



Health, Safety and Wellbeing Policy

St Peter's CofE Primary Academy

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 St Peter's CofE Academy and the Combined Local Academy Committee recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc. Act 1974.

The Combined Local Academy Committee will comply with all relevant health and safety legislation and ensure so far as is reasonably practicable that:

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

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

Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representatives forms part of this policy. 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 Combined Local Academy Committee and Trust Headteacher will draw this policy to the attention of all employees, and review annually.

<i>Zoe Heath Chair of Combined Local Academy Committee</i>	<i>David Castledine, Trust Headteacher</i>
<i>05/02/26</i>	<i>05/02/26</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 ([Academy Trust Health and Safety Policy](#)).

In addition to their general responsibilities:

The **Combined Local Academy Committee** 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 **Trust Headteacher** 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.

Elizabeth Barrett 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.

The **Trust Headteacher** within the school will support the premises manager 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.

Subject Leaders 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 Trust Headteacher 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

The school/academy obtains competent health and safety advice from	Dean Willets (Staffordshire Health, Safety and Wellbeing Service)
The contact details are	dean.willetts@staffordshire.gov.uk Tel: 07773 791499
In an emergency we contact: (01785) 355777 (Duty Officer) shss@staffordshire.gov.uk (Duty Officer)	

Monitoring Health and Safety

Name of person(s) responsible for the overall monitoring of health and safety in school/academy:	David Castledine
Our arrangements for the monitoring of health and safety are as follows: Half termly on Principal's report to Local Academy Committee; Annual site walk by Health and Safety Lead and link CLAC governor; Annual report to Combined Local Academy Committee	
The school/academy carries out formal evaluations and audits on the management of health and safety annually by Trust Headteacher and Premises Manager.	
The last audit took place	Date: 19/03/25 By: Dean Willets
Name of person responsible for monitoring the implementation of health	David Castledine

and safety policies	
All staff are aware of the key performance indicators in part E and how they are monitored	
Workplace inspections – <i>eg. Annual Health and Safety Evaluation Checklist, caretaker checks, premises walks etc.</i>	Elizabeth Barrett

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

D. Detailed Health and Safety Arrangements

1. Accident Reporting, Recording & Investigation

Our arrangements for recording and investigating:
<p>Pupil accidents:</p> <p>All accidents are reported on CPOMS; the schools internal reporting system</p> <p>Any accident that results in a child being taken to hospital for advice or treatment will be recorded on the My H&S Portal by the Trust Headteacher & the member of staff who observed the incident/ accident. A member of the school leadership team will be present while the report is being made;</p> <p>The Trust Headteacher will submit the school response to the incident on the portal in line with his requirements.</p> <p>Any accident which results in an ambulance needing to be called, a member of the school leadership team must be called to the scene immediately.</p>
<p>Staff accidents:</p> <p>All accidents are reported on CPOMS; the schools internal reporting system</p> <p>All staff accidents will be recorded on the My H&S Portal by the School Business Manager and injured member of staff. Where the injured member of staff is not able to do this, the member of staff who delivered the first aid will aid the Trust Headteacher to submit the report. A member of the school's leadership team will be present when the report is being made.</p> <p>Any accident which results in an ambulance needing to be called, a member of the school leadership team must be called to the scene immediately.</p>
<p>Visitor accidents:</p> <p>All visitor accidents will be recorded on the My H&S Portal by the Site</p>

Supervisor and injured visitor. Where the injured visitor is not able to this, the member of staff who delivered the first aid will aid the Trust Headteacher to submit the report. A member of the schools leadership team will be present when the report is being made.

Any accident which results in an ambulance needing to be called, a member of the school leadership team must be called to the scene immediately.

The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: David Castledine (Trust Headteacher)

Our arrangements for reporting to the Governing Body or Academy Board are:
 Half termly on the Principal's report to the Combined Local Academy Committee;
 Annually through the Annual Report to the Combined Local Academy Committee

Our arrangements for reviewing accidents and identifying trends are:
 If an accident occurs on school premises, detailed discussions take place with:

- The person involved in the accident to ascertain how the accident occurred
- Any eye witness to the accident
- The SLT

If necessary a risk assessment is reviewed as a result of an accident, or a risk assessment is put in place if this is the first accident of its kind.

Mr Castledine monitors the frequency of accidents to identify trends e.g. a series of accidents which may occur in a specific area (trim trail) or within a certain activity (football). Where this is the case then further risk assessments are carried out and control measures put in place to minimise the risk of further accidents. In some instances this may require greater supervision or an activity or area being taken out of use for a certain time period (e.g. icy conditions)

2. Asbestos

<i>Name of person responsible for managing asbestos on the school site:</i>	Mr David Castledine
<i>Location of the Asbestos Management Log or Record System.</i>	Main School Office
<i>Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are:</i> All contractors must read and sign the asbestos register prior to undertaking any work in school	
<i>Our arrangements to ensure all school/academy employees such as class teachers or caretakers have information about asbestos risk on the premises:</i> School Staff are reminded on an annual basis of any likelihood of asbestos	

and where the risks could be. Floor plans are on display that show where the main areas of risk of asbestos are in the Academy.	
<i>Employees must report damage to asbestos materials to:</i>	Mr Castledine & Mrs Elizabeth Barrett
Employees must not drill or affix anything to walls without first obtaining approval from the premises manager and Trust Headteacher.	

3. Communication

<i>Name of SLT member who is responsible for communicating with staff on health and safety matters:</i>	David Castledine
<i>Our arrangements for communicating about health and safety matters with all employees, pupils, visitors, contractors are:</i> Through weekly briefing meetings and staff meetings As part of refresher training in September H&S Arrangements forms part of the induction procedure for new staff	
<i>Employees can make suggestions for health and safety improvements by:</i> Recording information in health and safety concerns book located in main school office, during weekly briefing/staff meetings and by emailing the premises manager.	

4. Construction Work *See also Contractor Management

<i>Name of person coordinating any construction work / acting as Client for any construction project.</i>	Elizabeth Barrett/Tina Fallon-Bland
<i>Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are:</i> Mrs Elizabeth Barrett would liaise with the main contractor to ensure that all H&S CDM arrangements were being adhered to.	
<i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are:</i> All contractors complete a Hazard Exchange Form, including where necessary a 'Hot Works Permit', with Site Supervisor prior to starting any work.	
<i>Our arrangements for the induction of contractors are:</i> A face to face meeting with Site Supervisor who informs them of expected behaviour on site to maintain safety and security of site and pupils.	
<i>Employees should report concerns about contractors to:</i> David Castledine	

5. Consultation

<i>Name of SLT member who is responsible for consulting with staff on health and safety matters:</i>	David Castledine
<i>The name of the Trade Union Health and Safety Representative is:</i>	N/A
<i>Our arrangements for consulting with staff on health and safety matters are:</i> Through weekly briefings and staff meetings	
<i>Employees can raise issues of concern by:</i> Emailing David Castledine and the premises manager.	

6. Contractor Management

<i>Name of person responsible for managing and monitoring contractor activity</i>	Mrs Elizabeth Barrett
<i>Our arrangements for selecting competent contractors are:</i> The Academy uses contractors who have carried out work to a good standard on our school or a school in the MAT previously and those who come recommended to us by other academies/schools.	
<i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are:</i> Contractors must comply with the school's Health and Safety Policy and will be required to carry out and provide details of risk assessments where required; Contractors, service engineers and visitors, etc. who enter the school's premises to conduct business are the responsibility of the Site Supervisor; All contractors will complete a Hazard Exchange Form with Site Supervisor prior to starting any work	
<i>Our arrangements for the induction of contractors are:</i> A face to face meeting with Site Supervisor who informs them of expected behaviour on site to maintain safety and security of site and pupils	
<i>Employees should report concerns about contractors to:</i> David Castledine	

7. Curriculum Areas – health and safety

<i>Name of person who has overall responsibility for the curriculum areas as follows:</i> <i>Science</i> <i>D&T</i> <i>PE</i>	Mr David Castledine Mr Matthew Mason Miss Nicola Hiley Mr Matthew Mason
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<i>Risk assessments for these curriculum areas are the responsibility of:</i>	David Castledine in consultation with the subject leader
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8. Display Screen Equipment use (including PC's, laptops and tablets)

The academy assesses the risk of the use of computers/laptops by carrying out a DSE assessment for staff using this type of equipment continuously and regularly for over an hour on SmartLog. Eye tests will be made available to users on request	
<i>Our arrangements for carrying out DSE assessments are:</i> On an annual basis by the trust Headteacher	
<i>Name of person who has responsibility for carrying out Display Screen Equipment Assessments</i>	David Castledine to monitor Smartlog
<i>DSE assessments are recorded and any control measures required to reduce risk are managed by</i>	David Castledine

9. Early Years Foundation Stage (EYFS)

<i>Name of person who has overall responsibility for EYFS</i>	Miss Nicola Hiley & Ms Lauren Knight
<i>Our arrangements for the safe management of EYFS are:</i> Daily Risk assessments of the area both inside and outside	

10. Educational visits / Off-Site Activities

<i>Name of person who has overall responsibility for Educational Visits</i>	David Castledine
<i>The Educational Visits Coordinator is</i>	David Castledine
<i>Our arrangements for the safe management of educational visits:</i> See Educational Visits Policy Risk Assessments using the EVOLVE system are carried out for all visits	

11. Electrical Equipment [fixed & portable]

<i>Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:</i>	Tina Fallon-Bland
<i>Fixed electrical wiring test records are located:</i>	On the Smartlog recording system
<i>All employees visually inspect electrical equipment before use.</i>	
<i>Our arrangements for bringing personal electrical items onto the school site are:</i> Personal electrical equipment is not permitted on site	
<i>Name of person responsible for arranging</i>	Tina Fallon-Bland

<i>the testing of portable electrical equipment (PAT):</i>	
<i>Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:</i>	Tina Fallon-Bland
<i>Portable electrical equipment (PAT) testing records are located:</i>	Main School Office/ on line Smartlog portal
<i>Employees must take defective electrical equipment out of use and report to:</i>	Tina Fallon-Bland
The portable electrical equipment on the academy 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 Continuity Plan (BCP).</i>	David Castledine
<p><i>Our arrangements for communicating emergency arrangements to all employees are:</i></p> <p>Business Continuity Plan is available to all staff on shared drive. SLT desktop exercises completed to test effectiveness. Feedback from staff reviewed and BCP revised if required.</p>	

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

<i>Name of competent person responsible for undertaking & reviewing fire risk assessment in addition to any associated action planning</i>	David Castledine
<i>The Fire Risk Assessment is located</i>	On the staff shared drive and in the main school office.
<i>When the fire alarm is raised the person responsible for calling the fire service is</i>	Tina Fallon-Bland
<i>Name of person responsible for arranging and recording of fire drills</i>	David Castledine
<i>Name of person responsible for creating and reviewing Fire Evacuation arrangements</i>	David Castledine
<i>Our Fire Evacuation Arrangements are</i>	In all classrooms and around the

<i>published ...</i>	school
<i>Our Fire Marshals are</i>	David Castledine
<i>Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at</i>	The main school office
<i>Name of person responsible for training employees in fire procedures</i>	David Castledine
All employees must be aware of the Fire Procedures in school	

14. First Aid *see also Medication

<i>Name of person responsible for carrying out the First Aid Assessment</i>	David Castledine
<i>The First Aid Assessment is located</i>	Medical Room
<i>First Aiders are listed</i>	Medical Room and Main School Office
<i>Name of person responsible for arranging and monitoring First Aid Training</i>	Tina Fallon-Bland
<i>Location of First Aid Box</i>	Medical Room and in all classrooms
<i>Name of person responsible for checking & restocking first aid boxes</i>	Tina Fallon-Bland
In an emergency staff are aware of how to summon an ambulance	
<i>Our arrangements for dealing with an injured person who has to go to hospital are (who is contacted/ who accompanies staff or children to hospital):</i>	
<p>Pupils</p> <p>In an emergency, an ambulance will be called and parents notified. Parents will be requested to attend school to meet the ambulance and travel with their child to hospital. If parents cannot be contacted or are delayed, arrangements will be made to meet them at the hospital and a member of school support staff will travel in the ambulance with the child</p>	
<p>Employees</p> <p>In an emergency, an ambulance will be called and a staff member's next of kin notified. They will be requested to attend school to meet the ambulance and travel with the staff member to hospital. If next of kin cannot be contacted or are delayed, arrangements will be made to meet them at the hospital and a member of school support staff will travel in the ambulance with the staff member</p>	
<p>Visitors</p> <p>In an emergency, an ambulance will be called and a visitor's next of kin notified. Arrangements will be made to either meet the injured visitor at the school or at the hospital depending on the time it will take to arrive at school</p>	

Our arrangements for recording the use of First Aid are

- All accidents must be reported.
 - All use of first aid must be recorded in an accident book.
 - All minor injuries must be recorded in the school's accident books. Individual accident records are kept with first aid kits. Once completed, these are to be returned to T Fallon-Bland so they can be retained. The main accident book is kept in the main office.
 - Any accident involving a pupil's head (bumps, etc.) must be reported to parent(s) by phone call. The person reporting the accident should ensure that the child's class teacher is aware that a head injury has occurred.
 - A notification of the accident will be given to the child and put in their bag or given to the adult responsible for the class.
 - Serious pupil accidents must be reported to Staffordshire Health and Well-Being Service (01785 355 777) and the Combined Local Academy Committee. The accident must be reported via the SCC accident reporting system online – My H&S.
- The school follows SCC guidance.

15. Forest School

<i>Name of person in school who leads on Forest School activity:</i>	Matthew Mason
<i>Our arrangements for developing, organising and running Forest School activity.</i> <ul style="list-style-type: none">• Individual lesson plans are completed for Forest School activities.• Individual risk assessments are completed for Forest School activities.• Appropriate training has been delivered to ensure that the person delivering the Forest School activity is competent to do so.• Supervision levels are evaluated as part of the risk assessment and dependent on the age of pupils and activity	

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 survey is due to take place this academic year

Glazing risk assessment undertaken in Jan 2025

17. Hazardous Substances (COSHH)

<i>Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)</i>	Elizabeth Barrett
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Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are:

The Control of Substances Hazardous to Health Regulations (2003 and 2005 amendment) require an employer to undertake an assessment of health risks within work areas where substances deemed to be hazardous to health are in use and to take any necessary actions required to control and monitor employees' exposure to those substances. The Site Supervisor has undertaken this assessment of substances used in school to date and has implemented controls to eliminate risk, so far as is reasonably practicable.

The school uses CLEAPSS as a resource and all staff must be aware of how to access this information. The cleaning substances used in school are stored in the cleaners' cupboard.

Those substances are used upon recommendation from Glen Group Cleaning Supplies. Staff are advised that these substances must not be removed from the cupboard, other than by the authorised person. The cleaners' room must be kept locked at all times.

Milton and Dettol cleaning solutions used for sanitising chairs, tables and surfaces are located in classrooms & dinner hall. They have been dispensed into spray bottles and clearly labelled and marked for use by staff only.

COSHH sheets have been obtained and information shared with staff.

18. Health and Safety Law Poster

The Health and Safety at Work poster is located:

In the staffroom

19. Housekeeping, cleaning & waste disposal

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

Our waste management arrangements are: Bins are emptied weekly by Viola

Our site housekeeping arrangements are:

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

School employs 2 cleaners.

All areas are cleaned daily

The safe condition of floors, corridors;

The provision of unobstructed corridors and passageways;

The proper storage and stacking of materials;

The proper disposal of waste materials;

Adequate access and egress to stored materials, packing, passageways and emergency exits;

The safe condition and positioning of furniture and equipment;

The identification and rectification of potential hazards;

<p>The general cleanliness/tidiness of work areas, toilets and washrooms. Site cleaning is provided by in house cleaners who have received appropriate information, instruction and training about their role and use of equipment; Waste skips are located away from the school building</p>
<p><i>Site cleaning is provided by:</i> In house cleaners</p>
<p>Staff in all Depts. who generate waste (e.g.catering/cleaning/curriculum areas) must be aware of the risk assessments and control measures in place for their role.</p>
<p>Cleaning employees have received appropriate information, instruction and training about the following and are competent:</p> <ul style="list-style-type: none"> • work equipment • hazardous substances • allergens • school health and safety procedures • school safeguarding procedures
<p>Work equipment:</p> <ul style="list-style-type: none"> • Correct PPE should be used when handling cleaning chemicals. • Work equipment for contracted services is provided by the contractor. • If employees require other work equipment for housekeeping, cleaning and waste disposal, they are to contact Elizabeth Barrett.
<p>Hazardous substances:</p> <ul style="list-style-type: none"> • Hazardous substances are bought from an appropriate supplier and COSHH information is obtained as necessary. • Hazardous substances are stored in an appropriate location – cleaners’ cupboard. • Hazardous substances are locked away as necessary. • School staff report any concerns about hazardous substances to David Castledine
<p>Waste skips and bins are located away from the school building.</p>
<p>All employees and pupils must be aware of the arrangements for disposing of waste and the location of waste bins and skips.</p>
<p>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.</p>

20. Infection Control

<i>Name of person responsible for managing infection control:</i>	David Castledine
<p><i>Our infection control arrangements (including communicable diseases/hand hygiene standards) are:</i></p> <ul style="list-style-type: none">• The school is cleaned daily and a deep clean is conducted regularly• Toys are cleaned on a regular basis.• Hand washing facilities are available throughout the school and good hand washing standards are expected throughout the school.• Children, staff and visitors are encouraged to cover their mouth with a tissue when coughing and sneezing. They are also encouraged to wash hands and dispose of tissues after use.• PPE is to be worn when there is a risk of splashing contamination with blood/body fluids.• All spillages of blood, faeces, saliva, vomit, nasal and eye discharges are cleaned up immediately (using PPE). When spillages occur, they are cleaned using a product that contains both a detergent and a disinfectant. Products are used as per manufacturers' instructions and they are chosen to ensure they are effective against bacteria and viruses and suitable for use on the affected surface. Mops are never used for cleaning up blood and body fluid spillages - disposable paper towels are used. These are disposed as clinical waste.• Spillage kits are available for blood spills.• Clinical waste is segregated from domestic waste. Used nappies/pads, gloves, aprons, and soiled dressings should be disposed of as clinical waste.• Animals in school will have an individual risk assessment. Infection control will be identified in this risk assessment.• An individual risk assessment for trips to places where there may be contact with animals, e.g. farms/zoos. Infection control will be identified within this risk assessment.• Vulnerable children/staff/visitors - an individual risk assessment will be completed for anyone that has an increased vulnerability to infections due to medical conditions, e.g. pregnancy, leukaemia.• The school supports the NHS with immunisation programmes.• The school follows guidance from Public Health England https://www.gov.uk/government/organisations/public-health-england• The school follows guidance from gov.uk related to schools https://www.gov.uk/government/publications/health-protection-inschools-and-other-childcare-facilities	

21. Lettings

<i>Name of Premises Manager or member of Leadership team responsible for Lettings</i>	David Castledine
<p>We do not have any lettings in place at the moment but if we do in the future, our arrangements for managing Lettings of the school/rooms or external premises are:</p> <ul style="list-style-type: none">• Health and safety considerations for Lettings are considered and reviewed annually.• Hirers are informed of areas and equipment that will be made available.• 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 licences 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.• School fire arrangements are visible in school.• The school will be responsible for any school fetes and fundraising events.• The school will complete risk assessments for their own events.• Public entertainment licence will be sought if and when required.	

22. Lone Working

<p><i>Our arrangements for managing lone working are</i></p> <p>We do not encourage lone working</p> <ul style="list-style-type: none">• All staff, pupils and visitors must sign in and out of the building.• Staff should ensure they have identified suitable emergency exit(s) and ensure that they are clear.• Staff should ensure that all external doors and windows are closed and locked on departure from the site.• No other person should be allowed to enter the premises unless they are well known and the staff member has absolute confidence in their integrity. This person must be briefed on emergency procedures by the staff member. All visitors must sign in.• A member of the person's family should be aware of the whereabouts of any member of staff working alone at school and be given contact numbers of members of staff to contact in an emergency.• Lone workers should have contact numbers of other members of staff to contact in case of uncertainty/emergency.• Any lone worker should be in the possession of a working mobile telephone.• Lone workers must understand how to use the school telephones to gain an outside number – dial full number including area code (the school office can be used to dial 999).

- Any suspicious actions should be reported to the police and a member of the senior leadership team.
- If in any doubt of own safety, any lone worker should not leave the premises by themselves but should phone for assistance.
- When on the premises, care should be taken not to walk by unlit or isolated areas.

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

<i>Name of person responsible for the selection, maintenance / inspection and testing of equipment:</i>	Matthew Mason
<i>Records of maintenance and inspection of equipment are retained and are located:</i>	SMARTlog system
<i>Staff report any broken or defective equipment to:</i>	Matthew Mason
<p>School owned equipment:</p> <p>Ladders and steps – checked annually</p> <p>PE equipment – checked annually by Sports Safe</p> <p>Fire alarm and smoke detection - checked 6 monthly,</p> <p>Emergency lighting - checked annually by Lantern</p> <p>Fire extinguishers - checked annually by Chubb</p> <p>Equipment in school kitchen - checked annually</p>	
<p>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.</p>	

24. Manual Handling

<i>Name of person responsible for carrying out manual handling risk assessments:</i>	David Castledine
<p><i>Our arrangements for managing manual handling activities are:</i></p> <p>Always seek advice when carrying equipment for the first time.</p> <p>Employees must be 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> <p>Where people handling takes place an Individual Manual Handling Plan must be in place and communicated to all parties (including where appropriate the young person/their parents/carers/support employees).</p>	

25. Medication

<i>Name of person responsible for the management of and administration of medication to pupils in school/academy</i>	Tina Fallon-Bland
<p><i>Our arrangements for the administration of medicines to pupils are:</i> Pupils who administer and/or manage their own medication in school are authorised to do so by a teacher and provided with a suitable private location to administer medication/store medication and equipment. Staff are trained to administer complex medication by the school nursing service when required</p>	
<i>The names members of employees who are authorised to give / support pupils with medication are:</i>	All staff including Teachers, TA's & lunch staff with Paediatric First Aid training throughout school.
<i>Medication is stored:</i>	In a fridge in the main office and in medical boxes in each classroom
<i>A record of the administration of medication is located:</i>	In the main office and in medical boxes in each classroom.
<p>Staff who are taking medication must keep this personal medication in a secure area in a staff only location. Staff must advise the school/academy leaders if they are taking any medication which might impair their ability to carry out their normal work.</p> <p><i>Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are:</i> Procedures are outlined in the administering medications policy Staff who are taking medication will keep their personal medication in a secure area in a staff only location Staff will advise the school leaders if they are taking any medication which might impair their ability to carry out their normal work.</p>	

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.	
<i>Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for school/academy employees.</i>	Elizabeth Barrett
<i>Name of person responsible for the checking and maintenance of personal protective equipment provided for</i>	Elizabeth Barrett

<i>employees</i>	
PPE provided for use in curriculum lessons is not “personal” as it is provided for pupils in classroom situations.	
<i>Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for pupils.</i>	Class teachers as appropriate
All PPE provided for use in a classroom environment is kept clean, free from defects and replaced as necessary.	
<i>Name(s) of person responsible for cleaning and checking pupil PPE.</i>	Class teachers as appropriate
The school follows SCC guidelines: https://www.staffordshire.gov.uk/secure/Schools/Health-and-Safety/Healthand-Safety/Procedures/Equipment/PPE/Personal-Protective-EquipmentPPE.aspx	

27. Reporting Hazards or Defects

All employees and pupils must report any hazards, defects or dangerous situations they see at school/academy.
<p>Our arrangements for the reporting of hazards and defects:</p> <p>Pupils report any H&S issues they become aware of to the supervising staff member.</p> <p>Staff report any hazards, defects or dangerous situations they see at school to the Site Supervisor</p> <p>The Site Supervisor would contact the SLT to any immediate health and safety concerns</p>

28. Risk Assessments

The academy has in place risk assessments for any identified significant risk. Control measures which are put in place to eliminate or reduce risk are communicated to staff, pupils and other who may be exposed to the risk.
<p>Risk assessments are in place for the following areas:</p> <p>Premises and grounds</p> <p>Curriculum / classrooms</p> <p>Hazardous activities or events</p> <p>Lettings or contract work which may affect staff or pupils in the school/academy</p> <p>Fire Risk Assessment</p> <p>Hazardous Substances</p> <p>Manual handling activities</p>

Risks related to individuals e.g. health issues	
Visits	
<i>Name of person who has overall responsibility for the school/academy risk assessment process and any associated action planning</i>	David Castledine
<p><i>Our arrangements for carrying out, recording, communicating and reviewing risk assessments are:</i></p> <ul style="list-style-type: none"> - Risk assessments are reviewed and updated annually or sooner if changes take place within school which increases or changes the risk - Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments - When an accident or incident occurs, a post risk assessment takes place when a new hazard has been identified. - Risk assessments are created or reviewed when something new is introduced or a change has occurred 	

29. Smoking

No smoking or vaping is permitted on site.
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30. Stress and Staff Well-being

<i>Name of person who has overall responsibility for the health and wellbeing of school/academy staff</i>	David Castledine
<p><i>All staff have responsibility to take care of their own health and wellbeing and the school/academy supports staff to do this by implementing the following arrangements:</i></p> <ul style="list-style-type: none"> - Staff wellbeing policy and wellbeing risk assessment is in place - A staff directory for support with wellbeing, finance and other useful contacts is in place - Staff have access to the SAS Well-Being Service and its counselling service. - Other staff benefits and perks are designed to raise staff well-being including discounted lunch prices, childcare, - School regularly considers workload reduction measures to ensure staff well-being remains a priority - Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated. - All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work. - Individual stress risk assessments take place when a member of staff 	

requires additional individual support.

31. Training and Development

<i>Name of person who has overall responsibility for the training and development of staff.</i>	David Castledine
All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.	
<i>Our arrangements for carrying out suitable and sufficient health and safety training for all staff are:</i> <ul style="list-style-type: none">• All employees have access to this policy in order that they familiarise themselves with its contents and identify any specific training needs.• Employees should also inform their manager of any training needs either as they occur or at the annual performance management meetings.• New employees are briefed about Health & Safety matters through the Induction Process.• Health and safety is an agenda item on every meeting.• The academy has a Health & Safety training matrix to help in the planning of essential and development training for staff.• Training records are retained and are located on Smartlog system	
<i>Training and competency as a result of training is monitored and measured by:</i>	David Castledine

32. Vehicle movement on site

<i>Name of Premises Manager responsible for the management of vehicles on site</i>	Elizabeth Barrett
<i>Our arrangements for the safe access and movement of vehicles on site include: -</i> <ul style="list-style-type: none">- restriction on vehicle movement at certain times- speed limits- segregation of vehicles from pedestrian areas- restrictions on reversing vehicles- the academy will try to arrange deliveries at less busy times during the school day.	

33. Violence and Aggression and Academy Security

<ul style="list-style-type: none"> - The academy provides a place of work which is designed and managed to minimise the risk of violence and aggression to staff, pupils and visitors. - A risk assessment is carried out where staff are at increased risk of injury due to their work. - Training, information and instruction is available to staff to help them manage the risk of violence and aggression where required. 	
<i>Employees and pupils must report all incidents of verbal & physical violence to:</i>	David Castledine
<i>Incidents of verbal & physical violence are investigated by:</i>	David Castledine
<i>Name of person who has responsibility for site security:</i>	Elizabeth Barrett
<p><i>Our arrangements for site security are:</i></p> <ul style="list-style-type: none"> - An intruder alarm is in placed which is monitored by a call centre. There is a list of contacts who would attend site if the alarm sounded. - During the school day all doors remain locked. Access to the premises is restricted to the main office. All visitors to site must sign in and wear an identification badge 	

34. Water System Safety

<i>Name of Premises Manager responsible for managing water system safety.</i>	Elizabeth Barrett
<i>Name of contractors who have undertaken a risk assessment of the water system</i>	IWS Water Hygiene
<i>Name of contractors who carry out regular testing of the water system:</i>	HSL Compliance
<i>Location of the water system safety manual/testing log</i>	Main school office
<p><i>Our arrangements to ensure contractors have information about water systems are:</i></p> <p>Via the Hazard Exchange form and the water risk assessment manual</p>	
<p><i>Our arrangements to ensure all school/academy staff carrying out checks or testing or maintenance have information about the water system:</i></p> <p>Appropriate training is delivered as necessary Contractors are used for specialist checks, testing or maintenance.</p>	

35. Working at Height

<i>Name(s) of person responsible managing the risk of work at height on the premises:</i>	Elizabeth Barrett
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Work at height is avoided where possible.

Our arrangements for managing work at height are:

- Appropriate equipment is provided for work at height where required.
- Staff who carry out work at height are trained to use the equipment provided
- Work at height equipment is regularly inspected, maintained and records are kept in the main school office

36. Work Experience

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

Tina Fallon-Bland

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

Work Experience placements have to be agreed by the Trust Headteacher.

- The school has a policy to protect children from harm as part of its safeguarding arrangements.
- Arrangements will be made to ensure the placements have access to an induction, which includes Health & Safety expectations, before commencing the placement.
- Work Experience placements are supervised by staff members and have no unsupervised contact with the children at any time.

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

David Castledine

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

- Work experience placements have to be agreed by the Trust Headteacher.
- The school has a policy to protect children from harm as part of its safeguarding arrangements.
- Arrangements will be made to ensure the placements have access to an induction, which includes Health & Safety expectations, before commencing the placement.
- Work Experience placements are supervised by staff members and have no un-supervised contact with the children at any time.

37. Volunteers

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

Nicola Hiley

<i>school/academy:</i>	
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Volunteers are considered as a member of staff and all health and safety arrangements including induction and training must apply.	
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E. Health and Safety Key Performance Indicators (KPI's)

To enable school leaders and governors to monitor the health and safety performance of their school in order to determine where progress is being made and where further actions and resources may be required, the following Key Performance Indicators have been identified:

The school's KPIs are:

1. Policy and Organisation: All staff know H+S planning and procedures and new staff complete induction programme
2. Risk Assessments are updated and staff sign to say they have read.
3. Communication- H+S standard item on agendas. Opportunity for employee feedback. Training and development needs are identified and wellbeing champion supports as required.
4. Accident and Incident Managing- report forms are completed; post-accident risk assessments are undertaken.
5. Emergency Preparedness – all risk assessments are in place; Business continuity plan updated when needed.
6. Health and Safety reported on paperwork at each LAC meeting and an annual Health and Safety report made to LAC members in the Summer term.
7. Making best use of funding to allocate improvements identified as a result of external risk assessments (water, fire, electrics, security, etc.), to ensure they are resolved in the recommended timescales (e.g. D1, C1, etc.).