

# Health, Safety and Wellbeing Policy

*Amington Heath Primary 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 Amington Heath Primary School.

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

## **A. Introduction**

- B.** This policy statement complements (and should be read in conjunction with) the Staffordshire County Council Health and Safety Policy. It records the local organisation and arrangements for implementing the Staffordshire County Council policy.

## **C. Policy Statement**

The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Amington Heath 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 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 school will ensure that, so far as is 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 safety, 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.

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| <i>Tim Legge, <b>Chair of Governors</b></i>                                       | <i>Charlotte Davies, <b>Headteacher</b></i>                                        |
| 26/11/25                                                                          | 26/11/25                                                                           |

## D. 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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| <i>The school/academy obtains competent health and safety advice from:</i>                            | <i>Staffordshire County Council</i>                             |
| <i>The contact details are:</i>                                                                       | <i>Health, Safety &amp; Wellbeing Service:<br/>01785 355777</i> |
| <i>In an emergency we contact : 01785 355777 or follow BCP SCC director on call:<br/>07623 910065</i> |                                                                 |

### Monitoring Health and Safety

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                    |
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| Name of person(s) responsible for the overall monitoring of health and safety in school/academy:                                                                                                                                                                                                                                                                                                                                                                                               | Charlotte Davies   |
| Our arrangements for the monitoring of health and safety are: <ul style="list-style-type: none"> <li>• Reporting to governors at full governing body meetings and combined committee meeting – updates from audits, school development plan actions and the annual report for governors</li> <li>• Team audits for H&amp;S and revision of risk assessment in Autumn term</li> <li>• Annual audit for SCC in spring term and resulting action plan addresses any outstanding issues</li> </ul> |                    |
| The school/academy carries out formal evaluations and audits on the management of health and safety. <ul style="list-style-type: none"> <li>• Team audits as recommended by SCC – Autumn term</li> <li>• Annual SCC audit Spring term</li> <li>• SCC audit every four years</li> </ul>                                                                                                                                                                                                         |                    |
| The last audit took place                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Date: October 2025 |

|                                                                                            |                  |
|--------------------------------------------------------------------------------------------|------------------|
|                                                                                            | By: S Caddick    |
| Name of person responsible for monitoring the implementation of health and safety policies | Charlotte Davies |

## E. Detailed Health and Safety Arrangements

### 1. Accident Reporting, Recording & Investigation

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| Our arrangements for recording and investigating:                                                                                                                                                                                              |
| pupil accidents: <ul style="list-style-type: none"> <li>Accidents are recorded in the first aid book in the medical room. Accidents involving hospital visit are recorded on My Health and Safety.</li> </ul>                                  |
| staff accidents: <ul style="list-style-type: none"> <li>Staff are required to inform SMT/Office manager of any accidents which are then recorded on the official accident report forms and My Health and Safety.</li> </ul>                    |
| visitor accidents: <ul style="list-style-type: none"> <li>Staff are required to inform SMT/Office manager of any accidents which are then recorded on the official accident report forms and My Health and Safety.</li> </ul>                  |
| The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: Charlotte Davies                                                                                                                          |
| Our arrangements for reporting to the Governing Body or Academy Board are: <ul style="list-style-type: none"> <li>Accidents are reported at combined committee meetings on a termly basis</li> </ul>                                           |
| Our arrangements for reviewing accidents and identifying trends are: Termly review prior to report to governors. <ul style="list-style-type: none"> <li>Termly prior to reporting to governors the HT or SLT look for trends/issues</li> </ul> |

### 2. Asbestos

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| Name of Premises Manager responsible for Managing Asbestos.                                                                                                                                                                                                                                                                                                                                                        | Charlotte Davies   |
| 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: <ul style="list-style-type: none"> <li>All contractors coming on site are given the asbestos register and asked to read it and sign to confirm</li> <li>If any work is done by contractors, a hazard exchange form is also completed highlighting any issues about asbestos</li> </ul> |                    |

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| <p>Our arrangements to ensure all school/academy staff such as class teachers or caretakers have information about asbestos risk on the premises:</p> <ul style="list-style-type: none"> <li>• Staff are informed of where any asbestos is present in the building and are given training on what to do if it is disturbed</li> <li>• Staff must not drill or affix anything to the walls or ceiling without prior permission from the premises manager</li> </ul> |                  |
| Staff must report damage to asbestos materials to:                                                                                                                                                                                                                                                                                                                                                                                                                 | Charlotte Davies |

### 3. Communication

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| Name of SLT member who is responsible for communicating with staff on health and safety matters:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Charlotte Davies |
| <p>Our arrangements for communicating about health and safety matters with all staff are:</p> <ul style="list-style-type: none"> <li>• A staff briefing is held every Friday morning where H, S and W issues can be raised</li> <li>• A weekly staff meeting has H, S &amp; W issues as a standing agenda item</li> <li>• The staff handbook includes H, S &amp; W arrangements</li> <li>• The H, S &amp; W policy is reviewed annually and shared with staff</li> <li>• Leaflets and posters on H, S &amp; W matters are shared with staff</li> <li>• H, S &amp; W policies are available on the school network and a hard copy is available in the staff room</li> </ul> |                  |
| <p>Staff can make suggestions for health and safety improvements by:</p> <ul style="list-style-type: none"> <li>• Contributing at staff meetings, briefings etc</li> <li>• Recording H&amp;S issues in the book located in the main school office</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                               |                  |

### 4. Construction Work \*See also Contractor Management

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                  |
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| Name of person coordinating any construction work / acting as Client for any construction project.                                                                                                                                                                                                                                                                                                                                                                  | Charlotte Davies |
| <p>Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are:</p> <ul style="list-style-type: none"> <li>• The school has SLA with SCC property management and they are consulted at every stage of the project</li> <li>• As far as possible all projects are project managed through SCC</li> <li>• Duty holders will be identified and named as part of any construction project</li> </ul> |                  |
| <p>Our arrangements for the exchange of health and safety information / risk assessments / safe working arrangements / monitoring are:</p>                                                                                                                                                                                                                                                                                                                          |                  |

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| <ul style="list-style-type: none"> <li>• SCC manage works as far as possible</li> <li>• SCC and Charlotte Davies will meet with contractors and complete the hazard exchange forms together</li> <li>• Appropriate risk assessments are shared or compiled to suit activity</li> <li>• Advise is sought from appropriate professionals if the school is unsure about any planned works/activities</li> </ul>                                                |
| <p>Our arrangements for the induction of contractors are:</p> <ul style="list-style-type: none"> <li>• Appropriate information is shared with the contractors through the hazard exchange forms/meeting</li> <li>• Contractors are given clear information about – toilets, access, first aid, site security, safeguarding</li> <li>• Contractors are given contact numbers of key staff members to liaise with if issues arise with the project</li> </ul> |
| Staff should report concerns about contractors to: Charlotte Davies                                                                                                                                                                                                                                                                                                                                                                                         |

## 5. Consultation

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| Name of SLT member who is responsible for consulting with staff on health and safety matters: | Charlotte Davies                                                                                                                                                                         |
| The name of the Trade Union Health and Safety Representative is:                              | None available                                                                                                                                                                           |
| Our arrangements for consulting with staff on health and safety matters are:                  | <ul style="list-style-type: none"> <li>• Participation in staff meetings and morning briefings and performance management review process.</li> </ul>                                     |
| Staff can raise issues of concern by:                                                         | <ul style="list-style-type: none"> <li>• Discussions at meeting at all levels</li> <li>• Refer matters to SMT</li> <li>• Log concerns H, S &amp; W book in main school office</li> </ul> |

## 6. Contractor Management

|                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                     |
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| Name of person responsible for managing and monitoring contractor activity                                                         | Natalie Kerr                                                                                                                                                                                                                                                                                                                                                                        |
| Our arrangements for selecting competent contractors are:                                                                          | <ul style="list-style-type: none"> <li>• School has SLA with SCC for Property Services and where possible all works are arranged through them</li> <li>• Advise is sought from the school's property manager as to appropriate contractors for works</li> <li>• Decisions made when several contractors have quoted for works go to the full governing body for approval</li> </ul> |
| Our arrangements for the exchange of health and safety information / risk assessments/ safe working arrangements / monitoring are: |                                                                                                                                                                                                                                                                                                                                                                                     |

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| <ul style="list-style-type: none"> <li>Meetings are held prior to any works starting with HT, contractors and SCC (if they are project managing)</li> </ul>                                                                                                                            |
| <p>Our arrangements for the induction of contractors are:</p> <ul style="list-style-type: none"> <li>A meeting takes place prior to works starting where hazard exchange forms are discussed and other relevant information – site access, first aid, toilet facilities etc</li> </ul> |
| Staff should report concerns about contractors to: Natalie Kerr                                                                                                                                                                                                                        |

## 7. Curriculum Areas – health and safety

|                                                                                                                                                                                                                                                                                     |                                                      |
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| <p>Name of person who has overall responsibility for the curriculum areas as follows:</p> <p>PE – Eden Cleaver/Laura Starr (maternity cover)</p> <p>Science – Charlotte Davies</p> <p>DT – Gemma Pretty</p> <p>SENCO – Rebecca Fennelly</p> <p>Off Site Education – Laura Starr</p> |                                                      |
| Risk assessments for these curriculum areas are the responsibility of:                                                                                                                                                                                                              | Charlotte Davies in conjunction with subject leaders |

## 8. Display Screen Equipment use (including PC's, laptops and tablets)

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                  |
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| <p>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.</p>                                                                                                                                                                                                                                                                                                                 |                  |
| <p>Our arrangements for carrying out DSE assessments are:</p> <ul style="list-style-type: none"> <li>The school assesses the risk of use of the computers/laptops by carrying out a DSE assessment for staff using this type of equipment continuously and regularly for over an hour</li> <li>All users are required to complete the DSE users training (SLN)</li> <li>DSE policy is revisited on a regular basis with staff to ensure all are aware of procedures, practices and guidelines</li> </ul> |                  |
| Name of person who has responsibility for carrying out Display Screen Equipment Assessments                                                                                                                                                                                                                                                                                                                                                                                                              | Charlotte Davies |
| DSE assessments are recorded and any control measures required to reduce risk are managed by                                                                                                                                                                                                                                                                                                                                                                                                             | Charlotte Davies |

## 9. Early Years Foundation Stage (EYFS)

|                                                        |             |
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| Name of person who has overall responsibility for EYFS | Laura Starr |
| Our arrangements for the safe management of EYFS are:  |             |

- Risk assessments in place for indoor and outdoor provision
- Risk assessments for two year old
- Paediatric first aid training for all EYFS staff
- Food hygiene training for all staff in nursery that prepare snack
- Daily risk assessment checklists completed in all rooms
- All staff and volunteers have appropriate DBS checks
- A separate EYFS policy is in place

## 10. Educational visits / Off-Site Activities

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| Name of person who has overall responsibility for Educational Visits                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Charlotte Davies |
| The Educational Visits Coordinator is                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Laura Starr      |
| <p>Our arrangements for the safe management of educational visits:</p> <ul style="list-style-type: none"> <li>• Educational Visits Policy in place and shared with staff</li> <li>• All visits are arranged following policy including a pre-visit check</li> <li>• Staff are required to do a pre-visit for new trips</li> <li>• Risk assessment carried out by lead teacher for each visit</li> <li>• Appropriate adults are sought to ensure appropriate child : adult ratio</li> <li>• The Evolve system is used for recording visits and risk assessments</li> <li>• The EVC oversees risk assessments to ensure risks have been minimised</li> <li>• Headteacher signs off approval for trip to take place</li> </ul> |                  |

## 11. Electrical Equipment [fixed & portable]

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                             |
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| Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:                                                                                                                                                                                                                                                                                                                                                                                                                                 | Natalie Kerr                                |
| Fixed electrical wiring test records are located:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | In the main school office electrical folder |
| All staff visually inspect electrical equipment before use.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                             |
| <p>Our arrangements for bringing personal electrical items onto the school site are:</p> <ul style="list-style-type: none"> <li>• If staff wish to bring any electrical equipment to work it has to be PAT tested first</li> <li>• PAT testing will take place every year</li> <li>• All staff visually inspect electrical equipment before use</li> <li>• 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 required.</li> </ul> |                                             |
| Name of person responsible for arranging the testing of portable electrical equipment (PAT):                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Natalie Kerr                                |
| Name of person responsible for defining                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Charlotte Davies                            |

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| the frequency of portable electrical equipment (PAT) testing:            |                           |
| Portable electrical equipment (PAT) testing records are located:         | Main school office folder |
| Staff must take defective electrical equipment out of use and report to: | Charlotte Davies          |

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

|                                                                                                                                                                                                     |                                           |
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| Name of competent person responsible for undertaking & reviewing fire risk assessment in addition to any associated action planning                                                                 | Charlotte Davies                          |
| The Fire Risk Assessment is located                                                                                                                                                                 | In the main office in the Fire folder     |
| When the fire alarm is raised the person responsible for calling the fire service is:                                                                                                               | Natalie Kerr/Charlotte Davies             |
| Name of person responsible for arranging and recording of fire drills                                                                                                                               | Charlotte Davies/ Natalie Kerr            |
| Name of person responsible for creating and reviewing Fire Evacuation arrangements                                                                                                                  | Charlotte Davies                          |
| Our Fire Evacuation Arrangements are published ... <ul style="list-style-type: none"> <li>• In every room in the building</li> <li>• On the school network</li> <li>• In staff handbooks</li> </ul> |                                           |
| Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at                                                                                | The main school office in the Fire folder |
| Name of person responsible for training staff in fire procedures                                                                                                                                    | Charlotte Davies                          |
| All staff must be aware of the Fire Procedures in school                                                                                                                                            |                                           |

## **13. First Aid \*see also Medication**

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| Name of person responsible for carrying out the First Aid Assessment       | Charlotte Davies                                        |
| The First Aid Assessment is located                                        | In the Health and Safety folder in the HT office        |
| First Aiders are listed                                                    | In the main office, HT office, medical room, staff room |
| Name of person responsible for arranging and monitoring First Aid Training | Charlotte Davies                                        |
| Location of First Aid Box                                                  | Medical room                                            |

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|                                                                                                                                                                                                                                                                                                                                                                  | Nursery<br>Reception<br>Little Learners |
| Name of person responsible for checking & restocking first aid boxes                                                                                                                                                                                                                                                                                             | Natalie Kerr<br>Emma White              |
| 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):                                                                                                                                                                                                             |                                         |
| <ul style="list-style-type: none"> <li>• 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</li> <li>• A member of staff who is familiar to the injured person will accompany them to hospital</li> <li>• Parents/next of kin are contacted ASAP</li> </ul> |                                         |
| Our arrangements for recording the use of First Aid are:                                                                                                                                                                                                                                                                                                         |                                         |
| <ul style="list-style-type: none"> <li>• The accident book is filled in and details recorded. A copy slip is passed to the parent/guardian</li> </ul>                                                                                                                                                                                                            |                                         |

#### 14. Glass & Glazing

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| 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 | N/A |

#### 15. Hazardous Substances (COSHH)

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| Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)                                                                                                                                  | Natalie Kerr |
| Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are:                                                                                                                          |              |
| <ul style="list-style-type: none"> <li>• A folder in the main school office with COSHH details and risk assessments</li> <li>• The school uses CLEAPPS as a resource and all staff are aware of how to access this information</li> </ul> |              |

#### 16. Health and Safety Law Poster

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| The Health and Safety at Work poster is located:              |
| <ul style="list-style-type: none"> <li>• Staffroom</li> </ul> |

#### 17. Housekeeping, cleaning & waste disposal

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| Our waste management arrangements are:                                                                                    |
| <ul style="list-style-type: none"> <li>• All staff and pupils share the responsibility for keeping the school/</li> </ul> |

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| academy site clean, tidy and free from hazards <ul style="list-style-type: none"> <li>• Each classroom and resource area has a waste paper bin and a recycling tub for paper and cardboard</li> <li>• School has a service level agreement with Entrust for cleaning services who empty bins daily</li> <li>• External bins are emptied weekly.</li> <li>• Staff are aware of the location of the bins (no pupil access)</li> <li>• Clinical waste (nappies) have separate bins and collection arrangements (Initial)</li> </ul> |
| Our site housekeeping arrangements are: <ul style="list-style-type: none"> <li>• External cleaning company – Fidelis</li> <li>• Cleaning staff have received appropriate information, instruction and training about the following and are competent – with working equipment, hazardous substances, waste management</li> <li>• Waste disposal is carried out by Briars</li> <li>• Clinical waste is collected by Initial.</li> </ul>                                                                                           |

## 18. Infection Control

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| Name of person responsible for managing infection control:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Charlotte Davies |
| Our infection control arrangements (including communicable diseases/hand hygiene standards) are: <ul style="list-style-type: none"> <li>• The school follows advice from the Health Protection Agency on communicable diseases</li> <li>• Parents are advised that, following bouts of sickness or diarrhoea, children should not return to school for 48hrs.</li> <li>• Children are encouraged to wash hands when they have been to the toilet and before food and facilities are provided for them to do so</li> <li>• Separate Covid19 risk assessment in place</li> </ul> |                  |

## 19. Lettings

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| Name of Premises Manager or member of Leadership team responsible for Lettings                                                                                                                                                                                                                                                                      | Charlotte Davies |
| <ul style="list-style-type: none"> <li>• The school lets to Tamworth Borough Council for polling once per year. The voting takes place in the mobiles, allowing the rest of the school to remain open. A risk assessment is in place to support this.</li> <li>• No other lettings are permitted by the governors. This may be reviewed.</li> </ul> |                  |

## 20. Lone Working

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| <ul style="list-style-type: none"> <li>• See lone working risk assessment and policy</li> </ul> |
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## 21. Maintenance / Inspection of Equipment (including selection of equipment)

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| Types of equipment to be maintained and inspected on a regular basis include:<br>Ladders and steps – 6 monthly check<br>PE equipment – visual check by staff, annual safety check by Sportsafe UK<br>Fire alarm – weekly check by Simon Lawton, 6 monthly inspection by Lantern<br>Emergency lighting – monthly check by SL, 6 monthly inspection by DFP<br>Fire extinguishers – 6 monthly inspection by Chubb |                               |
| Name of person responsible for the selection, maintenance / inspection and testing of equipment                                                                                                                                                                                                                                                                                                                | Charlotte Davies              |
| Records of maintenance and inspection of equipment are retained and are located:                                                                                                                                                                                                                                                                                                                               | Main School Office            |
| Staff report any broken or defective equipment to:                                                                                                                                                                                                                                                                                                                                                             | Charlotte Davies/Natalie Kerr |
| 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: <ul style="list-style-type: none"><li>• Cleaning equipment</li><li>• Kitchen equipment</li></ul>                                                                                                                |                               |

## 22. Manual Handling

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| Name of competent person responsible for carrying out manual handling risk assessments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Charlotte Davies |
| Our arrangements for managing manual handling activities are: <ul style="list-style-type: none"><li>• Staff are aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided</li><li>• Staff who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task</li><li>• Staff are trained appropriately to carry out manual handling activities</li><li>• 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)</li></ul> |                  |

## 23. Medication

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| Name of person responsible for the management of and administration of medication to pupils in school/academy | Natalie Kerr |
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## 24. Reporting Hazards or Defects

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:

- Pupils report hazards/defects to a member of staff
- Staff report hazard to SLT verbally or in a report book located in the school office
- SLT/HT will deal with the hazard/defect in the appropriate manner and seek advice from SCC Health and Safety team, Building Surveyor

## 25. Risk Assessments

The school has in place risk assessments for any identified significant risk. Control measures which are put in place to eliminate or reduce risk are communicated to staff, pupils and others who may be exposed to the risk.

Risk assessments are in place for, but not limited to, the following areas

- Premises and grounds
- Curriculum / classrooms
- Hazardous activities or events
- Cleaning
- Educational visits
- Lettings or contract work which may affect staff or pupils in the school
- Fire Risk Assessment
- Hazardous Substances
- Work Equipment
- Manual handling activities
- Risks related to individuals e.g. health issues
- Pregnant members of staff

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

Charlotte Davies

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

- Risk assessment training is undertaken by key members of staff
- Staff review risk assessment in consultation with the team and these are communicated through staff meetings, briefings etc
- Individual members of staff carry out risk assessments for trip and visits and they are reviewed by the Educational Visits Coordinator
- 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 change happens

## 26. Smoking

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| No smoking or vaping is permitted on site or in vehicles owned or operated by the school/academy. |
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## 27. 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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Charlotte Davies |
| 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: <ul style="list-style-type: none"><li>• Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated</li><li>• All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work</li><li>• Individual stress risk assessments take place when a member of staff requires additional individual support</li><li>• A team stress risk assessment has been completed involving all staff and this is reviewed regularly. Date completed: May 2023</li></ul> |                  |

## 28. Training and Development

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| Name of person who has overall responsibility for the training and development of staff.                                                                                                                                                                                                                                                                                                                                                                                                                  | Charlotte Davies |
| Our arrangements for carrying out suitable and sufficient health and safety training for all staff are: <ul style="list-style-type: none"><li>• All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures</li><li>• The school has a health and safety training matrix to help in the planning of essential and development training for staff</li><li>• Training records are retained and are located in the main school office</li></ul> |                  |

## 29. Vehicle movement on site

|                                                                                                                                                                                                                                                                                                                                                                                                          |                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| Name of Premises Manager responsible for the management of vehicles on site                                                                                                                                                                                                                                                                                                                              | Charlotte Davies |
| 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): <ul style="list-style-type: none"><li>• No parent vehicular access to site (no parking signs block access) unless</li></ul> |                  |

|                                                                                                                                                                                                                                                                                                                      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| blue badge holder.                                                                                                                                                                                                                                                                                                   |
| <ul style="list-style-type: none"> <li>• Deliveries into school are made on the school car park – no access between 8.30 and 9.15 and 2.45 and 3.15</li> <li>• Children and parents are encouraged to walk to school or park and stride and use pedestrian access which is segregated from vehicle access</li> </ul> |

### 30. Violence and Aggression and School/Academy Security

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| The school does not tolerate violence or aggressive behaviour.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                  |
| <ul style="list-style-type: none"> <li>• 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</li> <li>• A risk assessment is carried out where staff are at increased risk of injury due to their work</li> <li>• Training, information and instruction is available to staff to help them manage the risk of violence and aggression where required</li> </ul>                                                                                                                                                                                                                                                                                              |                  |
| Staff and pupils must report all incidents of verbal & physical violence to:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Charlotte Davies |
| Incidents of verbal & physical violence are investigated by:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Charlotte Davies |
| Name of person who has responsibility for site security:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Charlotte Davies |
| Our arrangements for site security are:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                  |
| <ul style="list-style-type: none"> <li>• All external doors are locked after the children have arrived at school and visitors have to enter the building via the main office</li> <li>• Gates to the school site are locked after the children have entered the school and opened at 3pm for home time</li> <li>• Access to the building via the main entrance is controlled by an electronic door and visitors must be admitted by a member of staff</li> <li>• Visitors ID will be checked and they will be asked to sign in/out of the premises</li> <li>• The school building will be locked by the caretaker at 6pm each evening and opened at 7am the following day.</li> <li>• The school has security monitoring by Chubb and Taybar.</li> </ul> |                  |

### 31. Water System Safety

|                                                                               |                  |
|-------------------------------------------------------------------------------|------------------|
| Name of Premises Manager responsible for managing water system safety.        | Charlotte Davies |
| Name of contractors who have undertaken a risk assessment of the water system | HSL              |
| 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 |
| <p>Our arrangements to ensure contractors have information about water systems are:</p> <ul style="list-style-type: none"> <li>• Water hygiene and water information files are located in the main school office</li> <li>• Contractors are provided with information prior to any works taking place</li> <li>• Hazard exchange forms are discussed and shared with contractors</li> </ul> |                    |

### 32. Working at Height

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|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| Name(s) of person responsible managing the risk of work at height on the premises:                                                                                                                                                                                                                                                                                                                                                                 | Charlotte Davies |
| <p>Our arrangements for managing work at height are:</p> <ul style="list-style-type: none"> <li>• Work at height is avoided where possible</li> <li>• Appropriate equipment is provided for work at height where required</li> <li>• Staff who carry out work at height are trained to use the equipment provided</li> <li>• Work at height equipment is regularly inspected, maintained and records are kept in the main school office</li> </ul> |                  |

### 33. Work Experience

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| Name of person who has overall responsibility for managing work experience and work placements for school/academy pupils.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Charlotte Davies |
| <p>Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are:</p> <ul style="list-style-type: none"> <li>• Each student is given a work place mentor – usually the class teacher with whom they will be working</li> <li>• They will be provided with a staff handbook that outlines basics of H&amp;S policy, safeguarding and undergo an induction to the school</li> <li>• Each student will be monitored to ensure they are following the school policy and procedures</li> <li>• Students are not expected to deal with first aid, accidents and behaviour issues</li> <li>• Students will not be left on their own to work with children (except student teachers on placement)</li> </ul> |                  |

### 34. Volunteers

|                                |                  |
|--------------------------------|------------------|
| Name of person who has overall | Rebecca Fennelly |
|--------------------------------|------------------|

|                                                                                                                                    |  |
|------------------------------------------------------------------------------------------------------------------------------------|--|
| responsibility for managing/coordinating volunteers working within the school/academy:                                             |  |
| 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.

- Annual completion of the Premises Evaluation Checklist (October);
- Annual completion of the Health and Safety Self-Audit (January);
- Annual completion of the Fire RA (January)
- Annual review of the Health and Safety Policy (Autumn Term);
- Annual Report to governors (Spring term);
- Maintain and extend the school's H & S maturity level (Four-yearly LA Audit – Due Autumn 2025).
- Completion of actions identified through self-evaluation/audit processes

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.

| Policy Updates and Amendments |                         |                                                     |
|-------------------------------|-------------------------|-----------------------------------------------------|
| Date                          | Section                 | Amendment                                           |
| Nov 23                        | 6 Contractor Management | Removal of Governing Body Building Committee        |
|                               | 7 Curriculum Areas      | Updated staff for curriculum areas                  |
| Nov 24                        | All                     | Update to new office manager – Natalie Kerr         |
| Nov 25                        | All                     | Updated names and responsibilities                  |
|                               | 29                      | Removed elements in vehicle movement on site        |
|                               | 21                      | Change to emergency lighting maintenance contractor |
|                               | D                       | Update recent audit date.                           |
|                               |                         |                                                     |
|                               |                         |                                                     |
|                               |                         |                                                     |