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**Health, Safety and Wellbeing Policy**



**Health, Safety and Wellbeing Service**

**1. Success Indicators**

The school has a Health, Safety and Wellbeing policy which:

* + Provides an overview of the school policy on health, safety and wellbeing.
  + Outlines the arrangements the school has in place for health, safety and wellbeing.
  + Assigns roles and responsibilities to key staff in the school.
  + Is monitored and reviewed regularly by senior leaders.

**2. Overview**

All schools are required to have a Health, Safety and Wellbeing Policy in place.

The School’s Health, Safety and Wellbeing Policy should be developed by the Headteacher, members of the School Leadership team in conjunction with the Governing Board and the Trust.

**3. Employer responsibilities**  
Where the school/sponsor/board of governors is the direct employer of school staff (such as in Academies, Trust Schools, Foundation Schools and Voluntary Aided (VA) Schools) the school must have a Health and Safety Policy in place to comply with the Health and Safety at Work Act. This can be in any format.

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

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

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

**Health, Safety and Wellbeing Policy**

All Saints CE First School

The policy has 4 parts;

**Part A** - Introduction

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

**Part C** - Management Arrangements

**Part D** - The detailed arrangements & procedures for Health, Safety and

Wellbeing within the academy.

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

1. **Introduction** This policy statement complements (and should be read in conjunction with) the ULT Health and Safety Policy. It records the local organisation and arrangements for implementing the Academy Trust policy.
2. **Policy Statement**  
   The requirement to provide a safe and healthy working environment for all employees is acknowledged and the All Saints CE First 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 ensure so far as is reasonably practicable that:

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

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

Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representatives forms part of this policy.

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

|  |  |  |
| --- | --- | --- |
| *[Signature]* |  | *[Signature]* |
| *Jo Melville,* ***Chair of Governors*** |  | *Andrea Cairns,* ***Headteacher*** |
| *[Insert date]* |  | *[Insert date]* |

1. **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:

**Competent Health and Safety Advice**

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| --- | --- |
| *The school/academy obtains competent health and safety advice from* | *Charlotte Evans*  *H & S Advisor, Staffs County Council* |
| *The contact details are* | *07815 823740* |
| *In an emergency we contact the Duty Officer, 01785 355777.* | |

**Monitoring Health and Safety**

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| --- | --- |
| *Name of person(s) responsible for the overall monitoring of health and safety in school:* | *Andrea Cairns* |
| *Our arrangements for the monitoring of health and safety are: -Regular standing agenda item in staff meetings, logged into concern book, actioned and monitored by the HT -Performance management – (annual) written record and actioned and monitored by the HT -Report to Governors – Annual report to Governors -Open door policy (as and when) - logged onto concern forms, actioned and monitored by the HT* | |
| *The school carries of out formal evaluations and audits on the management of health and safety (frequency). The frequency is determined by the level achieved.* | |
| *The last audit took place* | *Date: 10th January 2022*  *By: Alison Dawson* |
| *Name of person responsible for monitoring the implementation of health and safety policies* | *Andrea Cairns* |
| *All staff are aware of the key performance indicators in part E and how they are monitored* | |
| *Workplace inspections - type* | *Name of person who carries these out* |
| *External Premises* | *Duty Staff & Bruce Righton (Site technician)* |
| *Internal Premises* | *Teachers& Bruce Righton (Site technician)* |

1. **Detailed Health and Safety Arrangements**

Adapt this list of arrangements as appropriate for your school.  
For further information from the Health, Safety and Wellbeing Service in any of these areas you may also wish to view the information 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 Reporting, Recording & Investigation**

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| --- |
| *Our arrangements for recording and investigating: Trained paediatric first aiders record all accidents on sheets in the classrooms and this is then transferred into the archive folder in the office. The lead first aider collates all accidents and reports to the HT who reports to Governors* |
| *pupil accidents:* *All pupil accidents are written down on sheets in the classroom and this information is transferred into the accident archive folder held in the medical room. All head bumps are reported to the office and letters are sent to parent’s. Depending on the severity of the accident/incident the parent may be contacted* |
| *staff accidents: All staff accidents are reported in the Accident Book BI510* |
| *visitor accidents: All visitor & contractor accidents are reported in the accident book BI 510 and recorded on the Health & Safety portal* |
| *The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is:* Health & Safety Duty Officer notified by Lesley Flannagan (Office manager)/Andrea Cairns (Head) |
| *Our arrangements for reporting to the Governing Body or Academy Board are:* : *The Office Manager collates the information for the HT to report to governors* |
| *Our arrangements for reviewing accidents and identifying trends are:* *The termly analysis is used to spot trends and improve practice* |

1. **Asbestos**

|  |  |  |
| --- | --- | --- |
| *Name of Premises Manager responsible for Managing Asbestos.* | | *Andrea Cairns* |
| *Location of the Asbestos Management Log or Record System.* | | *Main Office* |
| *Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are: The appropriate member of staff will meet with contractors prior to work commencing to ensure all documentation is completed (HT or Office Manager)* | | |
| *Our arrangements to ensure all school staff such as class teachers or caretakers have information about asbestos risk on the premises:* | | |
| *Staff must report damage to asbestos materials to:* | *Andrea Cairns/Lesley Flannagan* | |
| *Staff must not drill or affix anything to walls without first obtaining approval from the premises manager.* | | |

1. **Communication**

|  |  |
| --- | --- |
| *Name of SLT member who is responsible for communicating with staff on health and safety matters:* | *Andrea Cairns/Lesley Flannagan* |
| *Our arrangements for communicating about health and safety matters with all staff are:* : *through information sharing at staff meetings* | |
| *Staff can make suggestions for health and safety improvements by: Open door policy (as and when) - logged concerns in book, actioned and monitored by the HT -Regular standing agenda item in staff meetings –Performance management – (annual) written record and actioned and monitored by the HT* | |

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.* | *Andrea Cairns HT, Lesley Flannagan OM, Bruce Righton SS or Entrust Property Services* |
| *Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are:* – *Large scale works - buy in SLA from Property Management – small scale – Headteacher/Office Manager*  *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: Discuss and agree prior to work taking place* | |
| *Our arrangements for the induction of contractors are: Meeting with key member of staff prior to work commencing. Completion of hazard exchange form and sign the asbestos register and other forms as and when necessary* | |
| *Staff should report concerns about contractors to: Andrea Cairns HT, Lesley Flannagan OM* | |
| *We will review any construction activities on the site by: monitoring work and ongoing meetings with the contractors* | |

1. **Consultation**

|  |  |
| --- | --- |
| *Name of SLT member who is responsible for consulting with staff on health and safety matters:* | *Andrea Cairns* |
| *The name of the Trade Union Health and Safety Representative is:* | *N/a* |
| *Our arrangements for consulting with staff on health and safety matters are: Through staff meetings & Performance management* | |
| *Staff can raise issues of concern by:* -*Open door policy (as and when) - logged into concern book, actioned and monitored by the HT -Regular standing agenda item in staff meetings –-Performance management – (annual) written record and actioned and monitored by the HT* | |

1. **Contractor Management**

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| --- | --- |
| *Name of person responsible for managing and monitoring contractor activity* | *Andrea Cairns HT, Lesley Flannagan OM & Bruce Righton SS* |
| *Our arrangements for selecting competent contractors are*: *Depending on the scale of works, use of contractors within the MAT, out to tender, Entrust contractors* | |
| *Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: The appropriate member of staff will meet with contractors prior to work commencing to ensure all documentation is completed* | |
| *Our arrangements for the induction of contractors are: as above* | |
| *Staff should report concerns about contractors to: Andrea Cairns HT or Lesley Flannagan OM* | |

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

|  |  |
| --- | --- |
| *Name of person who has overall responsibility for the curriculum areas as follows:*  *e.g.*  *Science D&T*  *PE* | *Subject leads* |
| *Risk assessments for these curriculum areas are the responsibility of:* | *Subject Leads* |

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

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| --- | --- |
| *The school/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.* | |
| *Our arrangements for carrying out DSE assessments are: assess staff using screens for over an hour constantly* | |
| *Name of person who has responsibility for carrying out Display Screen Equipment Assessments* | *Andrea Cairns HT & Lesley Flannagan OM* |
| *DSE assessments are recorded and any control measures required to reduce risk are managed by* | *Andrea Cairns* |

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

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| --- | --- |
| *Name of person who has overall responsibility for EYFS* | *Andrea Cairns* |
| *Our arrangements for the safe management of EYFS are: Early Years teacher completes a daily walk around the whole department including the outdoor area. A tick sheet record of this is maintained. Staff report issues and concerns either immediately.*  *All staff are level one safeguarding trained each September. The headteacher (DSL) and Lead teacher (DDSL) are both level 4 trained and the EY’s TA is a DDSL. Two teaching assistants within the EY’s are paediatric first aid trained as well as level 2 food hygiene training. Adhere to whole school policies to provide a cohesive safe environment. This includes a mobile phone and camera toolkit for Early Years settings issued by local authority* | |

1. **Educational visits / Off-Site Activities**

|  |  |
| --- | --- |
| *Name of person who has overall responsibility for Educational Visits* | *Andrea Cairns* |
| *The Educational Visits Coordinator is* | *Lesley Flannagan* |
| *Our arrangements for the safe management of educational visits: staff complete evolve/school risk assessments -parents informed of visit and inform us of any specific issues relating to their child and the visit. Visits are logged on the Evolve online portal and are signed off by the HT* | |

1. **Electrical Equipment** [fixed & portable]

|  |  |
| --- | --- |
| *Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:* | *Through the SLA maintenance agreement this is booked by Entrust* |
| *Fixed electrical wiring test records are located:* | *The School Office* |
| *All staff visually inspect electrical equipment before use.* | |
| *Our arrangements for bringing personal electrical items onto the school site are: staff can only bring in personal items if they have been PAT tested* | |
| *Name of person responsible for arranging the testing of portable electrical equipment (PAT):* | *Lesley Flannagan* |
| *Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:* | *Annual as recommended* |
| *Portable electrical equipment (PAT) testing records are located:* | *School Office* |
| *Staff must take defective electrical equipment out of use and report to:* | *Andrea Cairns or Lesley Flannagan* |
| *The portable electrical equipment on the school/academy site owned and used by contractors is the responsibility of the contractor, who must provide records of this if requested:* | |

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

|  |  |
| --- | --- |
| *Name of competent person responsible for undertaking & reviewing fire risk assessment in addition to any associated action planning* | *Lesley Flannagan* |
| *The Fire Risk Assessment is located ……* | *School Office* |
| *When the fire alarm is raised the person responsible for calling the fire service is* | *Lesley Flannagan or Andrea Cairns* |
| *Name of person responsible for arranging and recording of fire drills* | *Andrea Cairns* |
| *Name of person responsible for creating and reviewing Fire Evacuation arrangements* | *Lesley Flannagan* |
| *Our Fire Evacuation Arrangements are published …* | *In each room* |
| *Our Fire Marshals are listed* | *N/a* |
| *Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located in* | *The School Office* |
| *Name of person responsible for training staff in fire procedures* | *Andrea Cairns* |
| *All staff are aware of the Fire Procedures in school* | |

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

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| --- | --- |
| *Name of person responsible for carrying out the First Aid Assessment* | *Andrea Cairns or Lesley Flannagan* |
| *The First Aid Assessment is located* | *School Office* |
| *First Aiders are listed* | *Rebekah Halton, Bronya Abbot, Claire Lawton, Kate Griggs, Andrea Cairns* |
| *Name of person responsible for arranging and monitoring First Aid Training* | *Lesley Flannagan* |
| *Location of First Aid Box* | *In each classroom and school office* |
| *Name of person responsible for checking & restocking first aid boxes* | *Lesley Flannagan* |
| *In an emergency staff are aware of how to summon an ambulance* | |
| *Our arrangements for dealing with an injured person who has to go to hospital are (who is contacted/ who accompanies staff or children to hospital):* | |
| *pupils* | *parents contacted and Andrea Cairns or Vikki Fitzgerald accompany if parents aren’t available* |
| *staff* | *Contact next of kin and Andrea Cairns or Vikki Fitzgerald accompany if needed* |
| *visitors* | *Contact employer or next of kin if available* |
| *Our arrangements for recording the use of First Aid are in the appropriate first aid books* | |

1. **Forest School**

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| --- | --- |
| *Name of person in school who leads on Forest School activity* | *N/a* |
| *Our arrangements for developing, organising and running Forest School activity. Include here any details with regard to risk assessment, communication and supervision etc.* | |

1. **Glass & Glazing**

|  |  |
| --- | --- |
| *All glass in doors and side panels are constructed of safety glass* | |
| *All replacement glass is of safety standard* | |
| *A glass and glazing assessment took place in (year) and the record can be found ….* | *Unknown – assessment being booked* |

1. **Hazardous Substances (COSHH)**

|  |  |
| --- | --- |
| *Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)* | *Andrea Cairns / Lesley Flannagan*  *Mi’Quill complete catering and cleaning.* |
| *Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are: stored securely, COSHH assessments completed* | |

1. **Health and Safety Law Poster**

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

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

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| --- | --- |
| *All staff and pupils share the responsibility for keeping the school/academy site clean, tidy and free from hazards* | |
| *Our waste management arrangements are: ESBC fortnightly removal* | |
| *Our site housekeeping arrangements are: Mi’Quill Cleaning Contract* | |
| *Site cleaning is provided by:*  *External cleaning company* | *Mi’Quill* |
| *Cleaning staff have received appropriate information, instruction and training about the following and are competent:* | |
| *work equipment* *All equipment is reviewed on a regular basis and replaced if necessary* | |
| *hazardous substances All hazardous substances are locked away and data sheets are provided for all responsible personnel handling them. Data sheets kept in school office* | |
| *Waste skips and bins are located away from the school/academy building.* | |
| *All staff and pupils must be aware of the arrangements for disposing of waste and he location of waste bins and skips.* | |
| *Staff who generate waste (e.g.catering/cleaning/curriculum areas) are aware of the risk assessments and control measures in place for their role.* | |

1. **Infection Control**

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| *Name of person responsible for managing infection control:* | *Andrea Cairns & Lesley Flannagan* |
| *Our infection control arrangements (including communicable diseases/hand hygiene standards) are: Ensure all regularly wash their hands and all pupils are taught about personal hygiene through assemblies and topics. Should the school have an infectious disease breakout, appropriate guidelines would be followed – including the schools own risk assessment, staff operational procedures and the latest Local Authority and Government advice* | |

1. **Lettings**

|  |  |
| --- | --- |
| *Name of Premises Manager or member of Leadership team responsible for Lettings* | *Andrea Cairns* |
| *Our arrangements for managing Lettings of the school/academy /rooms or external premises are: Completion of an application for letting agreement, signed by the hirer and Bursar, copy of in date insurance, copy of lettings policy given to the hirer* | |
| *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/academy on request.* | |
| *Hirers must provide a register of those present during a letting upon request.* | |

1. **Lone Working**

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| *Our arrangements for managing lone working are Our arrangements for managing lone working are included in the lone working management arrangements and risk reduction guidance for lone working* |

1. **Maintenance / Inspection of Equipment (including selection of equipment)**

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| --- | --- |
| *NOTE Types of equipment to consider in this section:*  *Ladders and steps, fume cupboards, other extraction systems, PE equipment, D&T machines, lifts & lifting equipment, pressure cookers, autoclaves, fire alarm and smoke detection, emergency lighting, fire extinguishers. This section* ***must include*** *the arrangements for school/academy kitchens, science laboratories or Design and Technology rooms* | |
| *Name of person responsible for the selection, maintenance / inspection and testing of equipment* | *Bruce Righton (site technician) Chubb – fire equipment*  *Lantern – fire alarms*  *Logic – Emergency lighting*  *Mi’Quill – Kitchen*  *Sportsafe – PE equipment*  *Speed – Fixed electrical testing Calbarrie – Portable appliance testing* |
| *Records of maintenance and inspection of equipment are retained and are located:* | *School Office* |
| *Staff report any broken or defective equipment to:* | *Andrea Cairns or Lesley Flannagan* |
| *The equipment on the school/academy site owned and used by contractors is the responsibility of the contractor, who must provide records of testing , inspection and maintenance if requested:* | |

1. **Manual Handling**

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| --- | --- |
| *Name of competent person responsible for carrying out manual handling risk assessments* | *Andrea Cairns* |
| *Our arrangements for managing manual handling activities are: please see the Manual Handling Risk Assessment* | |
| *Staff must 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).* | |

1. **Medication**

|  |  |
| --- | --- |
| *Name of person responsible for the management of and administration of medication to pupils in school/academy* | *Andrea Cairns or Lesley Flannagan* |
| *Our arrangements for the administration of medicines to pupils are: All parents complete a medical form with an agreed administer of*  *medication schedule* | |
| *The names members of staff who are authorised to give / support pupils with medication are:* | *Lesley Flannagan*  *Andrea Cairns*  *Rick Lee*  *Bronya Abbott*  *Vikki Fitzgerald* |
| *Medication is stored:* | *Office or Fridge*  *Asthma inhalers are stored in the appropriate classroom* |
| *A record of the administration of medication is located:* | *Office* |
| *Pupils who administer and/or manage their own medication in school are authorised to do so by a (name) 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.* | |
| *Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are: Staff administering medication are paediatric first aid trained. Parents would be notified if emergency medication given as per the requirements indicated in the child’s care plan* | |
| *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.* | |

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/academy staff.* | *Andrea Cairns & Lesley Flannagan* |
| *Name of person responsible for the checking and maintenance of personal protective equipment provided for staff* | *Andrea Cairns & Lesley Flannagan* |
| *PPE provided for use in curriculum lessons is not “personal” as it is provided by pupils in classroom situations.* | |
| *Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for pupils.* | *N/a* |
| *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.* | *N/a* |

1. **Radiation**

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| --- | --- |
| *Name of the school/academy Radiation Protection Supervisor (RPS)* | *N/a* |
| *Name of the Radiation Protection Adviser (RPA)* | *N/a* |

1. **Reporting Hazards or Defects**

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| *All staff and pupils must report any hazards, defects or dangerous situations they see at school/academy.* |
| *Our arrangements for the reporting of hazards and defects: reported in the defects book or to Andrea Cairns & Lesley Flannagan if more urgent* |

1. **Risk Assessments**

|  |  |
| --- | --- |
| *The school/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.* | |
| *Risk assessments are in place for the following areas: (examples)  Premises and grounds*  *Curriculum / classrooms*  *Hazardous activities or events*  *Lettings or contract work which may affect staff or pupils in the school/academy*  *Fire Risk Assessment*  *Hazardous Substances*  *Work Equipment*  *Manual handling activities*  *Risks related to individuals e.g. health issues & stress* | |
| *Name of person who has overall responsibility for the school/academy risk assessment process and any associated action planning* | *Andrea Cairns & Lesley Flannagan* |
| *Our arrangements for carrying out, recording, communicating and reviewing risk assessments are: Risk assessments are completed by the appropriate individual and then assessed and reviewed by the HT or Office Manager* | |
| *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.* | |

1. **Smoking**

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

1. **Shared use of premises/shared workplace**

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| --- | --- |
| *Name of Premises Manager or member of Leadership team responsible for Premises Management* | *N/a* |
| *The school/academy premises are shared with another organisation (e.g.Contract caterer/public leisure centre).* | *N/a* |
| *Our arrangements for managing health and safety in a shared workplace are: N/a* | |

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

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| --- | --- |
| *Name of person who has overall responsibility for the health and wellbeing of school/academy staff* | *Andrea Cairns & Lesley Flannagan* |
| *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: Open door policy to the HT*  *-Possible referral to the OHU team*  *-Individual/Team risk assessments completed -Staff well-being survey completed -Access to counselling and other SLA well-being support (through our teacher absence insurance company AND our occupational health SLA)* | |
| *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.* | |

1. **Swimming Pool Operating Procedures (where applicable)**

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| --- | --- |
| *Name of person who has overall responsibility for managing the swimming pool and it’s environment.* | *N/a* |
| *Our arrangements for carrying out suitable swimming pool management (including minimum supervision standards, how to summon assistance in emergency, what to do if problem identified with pool water quality, supervision in changing areas, max numbers of swimmers, conditions of hire to outside organisations, first aid provision, training plant operators): N/a* | |
| *Staff operating the swimming pool have received appropriate training and information.* | |
| *Emergency procedures are in pace for the use of the swimming pool and all staff who supervise swimming activities are trained appropriately in these procedures.* | |
| *The health and safety considerations within curriculum swimming must be planned, supervised and managed by staff who include in their lesson planning.* | |

1. **Training and Development**

|  |  |
| --- | --- |
| *Name of person who has overall responsibility for the training and development of staff.* | *Andrea Cairns* |
| *All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.* | |
| *Our arrangements for carrying out suitable and sufficient health and safety training for all staff are: all staff complete an annual refresher training with the National College* | |
| *The school/academy has a health and safety training matrix to help in the planning of essential and development training for staff.* | |
| *Training records are retained and are located in the school office* | |
| *Training and competency as a result of training is monitored and measured by:* | *Andrea Cairns* |

1. **Vehicles owned or operated by the school/academy**

|  |  |
| --- | --- |
| *Name of person who has overall responsibility for the school/academy vehicles* | *N/a* |
| *The school/academy operates (no.of xx) minibus/coaches/cars/other vehicles (e.g. quad bikes/ride on mowers).* | *N/a* |
| *Name of person who manages the driver medical examinations* | *N/a* |
| *Name of person who manages the vehicle license requirements* | *N/a* |
| *Name of person who undertakes vehicle checks such as oil, water and routine roadworthiness.* | *N/a* |
| *Name of person who arranges servicing and maintenance of the academy vehicles* | *N/a* |
| *Our arrangements for the safe use of school/academy vehicles are: N/a* | |

1. **Vehicle movement on site**

|  |  |
| --- | --- |
| *Name of Premises Manager responsible for the management of vehicles on site* | *Andrea Cairns* |
| *Our arrangements for the safe access and movement of vehicles on site are (include restriction on vehicle movement at certain times, speed limits, segregation vehicles from pedestrian areas, restrictions on reversing vehicles, special arrangements for deliveries etc):- parents use the village hall car park before and after school, HT monitor the use of vehicles on site and segregation of pedestrians and vehicles* | |

1. **Violence and Aggression and School/Academy Security**

|  |  |
| --- | --- |
| *The school/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.* | |
| *Staff and pupils must report all incidents of verbal & physical violence to:* | *Andrea Cairns & Lesley Flannagan* |
| *Incidents of verbal & physical violence are investigated by:* | *Andrea Cairns & Lesley Flannagan* |
| *Name of person who has responsibility for site security:* | *Andrea Cairns & Lesley Flannagan* |
| *Our arrangements for site security are:*  *7 staff who have site keys and open/lock up*  *Gates on drive locked when school is closed to reduce access to site*  *Neighbours support us in monitoring the school* | |

1. **Water System Safety**

|  |  |
| --- | --- |
| *Name of Premises Manager responsible for managing water system safety.* | *Andrea Cairns & Lesley Flannagan* |
| *Name of contractors who have undertaken a risk assessment of the water system* | *Intergrated Water Solutions*  *HSL* |
| *Name of contractors who carry out regular testing of the water system:* | *IWS* |
| *Location of the water system safety manual/testing log* | *Office* |
| *Our arrangements to ensure contractors have information about water systems are: They call during school hours and the HT or OM direct them to the aspects*  *required* | |
| *Our arrangements to ensure all school/academy staff carrying out checks or testing or maintenance have information about the water system: Bruce Righton (SS) carries out monthly testing of the water system.* | |

1. **Working at Height**

|  |  |
| --- | --- |
| *Name(s) of person responsible managing the risk of work at height on the premises:* | *Andrea Cairns & Lesley flannagan* |
| *Work at height is avoided where possible.* | |
| *Our arrangements for managing work at height are: ladder training completed by staff and risk assessment completed when necessary* | |
| *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 visually inspected before use and maintained* | |

1. **Work Experience**

|  |  |
| --- | --- |
| *Name of person who has overall responsibility for managing work experience and work placements for school/academy pupils.* | *N/a* |
| *Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are: N/a* | |
| *The name of the person responsible for the health and safety of people on work experience in the school/academy premises:* | *N/a* |
| *Our arrangements for managing the health and safety of work experience students in the school/academy are: N/a* | |

1. **Volunteers**

|  |  |
| --- | --- |
| *Name of person who has overall responsibility for managing/coordinating volunteers working within the school/academy:* | *Andrea Cairns & Lesley Flannagan*  *Volunteer in School Policy* |
| *Volunteers are considered as a member of staff and all health and safety arrangements including induction and training must apply.* | |

**E. Health and Safety Key Performance Indicators (KPI’s)**

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

*School/Academy KPI’s may be added here – include how you evaluate your success in this area.*

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

* Monitor the water safety checks are being completed each month
* Glass and glazing assessment reviewed
* Manual Handling Training for some EY’s staff