of an outbreak of contagious disease

## 20. Lettings

Name of Premises Manager or member of Leadership team responsible for Lettings	K. Cooke, Headteacher
Our arrangements for managing Lettings of the school hall or external premises are: Lettings agreement completed Risk assessment form completed Fire escape routes/first aid explained Invoice Insurance documents received	
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.	

## 21. Lone Working

Our arrangements for managing lone working are:-  
Lone working policy completed and reviewed annually

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

NOTE Types of equipment to consider in this section: Ladders and steps, fume cupboards, other extraction systems, PE equipment, D&T machines, lifts & lifting equipment, pressure cookers, autoclaves, fire alarm and smoke detection, emergency lighting, fire extinguishers. This section <b>must include</b> the arrangements for school/academy kitchens, science laboratories or Design and Technology rooms	
Name of person responsible for the selection, maintenance / inspection and testing of equipment	S. Dawson, Office Manager will arrange inspection visits for:- PAT, Fixed Electrical Testing, PE Equipment, Fire Extinguishers, Roller Shutter Doors, Gates etc.

Records of maintenance and inspection of equipment are retained and are located:	School Office Step Ladders book – with step ladders
Staff report any broken or defective equipment to:	K. Cooke, Headteacher or S. Dawson, Office Manager or P.Cooke, Caretaker
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:	

### 23. Manual Handling

Name of competent person responsible for carrying out manual handling risk assessments	K. Cooke, Headteacher S. Dawson, Office Manager P.Cooke, Caretaker
<p>Our arrangements for managing manual handling activities are:</p> <p>Risk Assessment</p> <p>Training</p> <p>Self-awareness of lifting and moving load</p> <p>Use of trolleys</p> <p>Manual handling restricted mainly to the caretaker where possible.</p>	
Staff must be aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided.	
Staff who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task.	
Staff are trained appropriately to carry out manual handling activities.	
Where people handling takes place an Individual Manual Handling Plan must be in place and communicated to all parties (including where appropriate the young person/their parents/carers/support staff).	

### 24. Medication

Name of person responsible for the management of and administration of medication to pupils in school/academy	S. Dawson, Office Manager S. Minor, Clerical Assistant D. Preston 1:1 TA / A. Riley 1:1 TA All Nursery Staff
Our arrangements for the administration of medicines to pupils are:	
The names of members of staff who are authorised to give / support pupils with medication are:	S. Dawson, Office Manager S. Minor, Clerical Assistant D. Preston 1:1 TA / A. Riley 1:1 TA



	All Nursery Staff
Medication is stored:	School/Nursery office fridge/medicine cabinet
A record of the administration of medication is located:	School office/Nursery office
Pupils who administer and/or manage their own medication in school are authorised to do so by their parent/SEN Co-ordinator and are provided with a suitable private location to administer medication/store medication and equipment. A care plan is in place where necessary for these children.	
Staff are trained to administer complex medication by the school nursing service when required.	
<p>Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are:</p> <p>Care plans are in place for asthma sufferers and pupils with allergies</p> <p>Inhalers are kept in the classroom with the child and are taken with them on visits to the swimming baths, field, school visits.</p> <p>An emergency school inhaler is kept at the school office</p>	
Staff who are taking medication must keep this personal medication in a secure area in a staff only location.	
Staff must advise the school leaders if they are taking any medication which might impair their ability to carry out their normal work.	

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

PPE is provided free of charge where a risk assessment identifies this is needed to control a risk and the risk cannot be controlled by another means.	
Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for school staff.	K. Cooke, Headteacher S. Dawson, Office Manager
Name of person responsible for the checking and maintenance of personal protective equipment provided for staff	The staff member who uses the equipment reports defects to the headteacher or office manager
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.	Headteacher, K. Cooke /Office Manager, S. Dawson
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	Classroom Teaching Staff

checking pupil PPE.	
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## 26. Radiation

Name of the school Radiation Protection Supervisor (RPS)	We would contact S-J. Wlamsley
Name of the Radiation Protection Adviser (RPA)	As above

## 27. Reporting Hazards or Defects

All staff and pupils must report any hazards, defects or dangerous situations they see at school.
<p>Our arrangements for the reporting of hazards and defects:</p> <p>Completion of the Site Technician's job book</p> <p>Communication to Headteacher/Office Manager</p> <p>Contact Entrust/SCC where necessary</p>

## 28. Risk Assessments

The school has in place risk assessments for any identified significant risk. Control measures which are put in place to eliminate or reduce risk are communicated to staff, pupils and other who may be exposed to the risk.	
<p>Risk assessments are in place for the following areas:</p> <p>Premises</p> <p>Classrooms</p> <p>D&amp;T</p> <p>PE</p> <p>DSE User</p> <p>Epilepsy</p> <p>First Aid</p> <p>Lettings</p> <p>Fire Risk Assessment</p> <p>Cleaning/Hazardous Substances</p> <p>Lone Working</p> <p>Manual handling activities</p> <p>Risks related to individuals e.g. health issues</p> <p>Finger Trapping</p> <p>Wheelchair</p>	
Name of person who has overall responsibility for the school risk assessment process and any associated action planning	K. Cooke, Headteacher

Our arrangements for carrying out, recording, communicating and reviewing risk assessments are:  
Risk assessments are reviewed annually or reviewed earlier when an incident/accident/change has occurred.

Risk assessments are held on the 'S' drive and any amendments are emailed to staff

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, this is then emailed to staff.

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

## 29. Smoking

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

## 30. Shared use of premises/shared workplace

Name of Premises Manager or member of Leadership team responsible for Premises Management	K. Cooke, Headteacher
The school premises are shared with another organisation (e.g.Contract caterer/public leisure centre).	Edwards & Ward Catering – Kitchen use D&T Workshop – SCC Forsbrook Nursery
Our arrangements for managing health and safety in a shared workplace are: Updates at staff meetings Communication via email/telephone	

## 31. Stress and Staff Well-being

Name of person who has overall responsibility for the health and wellbeing of school staff	K. Cooke, Headteacher
All staff have responsibility to take care of their own health and wellbeing and the school supports staff to do this by implementing the following arrangements:	
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.	

Team stress risk assessment completed April 2023 involving all staff.

### 32. Swimming Pool Operating Procedures N/A

### 33. Training and Development

Name of person who has overall responsibility for the training and development of staff.	K. Cooke, Headteacher
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: All training is authorised by K. Cooke, Headteacher and is booked via S. Dawson, Office Manager through the Entrust portal or external providers Firesafe 999, online training via The National College	
The school has a health and safety training matrix to help in the planning of essential and development training for staff.	
Training records are retained and are located at the school office in staff personnel files and on spreadsheets	
Training and competency as a result of training is monitored and measured by:	K. Cooke, Headteacher

### 34. Vehicles owned or operated by the school N/A

### 35. Vehicle movement on site

Name of Premises Manager responsible for the management of vehicles on site	K. Cooke, Headteacher
Our arrangements for the safe access and movement of vehicles on site are:  Automated gates installed on the school grounds. Pupils/Parents can only enter via the pedestrian gate from 8.30am and again at 3.00pm The school driveway is manned by K. Cooke; Headteacher, to prevent any parents trying to access the drive Deliveries are requested where possible between the hours of 9.30am – 2.30pm. Vehicles are not allowed through the gates during break times. Access by parents to the school driveway is for collection of poorly children throughout the day. Disabled parking available via prior arrangement with the school	

### 36. 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:	Staff:- Headteacher, K. Cooke Pupils:- Class Teacher
Incidents of verbal & physical violence are investigated by:	K. Cooke, Headteacher
Name of person who has responsibility for site security:	K. Cooke, Headteacher
<p>Our arrangements for site security are:</p> <p>A. Johnstone secures the building in an evening. P. Cooke unlocks the building each morning.</p> <p>Visitors report to the school office, office staff check for appointment, visitors sign in at Inventory signing in screen, visitors' badge is printed. Contact appropriate member of staff who will escort visitor – sign out before leaving.</p> <p>Collection of children:- signed out by parent at the Inventory screen</p>	

### 37. Water System Safety

Name of Premises Manager responsible for managing water system safety.	K. Cooke, Headteacher
Name of contractors who have undertaken a risk assessment of the water system	HSL and Concept Environmental
Name of contractors who carry out regular testing of the water system:	HSL monthly/Concept Environmental 6 monthly Site Technician checks disused water outlets weekly
Location of the water system safety manual/testing log	School Office
<p>Our arrangements to ensure contractors have information about water systems are:</p> <p>Water log book/files are kept at the school office along with the asbestos book for signing.</p> <p>Contractors are given the necessary keys to access rooms</p>	

Our arrangements to ensure all school staff carrying out checks or testing or maintenance have information about the water system:  
As above – P. Cooke, Site Technician completes weekly spreadsheet

### 38. Working at Height

Name(s) of person responsible managing the risk of work at height on the premises:	K. Cooke, Headteacher
Work at height is avoided where possible.	
<p>Our arrangements for managing work at height are: Working at height is avoided at all times. But when this is required staff receive the appropriate training. Use of kick stools/step ladders are used by all staff where necessary Log book for inspection of ladders Hire of tower when required for use by contractors (Hall lights/projector)</p>	
Appropriate equipment is provided for work at height where required.	
Staff who carry out work at height are trained to use the equipment provided	
Work at height equipment is inspected prior to use, records are kept with the ladders in a log book in the store cupboard	

### 39. Work Experience

Name of person who has overall responsibility for managing work experience and work placements for school pupils.	K. Cooke, Headteacher
<p>Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are:</p> <p>Student contacts the Headteacher via telephone/e-mail Meeting arranged prior to placement to complete necessary paperwork</p>	
The name of the person responsible for the health and safety of people on work experience in the school premises:	K. Cooke, Headteacher
<p>Our arrangements for managing the health and safety of work experience students in the school are:</p> <p>Completion of paperwork from college, taking account of allergies/disabilities etc. Classroom teacher is responsible for the supervision of the student during the school day.</p>	

#### 40. Volunteers

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

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

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

School KPI's may be added here – include how you evaluate your success in this area.

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

- Graphical analysis of accidents reported to the Full Governors
- D1s – immediate action taken
- Review of all risk assessments annually or earlier if necessary
- Site Technician ensures that any repairs and maintenance to building is a priority
- Review of auditors key recommendations and corrective actions table completed
- All staff are encouraged to raise and act on any health, safety and wellbeing issues within school/nursery and discussions take place at weekly staff briefings