

Health, Safety and Wellbeing Policy

ALL SAINTS' C.E. (A) 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 All Saints' First School.

Part E - The Key Performance Indicators.

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 Body/Trust Board.

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.

Where a County Council is the employer of school staff, such as in Maintained or Community Schools, Voluntary Controlled (VC) or Short Stay Schools it is recommended that schools use the Health, Safety and Wellbeing Policy template to develop their Health, Safety and Wellbeing Policy.

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/Principal 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.

5. Template for Health, Safety and Wellbeing Policy

The Staffordshire Health, Safety and Wellbeing Service provide a template Health, Safety and Wellbeing Policy for schools to customise and adapt for their own use. This is on the next page.

A. Introduction

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 County Council policy.

B. Policy Statement

The requirement to provide a safe and healthy working environment for all employees is acknowledged and the 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 representative's forms part of this policy.

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

<i>[Signature]</i>	<i>[Signature]</i>
Dr Darren Price, Chair of Governors/Board	Mrs. Elizabeth Allbutt, Headteacher
October 2018	October 2018

C. 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

<i>The school obtains competent health and safety advice from</i>	<i>Staffordshire County Council. Occupational Health, Fire Service, and County Technical advisors.</i>
<i>The contact details are</i>	<i>01785 355777 (duty officer) Staffordshire County Council</i>
<p><i>In an emergency we contact COUNCIL'S DIRECTOR ON CALL ON</i></p> <p>07659 599209</p>	

Monitoring Health and Safety

<i>Name of person(s) responsible for the overall monitoring of health and safety in school:</i>	<i>Name Mrs. Elizabeth Allbutt</i>
<i>Our arrangements for the monitoring of health and safety are measured against key performance indicators, monitored by the H&S governor and reported in the annual report to the Governing Body. The Health and Safety Governor and Health and Safety Manager carry out the bi-annual safety check in conjunction with the relevant departments. The Headteacher monitors this. The Health and safety planner lists who is responsible for the implementation, monitoring and review of Health and Safety Checks and actions, who monitors' the actions and who is responsible for reporting to the Governing Body. External audits are carried out by Staffordshire County Council.</i>	
<i>The school carries out formal evaluations and audits on the management of health and safety (frequency). Monthly (workaround's), Annually Health and Safety Evaluation Checklist (October) and Health and Safety wellbeing Audit (January), Governor annually.</i>	
<i>The last audit took place:</i>	<i>Date: May 2017 Mr. Keith Hoptroff (H&S governor) and Health and Safety Manager</i> <i>October 2017 Health and Safety</i>

<i>Health and Safety Evaluation checklist</i>	<i>Manager/Mrs. Elizabeth Allbutt</i>
<i>Health and Safety Wellbeing Audit</i>	<i>January 2017 Health and Safety Manager/Mrs. Elizabeth Allbutt</i>
<i>Name of person responsible for monitoring the implementation of health and safety policies</i>	<i>Name Mrs. Elizabeth Allbutt/Governors</i>
<i>All staff are aware of the key performance indicators in part E and how they are monitored</i>	
<i>Workplace inspections - type</i>	<i>Name of person who carries these out</i>
<i>All Staff</i>	<i>Daily</i>
<i>Monthly – whole premises</i>	<i>Health and Safety Manager</i>
<i>Outside Play equipment</i>	<i>Mr Sales</i>
<i>Fire Alarm Tests Weekly</i>	<i>Mr Sales</i>
<i>Gutter and Grid Checks – Termly</i>	<i>Mr Sales</i>
<i>Fire Drills – Termly</i>	<i>Headteacher/Staff</i>
<i>Ladder Checks – Yearly</i>	<i>Mr Sales</i>
<i>Window Checks – Yearly</i>	<i>Mr Sales</i>
<i>Emergency Light Tests</i>	<i>External Contractors</i>
<i>Sewerage Pump and station</i>	
<i>Emergency Lighting</i>	
<i>Fire and intruder alarm</i>	
<i>Fixed Electrical and PAT testing</i>	
<i>Boiler Servicing</i>	
<i>Water Testing</i>	
<i>Gas Testing</i>	
<i>PE Equipment</i>	
<i>Air Conditioning</i>	
<i>Kitchen Equipment</i>	<i>Chartwells/Entrust</i>

D. Detailed Health and Safety Arrangements

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> or consult with your Health and Safety Adviser / Other Specialist Adviser.

1. Accident Reporting, Recording & Investigation

<i>Our arrangements for recording and investigating:</i>
<i>Pupil accidents: All accidents are recorded on the appropriate accident forms at the medical stations.</i>
<i>Staff accidents: All accidents are recorded on the appropriate accident forms held in the school office.</i>
<i>Visitor accidents: All accidents are recorded on the appropriate accident forms held in the school office.</i>
<i>The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: Mrs. Elizabeth Allbutt</i>

Our arrangements for reporting to the Governing Body are: Mrs. Elizabeth Allbutt through annual HT report.

Our arrangements for reviewing accidents and identifying trends are: Mrs. Elizabeth Allbutt

2. Asbestos

<i>Name of Premises Manager responsible for Managing Asbestos.</i>	<i>Name Mrs. Mrs Butterworth</i>
<i>Location of the Asbestos Management Log or Record System.</i>	<i>Location Headteacher Office</i>
<i>Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are: The Health and Safety manager will ask ALL contractors to review the manual and sign before any work is started on the premises. This includes asking the senior contractor to check the manual to ensure all other contracts have signed.</i>	
<i>Our arrangements to ensure all school staff such as class teachers or caretakers have information about asbestos risk on the premises: Staff are reminded at staff meetings not to drill or affix anything to the walls without obtaining approval from the Health and Safety Manager or Headteacher, who will check the asbestos manual. Staff are reminded at annual Health and Safety meetings to report all concerns re: asbestos to the Health and Safety Manager.</i>	
<i>Staff must report damage to asbestos materials to:</i>	<i>Name; Mrs Butterworth</i>
<i>Staff must not drill or affix anything to walls without first obtaining approval from the premises manager. See comment above.</i>	

3. Communication

<i>Name of SLT member who is responsible for communicating with staff on health and safety matters:</i>	<i>Name: Mrs. Allbutt</i>
<i>Our arrangements for communicating about health and safety matters with all staff are: Health and Safety Poster, Policy, Meetings, Memos, face to face. COSHH risk assessments are held in the school office. Risk Assessments.</i>	
<i>Staff can make suggestions for health and safety improvements by: Reporting all concerns to the Head Teacher or Health and Safety Manager.</i>	

4. Construction Work *See also Contractor Management

<i>Name of person coordinating any construction work / acting as Client for any construction project.</i>	<i>Name Mrs. Elizabeth Allbutt</i>
<i>Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are: Usually Project Managed by Entrust or the Diocese.</i>	
<i>Duty holders will be identified and named as part of any Construction project. Yes.</i>	
<i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: Formal meetings with Contractors and Project manager.</i>	
<i>Our arrangements for the induction of contractors are: Project managed by Entrust/Diocese</i>	

<i>Staff should report concerns about contractors to: Mrs. Elizabeth Allbutt/Health and Safety Manager/Project manager.</i>
<i>We will review any construction activities on the site by: liaising with the project managers (Entrust/Diocese)</i>

5. Consultation

<i>Name of SLT member who is responsible for consulting with staff on health and safety matters:</i>	<i>Name Mrs. Elizabeth Allbutt</i>
<i>The name of the Trade Union Health and Safety Representative is:</i>	<i>N/K</i>
<i>Our arrangements for consulting with staff on health and safety matters are:</i>	
<i>Staff can raise issues of concern by speaking to the Headteacher or Health and Safety Manager.</i>	

6. Contractor Management

<i>Name of person responsible for managing and monitoring contractor activity</i>	<i>Name Health and Safety Manager or Project Manager.</i>
<i>Our arrangements for selecting competent contractors are: Tender Process with the support from Staffordshire County Council/Entrust/Diocese</i>	
<i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: Mrs. Elizabeth Allbutt, Health and Safety Manager, Project Manager.</i>	
<i>Our arrangements for the induction of contractors are: Mrs. Elizabeth Allbutt, Health and Safety Manager, Project Manager.</i>	
<i>Staff should report concerns about contractors to: Mrs. Elizabeth Allbutt, Health and Safety Manager, Project Manager.</i>	

7. Curriculum Areas – health and safety

<i>Name of person who has overall responsibility for the curriculum areas as follows: e.g. Science D&T PE</i>	<i>Head of Dept. or Curriculum Lead for subject curriculum areas.</i> <i>All Staff have a responsibility to undertake visual inspections of equipment prior to use and to report all faults to the site supervisor/office.</i> <i>Staff may not use electrical equipment in school until it has been PAT tested.</i>
<i>Risk assessments for these curriculum areas are the responsibility of:</i>	<i>Name(s) All Staff responsible.</i> <i>Science – R Sherratt</i> <i>PE – V Siwiec</i> <i>EYFS/EYFS Curriculum – V Clewes</i> <i>ICT – A Sellers</i> <i>Ed Visits – trip leader</i> <i>KS1 Curriculum – L Mullen</i>

	KS2 Curriculum – J Smith
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8. Display Screen Equipment use (including PC's, laptops and tablets)

<i>The school assesses the risk of the use of computers/laptops by carrying out a DSE assessment for staff using this type of equipment continuously and regularly for over an hour.</i>	
<i>Our arrangements for carrying out DSE assessments are: Staff who make significant use of VDU's will be identified and a DSE assessment carried out.</i>	
<i>Name of person who has responsibility for carrying out Display Screen Equipment Assessments</i>	<i>Name Health and Safety Manager</i>
<i>DSE assessments are recorded and any control measures required to reduce risk are managed by</i>	<i>Name Health and Safety Manager</i>

9. Early Years Foundation Stage (EYFS)

<i>Name of person who has overall responsibility for EYFS</i>	<i>Name Miss Victoria Clewes</i>
<i>Our arrangements for the safe management of EYFS are: Miss Victoria Clewes</i>	

10. Educational visits / Off-Site Activities

<i>Name of person who has overall responsibility for Educational Visits</i>	<i>Name Mrs. Elizabeth Allbutt</i>
<i>The Educational Visits Coordinator is</i>	<i>Name Mrs. Elizabeth Allbutt</i>
<p><i>Our arrangements for the safe management of educational visits:</i></p> <p>Mrs Allbutt has the role of the educational visits co-ordinator who is involved in the planning and management of education visits.</p> <p>Teachers (Trip leaders) are responsible for completing the EVOLVE trip assessments and risk assessments.</p> <p>All trips will be approved under Staffordshire Educational Visits Guidelines.</p> <p>For each visit, the trip leader must ensure that the following is done:</p> <ol style="list-style-type: none"> 1) Parents to be provided with full details of the visit. 2) Obtain the consent of parents. 3) Obtain an emergency contact member for the venue. 4) Make a record made of accidents and near accidents. 5) Complete (or obtain) a risk assessment is made of the venue. 6) Ensure the group leader to be aware any health problems within the group. A first aid box to be taken on the visit. 7) Ensure road transport has seat belts and parents informed of the mode of transport. 8) Ensure supervision requirements and staff ratios are suitable for the trip. 9) Ensure trip details are complete on EVOLVE <p>Mrs Allbutt is responsible for approving EVOLVE submissions.</p>	

11. Electrical Equipment [fixed & portable]

<i>Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:</i>	<i>Name Mrs Butterworth</i>
<i>Fixed electrical wiring test records are located:</i>	<i>Head teachers office</i>
<i>All staff visually inspect electrical equipment before use.</i>	
<i>Our arrangements for bringing personal electrical items onto the school site are: Not allowed unless clear evidence provided that they have been PAT tested or are brand new.</i>	
<i>Name of person responsible for arranging the testing of portable electrical equipment (PAT):</i>	<i>Mrs Butterworth</i>
<i>Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:</i>	<i>Mrs Butterworth</i>
<i>Portable electrical equipment (PAT) testing records are located:</i>	<i>Head Teachers office</i>
<i>Staff must take defective electrical equipment out of use and report to:</i>	<i>Mrs Butterworth</i>
<i>The portable electrical equipment on the school site owned and used by contractors is the responsibility of the contractor, who must provide records of this if requested:</i>	

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

<i>Name of competent person responsible for undertaking & reviewing fire risk assessment in addition to any associated action planning</i>	<i>Mrs Butterworth</i>
<i>The Fire Risk Assessment is located</i>	<i>Shared Site/Head teachers office</i>
<i>When the fire alarm is raised the person responsible for calling the fire service is</i>	<i>Office staff. Headteacher is responsible for meeting the fire service.</i>
<i>Name of person responsible for arranging and recording of fire drills</i>	<i>Mrs Allbutt</i>
<i>Name of person responsible for creating and reviewing Fire Evacuation arrangements</i>	<i>Mrs Allbutt</i>
<i>Our Fire Evacuation Arrangements are published ...</i>	<i>Every room in the school building has Fire evacuation arrangements on display.</i>
<i>Our Fire Marshals are</i>	<i>NOT APPLICABLE.</i>
<i>Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at</i>	<i>Head Teachers office</i>
<i>Name of person responsible for training staff in fire procedures</i>	<i>Mrs. Elizabeth Allbutt/ Mrs Butterworth (induction)</i>
<i>All staff must be aware of the Fire Procedures in school</i>	

13. First Aid *see also Medication

<i>Name of person responsible for carrying out the First Aid Assessment</i>	<i>Health and Safety Manager</i>
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<i>The First Aid Assessment is located</i>	<i>Office</i>
<i>First Aiders are listed</i>	All Saints' First School has a number of trained first aid staff. The complete list of currently trained first aiders is located, together with their photographs, on the staff kitchen door (by the ICT Area). The main first aid station is by the office area. There is another first aid station in the Nursery.
<i>Name of person responsible for arranging and monitoring First Aid Training</i>	<i>Mrs Butterworth</i>
<i>Location of First Aid Box</i>	<i>Nursery, By the school office, Community Building</i>
<i>Name of person responsible for checking & restocking first aid boxes</i>	<i>Miss Angela Cookson</i>
<i>In an emergency staff are aware of how to summon an ambulance</i>	
<i>Our arrangements for dealing with an injured person who has to go to hospital are (who is contacted/ who accompanies staff or children to hospital):</i>	
<i>pupils</i>	<p>1. All injured pupils should be referred to a first aider for assessment.</p> <p>2. A record of sick and injured pupils attended to will be kept in the accident book.</p> <p>3. If the sick or injured pupils are not able to get to a first aider, a first aider should be called to the child.</p> <p>In the event of a child attending hospital, the Headteacher will ensure an appropriate member of staff accompanies the child.</p>
<i>staff</i>	<i>If staff are injured they should be referred to a first aider for assessment. The accident needs to be reported to the office (who will report the incident to Staffordshire County Council Health and Safety team). In the event of a member of staff needing hospital treatment their family will be informed and they will be accompanied to hospital by another member of staff/family member.</i>
<i>visitors</i>	<i>If Visitors are injured they should be referred to a first aider for assessment. The accident needs to be reported to the office (who will report the incident to Staffordshire County Council Health and</i>

	<i>Safety team). In the event of a visitor needing hospital treatment their family will be informed and they will be accompanied to hospital by another member of staff/family member.</i>
<i>Our arrangements for recording the use of First Aid are accident reporting sheets. Location – school office (staff and visitors), First Aid stations (pupils)</i>	

14. Forest School

<i>Name of person in school who leads on Forest School activity</i>	<i>Not applicable</i>
<i>Our arrangements for developing, organising and running Forest School activity. Include here any details with regard to risk assessment, communication and supervision etc.</i> <i>Not applicable</i>	

15. Glass & Glazing

<i>All glass in doors and side panels are constructed of safety glass</i>	
<i>All replacement glass is of safety standard</i>	
<i>A glass and glazing assessment took place in (year) and the record can be found</i>	<i>Date and Location 2013. Office.</i>

16. Hazardous Substances (COSHH)

<i>Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)</i>	<i>Mrs Butterworth</i>
<i>Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are: COSHH Risk Assessments are held in the school office. COSHH assessments have been completed for all substances used and stored. Information in the COSHH assessments including the action required in an emergency has been communicated to the relevant parties and first aiders</i> <i>The school uses CLEAPPS as a resource.</i>	

17. Health and Safety Law Poster

<i>The Health and Safety at Work poster is located:</i>	<i>Location Office and Staff room</i>
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18. Housekeeping, cleaning & waste disposal

<i>All staff and pupils share the responsibility for keeping the school site clean, tidy and free from hazards</i>
<i>Our waste management arrangements are: Bins are emptied every night by the cleaners and the school has external contractors who empty the main external bins once a week. The main external bins are away from the main building.</i>
<i>Our site housekeeping arrangements are: The school has cleaners who clean the school in the mornings and evenings. Wet floor signs are available for mopping and when anything is spilt.</i>

<i>The caretaker (Mr Sales) is responsible for gritting the school on frosty mornings and follows a set priority starting with the car park and paths into school. They will also move snow in appropriate areas.</i>	
<i>Site cleaning is provided by: In house cleaners</i>	<i>Name and contact details Mrs. Rita Wood/Miss Angela Cookson. School telephone number.</i>
<i>Cleaning staff have received appropriate information, instruction and training about the following and are competent:</i>	
<i>Work equipment.</i>	
<i>Hazardous substances Employees are provided with adequate personal protection equipment in accordance with risk assessments i.e. gloves, aprons.</i>	
<i>Waste skips and bins are located away from the school building.</i>	
<i>All staff and pupils must be aware of the arrangements for disposing of waste and the location of waste bins and skips.</i>	
<i>Staff in all Depts. who generate waste (e.g. Catering/cleaning/curriculum areas) must be aware of the risk assessments and control measures in place for their role.</i>	

19. Infection Control

<i>Name of person responsible for managing infection control:</i>	<i>Name Mrs Butterworth</i>
<i>Our infection control arrangements (including communicable diseases/hand hygiene standards) are:</i>	
<ul style="list-style-type: none"> • <i>All illness are monitored</i> • <i>At risk groups informed (e.g. vulnerable children and staff, pregnant women)</i> • <i>Communicable disease advice followed (poster in school office)</i> • <i>Advice taken from the Health Service/Health and Safety team when deemed necessary.</i> 	

20. Lettings

<i>Name of Premises Manager or member of Leadership team responsible for Lettings</i>	<i>Name Mrs. Elizabeth Allbutt</i>
<i>Our arrangements for managing Lettings of the school /rooms or external premises are: Please see Lettings Policy</i>	
<i>The health and safety considerations for Lettings are considered and reviewed along with the Letting policy.</i>	
<i>Hirers have in place their own risk assessments, first aid arrangements/ fire procedures and emergency procedures.</i>	
<i>Hirers are responsible for obtaining the necessary local authority licenses for their activities and these must be provided to the school on request.</i>	
<i>Hirers must provide a register of those present during a letting upon request.</i>	

21. Lone Working

<i>Our arrangements for managing lone working are:</i>
<i>Cleaners should close all outside doors at the earliest convenience.</i>

There is a two-way radio for daytime use for staff who work alone. If responding to an alarm, arrangements are in place to ensure at least 2 people respond, and **key holders** are aware that they should not attend alone to call outs.

Staff working during the holidays should use only the front door; all other doors will be kept locked. The front door will remain on the 'buzzer'. **Staff** should inform another adult of their location.

Staff holding interviews with parents to do with non-contentious issues may do so alone when appropriate. However, if an interview does become confrontational then help from senior staff or indeed any other adult must be sought. Interviews that it is known in advance may be confrontational must have two members of staff present.

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

NOTE Types of equipment to consider in this section:

Ladders and steps, fume cupboards, other extraction systems, PE equipment, D&T machines, lifts & lifting equipment, pressure cookers, autoclaves, fire alarm and smoke detection, emergency lighting, fire extinguishers.

*This section **must include** the arrangements for school kitchens, science laboratories or Design and Technology rooms*

Name of person responsible for the selection, maintenance / inspection and testing of equipment

The Health and Safety Manager monitors the maintenance of equipment. A detailed list is held in the Headteacher office.

Records of maintenance and inspection of equipment are retained and are located:

Head Teacher office

Staff report any broken or defective equipment to:

Mrs Butterworth.

The equipment on the school site owned and used by contractors is the responsibility of the contractor, who must provide records of testing, inspection and maintenance if requested:

23. Manual Handling

Name of competent person responsible for carrying out manual handling risk assessments

Name Mrs Butterworth

*Our arrangements for managing manual handling activities are: All Staff have had training with regards to handling and lifting. **Staff are instructed not to lift heavy weights. No pupils should be intrusted to lift any heavy weights. The school has a trolley that is designed to move heavy objects or parcels.***

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).

24. Medication

<p><i>Name of person responsible for the management of and administration of medication to pupils in school</i></p>	<p><i>Name See below.</i></p>
<p><i>Our arrangements for the administration of medicines to pupils are:</i></p> <ul style="list-style-type: none"> • All staff follow our 'Medicines in School' Policy. This is available on our school website for parents to view. • Administration of medication is always best done by the parent of the child and parents are welcome to come in at the appropriate time to do so. However, we know this is not always possible, and in these circumstances we follow the school policy on administering medicines in school. • There are two main sets of circumstances in which requests may be made to the head teacher to deal with the keeping and handing out of medicines to pupils at school: - <ul style="list-style-type: none"> ○ Cases of chronic illness or long-term complaints, such as asthma, diabetes, fibro-cystitis, hay fever, or severe allergic reactions. ○ Cases where children recovering from short-term illness are well enough to return to school but are receiving a course of antibiotics, or basic prescribed/non prescribed medication such as cough medicine. • Pupils who will have medical conditions that, if not properly managed could limit their access to education are regarded as having medical needs. Most children with medical needs are able to attend school regularly, and we will ensure a care plan is put in place following consultation with parents and professional services. The school will provide staff training to support children with medical needs on the advice of professional services. • The school has an Asthma policy in place and also a Special Medical Needs policy regarding Individual Care plans. • Parents are asked annually to inform the school of any changes to their child's medical status, this is particularly relevant to off-site residential trips. 	
<p><i>The names members of staff who are authorised to give / support pupils with medication are:</i></p>	<p><i>Staff are under no obligation to administer medication. Members of staff willing to undertake medication administration are trained and asked to sign the medicine signature sheet.</i></p>
<p><i>Medication is stored:</i></p>	<p><i>First Aid box in the Office/Nursery or in the first aid fridge (Located by the staff room).</i></p>
<p><i>A record of the administration of medication is located:</i></p>	<p><i>School office.</i></p>
<p><i>Pupils who administer and/or manage their own medication in school are authorised to do so</i></p>	

<i>by a parent and headteacher as part of a care plan, and provided with a suitable private location to administer medication/store medication and equipment.</i>
<i>Staff are trained to administer complex medication by the school nursing service when required.</i>
<i>Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are: All Staff have received training from the School Nurse (September 2017).</i>
<i>Staff who are taking medication must keep this personal medication in a secure area in a staff only location. E.g. staffroom, storeroom etc.</i>
<i>Staff must advise the school leaders if they are taking any medication which might impair their ability to carry out their normal work.</i>

25. Personal Protective Equipment (PPE) (links to Risk Assessment)

<i>PPE is provided free of charge where a risk assessment identifies this is needed to control a risk and the risk cannot be controlled by another means.</i>	
<i>Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for school staff.</i>	<i>Office Staff</i>
<i>Name of person responsible for the checking and maintenance of personal protective equipment provided for staff</i>	<i>Office Staff</i>
<i>PPE provided for use in curriculum lessons is not "personal" as it is provided by pupils in classroom situations.</i>	
<i>Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for pupils.</i>	<i>Teaching Staff</i>
<i>All PPE provided for use in a classroom environment is kept clean, free from defects and replaced as necessary.</i>	
<i>Name(s) of person responsible for cleaning and checking pupil PPE.</i>	<i>Teaching Staff/All Staff.</i>

26. Radiation

<i>Name of the school Radiation Protection Supervisor (RPS)</i>	<i>NOT APPLICABLE</i>
<i>Name of the Radiation Protection Adviser (RPA)</i>	<i>NOT APPLICABLE</i>

27. Reporting Hazards or Defects

<i>All staff and pupils must report any hazards, defects or dangerous situations they see at school.</i>
<i>Our arrangements for the reporting of hazards and defects: Must be reported to the School office.</i>

28. Risk Assessments

<i>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 other who may be exposed to the risk.</i>
<i>Risk assessments are in place for the following areas:</i>

- Premises and grounds
- Curriculum / classrooms
- Hazardous activities or events
- 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

All risk assessments are held on the Shared Area for easy for all staff.

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

Name. The Health and Safety Manager is responsible for ensuring general risk assessments are carried out within school. Use of generic assessments is advised as a starting point. These can be modified as appropriate.

Subject leaders have a responsibility to draw up risk assessments for their subject's e.g. safe use of gym equipment.

Teachers (Trip leaders) are responsible for completing the EVOLVE trip assessments.

Our arrangements for carrying out, recording, communicating and reviewing risk assessments are: Done on a need to do basis, these will then be communicated to staff accordingly.

Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments. Staff who are unsure are encouraged to seek advice from H&S Manager / SLT

When an accident or incident occurs a post risk assessment takes place when a new hazard has been identified.

Risk assessments are created or reviewed when something new is introduced or a change has occurred.

29. Smoking

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

30. Shared use of premises/shared workplace

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

Mrs. Elizabeth Allbutt

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

All Saints Kids Club

Our arrangements for managing health and safety in a shared workplace are: Health and Safety Manager

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31. Stress and Staff Well-being

<i>Name of person who has overall responsibility for the health and wellbeing of school staff</i>	<i>Name Mrs. Elizabeth Allbutt</i>
<i>All staff have responsibility to take care of their own health and wellbeing and the school supports staff to do this by implementing the following arrangements:</i>	
The school takes stress and workload seriously and has access to services provided by occupational health and a counselling service.	
All staff on long term sickness are offered occupational health services. Counselling services are also available, and information is displayed in the staff room.	
<i>Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated.</i>	
<i>All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work.</i>	
<i>Individual stress risk assessments take place when a member of staff requires additional individual support.</i>	

32. Swimming Pool Operating Procedures (where applicable)

<i>Name of person who has overall responsibility for managing the swimming pool and its environment.</i>	<i>NOT APPLICABLE. Overall responsibility is with Brough Park Leisure Centre</i>
<i>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): see Brough Park arrangements</i>	
<i>Staff operating the swimming pool have received appropriate training and information.</i>	
<i>Emergency procedures are in place for the use of the swimming pool and all staff who supervise swimming activities are trained appropriately in these procedures.</i>	
<i>The health and safety considerations within curriculum swimming must be planned, supervised and managed by staff who include in their lesson planning.</i>	

33. Training and Development

<i>Name of person who has overall responsibility for the training and development of staff.</i>	New staff have a Health and Safety Induction meeting with the Mrs Butterworth The induction follows the H&S Induction Checklist.
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<i>All new staff receive an induction which includes health and safety, safeguarding, fire procedures, first aid and emergency procedures.</i>	
<i>Our arrangements for carrying out suitable and sufficient health and safety training for all staff are: New staff who work in Safety Critical Roles have initial H&S training appropriate to their roles. Ongoing training is also provided.</i>	
<i>The school has a health and safety training matrix to help in the planning of essential and development training for staff.</i>	
<i>Training records are retained and are located School Office</i>	
<i>Training and competency as a result of training is monitored and measured by: Evaluation after a training event</i>	<i>Name Head Teacher, SLT, Governors.</i>

34. Vehicles owned or operated by the school

<i>Name of person who has overall responsibility for the school vehicles</i>	<i>NOT APPLICABLE.</i>
<i>The school operates (no.of xx) minibus/coaches/cars/other vehicles (e.g. quad bikes/ride on mowers).</i>	<i>List</i>
<i>Name of person who manages the driver medical examinations</i>	
<i>Name of person who manages the vehicle license requirements</i>	
<i>Name of person who undertakes vehicle checks such as oil, water and routine roadworthiness.</i>	
<i>Name of person who arranges servicing and maintenance of the academy vehicles</i>	
<i>Our arrangements for the safe use of school vehicles are: NOT APPLICABLE.</i>	

35. Vehicle movement on site

<i>Name of Premises Manager responsible for the management of vehicles on site</i>	<i>Head Teacher/Health and Safety Manager.</i>
<p>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.):</p> <ul style="list-style-type: none"> • The pupil entrances to school are segregated from vehicle access by pathways and lines painted on the road. All Deliveries are made to the front entrance. Deliveries to the Kitchen are made early in the morning before children use the drive way, or during curriculum time when children are inside school. • Parents collecting their pupils from school by car during the day should do so from the front entrance. 	

- Vehicles are not allowed on the driveway between 8.45-9.15am and 3.15-3.45pm to allow children to arrive and leave safely. At these times, the main gates are shut. Deliveries are also not allowed during these times. The **janitor** is responsible for closing and opening the school gates at these times.

36. Violence and Aggression and School Security

<i>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.</i>	
<i>A risk assessment is carried out where staff are at increased risk of injury due to their work.</i>	
<i>Training, information and instruction is available to staff to help them manage the risk of violence and aggression where required.</i>	
<i>Staff and pupils must report all incidents of verbal & physical violence to:</i>	<i>Mrs Allbutt</i>
<i>Incidents of verbal & physical violence are investigated by:</i>	<i>Mrs Allbutt</i>
<i>Name of person who has responsibility for site security:</i>	<i>Mr Sales</i>
<i>Our arrangements for site security are: The front entrance to the school is protected by a security lock. Visitors must report to reception and sign in and out. Parents collecting their children from school during the day should report to reception. Other outside doors cannot be opened from the outside, and remain shut during school hours. Staff are responsible for ensuring that these doors remain closed, or that children are supervised when the doors need to be open (e.g. break times, fire drills etc)</i>	

37. Water System Safety

<i>Name of Premises Manager responsible for managing water system safety.</i>	<i>Health and Safety Manager</i>
<i>Name of contractors who have undertaken a risk assessment of the water system</i>	<i>IWS</i>
<i>Name of contractors who carry out regular testing of the water system:</i>	<i>IWS</i>
<i>Location of the water system safety manual/testing log</i>	<i>Location Head Teachers Office</i>
<i>Our arrangements to ensure contractors have information about water systems are: Folder held in the Head Teachers office.</i>	
<i>Our arrangements to ensure all school staff carrying out checks or testing or maintenance have information about the water system: Not applicable. Outside contractors employed. Appropriate checks conducted by Staffs LA. Folder monitored by H&S manager</i>	

38. Working at Height

<i>Name(s) of person responsible managing the risk of work at height on the premises:</i>	<i>All Staff</i>
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<i>Work at height is avoided where possible.</i>
<i>Our arrangements for managing work at height are:</i>
<ul style="list-style-type: none"> • Step Ladders are provided for staff to reach shelves, display etc., and they have been instructed not to climb on chairs or tables where step ladders can be used. • A visual risk assessment is undertaken by all staff before working at height. • Occasionally, if step ladders are not as safe as fixed furniture, fixed furniture may be the safest option e.g. build in units may be safer than leaning over with a step ladder. • The janitor is trained to use the extending ladders and a tower scaffold but must not do so without following the correct measures identified by the risk assessment. • Ladder checks are carried out annually.
<i>Appropriate equipment is provided for work at height where required.</i>
<i>Staff who carry out work at height are trained to use the equipment provided</i>
<i>Work at height equipment is regularly inspected, maintained and records are kept in the Head Teachers office.</i>

39. Work Experience

<i>Name of person who has overall responsibility for managing work experience and work placements for school pupils.</i>	<i>Health and Safety Manager.</i>
<i>Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are:</i>	
<i>Students/work placements are initially introduced via their own education establishment.</i>	
<i>Induction of work experience students is carried out by the Mrs Butterworth.</i>	
<i>Induction/mentoring of teaching students and new staff is the responsibility of Justine Woolley.</i>	
<i>The name of the person responsible for the health and safety of people on work experience in the school premises:</i>	<i>Head Teacher/Health and Safety Manager.</i>
<i>Our arrangements for managing the health and safety of work experience students in the school are: report Health and Safety Manager.</i>	

40. Volunteers

<i>Name of person who has overall responsibility for managing/coordinating volunteers working within the school:</i>	<i>Health and Safety Manager.</i>
<i>Volunteers are considered as a member of staff and all health and safety arrangements including induction and training must apply.</i>	

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.

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.

1	Staff safety training – H&S staff training takes place each academic year (Autumn Term) Last took place Sept 2018 (staff meeting)
2	School H&S maintenance is carried out to manage risk of injury to staff/children/parents and visitors. Use LA H&S to audit. (annually)
3	A health and safety “Walk Around” is carried out monthly by the H&S Manager, and annually by the Governor with responsibility for health and safety – yes. KH (governor) conducts H&S walkaround at least annually.
4	Health and Safety Policy Reviewed/Updated annually. – yes, last update Oct 2018
5	EVOLVE Annual report shows all trips are planned according to H&S Guidelines – Yes, Reports available on EVOLVE to view
6	Accidents/Incidents (Children and staff) - Analysed for trends and Trends acted upon. Reported in HT report to Governors – Accident/Incident reports reported in HT report annually
7	Health and Safety Log book completed accurately and monitored by Headteacher termly. – Yes. Gap identified when caretaker on sick leave. However new caretaker appointed. CPD has taken place. Meeting with EA/LB/MS (11 th Oct 18) to go through log book and is now being completed and monitored by EA.
8	No. of Fire Evacuations completed (at least one per term) – issues recorded and inform H&S action plan. Known obstacles, missing persons, unusual times used to test effectiveness. Yes. Last fire drill Sept 2018. Initial Autumn fire drill is after talk with new classes. Spring and Summer term drills include obstacles, missing persons and unusual times.
9	Governors Health and Safety Report Completed annually and reviewed by governors-Yes. Last report Oct 2018
10	Results of any Corporate Safety Audit/Inspection used to inform H&S action plan – Yes.