



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 AND WELLBEING POLICY

Adopted	March 2025
Committee	Full Governors
Review Date	March 2026

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’.

Health, Safety and Wellbeing Policy

FORSBROOK C E PRIMARY SCHOOL AND NURSERY

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.

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 FORSBROOK CE PRIMARY 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.
- 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>Signature</i>	<i>Signature</i>
MRS C BRATT, Chair of Governors/Board	MRS K COOKE, Headteacher
<i>DATE:</i>	<i>DATE:</i>

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.
- 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.

Heads of Curriculum/Department 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.
- 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

<i>The school and nursery obtains competent health and safety advice from:</i>	SCC H&S Team – SARAH-JANE WALSMSLEY
<i>The contact details are:</i>	<u>sarah-jane.walmsley@staffordshire.gov.uk</u> Office: 01785 35577 Mobile: 07837 832584
<i>In an emergency we contact:</i> Duty Officer: 01785-355777 i Email: <u>shss@staffordshire.gov.uk</u> Duty Officer is available 8:30–17:00 Mon–Thurs & 8:30-16:30 Fri	

Monitoring Health and Safety

<i>Name of person(s) responsible for the overall monitoring of health and safety in school:</i>	Name(s) Mrs K. Cooke, Headteacher Mrs S. Dawson, Office Manger Mrs N. Lockett, Deputy Headteacher
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<p><i>Our arrangements for the monitoring of health and safety are</i></p> <p>October Health & Safety Checklist January Self-Assessment Annual Fire Risk Assessment External Fire Risk Assessment (SCC) 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</p>	
<p><i>The school carries out formal evaluations and audits on the management of health and safety.</i></p>	
<p><i>The last audit took place</i></p>	<p><i>Date:</i> 04.03.2024</p> <p><i>By:</i> Allison Dawson</p>
<p><i>Name of person(s) responsible for monitoring the implementation of health and safety policies</i></p>	<p><i>Name(s)</i> Mrs K. Cooke, Headteacher</p>
<p><i>All employees are made aware of the key performance indicators in part E and how they are monitored:-</i></p> <p>Headteachers reports, Governor meetings and reports, staff meeting updates.</p>	
<p>Workplace inspections:-</p> <p>Playground checks (daily)</p> <p>Boundaries checks (monthly)</p> <p>Outdoor play equipment (monthly)</p> <p>PE and Outdoor fixed equipment (annual)</p> <p>Fire alarm testing (weekly)</p> <p>Fire drills evacuation (termly)</p> <p>Fire Door inspections (6-monthly)</p> <p>Firefighting equipment (monthly)</p> <p>Emergency lighting (monthly)</p>	<p>Name of person(s) who does these</p> <p>P.Cooke, Caretaker</p> <p>PCooke, Caretaker</p> <p>P.Cooke, Caretaker</p> <p>Mercury Sports</p> <p>P.Cooke, Caretaker</p> <p>P.Cooke, Caretaker</p> <p>P.Cooke, Caretaker</p> <p>P.Cooke, Caretaker</p> <p>P.Cooke, Caretaker</p>

Water outlets (weekly)	P.Cooke, Caretaker
Asbestos (annual)	SCC
Asbestos visual inspection (annual)	P.Cooke, Caretaker (6-month prior to SCC visit)
Ladders (6-monthly)	P.Cooke, Caretaker
Tree Inspection (5-yearly)	Key Maintenance Group
Tree Inspection(annual/After storm)	P.Cooke, Caretaker
Power Tools (before use)	P.Cooke, Caretaker
Wall Mounted Screens/Lockers (half-termly)	P.Cooke, Caretaker
Finger trapping guards (monthly)	P.Cooke, Caretaker
PE equipment (before use)	Teachers
Water outlets (weekly)	P.Cooke, Caretaker

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.

1. Accident and Incident Reporting, Recording & Investigation

Our arrangements for recording and investigating:

pupil accidents:

Pupil accidents are reported to the teacher/lunchtime supervisor on duty and recorded on the Pupil Accident link which is accessible by all staff.

Any bump to the heads are followed by a standard text message to the parent/carer. If the bump is of a serious nature the parent is called.

Any pupil accidents requiring referral to A&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.

employee accidents:

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><i>visitor accidents:</i></p> <p>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><i>The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is:</i></p> <p>S.Dawson, Office Manager</p>
<p><i>Our arrangements for reporting to the Governing Body are:</i></p> <p>Annual in September (following the academic year) in graphical format so trends are easily identified.</p>
<p><i>Our arrangements for reviewing accidents and identifying trends are:</i></p> <p>Monitoring of the accident records monthly</p>

2. Asbestos

<i>Name of person responsible for managing asbestos on the school site:</i>	<i>Name:</i> K. Cooke, Headteacher
<i>Location of the Asbestos Management Log or Record System:</i>	<i>Location:</i> School Office
<p><i>Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are:</i></p> <ul style="list-style-type: none"> • Referral to the asbestos books (infants/juniors) for signature • Completion of Hazard Exchange forms 	
<p><i>Our arrangements to ensure all school employees such as class teachers or caretakers have information about asbestos risk on the premises are:</i></p> <ul style="list-style-type: none"> • We have 2 asbestos folders x1 infant site, x1 junior site • Staff are made aware of known asbestos on the premises. • Asbestos maps are positioned in all rooms • All staff have signed the 'Employee Declaration of Understanding' • Asbestos stickers have been purchased for displaying around school by the caretaker 	

<ul style="list-style-type: none"> • Staff are not to drill or affix anything to walls without first obtaining approval from the Headteacher and checking/completing the asbestos folders. Blu-tack/command strips are preferred/advised. • Staff are asked to report of any known damage to asbestos materials to the Headteacher, who in turn will report to Entrust. • Staff are informed of any works being carried out within the school/nursery 	
<i>Employees must report damage to asbestos materials to:</i>	<i>Name:</i> K. Cooke, Headteacher
Employees must not drill or affix anything to walls without first obtaining approval from K. Cooke; Headteacher.	

3. Communication

<i>Name of SLT member who is responsible for communicating with employees on health and safety matters:</i>	<i>Name:</i> K. Cooke; Headteacher
<i>Our arrangements for communicating about health and safety matters with employees, pupils, visitors, contractors are:</i> Staff meetings agenda where required Staffroom notice board Staff emails Caretakers job book/email Newsletters to parents School tannoy system Headteachers report to Governors	
<i>Employees can make suggestions for health and safety improvements by:</i> Communication at staff meetings Email the headteacher Caretakers job book/email Performance reviews	

4. Construction Work *See also Contractor Management

<i>Name of person coordinating any construction work / acting as Client for any construction project.</i>	<i>Name:</i> S. Dawson, Office Manager
<i>Our arrangements for managing construction projects within the scope of the</i>	

Construction Design and Management Regulations are:

Construction projects are managed by Entrust through a SLA. Site visits take place with Entrust, Contractor and Office Manager. All documentation is completed and signed off prior to works commencing.

Where Entrust are not involved in a project, the Office Manager consults direct with approved contractors, obtaining quotes, completion of relevant hazard exchange documents, insurance/indemnity documents, construction phase plan and RAMS documents.

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

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

Hazard exchange forms are completed prior to commencement of works

Asbestos folders checked and signed prior to commencement of works

Opening/Closing hours detailed

Security of site detailed

Risk assessments completed

Insurance documents obtained

Our arrangements for the induction of contractors are:

During completion of hazard exchange documents, contractors are briefed with fire safety/security/safeguarding.

Employees should report concerns about contractors to:

K. Cooke, Headteacher

We will review any construction activities on the site by:

Regular monitoring the works being undertaken during the project.

Where Entrust are involved with a project they regularly attend site to check the progress of works, sign the works off and inform contractor of any remedials.

5. Consultation

Name of SLT member who is responsible for consulting with employees on health

Name: K. Cooke; Headteacher

<i>and safety matters:</i>	
<i>The name of the Trade Union Health and Safety Representative is:</i>	<i>Name: K. Cooke; Headteacher</i>
<i>Our arrangements for consulting with employees on health and safety matters are:</i> Staff meetings SCC School bag SLN H&S & wellbeing updates Feedback from Headteacher H&S Briefings	
<i>Employees can raise issues of concern by:</i> Speaking to/emailing the Headteacher; K. Cooke/Office Manager; S. Dawson/Caretaker; P.Cooke. Raise concerns at staff meetings	

6. Contractor Management

<i>Name of person responsible for managing and monitoring contractor activity</i>	<i>Name:</i> <i>Headteacher; K.Cooke/Office Manager; S. Dawson</i>
<i>Our arrangements for selecting competent contractors are:</i> Using SCC approved contractors. Liaising with SCC School Building Surveyor	
<i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are:</i> Site meeting with contractors Completion of all hazard exchange forms Signing of the asbestos folders	
<i>Our arrangements for the induction of contractors are:</i> Signing in/out @ Inentry system Exchange of emergency contact numbers	

First Aid
Fire Evacuation
Completion of all required paperwork
<i>Employees should report concerns about contractors to:</i>
<i>K. Cooke, Headteacher</i>

7. Curriculum Areas – health and safety

<i>Name of person who has overall responsibility for the curriculum areas as follows: e.g. Science, Design & Technology, PE</i>	<p>Head of Dept. or Curriculum Lead</p> <p>Overall responsibility for curriculum is K. Cooke, Headteacher</p> <p>Science – H. Shaw, Class Teacher</p> <p>D&T – N. Lockett, Deputy Head/Class Teacher</p> <p>PE – B. Card, Class Teacher</p>
<i>Risk assessments for these curriculum areas are the responsibility of:</i>	<p><i>Name(s)</i></p> <p>Overall responsibility of risk assessments is K. Cooke, Headteacher</p> <p>Science – H. Shaw, Class Teacher</p> <p>D&T – N. Lockett, Deputy Head/Class Teacher</p> <p>PE – B. Card, Class Teacher</p>

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>
<p><i>Our arrangements for carrying out DSE assessments are:</i></p> <p>DSE presentation watched by staff.</p> <p>DSE assessment completed by user and reviewed by line manager for any necessary actions.</p> <p>Eye Test voucher available for staff</p>

<i>Name of person who has responsibility for carrying out Display Screen Equipment Assessments:</i>	<i>Name:</i> S. Dawson, Office Manager
<i>DSE assessments are recorded, and any control measures required to reduce risk are managed by:</i>	<i>Name:</i> Staff Line Manager:- K. Cooke; Headteacher S. Dawson, Office Manager

9. Early Years Foundation Stage (EYFS)

<i>Name of person who has overall responsibility for EYFS:</i>	<i>Name:</i> K. Cooke; Headteacher J. Hackney; Assistant Head E. Turner; Nursery Lead
<i>Our arrangements for the safe management of EYFS are:</i> Children's observations are carried out on secure iPads Children's personal details are stored in a locked cabinet Resources and materials are fire compliant Indoor and outdoor checklists of playground and equipment are carried out daily Children's accidents recorded Incident on arrival forms completed where necessary All staff receive training on first aid paediatric first aid, safeguarding and food and hygiene	

10. Educational visits / Off-Site Activities

<i>Name of person who has overall responsibility for Educational Visits</i>	<i>Name:</i> K. Cooke; Headteacher
<i>The Educational Visits Coordinator is</i>	<i>Name:</i> N. Lockett, Deputy Headteacher
<i>Our arrangements for the safe management of educational visits are:</i> Headteacher approves the school visit Educational visit consents from parents are via parent pay Approved coach company used at all times Completion of risk assessments on EVOLVE via the teacher organising the visit.	

Evolve risk assessment approved by the Headteacher
Visit Leader Emergency Checklist – given to class teacher to take on the 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> Entrust identify the approved contractor and the visit is arranged with S. Dawson, Office Manager
<i>Fixed electrical wiring test records are located:</i>	Paper copies held at the office. Entrust online portal
All employees are required to visually inspect electrical equipment before use.	
<i>Our arrangements for bringing personal electrical items onto the school site are:</i> Staff are not permitted to bring in their own electrical devices, unless they are new, BS 761 certified/or have an up-to-date PAT test label.	
<i>Name of person responsible for arranging the testing of portable electrical equipment (PAT):</i>	<i>Name:</i> S. Dawson, Office Manager
<i>Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:</i>	<i>Name:</i> S. Dawson, Office Manager We follow SCC guidance and frequency of testing is annually.
<i>Portable electrical equipment (PAT) testing records are located:</i>	School office
<i>Employees must take defective electrical equipment out of use and report to:</i>	<i>Name</i> K. Cooke, Headteacher
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

<i>Name of SLT member who is responsible for developing and maintaining the school's response to major risks Business</i>	<i>Name</i> K. Cooke; Headteacher
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<i>Continuity Plan (BCP).</i>	
<p><i>Our arrangements for communicating emergency arrangements to all employees are:</i></p> <p>Business Continuity Plan is shared with all staff</p> <p>Internal tannoy system identifies ‘Lockdown’, ‘Bomb Threat’, ‘Evacuation/Fire’, ‘Invacuation’</p>	

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

<i>Name of competent person responsible for undertaking and reviewing the fire risk assessment in addition to any associated action planning:</i>	<p><i>Name:</i></p> <p>S. Dawson; Office Manager completes annual Fire Risk Assessment and obtains fire risk assessment from the schools catering providers and the SCC workshop.</p> <p>A fire risk assessment of the premises has been booked to take place by an external assessor SCC in May 2025.</p>
<i>The Fire Risk Assessment is located</i>	<p><i>Displayed in staffroom</i></p> <p>‘s’ drive</p>
<i>The Fire Risk Assessment is shared with other employers who share the site.</i>	<p><i>Names of employers</i></p> <p>Edwards & Ward</p> <p>SCC Workshop</p>
<i>When the fire alarm is raised the person responsible for calling the fire service is: (include out of hours arrangements)</i>	<p><i>Name</i></p> <p>K. Cooke, Headteacher</p> <p>Lettings of school will contact the headteacher / ring 999</p> <p>Out of hours – our chair of governors who lives locally will notify the headteacher / ring 999</p>
<i>Name of person responsible for arranging and recording of fire drills:</i>	<p><i>Name</i></p> <p>K. Cooke; Headteacher arranges termly planned fire drills.</p>

	S. Dawson, Office Manager records the fire drills.
<i>Name of person responsible for creating, communicating and reviewing Fire Evacuation arrangements:</i>	<i>Name</i> K. Cooke; Headteacher
<i>Our Fire Evacuation Arrangements are kept/displayed:</i>	<i>Location</i> Displayed clearly in all rooms around school and nursery.
<i>Our Fire Marshals are: list or state where information is kept:</i>	<i>Location</i> Displayed clearly in all rooms around school and nursery.
<i>Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Logbook located at:</i>	<i>Location</i> School office
<i>Name of person responsible for training employees in fire procedures:</i>	<i>Name</i> K. Cooke; Headteacher The school use National College platform for training.
<i>Employees awareness of the Fire Procedures in school is repeated</i> Every 3 years	

14. First Aid *see also Medication

<i>Name of person responsible for carrying out the First Aid Assessment:</i>	<i>Name</i> S. Minor, Clerical Assistant
<i>The First Aid Assessment is located:</i>	<i>Location</i> First Aid Room
<i>First Aiders are: list or state where information is kept</i>	<i>Location</i> Poster displayed in all rooms around school and nursery

<i>Name of person responsible for arranging and monitoring First Aid Training</i>	<i>Name</i> S. Dawson, Office Manager E. Turner, Nursery Lead Manager
<i>Location of First Aid Box(es):</i>	<i>Location</i> First aid bum bags are in all classrooms KS1 first aid Box – KS1 corridor KS2 first aid Box – KS2 corridor First Aid Cupboard – medical room First aid box – all nursery rooms
<i>Name of person responsible for checking and restocking first aid box(es):</i>	<i>Name</i> S. Minor, Clerical Assistant
<i>Arrangements on how to summon an ambulance in an emergency are:</i> Office informed and dial 999. Vehicle gates are overridden for quick access	
<i>Our arrangements for dealing with an injured person who has to go to hospital are (who is contacted/ who accompanies employees or children to hospital):</i>	
<i>pupils</i>	Ring 999 Contact parent/carer Parent or member of school staff will accompany a child to hospital.
<i>employees</i>	Ring 999 Contact employee family member/emergency contact held on file. Family member or Headteacher will accompany employee to hospital.
<i>visitors</i>	Ring 999 Contact visitors family member/emergency contact held on

	<p>file.</p> <p>Family member or Headteacher will accompany employee to hospital.</p>
<p><i>Our arrangements for recording First Aid provided are:</i></p> <p><i>Pupils – accident record link.</i></p> <p><i>Employees/visitors – accident form and entry on SCC H&S incident reporting</i></p>	

15. Forest School

<p><i>Name of person in school who leads on Forest School activity:</i></p>	<p><i>Name</i></p> <p>H. Shaw, Class Teacher</p>
<p><i>Our arrangements for developing, organising and running Forest School activity.</i></p> <p>Outdoor areas are monitored by H. Shaw</p> <p>Risk assessment completed for activity</p>	

16. Glass & Glazing

<p><i>All glass in doors and side panels are constructed of safety glass</i></p>	
<p><i>All replacement glass is of safety standard</i></p>	
<p><i>A glass and glazing assessment took place in (year) and the record can be found</i></p>	<p><i>Date and Location</i></p> <p>23.10.2012</p> <p>Surveyor: K.Rogers. Records held at school office.</p> <p>Condition survey 28.06.2022:-</p> <p>Building – Steve Boulton</p> <p>Electrical – Nick Inglis</p> <p>Mechanical – Nick Inglis</p>

17. Hazardous Substances (COSHH)

<p><i>Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments):</i></p>	<p><i>P.Cooke, Cleaning Supervisor</i></p> <p><i>COSHH data sheets are also received from supplier of cleaning</i></p>
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	<i>materials</i>
<p><i>Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are:</i></p> <p>Risk Assessments</p> <p>Hazardous Substances Assessment</p> <p>Wearing of PPE</p> <p>Cleaning materials are purchased from approved suppliers and stored in locked cupboards</p> <p>COSHH data sheets obtained/stored in cleaners cupboards</p> <p><i>The school uses CLEAPPS as a resource and access this information is available (state how and by who).</i> CLEAPPS is used by science, D&T and Art co-ordinators</p>	

18. Health and Safety Law Poster

<i>The Health and Safety at Work poster is displayed:</i>	<p>School Kitchen</p> <p>Nursery Staffroom</p> <p>School Staffroom</p> <p>KS1 & KS2 Halls</p>
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19. Housekeeping, cleaning and waste disposal

All employees and pupils share the responsibility for keeping the school site clean, tidy and free from hazards.	
<p><i>Our waste management arrangements are:</i></p> <p>SLA with Staffordshire Moorlands District Council</p>	
<p><i>Our site housekeeping arrangements are:</i></p> <p>Internal recycling bins are emptied weekly</p> <p>Internal general waste bins are emptied every evening</p>	
<i>Site cleaning is provided by:</i>	<i>Name and contact details</i>

<i>In house cleaners</i>	Employed staff:- P.Cooke, A. Titterton, J. Ferocino, J. Heath, S. Gallimore
<i>Cleaning employees have received appropriate information, instruction and training about the following and are competent:</i>	
<i>Work equipment</i> Hoovers, buffing machine	
<i>Hazardous substances (detail where COSHH assessments are located and hazardous substances are stored)</i> Assessments are stored on the 'S' drive and a printed copy displayed in the cleaners cupboards. Hazardous substances are stored in locked cleaners cupboards	
Waste skips and bins are located away from the school building.	
<i>Our arrangements for disposing of waste and the location of waste bins and skips are communicated to employees and pupils.</i> Email/staff meetings/assemblies	
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.	

20. Infection Control

<i>Name of person responsible for managing infection control:</i>	<i>Name</i> K.Cooke; Headteacher
<i>Our infection control arrangements (including communicable diseases/hand hygiene standards) are:</i> Follow NHS infection guidance on isolation and incubation periods Hand Washing facilities Hand sanitising stations are located around school/nursery PPE available for staff Fogging machines Deep cleans	

21. Lettings

<i>Name of Premises Manager or member of Leadership team responsible for Lettings</i>	<i>Name</i> K. Cooke; Headteacher Approval for lettings given by Full Governors
<i>Our arrangements for managing Lettings of the school/rooms or external premises are:</i> Approval of lettings is received from the Full Governors. Charges are set by the headteacher Lettings agreement forms completed Risk assessment completed Insurance documents DBS certificates seen First aid certificates Staff have received KCSIE training	
<i>The health and safety considerations for Lettings are considered and reviewed annually.</i>	
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.	

22. Lone Working

<i>Our arrangements for managing lone working are:</i> Policy and risk assessment is reviewed annually

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

<i>NOTE Types of equipment to consider in this section:</i> <i>Ladders and steps, fume cupboards, other extraction systems, PE equipment,</i>
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D&T machines, lifts & lifting equipment, pressure cookers, autoclaves, fire alarm and smoke detection, emergency lighting, fire extinguishers.

*This section **must include** the arrangements for school kitchens, science laboratories or Design and Technology rooms*

<i>Name of person responsible for the selection, maintenance / inspection and testing of equipment:</i>	<p>Name</p> <p>S. Dawson; Office Manager arranges maintenance visits with contractors.</p> <p>Entrust SLA determines the contractor for inspection/maintenance of equipment.</p> <p>Chubb – intruder alarm & fire extinguishers</p> <p>Emergency Lights – Logic Fire</p> <p>Lantern Fire – Fire alarm</p> <p>Mercury Sports – PE equipment</p> <p>SMD Electrical - Gates & Roller Shutters</p> <p>CSE electrical - PAT</p> <p>Electrical Compliance Safety – 5 year fixed electrical</p> <p>Kitchen Ducting – First in Service</p>
<i>Records of maintenance and inspection of equipment are retained and are located:</i>	School office and Entrust maintenance portal
<i>Employees report any broken or defective equipment to:</i>	<p>Name</p> <p>K. Cooke; Headteacher</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>	

24. Manual Handling

<i>Name of person responsible for carrying out manual handling risk assessments:</i>	<p>Name</p> <p>K. Cooke; Headteacher</p>
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	<i>S. Dawson; Office Manager</i> <i>P. Cooke, Caretaker</i>
<p><i>Our arrangements for managing manual handling activities are:</i></p> <ul style="list-style-type: none"> • Risk Assessment • Training – National College • Use of trolleys • Self-awareness of lifting and moving of load • Heavy loads are restricted to the caretaker where possible. 	
<p>Employees are aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided.</p>	
<p>Employees who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task.</p>	
<p>Employees are trained appropriately to carry out manual handling activities.</p>	

25. Medication

<i>Name of person responsible for the management of and administration of medication to pupils in school:</i>	<i>Name</i> S. Minor; Clerical Assistant S. Dawson, Office Manager All Nursery Staff
<p><i>Our arrangements for the administration of medicines to pupils are:</i></p> <p>Parent/Carer completes and signs medication form.</p> <p>Medicine is collected from the office/handed into the office each day by the parent/carers.</p>	
<i>The names members of employees who are authorised to give / support pupils with medication are:</i>	S. Minor; Clerical Assistant S. Dawson; Office Manager All Nursery Staff
<i>Medication is stored:</i>	School:- Medical Room – locked cupboard/fridge Nursery:- Kitchen cupboard/fridge

<i>A record of the administration of medication is located:</i>	<p>School – folder kept in the medical room</p> <p>Nursery – folder kept in nursery room</p>
<p><i>Pupils who administer and/or manage their own medication in school are authorised to do so by the child's parent/carer and provided with a suitable private location to administer medication/store medication and equipment.</i></p> <p>Pupil care plan would be agreed with parents and action points followed.</p>	
<p><i>Employees are trained to administer complex medication by the school nursing service when required.</i></p>	
<p><i>Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are:</i></p> <p>School emergency asthma inhaler and spacer located in the medical room</p> <p>Nursery emergency inhaler and spacer located in the kitchen store cupboard</p> <p>Contact parent/carer</p>	
<p><i>Employees who are taking medication must keep their personal medication in a secure area in a employees only location.</i></p>	
<p><i>Employees must advise the school leaders if they are taking any medication which might impair their ability to carry out their normal work.</i></p>	

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

<p><i>PPE is provided free of charge where a risk assessment identifies this is needed to control a risk and the risk cannot be controlled by another means.</i></p>	
<p><i>Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for school employees:</i></p>	<p>Name</p> <p>K. Cooke; Headteacher</p> <p>S. Dawson; Office Manager</p>
<p><i>Name of person responsible for the checking and maintenance of personal protective equipment provided for employees:</i></p>	<p>S. Dawson; Office Manager checks PPE stock</p> <p>Staff member using PPE checks for any defects.</p>
<p><i>PPE provided for use in curriculum lessons is not "personal" as it is provided by</i></p>	

<i>pupils in classroom situations.</i>	
<i>Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for pupils:</i>	<i>Name(s)</i> K. Cooke; Headteacher S. Dawson; Office Manager
<i>All PPE provided for use in a classroom environment is kept clean, free from defects and replaced as necessary.</i>	
<i>Name(s) of person responsible for cleaning and checking pupil PPE.</i>	<i>Name(s)</i> Teaching staff

27. Radiation

<i>Name of the school Radiation Protection Supervisor (RPS):</i>	Name SCC Health & Safety Advisor – S-J. Walmsley would be contacted for advice
<i>Name of the Radiation Protection Adviser (RPA):</i>	Name SCC Health & Safety Advisor – S-J. Walmsley would be contacted for advice
<i>Our arrangements for managing any radon gas emissions due to the school's location and local geology are:</i> SCC Health & Safety Advisor – S-J. Walmsley would be contacted for advice	

28. Reporting Hazards or Defects

<i>All employees and pupils must report any hazards, defects, or dangerous situations they see at school.</i>
<i>Our arrangements for the reporting of hazards and defects:</i> Staff report via email or complete the caretakers job book Communication with Headteacher/Office Manager Contractor contacted where repairs are necessary. For larger repairs Entrust would be

contacted

Purchase of new equipment if required

29. 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:

Classroom

Cleaning

Dining Hall

Dog

DSE

D&T

Fire Risk Assessment

Finger Trapping

First Aid

Goblin Car

Hazardous substances

Internal & External Premises

Lettings

Lone Working

Manual Handling

Menopause

PE

School Productions

Parent Workshops

Trampoline

Working at Height

Risks related to individuals e.g. fractures, health issues (personal or work related)	
<i>Name of person who has overall responsibility for the school risk assessment process and any associated action planning:</i>	<i>Name</i> K. Cooke, Headteacher
<i>Our arrangements for carrying out, recording, communicating and reviewing risk assessments are:</i> SCC risk assessments are used as templates Risk assessments are reviewed annually or sooner where a risk or hazard has been identified. Risk assessments are shared with staff/parents via email Risk assessments are accessible by all staff.	
Appropriate training is provided for employees who are creating, reviewing or implementing risk assessments.	
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.	
Risk assessments are created or reviewed when something new is introduced or a change has occurred.	

30. 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.

31. Shared use of premises/shared workplace

<i>Name of Premises Manager or member of Leadership team responsible for Premises Management</i>	<i>Name</i> K. Cooke; Headteacher
<i>The school premises are shared with another organisation (e.g. Contract caterer/public leisure centre, library, child care).</i>	<i>Name</i> Forsbrook Nursery – Babies – pre-school Edwards & Ward – school meal providers

	SCC D&T workshop Lettings – Drama, Karata, Football Coaching
<i>Our arrangements for managing health and safety in a shared workplace are:</i> H&S policy is provided to organisations	

32. Stress and Employees Well-being

<i>Name of person who has overall responsibility for the health and wellbeing of school employees:</i>	<i>Name</i> K. Cooke; Headteacher
<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> Health & Safety & Wellbeing SLA with SCC Staff can access Think Well and Occupational Health services Staff supervision meetings take place with the Headteacher Risk assessments in place for staff as and when required Staff stress survey carried out by Headteacher	
<i>Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated.</i>	
<i>All employees have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work.</i>	
<i>Individual stress risk assessments take place when a member of employees requires additional individual support.</i>	
<i>A team stress risk assessment has been completed involving all employees and this is reviewed regularly. 13.06.2024. Reviewed annually</i>	

33. Swimming Pool Operating Procedures (where applicable)

N/A

34. Training and Development

<i>Name of person who has overall responsibility for the training and development of employees:</i>	<i>Name</i> <i>K.Cooke; Headteacher</i>
<i>All new employees receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.</i>	
<i>Our arrangements for carrying out suitable and sufficient health and safety training for all employees are:</i> We follow the SCC H&S training matrix. National College platform used for majority of internal staff training Entrust booking system used for booking of staff courses. Records of H&S training kept and renewed in a timely manner.	
<i>The school has a health and safety training matrix to help in the planning of essential and development training for employees.</i>	
<i>Training records are retained and are located:</i> Office – excel spreadsheet. Certificates held on personnel file	
<i>Training and use of new competency training/skills is monitored and measured by:</i>	<i>Name K. Cooke; Headteacher</i>

35. Vehicles owned or operated by the school

N/A

36. Vehicle movement on site

<i>Name of Premises Manager responsible for the management of vehicles on site</i>	<i>Name: K. Cooke; Headteacher</i>
<i>Our arrangements for the safe access and movement of vehicles on site are</i> Headteacher/Caretaker see children in each morning preventing any vehicle access to the site during this time 8:30am – 9:00am Electric pedestrian and vehicle. gates – access available via key fob/intercom	

Parents/pupil enter at 8:30am. Pick up at 3:15, so gates are opened from 3:05pm.

Delivery requests are between the hours of 9:00am – 3:00pm; avoiding lunchtime 12:00-1:00pm.

Recent installation of fence/gate to the KS2 site to segregate children from staff carpark/deliveries.

Signage on gates 'no deliveries beyond this point'

37. Violence and Aggression and School Security

The school provides a place of work which is designed and managed to minimise the risk of violence and aggression to employees, pupils and visitors.

A risk assessment is carried out where employees are at increased risk of injury due to their work.

Training, information, and instruction is available to employees to help them manage the risk of violence and aggression where required.

Employees and pupils must report all incidents of verbal & physical violence to:

Name

Employees - K. Cooke; Headteacher
Pupils - class teacher

Incidents of verbal & physical violence are investigated by:

Name K. Cooke; Headteacher

Name of person who has responsibility for site security:

Name: K. Cooke; Headteacher

Our arrangements for site security are:

Site is secured each evening by A. Johnstone, Janitor

Site is unlocked each morning by P. Cooke, Caretaker

All external gates are closed and locked with a padlock. External doors are accessible only via a key-fob.

Entry to school is via videocam. Visitors/Contractors sign in/out using Inventory. Staff collect their visitor or they are escorted to the class/meeting area.

38. Water System Safety

Name of Premises Manager responsible

Name: K. Cooke; Headteacher

<i>for managing water system safety.</i>	
<i>Name of contractors who have undertaken a risk assessment of the water system</i>	<i>Name:</i> HSL and Concept Environmental
<i>Name of contractors who carry out regular testing of the water system:</i>	<i>Name:</i> HSL and Concept Environmental
<i>Location of the water system safety manual/testing log</i>	<i>Location:</i> School office
<i>Our arrangements to ensure contractors have information about water systems are:</i> Log books and asbestos folders given to contractor on arrival for completion and signing	
<i>Our arrangements to ensure all school employees carrying out checks or testing or maintenance have information about the water system:</i> P.Cooke; Caretaker completes little used flushes and updates spreadsheet. Log books/asbestos folders available Specialist contractors carry out monthly checks. Any defects are resolved by a qualified plumber	

39.Working at Height

<i>Name(s) of person responsible managing the risk of work at height on the premises:</i>	<i>Name:</i> K. Cooke;, Headteacher
<i>Work at height is avoided where possible.</i>	
<i>Our arrangements for managing work at height are</i> P.Cooke; Caretaker has Work at Height qualification Work at height is avoided where possible, but where this cannot be avoided staff sign the step-ladders/kick-stools log book. Ladders are footed by a member of staff when in use.	

<i>Appropriate equipment is provided for work at height where required.</i>
<i>Employees who carry out work at height are trained to use the equipment provided</i>
<i>Work at height equipment is regularly inspected, maintained and records are kept</i> Caretakers cupboard

40. Work Experience

<i>Name of person who has overall responsibility for managing work experience and work placements for school pupils.</i>	<i>Name K. Cooke, Headteacher</i>
<i>Our arrangements for assessing potential work placements, arrangements for induction and supervision of our students on work placement are:</i> Student has prior approval to attend placement by Headteacher. Paperwork completed and returned to placement setting along with insurance information.	
<i>The name of the person responsible for the health and safety of people on work experience in the school premises:</i>	<i>Name K. Cooke, Headteacher</i>
<i>Our arrangements for managing the health and safety of work experience students in the school are:</i> Student has prior approval to attend placement by Headteacher. Paperwork completed and returned to placement setting along with insurance information.	

41. Volunteers

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

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.

Include how performance indicators to achieve continual improvement are agreed (or link to other school documents that include this information such as School Improvement Plan, Governors reports, consultation forums etc.). School Key Performance Indicators may be added here.

Accident trends analysed and graphical data presented to Governor

D1's/remedials identified of maintenance visits are resolved in a timely manner

Risk assessments reviewed annually

Policies reviewed within timeframe

Caretaker addresses H&S repairs as a priority

B&G, H&S walk annually to address building repairs