**Health, Safety and Wellbeing Management Arrangements**

**Core I Consider I Complex**

**Template  
Health, Safety and Wellbeing Policy**



**Health, Safety and Wellbeing Service**

**1. Success Indicators**

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

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

**2. Overview**

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

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

**Health, Safety and Wellbeing Policy**

*SS Peter and Paul*

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 SS Peter and Paul Catholic Primary School.

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

1. **Introduction**
2. 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.
3. **Policy Statement**  
   The requirement to provide a safe and healthy working environment for all employees is acknowledged and SS Peter and Paul 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 that the health and safety of other non-employees is not adversely affected by its’ activities.

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

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

|  |  |  |
| --- | --- | --- |
| *[Signature]* |  | *[Signature]* |
| *Anne Thompson Chair of Governors* |  | *Claire Faulkner,* ***Headteacher*** |
| *Autumn term 23* |  | *Autumn term 2023* |

1. **Management Arrangements**

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

**Competent Health and Safety Advice**

|  |  |
| --- | --- |
| *The school obtains competent health and safety advice from* | *Staffordshire county council and the Archdiocese of Birmingham.* |
| *The contact details are* | 01785 355777 [shss@staffordshire.gov.uk](mailto:shss@staffordshire.gov.uk)  01675 464755 Ext:116 [t.guest@bdes.org](mailto:t.guest@bdes.org) |
| *In an emergency we contact : Dean Willets* | |

**Monitoring Health and Safety**

|  |  |
| --- | --- |
| *Name of person(s) responsible for the overall monitoring of health and safety in school:* | *Name*  *Claire Faulkner* |
| *Our arrangements for the monitoring of health and safety are (include here how performance is measured, reported upon when these are reported and how e.g. annual report to Governing Body:*  *Annual report to governing body in Autumn term: finance and buildings committee*  *Health and safety evaluation checklist in October : finance and buildings committee*  *Health and safety policy review in Autumn term: finance and buildings committee*  *Asset management review in Autumn term: finance and buildings*  *The health, safety and wellbeing audit is completed and returned to SCC in January it is shared with the health and safety governor before submission.*  *The termly head teacher report to full governors has a health and safety section.*  *All risk assessments are reviewed in March and following an incident*  *Fire Safety is reviewed annually in January and shared with the finance and premises committee.* | |
| *The school/academy carries of out formal evaluations and audits on the management of health and safety twice yearly October and January* | |
| *The last audit took place* | *Date: January 2023*  *By: Claire Faulkner, Dominic Walk* |
| *Name of person responsible for monitoring the implementation of health and safety policies* | *Finance and premises committee* |
| *All staff are aware of the key performance indicators in part E and how they are monitored* | |
| *Workplace inspections - type* | *Name of person who carries these out* |
| *Buildings general* | *Dominic Walk Caretaker* |
| *Nursery playground* | *Nursery staff daily* |
| *PE equipment* | *Staff before lessons* |

1. **Detailed Health and Safety Arrangements**
2. **Accident Reporting, Recording & Investigation**

|  |
| --- |
| *Our arrangements for recording and investigating:* |
| ***pupil accidents:*** *Pupil accident book in Staff room for minor injuries, also class based accident books to report minor incidents, for more serious injury the accident reporting book (blue) located in the staff room cupboard. My health and safety online portal is used to report serious accidents.* |
| ***staff accidents****: Accidents reported in blue book in staff room. More serious are reported using SCC form and submitted to SCC and health and safety governor.* |
| ***visitor accidents****: as staff* |
| ***The person responsible for reporting accidents to the Health and Safety Executive*** *(under RIDDOR) is: Claire Faulkner* |
| ***Our arrangements for reporting to the Governing Body are*** *when a serious accident happens a copy of the report is sent to the health and safety governor. Accident report overviews are shared termly with governors in the building and finance committee.* |
| ***Our arrangements for reviewing accidents and identifying trends are:*** *when an accident that results in hospital treatment occurs a full investigation is carried out by the head teacher with the support of the health and safety governor. Any resulting findings feed into risk assessment, staff meeting informs all staff and assemblies inform all pupils of any changes made in review of the accident investigation. Also, Health and safety team would be notified.* |

1. **Asbestos**

|  |  |  |
| --- | --- | --- |
| *Name of Premises Manager responsible for Managing Asbestos.* | | *Name Claire Faulkner/ Dominic Walk* |
| *Location of the Asbestos Management Log or Record System.* | | *Location admin office on shelves to right of hatch* |
| *Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are: hazard exchange form* | | |
| *Our arrangements to ensure all school staff such as class teachers or caretakers have information about asbestos risk on the premises: Annual revisit to asbestos awareness during INSET* | | |
| *Staff must report damage to asbestos materials to:* | *Name Claire Faulkner* | |
| *Staff must not drill or affix anything to walls without first obtaining approval from the premises manager.* | | |

1. **Communication**

|  |  |
| --- | --- |
| *Name of SLT member who is responsible for communicating with staff on health and safety matters:* | *Name Claire Faulkner* |
| *Our arrangements for communicating about health and safety matters with all staff are:*  *Agenda item on staff meetings or briefing meetings*  *Notices in staff room*  *Text messages if appropriate*  *Notes/ letters/ handouts where needed* | |
| *Staff can make suggestions for health and safety improvements by:*  *Discussion with caretaker/ Headteacher*  *In SDP review meetings annually*  *By communicating in the caretakers defect book* | |

1. **Construction Work \*See also Contractor Management**

|  |  |
| --- | --- |
| *Name of person coordinating any construction work / acting as Client for any construction project.* | *Name*  *Claire Faulkner* |
| *Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are:*  *We appoint a building consultant recommended by the Archdiocese of Birmingham for any construction work in school**. Claire Faulkner consults with the consultant throughout the works.*  *Duty holders will be identified and named as part of any Construction project**.* | |
| *Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are:* | |
| *Our arrangements for the induction of contractors are:*  *to complete a hazard exchange form, sign the asbestos register where applicable, to show key points in the school such as toilets, refreshments, to go through safety regulations such as fire assembly points and safeguarding in relation to potential contact with pupils. To discuss mobile usage on site and the no smoking policy**.* | |
| *Staff should report concerns about contractors to: Claire Faulkner* | |
| *We will review any construction activities on the site* *by: consultation/ investigation of ongoing activities* | |

1. **Consultation**

|  |  |
| --- | --- |
| *Name of SLT member who is responsible for consulting with staff on health and safety matters:* | *Name Claire Faulkner* |
| *The name of the Trade Union Health and Safety Representative is:* | *Name Simon Alexander* |
| *Our arrangements for consulting with staff on health and safety matters are:*  *Through questionnaire, performance management, staff meeting, INSET and discussion.* | |
| *Staff can raise issues of concern by: speaking to the head teacher* | |

1. **Contractor Management**

|  |  |
| --- | --- |
| *Name of person responsible for managing and monitoring contractor activity* | *Name Claire Faulkner* |
| *Our arrangements for selecting competent contractors are:*  *Consultation with the Arch- diocese / county council.*  *Recommendations/ reviews from previous customers.*  *Consultation with finance and buildings governors committee*  *Seek three quotes*  *Check companies reach standard marks/registered with appropriate bodies.* | |
| *Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are:*  *Hazard exchange form and pre- start meeting with contractors* | |
| *Our arrangements for the induction of contractors are:*  *As construction management* | |
| *Staff should report concerns about contractors to: Head teacher* | |

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

|  |  |
| --- | --- |
| *Name of person who has overall responsibility for the curriculum areas as follows:*  *e.g.*  *Science D&T*  *PE* | *Head of Dept. or Curriculum Lead Name*  *Science: Claire McGrath*  *DT: Kate Wheeler*  *PE : Charlotte Middleton* |
| *Risk assessments for these curriculum areas are the responsibility of:* | *Name*  *Claire Faulkner and subject leaders* |

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

|  |  |
| --- | --- |
| *The school/academy assesses the risk of the use of computers/laptops by carrying out a DSE assessment for staff using this type of equipment continuously and regularly for over an hour.* | |
| *Our arrangements for carrying out DSE assessments are: Bi- annual survey last carried out November 2022* | |
| *Name of person who has responsibility for carrying out Display Screen Equipment Assessments* | *Name Claire Faulkner* |
| *DSE assessments are recorded and any control measures required to reduce risk are managed by* | *Name Claire Faulkner* |

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

|  |  |
| --- | --- |
| *Name of person who has overall responsibility for EYFS* | *Name Charlotte Middleton and Jenny Ansell* |
| *Our arrangements for the safe management of EYFS are:*  *Safeguarding and health and safety policy in place*  *Daily checks of equipment and areas*  *Reporting of any building concerns to caretaker*  *Reporting of safeguarding concerns to head teacher*  *Accident on arrival forms completed with parents*  *Copies of accident forms for any injury during session to be given to parents at collection.*  *Risk assessments for EYFS unit reviewed at least annually*  *Individual risk assessments for any medical or SEND need for individual children in the unit.*  *All adults have appropriate checks completed before commencing any work in the unit.*  *Kitchen areas are gated so children cannot gain access.*  *Nappy changing unit to prevent injury or strain to practitioners*  *All staff trained in food hygiene and paediatric first aid.* | |

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

|  |  |
| --- | --- |
| *Name of person who has overall responsibility for Educational Visits* | *Name Claire Faulkner* |
| *The Educational Visits Coordinator is* | *Name Claire Faulkner* |
| *Our arrangements for the safe management of educational visits:*  *All who are planning a visit must fill in a planning sheet with objectives for the trip- where they wish to visit- adults supporting and dates in mind.*  *Admin assistant then rings visit location and finds out if there is availability and cost of trip*  *Meanwhile the practitioner completes a risk assessment for the trip*  *Then the admin assistant will put the details onto evolve*  *The Headteacher will agree/ disagree the visit*  *Letters are then sent to parents*  *Trip commences*  *If any need for review, then review will be after trip* | |

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

|  |  |
| --- | --- |
| *Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:* | *Name Claire Faulkner* |
| *Fixed electrical wiring test records are located:* | *In the admin office and online on the property database* |
| *All staff visually inspect electrical equipment before use.* | |
| *Our arrangements for bringing personal electrical items onto the school site are:* | |
| *Name of person responsible for arranging the testing of portable electrical equipment (PAT):* | *Name Claire Faulkner* |
| *Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:* | *Name Buildings and finance committee* |
| *Portable electrical equipment (PAT) testing records are located:* | *In the admin office and online on the property database* |
| *Staff must take defective electrical equipment out of use and report to:* | *Name Claire Faulkner* |
| *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* | |

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

|  |  |
| --- | --- |
| *Name of competent person responsible for undertaking & reviewing fire risk assessment in addition to any associated action planning* | *Name Claire Faulkner and the buildings and premises committee* |
| *The Fire Risk Assessment is located ……* | *In the office, in the head's office and in the staff room* |
| *When the fire alarm is raised the person responsible for calling the fire service is*  *OR*  *The site has a fire alarm which activates a response from (a 3rd party / listening service)* | *Name*  *Sarah Blamire or Simon Alexander* |
| *Name of person responsible for arranging and recording of fire drills* | *Name Claire Faulkner and Dominic Walk* |
| *Name of person responsible for creating and reviewing Fire Evacuation arrangements* | *Name*  *Claire Faulkner and Finance and premises committee* |
| *Our Fire Evacuation Arrangements are published …* | *Around school in classrooms,* *corridors and offices* |
| *Our Fire Marshals are listed* | *In the evacuation arrangements* |
| *Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Logbook located at* | *The office* |
| *Name of person responsible for training staff in fire procedures* | *Claire Faulkner* |
| *All staff must be aware of the Fire Procedures in school* | |

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

|  |  |
| --- | --- |
| *Name of person responsible for carrying out the First Aid policy* | *Claire Faulkner* |
| *The First Aid policy is located* | *Share drive on computer* |
| *First Aiders are listed* | *In the head teacher's office* |
| *Name of person responsible for arranging and monitoring First Aid Training* | *Name Claire Faulkner* |
| *Location of First Aid Box* | *In staff room and by playground door as well as in EYFS unit* |
| *Name of person responsible for checking & restocking first aid boxes* | *Becky Howes and Simon Alexander* |
| *In an emergency staff are aware of how to summon an ambulance* | |
| *Our arrangements for dealing with an injured person who must go to hospital are (who is contacted/ who accompanies staff or children to hospital):* | |
| *pupils* | *Parents, staff member to accompany until at least parents can be present* |
| *staff* | *Spouse/ Partner/ Parent and member of staff accompany until they can arrive* |
| *visitors* | *Spouse/ partner / Parent as above* |
| *Our arrangements for recording the use of First Aid are to complete the first aid record book and report – copies sent with ambulance if needed* | |

1. **Glass & Glazing**

|  |  |
| --- | --- |
| *All glass in doors and side panels are constructed of safety glass* | |
| *All replacement glass is of safety standard* | |
| *A glass and glazing assessment took place in 2013 and the record can be found ….* | *Online on the property database*  *8th March 2013 (durable)* |

1. **Hazardous Substances (COSHH)**

|  |  |
| --- | --- |
| *Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)* | *Claire Faulkner* |
| *Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are:*  *Hazardous cleaning substances are kept in a locked cupboard in the boiler room.*  *Washing up liquid is stored in a cupboard in the staff room and medicines are stored in the fridge or a locked cupboard in the staffroom.*  *Science equipment is stored in a locked cupboard and paints and art equipment are stored in a cupboard that pupils are forbidden to enter.*  *The school uses CLEAPPS as a resource and all staff must be aware of how to access this information.*  *Certain cleaning equipment is now being kept in classrooms due to cleaning requirements for control of Covid-19. These are stored in cupboards and have appropriate COSH sheets in place.* | |

1. **Health and Safety Law Poster**

|  |  |
| --- | --- |
| *The Health and Safety at Work poster is located:* | *Behind the door in the staffroom* |

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

|  |  |
| --- | --- |
| *All staff and pupils share the responsibility for keeping the school site clean,* *tidy and free from hazards* | |
| *Our waste management arrangements are:*  *Fortress empty external bins weekly*  *Nappy and sanitary bins are emptied weekly by an external agency*  *Rubbish is collected by cleaning staff at the end of the school day and disposed of in external bins.* | |
| *Our site housekeeping arrangements are:*  *Contracted cleaners who are allocated areas of school to keep tidy and clean*  *All staff and pupils are expected to keep work areas clean and tidy and report any spillages etc* | |
| *Site cleaning is provided by:*  *Compass group External cleaning company* | *Name and contact details*  *Compass group*    *Number is in kitchen on wall* |
| *Cleaning staff have received appropriate information,* *instruction and training about the following and are competent:* | |
| *work equipment* | |
| *hazardous substances* | |
| *Waste skips and bins are located away from the school building.* | |
| *All staff and pupils must be aware of the arrangements for disposing of waste and the location of waste bins and skips.* | |
| *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.* | |

1. **Infection Control**

|  |  |
| --- | --- |
| *Name of person responsible for managing infection control:* | *Name Claire Faulkner* |
| *Our infection control arrangements (including communicable diseases/hand hygiene standards) are:*  *Any staff or pupils who are sick or have diarrhoea must stay off from school 48hours after last incident.*  *Any pupil with an infectious illness must be absent from school for the parameters set by the infectious illness information provided by Staffordshire County council*  *All staff and pupils are expected to wash hands after toilet visits and before any food handling, this is taught from early years.*  *Any child or family member displaying symptoms of Covid-19 should stay away from school for three days if they are displaying symptoms- there is no regulations that you must test.* | |

1. **Lettings**

|  |  |
| --- | --- |
| *Name of Premises Manager or member of Leadership team responsible for Lettings* | *Name Claire Faulkner* |
| *Our arrangements for managing Lettings of the school or external premises are:*  *Lettings meetings to ascertain the reasons for letting*  *The completion of paperwork- such as shared risk assessment and lettings agreements.*  *Annual review of lettings agreements.* | |
| *The health and safety considerations for Lettings are considered and reviewed annually.* | |
| *Hirers have in place their own risk assessments, first aid arrangements/ fire procedures and emergency procedures.* | |
| *Hirers are responsible for obtaining the necessary local authority licenses for their activities and these must be provided to the school on request.* | |
| *Hirers must provide a register of those present during a letting upon request.* | |

1. **Lone Working**

|  |
| --- |
| *Our arrangements for managing lone working are wherever possible we discourage lone working in school. However, when this is unavoidable there should be no work at height carried out.* |

1. **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* | |
| *Name of person responsible for the selection, maintenance /* *inspection and testing of equipment* | *Name Claire Faulkner* |
| *Records of maintenance and inspection of equipment are retained and are located:* | *Location admin office* |
| *Staff report any broken or defective equipment to:* | *Name Dominic Walk* |
| *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:* | |

1. **Manual Handling**

|  |  |
| --- | --- |
| *Name of competent person responsible for carrying out manual handling risk assessments* | *Name Claire Faulkner* |
| *Our arrangements for managing manual handling activities are:*  *•Avoid hazardous manual handling tasks as far as reasonably practicable;*  *•Assess any hazardous manual handling task that cannot be avoided; and*  *•Reduce the risk of injury as far as reasonably practicable.* | |
| *Staff must be aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided.* | |
| *Staff who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task.* | |
| *Staff are trained appropriately to carry out manual handling activities.* | |
| *Where people handling takes place an Individual Manual Handling Plan must be in place and communicated to all parties (including where appropriate the young person/their parents/carers/support staff).* | |

1. **Medication**

|  |  |
| --- | --- |
| *Name of person responsible for the management of and administration of medication to pupils in school* | *Name Simon Alexander/ Lorna McCarthy* |
| *Our arrangements for the administration of medicines to pupils are:*  *all parents/ carers must complete a medicines form for school to administer according to instructions from them.*  *The medicines must be in a named container with a pharmacy label attached.*  *The medicines must be administered in front of a witness at allocated times noted on form.* | |
| *The names members of staff who are authorised to give / support pupils with medication are:* | *Claire Faulkner*  *Laura Adams*  *Lorna McCarthy*  *Simon Alexander*  *Any EYFS staff* |
| *Medication is stored:* | *Staff room (fridge if needed)* |
| *A record of the administration of medication is located:* | *In staff room folder* |
|  | |
| *Staff are trained to administer complex medication by the school nursing service when required.* | |
| *Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are: to follow care plans for the child.*  *Asthma Inhalers are kept with the child. Epi pens are stored in the classroom out of reach of children.* | |
| *Staff who are taking medication must keep this personal medication in a secure area in a staff only location.* | |
| *Staff must advise the school leaders if they are taking any medication which might impair their ability to carry out their normal work.* | |

1. **Reporting Hazards or Defects**

|  |
| --- |
| *All staff and pupils must report any hazards, defects, or dangerous situations they see at school.* |
| *Our arrangements for the reporting of hazards and defects:*  *Reported to the caretaker through the defects log* |

1. **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 other who may be exposed to the risk.* | |
| *Risk assessments are in place for the following areas: (examples)  Premises and grounds*  *Curriculum / classrooms*  *Hazardous activities or events*  *Lettings or contract work which may affect staff or pupils in the school/academy*  *Fire Risk Assessment*  *Hazardous Substances*  *Work Equipment*  *Manual handling activities*  *Risks related to individuals e.g. health issues* | |
| *Name of person who has overall responsibility for the school/academy risk assessment process and any associated action planning* | *Name Claire Faulkner* |
| *Our arrangements for carrying out, recording,* *communicating and reviewing risk assessments are: They are reviewed annually or when cause for review is highlighted at any point through the year.*  *New risk assessments are completed after new equipment or building work has been completed that would change the way tasks are completed.*  *Also, for new needs in pupils or staff* *eg medical return to work from sickness or injury.* | |
| *Appropriate training is provided for staff who are creating, reviewing, or implementing risk assessments.* | |
| *When an accident or incident occurs a post risk assessment takes place when a new hazard has been identified**.* | |
| *Risk assessments are created or reviewed when something new is introduced or a change has occurred**.* | |

1. **Smoking**

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

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

|  |  |
| --- | --- |
| *Name of person who has overall responsibility for the health and wellbeing of school staff* | *Name Claire Faulkner* |
| *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:* | |
| *Solutions to stress hazards and suggestions on how to minimise stress have been identified,* *discussed and communicated.* | |
| *All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work.* | |
| *Individual stress risk assessments take place when a member of staff requires additional individual support.* | |
| *A team stress risk assessment has been completed involving all staff and this is reviewed regularly. Date annually in March* | |

1. **Training and Development**

|  |  |
| --- | --- |
| *Name of person who has overall responsibility for the training and development of staff.* | *Name Claire Faulkner* |
| *All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.* | |
| *Our arrangements for carrying out suitable and sufficient health and safety training for all staff are: Induction through school walk about and copies of policies etc. Meeting with* *CF to explain some of the procedures such as safeguarding, first aid and fire escape.* | |
| *The school has a health and safety training matrix to help in the planning of essential and development training for staff.* | |
|  | |
| *Training and competency because of training is monitored and measured by:* | *Name finance and buildings committee* |

1. **Vehicle movement on site**

|  |  |
| --- | --- |
| *Name of Premises Manager responsible for the management of vehicles on site* | *Name Claire Faulkner* |
| *Our arrangements for the safe access and movement of vehicles on site are No cars to enter leave car park between 8.40 and 9am and then between 3.10 and 3.30* | |

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

|  |  |
| --- | --- |
| *The school provides a place of work which is designed and managed to minimise the risk of violence and aggression to staff, pupils and visitors.* | |
| *A risk assessment is carried out where staff are at increased risk of injury due to their work.* | |
| *Training, information and instruction is available to staff to help them manage the risk of violence and aggression where required.* | |
| *Staff and pupils must report all incidents of verbal & physical violence to:* | *Name Claire Faulkner or Laura Adams* |
| *Incidents of verbal & physical violence are investigated by:* | *Name Claire Faulkner or Laura Adams* |
| *Name of person who has responsibility for site security:* | *Name Dominic Walk* |
| *Our arrangements for site security are: To ensure all gates are locked at the end of day and there is no access to grounds out of hours. During the school day the internal gates are locked so entrance to the property can only be gained through pin locked doors at reception or Nursery.* | |

1. **Water System Safety**

|  |  |
| --- | --- |
| *Name of Premises Manager responsible for managing water system safety.* | *Name Claire Faulkner* |
| *Name of contractors who have undertaken a risk assessment of the water system* | *Name IWS* |
| *Name of contractors who carry out regular testing of the water system:* | *Name IWS* |
| *Location of the water system safety manual/testing log* | *Location Admin office* |
| *Our arrangements to ensure contractors have information about water systems are: water hygiene log book is available for water contractors and information about regular tests carried out by caretaker is also located in the office.* | |
| *Our arrangements to ensure all school staff carrying out checks or testing or maintenance have information about the water system: The Caretaker meets with contractors from time to time to update on new information and the folders on risk assessments is available to him too. Dominic Walk carries out the weekly tests and has attended the appropriate training to do this role.* | |

1. **Working at Height**

|  |  |
| --- | --- |
| *Name(s) of person responsible managing the risk of work at height on the premises:* | *Name Claire Faulkner* |
| *Work at height is avoided where possible.* | |
| *Our arrangements for managing work at height are: Anyone who needs to work at height will use appropriate equipment such as kick stools or step ladders. Working at a greater height is completed only by the caretaker who has completed ladder training.* | |
| *Appropriate equipment is provided for work at height where required.* | |
| *Staff who carry out work at height are trained to use the equipment provided* | |
| *Work at height equipment is regularly inspected, maintained and records are kept with the caretaker* | |

1. **Work Experience**

|  |  |
| --- | --- |
| *Name of person who has overall responsibility for managing work experience and work placements for school pupils.* | *Name Laura Adams and Jenny Ansell* |
| *Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are:*  *Meeting with the pupils or discussing the placement with teachers prior to visit.*  *On initial visit induction information such as fire assembly, safeguarding and expectations are discussed with the work experience pupil.* | |
| *The name of the person responsible for the health and safety of people on work experience in the school premises:* | *Name Claire Faulkner* |
| *Our arrangements for managing the health and safety of work experience students in the school are: monitor the placement and to discuss any needs that arise with the pupils.* | |

1. **Volunteers**

|  |  |
| --- | --- |
| *Name of person who has overall responsibility for managing/coordinating volunteers working within the school:* | *Name Laura Adams* |
| *Volunteers are considered as a member of staff and all health and safety arrangements including induction and training must apply.* | |

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

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

*School KPIs to be monitored termly:*

* Fire alarms testing recorded
* Water hygiene checks complete
* Fire drills for school, afterschool and lettings recorded termly.
* Risk assessments reviewed annually
* Wellbeing questionnaire carried out annually
* Health and safety policy reviewed annually
* Health and safety report to governors annually
* Health and safety regular point at staff meetings
* Health and safety part of termly head teacher’s report to governors.
* Assess management audit reviewed annually
* Health and safety audits for county and diocese completed annually
* Health and safety walk with premises manager and caretaker carried out termly.
* Premises manager attends termly health and safety updates from council.
* Premises manager liaises with Health and safety governor on all matters where appropriate
* Risk assessment and cleaning schedule in relation to COVID-19 reviewed half termly

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.