



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	January 2026

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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 and FORSBROOK NURSERY 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.

Signature	Signature
MRS C BRATT, Chair of Governors	MRS K COOKE, Headteacher
DATE:	DATE:

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 WALMSLEY
<i>The contact details are:</i>	sarah-jane.walmsley@staffordshire.gov.uk Office: 01785 35577 Mobile: 07837 832584

In an emergency we contact:

Duty Officer: **01785-355777** i

Email: **shss@staffordshire.gov.uk**

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>	<i>Name(s)</i> Mrs K. Cooke; Headteacher Mrs S. Dawson; Office Manger Mrs N. Lockett; Deputy Headteacher Mr P. Cooke; Caretaker
<i>Our arrangements for the monitoring of health and safety are</i> Completion of:- October - Health & Safety Evaluation Checklist January – Health, Safety and Wellbeing Self Audit January - Annual Fire Risk Assessment External Fire Risk Assessment (SCC) (May 2025) Review of Risk Assessments Annual Health & Safety and buildings Inspection with the chair of governors The caretaker complies with the daily, weekly, monthly, half-termly and annual SCC inspections Full Audit Key Performance Indicators Staff training H&S updates are reported to the Resources Committee and Full Governing Body termly. Regular meetings with our H&S advisor H&S updates are reported at weekly staff briefings (when required) DfE bulletins SLN	
<i>The school carries out formal evaluations and audits on the management of health and safety.</i>	
<i>The last audit took place</i>	<i>Date:</i> 04.03.2024 <i>By:</i> Allison Dawson
<i>Name of person(s) responsible for monitoring the implementation of health</i>	<i>Name(s)</i> Mrs K. Cooke; Headteacher

<i>and safety policies</i>	
<i>All employees are made aware of the key performance indicators in part E and how they are monitored:-</i> Headteachers reports, Governor meetings and reports, staff meeting updates.	
Workplace inspections:-	Name of person(s) who does these
Playground checks (daily)	P. Cooke; Caretaker
Boundaries checks (monthly)	P. Cooke; Caretaker
Outdoor play equipment (monthly)	P. Cooke; Caretaker
PE and Outdoor fixed equipment (annual)	Mercury Sports / staff carry out visual inspections prior to use of PE equipment.
Fire alarm testing (weekly)	P. Cooke; Caretaker
Fire drills evacuation (termly)	P. Cooke; Caretaker
Fire Door inspections (6-monthly)	P. Cooke; Caretaker
Firefighting equipment (monthly)	P. Cooke; Caretaker
Emergency lighting (monthly)	P. Cooke; Caretaker
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)	SLA with 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)	P. Cooke; Caretaker
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 or lunchtime supervisor on duty and recorded on the Pupil Accident link, which is accessible by all staff.

Any bump to the head triggers a standard message to the parent/carer. If the bump is

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 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.¶

considered serious, the parent/carers is contacted by phone. Any pupil accident requiring referral to A&E is followed up using the appropriate accident-recording forms. Incident details are then entered onto the online SCC accident-reporting portal, and relevant risk assessments are reviewed and updated where necessary. Accident data is analysed and reported to the Governors at the end of each school year.
<i>Employee accidents:</i> Employee accidents are recorded on an excel spreadsheet and appropriate paperwork completed. Incident details are entered onto the online SCC accident reporting portal and relevant risk assessments are reviewed and updated where necessary.
<i>Visitor accidents:</i> Visitor accidents are recorded on an excel spreadsheet and appropriate paperwork completed. Incident details are entered onto the online SCC accident reporting portal and relevant risk assessments are reviewed and updated where necessary.
<i>The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is:</i> S.Dawson, Office Manager
<i>Our arrangements for reporting to the Governing Body are:</i> Accident data is reviewed annually each September (following the academic year) and presented in graphical format so that trends can be easily identified.
<i>Our arrangements for reviewing accidents and identifying trends are:</i> Accident records are monitored on a monthly basis to identify any emerging patterns or concerns.

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

Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are:

- Referral to the asbestos books for signature
- Completion of Hazard Exchange forms

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

- New asbestos folders have been received from SCC on 03.02.2026
- 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 are displayed around school as a warning of the location of known asbestos.
- 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 and 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

Employees must report damage to asbestos materials to:

Name: K. Cooke; Headteacher

Employees must not drill or affix anything to walls without first obtaining approval from K. Cooke; Headteacher.

3. Communication

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

Name: K. Cooke; Headteacher

Our arrangements for communicating about health and safety matters with employees, pupils, visitors, contractors are:

Health and safety updates included on staff-meeting agendas when required.
Information displayed on the staffroom notice board.
Staff emails used to share important updates and reminders.
Caretaker communication managed through email or weekly job sheet.
Newsletters used to communicate relevant information to parents/carers.
The school tannoy system is used for urgent or site-wide announcements.
The Headteacher's report to Governors, which includes key health and safety information

Employees can make suggestions for health and safety improvements by:

Raising items during staff-meeting discussions.

Emailing the Headteacher directly.

Recording issues or suggestions in the Caretaker's job book or via email.

Discussing health and safety matters as part of performance reviews.

4. Construction Work *See also Contractor Management

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

Name: S. Dawson; Office Manager alongside Entrust Property Surveyor

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

Construction projects are managed by Entrust through a SLA. Site visits are undertaken jointly by Entrust, the contractor, and the Office Manager. All required documentation is completed and signed off prior to works commencing.

Where Entrust is not involved in a project, the Office Manager liaises directly with approved contractors, obtaining quotes and ensuring completion of relevant hazard exchange documents, insurance/indemnity documents, construction phase plans and RAMS documents.

Duty holders are 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 the commencement of works.

Opening and closing hours clearly detailed to contractors.

Site security arrangements communicated and shared as required.

Risk assessments completed and shared as required.

Insurance documents obtained and verified.

Our arrangements for the induction of contractors are:

During the completion of hazard-exchange documentation, contractors are briefed on fire safety procedures, site security arrangements, and safeguarding expectations. Contractors are made aware that any concerns or issues must be reported

immediately to the Headteacher.
<i>Employees should report concerns about contractors to:</i> K. Cooke, Headteacher
<i>We will review any construction activities on the site by:</i> Regularly monitoring the works being undertaken throughout the duration of the project. Where Entrust is involved, they attend site regularly to check progress, sign off completed stages of work, and notify the contractor of any remedial actions required. Receiving regular updates from Entrust and contractors so the school remains informed of progress and any issues arising.

5. Consultation

<i>Name of SLT member who is responsible for consulting with employees on health and safety matters:</i>	<i>Name:</i> K. Cooke; Headteacher
<i>The name of the Trade Union Health and Safety Representative is:</i>	<i>Name:</i> K. Cooke; Headteacher
<i>Our arrangements for consulting with employees on health and safety matters are:</i> Staff meetings SCC School bag communications, providing updates and guidance SLN H&S & wellbeing updates shared with staff Feedback and information from the Headteacher following attendance of Headteacher H&S Briefings	
<i>Employees can raise issues of concern by:</i> Speaking to or emailing the Headteacher; K. Cooke, Office Manager; S. Dawson or Caretaker; P. Cooke. Raising concerns during staff meeting discussions.	

6. Contractor Management

<i>Name of person responsible for managing</i>	<i>Name:</i>
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<i>and monitoring contractor activity</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 Entrust Property Surveyor / School Asset & Development Manager	
<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 folder	
<i>Our arrangements for the induction of contractors are:</i> Contractors must sign in and out using the school's Inventory system. Emergency contact numbers are exchanged prior to the commencement of works. Site-security arrangements are explained, including access restrictions and safeguarding expectations. First-aid arrangements – Contractors are expected to use their own first-aid kits and follow their organisation's procedures, including notifying their line manager of any incident. Any incident occurring on site must also be reported to the school's Headteacher or Office Manager. Fire-evacuation procedures are communicated, including assembly points and alarm signals. All required documentation is completed before works begin, including hazard-exchange forms and any relevant permits or risk assessments.	
<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,</i>	Head of Dept. or Curriculum Lead Overall responsibility for curriculum is K. Cooke; Headteacher
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<i>PE</i>	Science – H. Shaw; Class Teacher D&T – N. Lockett; Deputy Head/Class Teacher PE – B. Card; Class Teacher
<i>Risk assessments for these curriculum areas are the responsibility of:</i>	<i>Name(s)</i> Overall responsibility of risk assessments is K. Cooke; Headteacher Science – H. Shaw; Class Teacher D&T – N. Lockett; Deputy Head/Class Teacher PE – B. Card; Class Teacher

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> Staff complete the DSE presentation to ensure they understand safe workstation practices. Each user completes a DSE assessment, which is then reviewed by their line manager so that any necessary actions can be identified and implemented. Eye-test vouchers are available for staff who require a DSE-related eyesight check.	
<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>	Name: K. Cooke; Headteacher J. Hackney; Assistant Head <u>E. Turner; Nursery Manager,</u>
<i>Our arrangements for the safe management of EYFS are:</i> <u>All staff receive training in first aid, paediatric first aid, safeguarding and food hygiene.</u> A daily room checklist is completed covering windows, locks, carpets, equipment etc. A daily outdoor play equipment checklist is completed to ensure equipment is safe and fit for use. Educational materials are purchased from approved suppliers, are age appropriate and display the CE symbol. Bedding is washed weekly or sooner if required and stored in individually named bags for each child. Fridge temperatures are recorded daily to ensure safe food storage. School meals are probed before being served to children to ensure they are at a safe temperature. Children wear weather-appropriate clothing for outdoor activities. Accidents are recorded in the pupil accident book. Any injuries noted on arrival are recorded in the Injury on Arrival log book. Staff iPads are locked away each night in the nursery managers office.	

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10.Educational visits / Off-Site Activities

<i>Name of person who has overall responsibility for Educational Visits</i>	Name: <u>K. Cooke; Headteacher</u>
<i>The Educational Visits Coordinator is</i>	Name: <u>N. Lockett; Deputy Headteacher,</u>
<i>Our arrangements for the safe management of educational visits are:</i> The Headteacher authorises all educational visits before any arrangements are confirmed. Only approved coach companies are used for all transport requirements. The trip payment item is assigned to the relevant class on ParentPay, and parental consents are collected through the system. Class teachers complete the visit-specific risk assessment using EVOLVE. The Headteacher reviews and approves the EVOLVE risk assessment prior to the visit taking place. The 'Visit Leader Emergency Checklist' is issued to the class teacher and must be taken on the visit.	

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11. Electrical Equipment [fixed & portable]

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	Name: <u>Entrust identify the approved contractor and the visit is arranged with S. Dawson; Office Manager</u>
Fixed electrical wiring test records are located:	<u>Paper copies held at the office.</u> <u>Entrust online property portal</u>
All employees are required to visually inspect electrical equipment before use.	
Our arrangements for bringing personal electrical items onto the school site are: <u>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.</u>	
Name of person responsible for arranging the testing of portable electrical equipment (PAT):	Name: <u>S. Dawson; Office Manager</u>
Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:	Name: <u>S. Dawson; Office Manager</u> <u>We follow SCC guidance and frequency of testing is annually.</u>
Portable electrical equipment (PAT) testing records are located:	<u>School office</u>
Employees must take defective electrical equipment out of use and report to:	Name <u>K. Cooke; Headteacher</u>
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.	

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12. Emergency Preparedness

Name of SLT member who is responsible for developing and maintaining the school's response to major risks Business Continuity Plan (BCP).	Name <u>K. Cooke; Headteacher</u>
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Our arrangements for communicating emergency arrangements to all employees are:

The Business Continuity Plan is shared with all staff to ensure they understand the school's emergency procedures and response arrangements.

The internal tannoy system is used to communicate emergency alerts, including 'Lockdown', 'Bomb Threat', 'Evacuation/Fire', and 'Invacuation'

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

Name of competent person responsible for undertaking and reviewing the fire risk assessment in addition to any associated action planning:	Name: <u>S. Dawson; Office Manager completes the annual Fire Risk Assessment and obtains fire risk assessments from the schools catering providers and the SCC workshop.</u> SCC carried out a <u>fire risk assessment of the premises</u> on 16th <u>May 2025.</u>
The Fire Risk Assessment is located	The fire risk assessment For School and Nursery is <u>displayed in the staffroom</u> , saved on the <u>'s' drive</u> and emailed to all staff.
The Fire Risk Assessment is shared with other employers who share the site.	Names of employers <u>Edwards & Ward</u> <u>SCC Workshop</u>
When the fire alarm is raised the person responsible for calling the fire service is: (include out of hours arrangements)	Name <u>K. Cooke; Headteacher</u> <u>Lettings of school will contact the headteacher and ring 999</u> <u>Out of hours – our chair of governors who lives locally will notify the headteacher and ring 999.</u>
Name of person responsible for arranging and recording of fire drills:	Name <u>K. Cooke; Headteacher arranges termly planned fire drills.</u>

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The site has a fire alarm which activates a response from (a 3rd party / listening service).

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

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14. First Aid *see also Medication

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

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

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	<u>Family member or Headteacher will accompany the visitor to hospital.</u>
Our arrangements for recording First Aid provided are:	
Pupils – incidents are recorded using the pupil accident-recording system.	
<u>Employees</u> and <u>visitors</u> – an <u>accident form</u> is completed and the incident is entered onto the <u>SCC H&S incident reporting</u> system	

15. Forest School

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

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16. 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	Date and Location <u>23.10.2012 - Surveyor: K. Rogers.</u> <u>Records held at school office.</u> <u>Building Condition Survey – 20.05.25</u> <u>Nick Mansfield</u> <u>Electrical Property Survey – 14.10.25</u> <u>Steve Bolton</u> <u>Mechanical Property Survey –</u> <u>14.10.25 Steve Bolton</u>

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17. Hazardous Substances (COSHH)

Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments):	<u>P.Cooke; Cleaning Supervisor</u> <u>COSHH data sheets are also received from the supplier of cleaning materials</u>
Our arrangements for managing hazardous substances (selection, storage, risk	

assessment, risk control etc.) are:

Risk Assessments

Hazardous Substances Assessment

Wearing of PPE

Cleaning materials are purchased from approved suppliers and stored in locked cupboards

COSHH data sheets obtained/stored in cleaners cupboards

The school uses CLEAPPS as a resource and access this information is available (state how and by who). CLEAPPS is used by science, D&T and Art co-ordinators

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18. Health and Safety Law Poster

The Health and Safety at Work poster is displayed:

School Kitchen

Nursery Staffroom

School Staffroom

KS1 & KS2 Halls

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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.

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Our waste management arrangements are:

SLA with Staffordshire Moorlands District Council

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Our site housekeeping arrangements are:

Internal recycling bins are emptied weekly.

Internal general waste bins are emptied every evening.

Site cleaning is provided by:

Name and contact details

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In house cleaners

Employed staff:-

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P. Cooke, A. Titterton, J. Ferocino, J. Heath, S. Gallimore

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

Work equipment

Hoovers, buffing machine

Hazardous substances (detail where COSHH assessments are located and hazardous substances are stored)

Assessments are stored on the 'S' drive and a printed copy is displayed in the cleaners' cupboards.

Hazardous substances are stored securely in locked cleaners' cupboards

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.

Email updates, staff meetings and school 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.

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20. Infection Control

Name of person responsible for managing infection control:

Name

K.Cooke: Headteacher

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Our infection control arrangements (including communicable diseases/hand hygiene standards) are:

NHS infection guidance on isolation and incubation periods is followed and relevant information is shared with parents/carers and staff

Hand washing facilities are available and promoted throughout the school and nursery

Hand sanitising stations are located around the school and nursery to support good hygiene practice.

PPE available for staff where required.

Fogging machines are used as part of enhanced cleaning procedures to reduce the risk of infection when necessary.

Deep cleans are carried out to maintain a hygienic environment.

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21. Lettings

Name of Premises Manager or member of Leadership team responsible for Lettings	Name <u>K. Cooke; Headteacher</u> <u>Approval for lettings is given by the Full Governors</u>
Our arrangements for managing Lettings of the school/rooms or external premises are:	
<u>Approval</u> for all <u>lettings</u> is obtained <u>from the Full Governing Body</u> .	
<u>Charges</u> for lettings are <u>set by the headteacher</u> .	
<u>Lettings agreement forms</u> are <u>completed</u> prior to use of the premises.	
<u>Risk assessment</u> are <u>completed</u> for all lettings activities.	
<u>Insurance documents</u> are obtained from the hirer.	
<u>DBS certificates</u> are checked.	
<u>First aid certificates</u> are obtained.	
<u>Staff</u> involved in lettings <u>have</u> completed <u>KCSIE training</u> .	
<u>The health and safety considerations for Lettings</u> are considered and reviewed annually.	
<u>Hirers</u> <u>must</u> have in place their own risk assessments, first aid arrangements/ fire procedures and emergency procedures.	
<u>Hirers</u> are responsible for obtaining the necessary local authority licenses for their activities and these must be provided to the school on request.	
<u>Hirers</u> must provide a register of those present during a letting upon request.	

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22. Lone Working

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

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

NOTE Types of equipment to consider in this section:
Ladders and steps, fume cupboards, other extraction systems, PE equipment, D&T machines, lifts & lifting equipment, pressure cookers, autoclaves, fire alarm

and smoke detection, emergency lighting, fire extinguishers. This section must include the arrangements for school kitchens, science laboratories or Design and Technology rooms	
Name of person responsible for the selection, maintenance / inspection and testing of equipment:	Name <u>S. Dawson; Office Manager arranges maintenance visits with contractors.</u> <u>Entrust SLA determines the contractor for inspection/maintenance of equipment.</u> <u>Chubb – intruder alarm & fire extinguishers</u> DFP Services - <u>Emergency Lights</u> <u>Lantern Fire – Fire alarm</u> <u>Mercury Sports – PE equipment</u> <u>SMD Electrical - Gates & Roller Shutters</u> <u>CSE electrical - PAT</u> <u>Electrical Compliance Safety – 5 year fixed electrical</u> First in Service - <u>Kitchen Ducting</u>
Records of maintenance and inspection of equipment are retained and are located:	<u>School office and Entrust maintenance portal.</u>
Employees report any broken or defective equipment to:	Name <u>K. Cooke; Headteacher</u>, S Dawson; Office Manager, 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.	

24. Manual Handling

Name of person responsible for carrying out manual handling risk assessments:	Name <u>K. Cooke; Headteacher</u>
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	<u>S. Dawson; Office Manager</u> <u>P. Cooke; Caretaker</u>
<i>Our arrangements for managing manual handling activities are:</i> <u>Risk Assessment</u> <u>Training – National College.</u> All cleaners receive annual manual handling refresher training <u>Use of trolleys</u> <u>Self-awareness of lifting and moving of load</u> <u>Heavy loads are restricted to the caretaker where possible.</u>	
Employees <u>are</u> aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided.	
Employees who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task.	
Employees are trained appropriately to carry out manual handling activities.	

25. Medication

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

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	<u>cupboard/fridge</u> <u>Nursery:-</u> <u>Kitchen cupboard/fridge</u>
A record of the administration of medication is located:	<u>School – folder kept in the medical room</u> <u>Nursery – folder kept in nursery room</u>
Pupils who administer and/or manage their own medication in school are authorised to do so by <u>the child's parent/carer</u> and provided with a suitable private location to administer medication/store medication and equipment. <u>Pupil care plan would be agreed with parents and action points followed.</u>	
Employees are trained to administer complex medication by the school nursing service when required.	
Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are: <u>School emergency asthma inhaler and spacer located in the medical room</u> <u>Nursery emergency inhaler and spacer, located in the kitchen store cupboard</u> <u>Contact parent/carer.</u>	
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.	

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26. 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 employees:	Name <u>K. Cooke; Headteacher</u> <u>S. Dawson; Office Manager</u>
Name of person responsible for the checking and maintenance of personal	<u>S. Dawson; Office Manager checks PPE stock</u>

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protective equipment provided for employees:	<u>Staff member using PPE checks for any defects.</u>
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:	Name(s) <u>K. Cooke; Headteacher</u> <u>S. Dawson; Office Manager</u>
All PPE provided for use in a classroom environment is kept clean, free from defects and replaced as necessary.	
Name(s) of person responsible for cleaning and checking pupil PPE.	Name(s) <u>Teaching staff</u>

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27. Radiation

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

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28. 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: <u>Staff report via email or complete the caretakers job book</u> <u>Communication with Headteacher/Office Manager</u>

Contractor contacted where repairs are necessary. For larger repairs Entrust would be contacted

Purchase of new equipment if required

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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:

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Classroom

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Cleaning

Dining Hall

Dog

DSE

D&T

Fire Risk Assessment

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Finger Trapping

First Aid

Goblin Car

Hazardous substances

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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).

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

Name

K. Cooke; Headteacher

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

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.

Deleted: Premises and grounds
Curriculum / classrooms
Hazardous activities or events
Lettings or contract work which may affect employees or pupils in the school/academy
Fire Risk Assessment
Hazardous Substances
Work Equipment
Manual handling activities

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30. Smoking

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

31. Shared use of premises/shared workplace

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

Name

K. Cooke; Headteacher

The school premises are shared with another organisation (e.g. Contract caterer/public leisure centre, library, child care).

Name

Forsbrook Nursery – Babies/Toddlers and Pre-School

Edwards & Ward – school meal

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	<u>providers</u> <u>SCC D&T workshop</u> <u>Lettings – Drama, Karate, Football Coaching</u>
<i>Our arrangements for managing health and safety in a shared workplace are:</i> <u>H&S policy is provided to organisations</u> The letting agreement is reviewed annually, and all required insurance documents must be received.	

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32. Stress and Employees Well-being

<i>Name of person who has overall responsibility for the health and wellbeing of school employees:</i>	<u>K. Cooke; Headteacher</u>
<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> A <u>Health & Safety & Wellbeing SLA</u> is in place <u>with SCC</u> <u>Staff have access to Think Well and Occupational Health services</u> <u>Staff supervision meetings</u> are held <u>with the Headteacher</u> <u>Risk assessments</u> are completed <u>for staff as required</u> A <u>staff stress survey</u> is <u>carried out by</u> the <u>Headteacher</u> <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.</i> Staff team risk assessment was completed on <u>13.06.2024</u>. <u>To be reviewed</u>	

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33. Swimming Pool Operating Procedures (where applicable)

N/A

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34. Training and Development

Name of person who has overall responsibility for the training and development of employees:	Name <u>K.Cooke; Headteacher</u>
All new employees 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 employees are: We follow the SCC Health & Safety Training Matrix. The National College platform is used for the majority of internal staff training. The Entrust training portal is used for booking staff courses. Records of all Health & Safety training are maintained and renewed in a timely manner	
The school has a health and safety training matrix to help in the planning of essential and development training for employees.	
Training records are retained and are located: Training records are retained and stored in the school office on an Excel spreadsheet. Copies of training certificates are kept within each staff member's personnel file.	
Training and use of new competency training/skills is monitored and measured by:	Name <u>K. Cooke; Headteacher</u>

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35. Vehicles owned or operated by the school

N/A

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36. Vehicle movement on site

Name of Premises Manager responsible for the management of vehicles on site	Name: <u>K. Cooke; Headteacher</u>
Our arrangements for the safe access and movement of vehicles on site are	

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The Headteacher/Caretaker supervise the arrival of pupils each morning, preventing any vehicle access to the site between 8:30am and 9:00am.

Electric pedestrian and vehicle gates operate via key fob or intercom access.

Parents and pupils enter the site from 8:30am. Afternoon collection is at 3:15pm, with gates opened from 3:05pm.

Deliveries are requested between 9:00am and 3:00pm, avoiding the lunchtime period (12:00pm–1:00pm).

Fence and gates separate pupils from the staff car park and delivery area.

Signage on the gates states: “No deliveries beyond this point.”

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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.

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

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

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

Name

Employees - K. Cooke; Headteacher

Pupils - class teacher

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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:

The school and nursery sites are secured each evening by A. Johnstone; Janitor

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The site is unlocked each morning by P. Cooke; Caretaker

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

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Entry to the school is controlled via videocam.

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All visitors and contractors sign in and out using the Inventory system.
Staff collect their visitors from reception or they are escorted to the appropriate class
or meeting area.

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38. Water System Safety

<i>Name of Premises Manager responsible for managing water system safety.</i>	<i>Name:</i> <u>K. Cooke; Headteacher</u>
<i>Name of contractors who have undertaken a risk assessment of the water system</i>	<i>Name:</i> <u>HSL and Concept</u> Environmental
<i>Name of contractors who carry out regular testing of the water system:</i>	<i>Name:</i> <u>HSL and Concept</u> <u>Environmental</u>
<i>Location of the water system safety manual/testing log</i>	<i>Location:</i> <u>School office</u>
<i>Our arrangements to ensure contractors have information about water systems are:</i> Log books and asbestos folders are provided to contractors 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 outlet flushes and holiday flushes and updates the water-system spreadsheet accordingly. Log books and asbestos folders are available for reference and completion. Specialist contractors carry out monthly water-system checks, and any defects identified are addressed by a qualified plumber.	

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39. Working at Height

<i>Name(s) of person responsible managing the risk of work at height on the premises:</i>	<i>Name:</i> <u>K. Cooke; Headteacher</u>
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<i>Work at height is avoided where possible.</i>	
<i>Our arrangements for managing work at height are</i>	
<u>P. Cooke; Caretaker</u> holds a valid <u>Work at Height qualification</u> and refresher training is accessed through the National College training platform.	
<u>Working at height is avoided wherever possible</u> ; however, <u>where it cannot be avoided</u> , staff must <u>sign the step-ladder/kick-stool log book</u> before use.	
<u>Ladders are footed by another member of staff</u> whenever they are <u>in use</u> .	
<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>	
<u>Caretakers cupboard</u>	

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40. Work Experience

<i>Name of person who has overall responsibility for managing work experience and work placements for school pupils.</i>	Name <u>K. Cooke; Headteacher</u>
<i>Our arrangements for assessing potential work placements, arrangements for induction and supervision of our students on work placement are:</i> Students must have prior approval from the Headteacher before attending any work placement. All required paperwork is completed and returned to the placement setting, along with the school's insurance information. Appropriate induction and supervision arrangements are confirmed with the placement provider to ensure the student's safety and wellbeing.	
<i>The name of the person responsible for the health and safety of people on work experience in the school premises:</i>	Name <u>K. Cooke; Headteacher</u>
<i>Our arrangements for managing the health and safety of work experience students in the school are:</i> All required paperwork is completed and returned to the placement setting, along with	

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the school's insurance information.

Appropriate induction and supervision arrangements are confirmed with the placement provider to ensure the student's safety and wellbeing.

41. Volunteers

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

Name: K. Cooke; Headteacher

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

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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.

Key performance indicators include:

- Accident trends are analysed and graphical data is presented to Governors.
- D1s and remedial actions identified during maintenance visits are addressed in a timely manner.
- Risk assessments are reviewed annually or sooner if changes, incidents, or new information require an earlier review.
- Policies are reviewed within their required timeframe.
- The Caretaker prioritises and completes health and safety repairs promptly.
- The Buildings & Grounds / Health & Safety-walk is carried out annually to identify and address building repair needs.

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