**Health, Safety and Wellbeing Policy**

The Croft Primary School

The policy has 5 parts;

**Part A** - Introduction

**Part B** - The Health and Safety Policy Statement

**Part C** - Responsibilities(delegation of tasks)

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

**Part E** - The Key Performance Indicators.

1. **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.

1. **Policy Statement**
The requirement to provide a safe and healthy working environment for all employees is acknowledged and The Croft Primary School Governing Body recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc. Act 1974.

The Governing Body will comply with all relevant health and safety legislation and ensure so far as is reasonably practicable that:

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

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

Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representatives form part of this policy. All employees are expected to accept their responsibility to work safely by ensuring that they take reasonable care of their own health, safety, and wellbeing and that of other people who may be affected by their acts or omissions.

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

|  |  |  |
| --- | --- | --- |
| *[Signature]* |  | *[Signature]* |
| ***Chair of Governors/Board****Gaynor Hart* |  | ***Headteacher****Joanne Millett* |
| *Nov 2024* |  | *Nov 2024* |

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

1. **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**

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| *The school obtains competent health and safety advice from:* | **Staffordshire County Council** |
| *The contact details are:* | **Health, Safety & Wellbeing Service****01785 355777** |
| *In an emergency we contact:* **Sarah Jane Walmsley****Health & Safety Adviser****07773 791499** |

**Monitoring Health and Safety**

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| *Name of person(s) responsible for the overall monitoring of health and safety in school:* | **Joanne Millett** |
| *Our arrangements for the monitoring of health and safety are :** The school devises an annual HSW action plan which contains action and desirable outcomes
* Termly HSW Governors meetings are held where the action plans are reviewed and next steps discussed
* Governors also receive an annual report on the status of HSW at the school
* Formal evaluations and audits are carried out on an annual basis and further plans put in place to address issues and concerns that emerge
 |
| *The last audit took place*  | *Date: March 2021**By:* |
| *Name of person(s) responsible for monitoring the implementation of health and safety policies* | **Sarah Jane Walmlesy** |
| *Workplace inspections - annual H & evaluation , Self audit, equipment checks, premise walks* | **SMT****Joanne Millett**  |

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

1. **Health and Safety Management Arrangements**

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements.

Information is available on the SLN [*https://education.staffordshire.gov.uk/School-Admin/HealthSafetyWellbeing/Health-Safety-and-Wellbeing-Service.aspx*](https://education.staffordshire.gov.uk/School-Admin/HealthSafetyWellbeing/Health-Safety-and-Wellbeing-Service.aspx) *or* consult with your Health and Safety Adviser/Other Specialist Adviser.

1. **Accident and Incident Reporting, Recording & Investigation**

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| *Our arrangements for recording and investigating:* **Pupil accidents:** * **Accidents are recorded in class accident books and/or playground accident books which are located in each classroom and in the first aid bag between Class 3 & 4, 1 & 2, Reception Class**

**Staff accidents:*** **Staff are required to inform SMT and/office manager of any accidents which are then recorded on the official accident report forms**

**Visitor accidents:*** **Visitor are required to inform SMT and /or office manager of any accidents which are then recorded on the official accident report forms**
* **The school makes use of the My Health & Safety online reporting system to report accidents to the Health, Safety & Wellbeing Service**
 |
| *The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is:* **Joanne Millett** |
| *Our arrangements for reporting to the Governing Body or Academy Board are:** **Accidents are reported to H, S & W committee on a termly basis as appropriate**
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| *Our arrangements for reviewing accidents and identifying trends are:***Termly the SMT review accidents looking for trends, issues etc – where appropriate** |

1. **Asbestos**

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| *Name of person responsible for managing asbestos on the school site:* | **Joanne Millett** |
| *Location of the Asbestos Management Log or Record System:* | **Main School Office** |
| *Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are:** **Any contractors coming onsite are required to read & sign the asbestos register(red folder) and asked to read it and sign to confirm they are aware of the location of asbestos within the building**
* **If any work is to be undertaken by contractors, a hazard exchange form is also completed highlighting any issues about asbestos**
* **Before any work to the fabric of the building an Intrusive Work Assessment form is to be completed with advice taken from SCC Asbestos Management Team**
 |
| *Our arrangements to ensure all school employees such as class teachers or caretakers have information about asbestos risk on the premises are:** **Staff are informed of where any asbestos is present in the building and are given training on what to do if they believe it has been disturbed.**
* **A leaflet highlighting the procedures to follow is displayed in the school office and the staffroom**
* **Staff must not drill or affix anything to walls without first obtaining approval from the premises manager.**
* **The premises manager and at least one member of the SMT has received Asbestos Awareness training**
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| *Employees must report damage to asbestos materials to:* | **Joanne Millett** |

1. **Communication**

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| *Name of SLT member who is responsible for communicating with employees on health and safety matters:* | **Joanne Millett** |
| *Our arrangements for communicating about health and safety matters with employees, pupils, visitors, contractors are:** **A staff briefing is held weekly where H, S & W issues can be raised**
* **A weekly staff meeting & newsletter has H, S & W as a standing item on the agenda**
* **A staff handbook is published every year with H, S & W arrangements included**
* **H, S & W policy is published each year and circulated on September INSET day**
* **Leaflets on H, S & W matters are published as appropriate to staff**
* **Poster are displayed around school**
* **H, S & W policies are available on the school intranet and a hard copy is available in the staffroom & school office**
* **Each staff member has a HSW Folder which contains useful/helpful HSW information**
 |
| *Employees can make suggestions for health and safety improvements by:** **Contributing at staff meeting, briefings, keystage meetings etc**
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1. **Construction Work \*See also Contractor Management**

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| *Name of person coordinating any construction work / acting as Client for any construction project.*  | **Joanne Millett/Emma Friend** |
| *Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are:* * **Only contractors from Entrusts/SCC approved list are used**
* **The school has a SLA with SCC/Entrust Property Management and they are consulted at every stage of a project**
* **As far as possible all projects are project managed through SCC/Entrust**
* **Duty holders will be identified and named as part of any Construction project.**
 |
| *Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are:* * **SCC/Entrust manage all works as far as possible**
* **SCC/Entrust and Joanne Millett will meet with contractors and complete the hazard exchange forms together**
* **Appropriate risk assessments are shared or compiled to suit the activity**
* **Advise is sought from appropriate professionals if the school is unsure about any planned practises/activities/works**
 |
| *Our arrangements for the induction of contractors are:** **Appropriate information is shared with the contractors through the hazard exchange forms/meeting**
* **Contractors are given clear information about -toilets, access, first aid, site security etc**
* **Contractors are given contact numbers of key members of staff to liaise with if issues arise with the project**
 |
| *Employees should report concerns about contractors to:* **Joanne Millett** |
| *We will review any construction activities on the site by:* * **Ensuring guidelines are being adhered to**
* **Onsite visits**
* **Discussion with contractors/project managers**
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1. **Consultation**

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| *Name of SLT member who is responsible for consulting with employees on health and safety matters:* | **Joanne Millett** |
| *The name of the Trade Union Health and Safety Representative is:* |  N/A |
| *Our arrangements for consulting with employees on health and safety matters are:** **Participation in morning briefings, staff meetings, key stage meetings, performance management interviews where appropriate**
 |
| *Employees can raise issues of concern by:** **Discussions at meeting at all levels**
* **Refer matters to SMT**
* **Log concerns H, S & W book in the main school office**
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1. **Contractor Management**

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| *Name of person responsible for managing and monitoring contractor activity* | **Joanne Millett**  |
| *Our arrangements for selecting competent contractors are:** **School has a SLA with SCC/Entrust for Property Services and where possible all works are arranged through them**
* **Advise is sought from the school’s property manager as to appropriate contractors for works**
* **Decisions made when several contractors have quoted for works go to the governing body building’s committee for approval**
* **Only contractors from the Entrust/SCC approved list are used**
 |
| *Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are:* * **Meetings are held prior to any works starting with HT, the contractors & SCC/Entrust ( if they are project managing)**
 |
| *Our arrangements for the induction of contractors are:** **A meeting is takes prior to works starting where hazard exchange forms are discussed and other relevant information – site access, first aid toilet facilities etc**
 |
| *Employees should report concerns about contractors to:* **Joanne Millett** |

1. **Curriculum Areas – health and safety**

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| *Name of person who has overall responsibility for the curriculum areas as follows:*  | * **PE – Paul Hughes**
* **Science - Paola Daniel**
* **DT – Vicky Paris - Stickland**
* **SENC0 – Sarah Richards**
* **Off Site education – Paul Hughes**
 |
| *Risk assessments for these curriculum areas are the responsibility of:* | **Joanne Millett – in conjunction with subject coordinators** |

1. **Display Screen Equipment use (including PC’s, laptops and tablets)**

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| *Our arrangements for carrying out DSE assessments are:** **The school assesses the risk of the use of computers/laptops by carrying out a DSE assessment for staff using this type of equipment continuously and regularly for over an hour.**
* **The Office Manager has received DSE assessor training & this has been disseminated to all appropriate staff**
* **DSE policy is revisited on a regular basis with staff to ensure all are aware of procedures, practises and guidelines**
 |
| *Name of person who has responsibility for carrying out Display Screen Equipment Assessments:*  | **Joanne Millett/Emma Friend** |
| *DSE assessments are recorded, and any control measures required to reduce risk are managed by:*  | **Joanne Millett** |

1. **Early Years Foundation Stage (EYFS)**

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| *Name of person who has overall responsibility for EYFS:* | **Joanne Millett**  |
| *Our arrangements for the safe management of EYFS are:** **The EYFS at The Croft consists of the Reception Class**
* **The Reception Class comes under all school policies, procedures and guidelines**
* **All staff, volunteers have appropriate DBS checks**
* **A separate EYFS policy is in place at the school**
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1. **Educational visits / Off-Site Activities**

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| *Name of person who has overall responsibility for Educational Visits*  | **Joanne Millett** |
| *The Educational Visits Coordinator is* |  **Paul Hughes** |
| *Our arrangements for the safe management of educational visits are:** **The school uses the EVOLVE system for recording visits and risk assessments**
* **Staff are required to do a previsit for new trips**
* **Risk assessments must be completed each time for a new visit**
* **The educational Visits Coord oversees risk assessments to ensure staffing ratios are adhered to, roles & responsibilities of staff are highlighted, potential hazards have been identified etc**
* **Risk Assessments are shared with accompanying staff and volunteers prior to the visit/trip**
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1. **Electrical Equipment** [fixed & portable]

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| *Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:* |  **Joanne Millett**  |
| *Fixed electrical wiring test records are located:*  | **In the main school office in an Electricity File** |
| *Our arrangements for bringing personal electrical items onto the school site are:** **If staff wish to bring any electrical equipment to work it has to be PAT tested first unless it has been purchased in the last 12 months**
* **All staff visually inspect electrical equipment before use.**
* **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**
* **PAT takes place annually**
 |
| *Name of person responsible for arranging the testing of portable electrical equipment (PAT):* | **Emma Friend** |
| *Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:* | **Joanne Millett** |
| *Portable electrical equipment (PAT) testing records are located:* | **In the main school office in the Electricity File** |
| *Employees must take defective electrical equipment out of use and report to:* | **Joanne Millett/Emma Friend** |

1. **Emergency Preparedness**

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| *Name of SLT member who is responsible for developing and maintaining the school’s response to m*ajor risks Business Continuity Plan (BCP). | **Joanne Millett**  |
| *Our arrangements for communicating emergency arrangements to all employees are:** **BCP devised in consultation with SMT & Governors**
* **Staff made aware of plan at staff training session**
* **A hard copy is available in the school office**
* **An electronic copy is on the school intranet**
* **Copies of the BCP are kept off site in case of limited access to the school site**
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1. **Fire Precautions & Procedures [and other emergencies incl. bomb threats]**

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| *Name of competent person responsible for undertaking and reviewing the fire risk assessment in addition to any associated action planning:* | **Joanne Millett**  |
| *The Fire Risk Assessment is located ……* | **In the main school office in the Fire File** |
| *The Fire Risk Assessment is shared with other employers who share the site.* | **Edwards & Ward- Kitchen Staff****Glen group – cleaning staff** |
| *When the fire alarm is raised the person responsible for calling the fire service is:*  | **Emma Friend/Joanne Millett – this may be delegated to another appropriate adult** |
| *Name of person responsible for arranging and recording of fire drills:* | **Joanne Millett** |
| *Name of person responsible for creating, communicating and reviewing Fire Evacuation arrangements:* | **Joanne Millett** |
| *Our Fire Evacuation Arrangements are:** **On hearing the fire alarm ( continuous ring of the bell) all occupants are to leave the building, quickly, quietly by the nearest available fire exit**
* **Staff pupils and visitors should assemble outside on the school playground or field**
* **A roll call will be taken**
* **No persons are to re enter the building unless given permission to do so for SMT and/or Fire Service**
* **More detail can be found in the schools Evacuation Guidance**

In case of a bomb threat – see detailed guidance – Bomb Threat & Suspect Package guidanceIf by telephone:* **Stay calm and listen carefully.**
* **Have immediate access to a checklist on key information that should be recorded (see Bomb Threat Checklist in Appendix ).**
* **Alert a colleague to dial 999.**
* **Note the number of the caller, otherwise, dial 1471 to obtain the number once the call has ended.**
* **If the threat is a recorded message write down as much detail as possible.**
* **If the threat is received via text message do not reply to, forward or delete the message. (Note the number of the sender and follow police advice).**
* **Know who to contact in your organisation upon receipt of the threat, e.g. Headteacher. They will need to make an assessment of the threat and decide actions to take.**

If via social media:* **DO NOT reply to, forward or delete the message**
* **If sent via email note the address**
* **If sent via social media what application has been used and what is the username/ID**
* **Dial 999 and follow police guidance**
* **Preserve all web log files for your organisations to help the police investigation (as a guide, 7 days prior to the threat message and 48 hours after)**

If Suspect packages found:* **If in doubt call 999 and ask for the police**
* **Clear the area immediately**
* **Do not attempt to open the letter or package**
* **Avoid unnecessary handling**
* **Keep it separate so it is easily identifiable**

**Senior members of staff will inform the school community what steps to take next following advice from SCC and the Police.** |
| *Our Fire Marshals are:*  | **Joanne Millett****Emma friend****Steve Moore** |
| *Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Logbook located at:* | **In the main school office in the Fire File** |
| *Name of person responsible for training employees in fire procedures:* |  **Joanne Millett** |
| Employees awareness of the Fire Procedures in school is repeated annually. |

1. **First Aid \*see also Medication**

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| *Name of person responsible for carrying out the First Aid Assessment:* |  **Joanne Millett**  |
| *The First Aid Assessment is located:*  | **Main School Office** |
| *First Aiders are:*  | **All staff receive first aid training** |
| *Name of person responsible for arranging and monitoring First Aid Training*  |  **Joanne Millett**  |
| *Location of First Aid Box(es):* | * **Main School Office**
* **Between classes 1 & 2**
* **Reception Class**
* **Between classes 3 & 4All classes have a small first aid kit –but these are not to replace the main kit as listed above**
 |
| *Name of person responsible for checking and restocking first aid box(es):* | **Emma Friend**  |
| *Arrangements on how to summon an ambulance in an emergency are:* * **Senior member of staff or Office Manager will contact the ambulance service – however all staff are aware of how to summon an ambulance in an emergency**
* **A member of staff who is familiar to the injured person will accompany them to hospital**
* **Parents/next of kin will be contacted asap**
 |
| *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):** **Senior member of staff or Office Manager will contact the ambulance service – however all staff are aware of how to summon an ambulance in an emergency**
* **A member of staff who is familiar to the injured person will accompany them to hospital**
* **Parents/next of kin will be contacted asap**
 |
| *Our arrangements for recording First Aid provided are:** **An accident book is filled in and details are recorded – date, time, details of first aid administered & by whom & any other actions taken**
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1. **Glass & Glazing**

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| * **All glass in doors and side panels are constructed of safety glass**
* **A glass and glazing assessment took place in February 2013 and the record can be found located in premises File in the main school office**
* **All replacement glass is of safety standard**
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1. **Hazardous Substances (COSHH)**

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| *Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments):*  |  **Joanne Millett**  |
| *Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are:** **A folder is allocated in the main school office with all COSHH details and risk assessments**
* **Safety Data sheets for substances used at school have also been collated**
* **The school uses CLEAPPS as a resource and all staff must be aware of how to access this information.**
* **Catering staff & cleaners are employed via a SLA with Entrust – they have their own COSHH assessments**
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1. **Health and Safety Law Poster**

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| *The Health and Safety at Work poster is displayed:* | **Main School Office** |

1. **Housekeeping, cleaning and waste disposal**

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| **All employees and pupils share the responsibility for keeping the school site clean, tidy and free from hazards.**  |
| *Our waste management arrangements are:** **Each classroom and resource area has a waste paper bin & a recycling tub for paper and cardboard**
* **Each classroom has a lidded bin for tissues**
* **Where possible staff & pupils are encouraged to recycle paper, cardboard etc**
* **School has a service level agreement with Entrust for cleaning services who empty the bins each day**
* **Staff are aware of the location of the bins - no pupils are allowed access to the enclosed bin area**
* **Bins and skips are located away from the building**
 |
| *Our site housekeeping arrangements are:** **External cleaning company - Glen Group clean the site daily**
* **Cleaning staff have received appropriate information, instruction and training about the following and are competent – with working equipment, hazardous substances, waste management**
* **Glen Group provide their staff with appropriate work equipment and are responsible for its maintenance**
 |
| *Site cleaning is provided by:* | **Glen Group** |

1. **Infection Control**

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| *Name of person responsible for managing infection control:* | **Joanne Millett**  |
| *Our infection control arrangements (including communicable diseases/hand hygiene standards) are:** **The school follows advice from Health Protection Agency on communicable diseases**
* **Advice is published to parents via a leaflet which can be found on the school website**
* **Parents are advised that following bouts of sickness and diarrhoea children should not return to school for 48 hours**
* **Children are encouraged to wash hands when they have been to the toilet & facilities are provided for them to do so – this is reinforced through the curriculum**
* **PPE is provided to help reduce the spread of infection and should be used when dealing with ill staff and pupils, carrying out personal care tasks**
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1. **Lettings**

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| *Name of Premises Manager or member of Leadership team responsible for Lettings*  | **Joanne Millett**  |
| *Our arrangements for managing Lettings of the school/rooms or external premises are:***No lettings at present*** **The health and safety considerations for Lettings are considered and reviewed annually.**
* **Hirers have in place their own risk assessments, first aid arrangements/ fire procedures and emergency procedures.**
* **Hirers are responsible for obtaining the necessary local authority licenses for their activities and these must be provided to the school on request.**
* **Hirers must provide a register of those present during a letting upon request.**
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1. **Lone Working**

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| *Our arrangements for managing lone working are:** **See Lone Working Risk Assessment & Policy**
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1. **Maintenance / Inspection of Equipment (including selection of equipment)**

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| * **Ladders & steps – 6 monthly check**
* **PE equipment – visual check by staff before use, annual safety check by Mercury**
* **Fire Alarm – weekly check by HT, 6 monthly inspection by Lantern fire & Security**
* **Fire extinguishers –6 monthly inspection by Chubb**
* **Emergency Lighting – monthly check by school, 6 monthly inspection by Chubb**
* **Gas Boiler – Sure Maintenance**
* **PAT electrical tests – Calbarrie**
* **Intruder Alarm – Chub**
* **Air Conditioning -Key Integrated Service**
 |
| *Name of person responsible for the selection, maintenance / inspection and testing of equipment:* | **Joanne Millett** |
| *Records of maintenance and inspection of equipment are retained and are located:* | **Main School Office** |
| *Employees report any broken or defective equipment to:* | **Joanne Millett/ Emma Friend** |
| * **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 – this includes**
* **Cleaning equipment**
* **Cookers**
* **Fridges**
* **Freezers**
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1. **Manual Handling**

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| *Name of person responsible for carrying out manual handling risk assessments:* | **Joanne Millett** |
| *Our arrangements for managing manual handling activities are:** **Staff aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided.**
* **Staff who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task.**
* **Staff are trained appropriately to carry out manual handling activities.**
* **Where people handling takes place an Individual Manual Handling Plan must be in place and communicated to all parties (including where appropriate the young person/their parents/carers/support staff). This will be devised upon the advice of professionals**
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1. **Medication**

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| *Name of person responsible for the management of and administration of medication to pupils in school:* | **Joanne Millett** |
| *Our arrangements for the administration of medicines to pupils are:** **Parents are required to complete a medication form prior to any medicines being administered**
* **A record of the administration of medication is located: School Office**
* **Pupils who administer and/or manage their own medication in school are authorised to do so by the Head Teacher/SMT 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 and/or appropriate medical professional**
* **Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are: - Parents are required to complete a medicine consent & universal inhaler consent form, children requiring an inhaler or epi pen will have an individual care plan which outlines in details, actions to be taken**
* **Staff who are taking medication must keep this personal medication in a secure area in a staff only location.**
* **See Medicines Policy**
* **Staff must advise the school leaders if they are taking any medication which might impair their ability to carry out their normal wok**
 |
| *The names members of employees who are authorised to give / support pupils with medication are:*  | **Joanne Millett****Emma Friend****SMT** |
| *Medication is stored:* | **Prescription medication – school office****Inhalers – classrooms****Emergency inhalers – staffroom****Epi Pen - staffroom** |
| *A record of the administration of medication is located:* | **School office &/or classrooms** |

1. **Personal Protective Equipment (PPE) (links to Risk Assessment)**

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| *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:*  | **Joanne Millett** |
| *Name of person responsible for the checking and maintenance of personal protective equipment provided for employees:* | **Joanne Millett** |
| *Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for pupils:* | **Joanne Millett** |
| *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.* | **Class teacher a s appropriate for lesson** |

1. **Reporting Hazards or Defects**

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| *Our arrangements for the reporting of hazards and defects:** **Employees and pupils must report hazards/defects/dangerous situations to any member of staff**
* **Staff report hazard to SMT verbally or in a report book located in the school office**
* **SMT/HT will deal with the hazard/defects in the appropriate manner and/or seek advice from SCC Health & Safety team, Building Surveyor**
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1. **Risk Assessments**

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| *The school has in place risk assessments for any identified significant risk. Control measures which are put in place to eliminate or reduce risk are communicated to employees, pupils and other who may be exposed to the risk.* |
| *Risk assessments are in place for the following areas:** **Premises and grounds**
* **Curriculum / classrooms**
* **Hazardous activities or events**
* **Cleaning**
* **Offsite education**
* **Lettings or contract work which may affect staff or pupils in the school/academy**
* **Fire Risk Assessment**
* **Hazardous Substances**
* **Work Equipment**
* **Working at height**
* **Manual handling activities**
* **Risks related to individuals e.g. health issues**
* **Pregnant members of staff**
* **Lone working**
* **Stress/wellbeing**
* **Caretaking**
* **PE**
 |
| *Name of person who has overall responsibility for the school risk assessment process and any associated action planning:* | **Joanne Millett** |
| *Our arrangements for carrying out, recording, communicating and reviewing risk assessments are:* **Appropriate training *provided for employees who are creating, reviewing or implementing risk assessments*** * **Staff review risk assessments in consult**
* **Risk Assessment training is undertaken by key members of staff**
* **Staff review risk assessments in consultation with staff and these are communicated through staff meetings, briefings**
* **Individual members of staff carryout risk assessments for trips and visits and they are reviewed by the Off Site Education Coordinator**
* **When an accident or incident occurs a post-accident risk assessment takes place when a new hazard has been identified. And/or additional control measures are needed**
* **Risk assessments are created or reviewed when a new activity is planned and introduced or there has been an accident**
* **Risk assessments are reviewed routinely on a rolling programme**
* **Risk assessments are communicated to staff via meetings and briefings**
* **Hard copies of the school’s risk assessments can be found in a folder in the staffroom and on the intranet**
* **Golden Rule posters for some risk assessments have been devised and are on display in classrooms, IT suite & the Hall**
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1. **Smoking**

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

1. **Stress and Employees Well-being**

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| *Name of person who has overall responsibility for the health and wellbeing of school employees:* | **Joanne Millett** |
| *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:** **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.**
* **A team stress risk assessment has been completed involving all staff and this is reviewed regularly.**
* **The school has in identified Wellbeing lead - Lorna Astley and accessed government funded training to promote wellbeing within the school**
* **Staff are given access to SLN resources to help the mange wellbeing**
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1. **Training and Development**

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| *Name of person who has overall responsibility for the training and development of employees:*  | **Joanne Millett** |
| *Our arrangements for carrying out suitable and sufficient health and safety training for all employees are:** **All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.**
* **The school has a health and safety training matrix to help in the planning of essential and development training for staff.**
* **Training records are retained in the main school office**
* **The school makes use of training offered by Entrust & The National College and other certified providers**
* **Annual review of training needs takes place and CPD planned for**
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| *Training and use of new competency training/skills is monitored and measured by:*  | **Joanne Millett** |

1. **Vehicle movement on site**

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| *Name of Premises Manager responsible for the management of vehicles on site*  | **Joanne Millett** |
| *Our arrangements for the safe access and movement of vehicles on site are** **The school carpark has limited access for staff, visitors and parents of pupils at the Crafty Crofters Club**
* **General parent parking is not permitted on the school carpark**
* **Deliveries to the school are made on the school carpark**
* **Vehicles gaining access to the site via the carpark are segregated from pedestrians**
* **Vehicles requiring access to the school site via school field are to do so with prior arrangement with the SMT and where possible outside of the school day**
* **Contractors requiring access to the site are to do so with prior arrangement with the SMT**
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1. **Vehicles – use of**

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| Name of person who has overall responsibility for managing/coordinating use of staff vehicle: | **Joanne Millett** |
| Our arrangements for managing use of staff vehicles are :* **Vehicles to be used in cases of emergency**
* **Prearranged events where a small number of pupils need to be transported to local events only**
* **Staff using their vehicle need to fill in a Use of Vehicle form and have it authorised by the Head Teacher**
* **Evidence must be provided of up to date driving licences, valid Mot and insurance**
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1. **Violence and Aggression and School Security**

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| The school does not tolerate violence & aggressive behaviour * **The school provides a place of work which is designed and managed to minimise the risk of violence and aggression to staff, pupils and visitors.**
* **A risk assessment is carried out where staff are at increased risk of injury due to their work.**
* **Training, information and instruction is available to staff to help them manage the risk of violence and aggression where required.**
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| *Employees and pupils must report all incidents of verbal & physical violence to:* | **Joanne Millett/ SMT** |
| *Incidents of verbal & physical violence are investigated by:* | **Joanne Millett/SMT** |
| *Name of person who has responsibility for site security:*  | **Joanne Millett** |
| *Our arrangements for site security are:** **All external doors are locked after the children have arrived at school & visitors have to enter the building via the main entrance**
* **Gates to the school site are locked after the children have entered the school and opened at 3pm for home time**
* **Access to the building via the main entranced is controlled by an electronic door and visitors must be admitted by a member of staff**
* **Visitors ID will be checked & they will be asked to sign in/out of the premises using the electronic Inventry system**
* **The school building will be locked by the caretaker at 6pm each evening and opened at 7am the following day**
* **The school site has security monitoring by SR Security Services**
* **In the instance of an alarm call out SR Security Services will attend the building to ensure it is secure**
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1. **Volunteers**

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| Name of person who has overall responsibility for managing/coordinating volunteers working within the school: | **Joanne Millett/Sarah Richards** |
| Our arrangements for managing & coordinating volunteers are * **Volunteers are considered as a member of staff and all health and safety arrangements including induction and training must apply.**
* **See Volunteers policy and handbook for further details**
* **Volunteers will work under the direction of a class teacher**
* **Volunteers are not responsible for dealing with behaviour and H, S & W issues but will report immediately to a member of staff**
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1. **Water System Safety**

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| *Name of Premises Manager responsible for managing water system safety.* | **Joanne Millett** |
| *Name of contractors who have undertaken a risk assessment of the water system*  | **HSL Compliance** |
| *Name of contractors who carry out regular testing of the water system:* | **HSL** |
| *Location of the water system safety manual/testing log* | **Main School Office** |
| *Our arrangements to ensure contractors have information about water systems are:** **Water hygiene and water information files are located in the main school office**
* **Contractors are provided with information in meetings prior to any works taking place**
* **Hazard exchange forms are discussed and shared with contractors**
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1. **Working at Height**

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| *Name(s) of person responsible managing the risk of work at height on the premises:*  | **Joanne Millett** |
| *Our arrangements for managing work at height are* * **Working at height is avoided where possible**
* **See working at height policy for further details**
* **Staff are encouraged not to stand on tables, chairs etc to work at height**
* **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**
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1. **Work Experience**

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| *Name of person who has overall responsibility for managing work experience and work placements for school pupils.* | **Joanne Millett** |
| *Our arrangements for assessing potential work placements, arrangements for induction and supervision of our students on work placement are:** **Each student is given a work place mentor – usually the class teacher with whom they will be working**
* **They will be provided with a staff handbook that outlines basics of the H & S policy, Safeguarding and undergo an induction to the school**
* **Each student will be monitored to ensure they are following school policy and procedures**
* **Students are not expected to deal with first aid, accidents and behaviour issues**
* **Students will not be left on their own to work with pupils**
 |
| *The name of the person responsible for the health and safety of people on work experience in the school premises:*  | **Joanne Millett** |

**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.

* An annual Health, Safety & Welfare Action Plan is devised in consultation with staff & Governors – these are flexible however should issues/concerns arise during the year. See annual SDP. Each action includes targets and expected outcomes
* Termly Governors meetings are held discussing/reviewing actions taken and next steps
* Self audit & SCC audits are undertaken each year and issues arising are also addressed
* Governors receive an annual Health & Safety Report