

Health, Safety and Wellbeing Policy

St. Leonard's C of E (A) Primary School

The policy has 5 parts;

Part A - Introduction

Part B - The Health and Safety Policy Statement

Part C - Responsibilities (delegation of tasks)

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

Part E - The Key Performance Indicators.

A. Introduction

This Policy complements (and should be read in conjunction with the Staffordshire County Council Health, Safety and Wellbeing Policy.

The Governing Body will endorse and support the Health, Safety and Wellbeing Policy of Staffordshire County Council and assist the Council to discharge those responsibilities, which it holds as employer.

This policy records the local organisation and arrangements for implementing the Staffordshire County Council policy.

B. Policy Statement

The requirement to provide a safe and healthy working environment for all employees is acknowledged and St. Leonard's Governing Body recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc. Act 1974.

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

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

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

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

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

	
<i>Rev. Debra Dyson, Chair of Governors</i>	<i>Kirsty Cullen, Headteacher</i>
<i>11.9.25</i>	<i>11.9.25</i>

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

C. Responsibilities (Delegation of Duties)

The delegation of responsibilities and duties of all employees is detailed in Staffordshire County Council's Health, Safety and Wellbeing Policy – Allocation of General Responsibilities document.

In addition to their general responsibilities:

The **Governing Body** will:

- Provide strategic guidance.
- Consider health and safety related information, statistics and reports.
- Monitor and review health, safety and wellbeing issues.
- Ensure adequate resources for health and safety are available.
- Nominate a Link Governor for Health, Safety and Wellbeing.
- Review and monitor the effectiveness of this policy.

The **Head Teacher** is responsible for implementing this policy and will:

- Promote a positive, open health, safety and wellbeing culture in the school.
- Report key health and safety issues to the Governing Body.
- Seek advice from other organisations or professionals as required.

- Ensure that all employees co-operate with this policy.
- Appoint appropriate persons with areas of responsibility within the school to implement this policy.
- Develop and implement safety procedures.
- Ensure there is a suitable system and process for developing risk assessments and that risk assessments are completed and reviewed on a regular basis.
- Ensure employees have access to appropriate training for their role.

The Headteacher is the nominated **Premises Manager** and is responsible for the day-to-day operations and maintenance of the buildings, grounds, and equipment. This includes ensuring that statutory inspections of equipment and systems are carried out.

Senior Leaders within the school will support the Head Teacher in their role.

They will:

- Implement and monitor the school's health and safety arrangements.
- Manage any hazardous practices, equipment or building issues and report to the Head Teacher if they remain unresolved.
- Provide a good example, guidance and support to employees on health, safety and wellbeing issues.
- Ensure health and safety inductions are carried out for all employees and keep records of that induction.

Heads of Curriculum/Department Leads will within their area(s) of responsibility:

- Identify and control hazards.
- Ensure risk assessments are carried out, reviewed at least annually and communicated to employees and pupils.
- Instigate and ensure that safety procedures are developed and adhered ensuring that these are in line with curriculum best practice e.g. Science, Design Technology, PE, etc.
- Maintain current knowledge of specific health and safety legislation and official guidance relevant to the safe delivery of their specialism.
- Ensure equipment, including personal protection equipment, is maintained in a safe condition and that substances hazardous to health are secured in a safe place.
- Ensure that all incidents (including near misses) are reported promptly and investigated.
- Notify the Headteacher/Senior Leaders of any proposed or impending changes affecting health, safety, and wellbeing such as in room allocation or usage, change of materials/equipment, new activities etc.

Teachers will:

- Carry out regular safety checks of their area of work and report any concerns.
- Contribute to the development of risk assessments.
- Supervise pupils and advise them on how to use equipment safely.
- Maintain current knowledge of specific health and safety issues within their specialisms.

All employees will:

- Comply with the school's health and safety arrangements, including the adherence to risk assessments, health and safety procedures and policies.
- Leave their area of work in a reasonably tidy and safe condition.
- Follow safety instructions when using equipment.
- Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate employee.
- Follow the accident reporting procedure.
- Contribute to and highlight any gaps in the school's risk assessments and health and safety procedures.

Competent Health and Safety Advice

<i>The school obtains competent health and safety advice from:</i>	<i>Sarah – Jayne Walmlsey</i>
<i>The contact details are:</i>	<i>Health and safety wellbeing service</i> <i>Strategy, governance and change</i> <i>Fourth floor, Staffordshire place 1</i> <i>Tipping Street</i> <i>Stafford ST16 2DH</i> <i>(01785) 355777</i> Sarah-jane.walmlsley@staffordshire.gov.uk
<i>In an emergency we contact: Duty officer 01785355777</i>	

Monitoring Health and Safety

<i>Name of person(s) responsible for the overall monitoring of health and safety in school:</i>	
<i>The last audit took place</i>	
<i>Name of person(s) responsible for monitoring the implementation of health and safety policies</i>	
<i>Workplace inspections</i>	
Workplace inspections - type	Name of person who carries these out
Water system	HSL - weekly flushing HWS Monthly water temperature checks
Emergency Lighting	Logik- (portal)
Fire	Fire – Lantern/Salamander / Amalgamated -(portal) Extinguishers – Chubb
Fixed wiring	Fixed installation tested by Midwest Electrical 16.3.22. Staff required to report defective equipment. Entrust Property Surveyor arranges quotations from competent contractors Architects have provided O&M* manuals following remedial works. Next testing booked for 17.3.27
PAT testing	Calbarrie test annually – items labelled.
Asbestos	Property SLA in place. Entrust complete annual inspection.

Play equipment	Caretaker completes monthly check sheets. Sovereign complete thorough inspection to BSEN 1176 and maintain (Silver maintenance package subscribed to) Risk assessment in place- staff visually check before use.
Sports Equipment	GM Services

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

D. Health and Safety Management Arrangements

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

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

1. Accident and Incident Reporting, Recording & Investigation

<i>Our arrangements for recording and investigating:</i>
<i>pupil accidents:</i> Report to a first aider who logs the incident using first aid record. If additional medical advice outside of school is required, the accident is recorded on My Health and Safety.
<i>employee accidents:</i> these are recorded in the Accident book located in the office and also logged on My Health and Safety.
<i>visitor accidents:</i> these are recorded in the Accident book located in the office and also logged on My Health and Safety.
<i>The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: Kirsty Cullen/ Andria Ward and Lisa Byrne</i>
<i>Our arrangements for reporting to the Governing Body are: Termly as a Resource</i>

agenda item.

- *Our arrangements for reviewing accidents and identifying trends are*
Termly analysis of all minor incident data by age, location, cause, time and whether or not reportable. Incident data included in termly HT report.

2. Asbestos

<i>Name of person responsible for managing asbestos on the school site:</i>	<i>Kirsty Cullen</i>
<i>Location of the Asbestos Management Log or Record System:</i>	<i>School office</i>
• Asbestos Register shared. • Asbestos Service level agreement in place. • No intrusive work without referral to register • Removal must be by licensed contractors and staff must report damaged asbestos. • Caretaker has signed register. • Contractors sign register. • Intrusive Works form before internal works in office. • HT and Office manager have completed asbestos management training. • Caretaker has completed managing contractors training – includes use of asbestos register. Asbestos register updated Six monthly reviews undertaken	
<i>Our arrangements to ensure all school employees such as class teachers or caretakers have information about asbestos risk on the premises are</i> • Asbestos Register shared. • Staff are aware that no intrusive work may be undertaken by school staff. • HT and Office manager have completed asbestos management training. • Caretaker has completed managing contractors training – includes use of asbestos register. • All staff have completed the Asbestos awareness training • All Staff sign to read and agreed asbestos information	
<i>Employees must report damage to asbestos materials to:</i>	<i>Kirsty Cullen</i>
<i>Employees must not drill or affix anything to walls without first obtaining</i>	

approval from the person responsible for managing asbestos.

3. Communication

<i>Name of SLT member who is responsible for communicating with employees on health and safety matters:</i>	<i>Kirsty Cullen</i>
<i>Our arrangements for communicating about health and safety matters with employees are –</i> • Health and Safety Induction for all staff joining the school • H+S refresher September INSET day annually. • H+S overview in staff handbook • H+S Standard standing agenda item in staff meeting. • H+S Standard items shared in weekly briefing. • All staff regardless of whether they attend the meeting received minutes. • Urgent H+S messages are written on the staff notice board and post on emergency whatsapp group. • All staff contribute to the review of risk assessments. • All staff sign risk assessments folder to say they have read and accept the requirements of the risk assessments. • H+S policy displayed in the staffroom • All staff sign to say they have read and accept the policy.	
<i>Employees can make suggestions for health and safety improvements by:</i> • Contributions during staff meetings • Bringing anything to the attention of H+S coordinator • Recorded in caretaker's logbook • Through the review of risk assessment	

4. Construction Work *See also Contractor Management

<i>Name of person coordinating any construction work / acting as Client for any construction project.</i>	<i>Kirsty Cullen/Andria Ward/Gareth Thomas/ Wood Goldstraw Yoreth.</i>
<i>Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are:</i> • All work is planned and overseen by Wood Goldsraw Yoreth (Architects quantity surveyors cdm co-ordinator)	

• Duty holders will be identified and named as part of any Construction project. • Contractors are selected following tendering procedures. • Inductions/handovers are always conducted with project managers prior to work commencing. • Health and safety policies and fire evacuation policies are shared with contractors. • Risk assessments are checked. • Any concerns from contractors should be given to site supervisor and Staffordshire County Council's Property Team where required. • Monthly site meetings take place for monitoring purposes. • End of project inspection • 12 month snagging undertaken. <i>Duty holders will be identified and named as part of any Construction project.</i>
<i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: a pre – contract meeting to take place</i>
<i>Our arrangements for the induction of contractors are:</i>
<i>Employees should report concerns about contractors to: Kirsty Cullen HT</i>
<i>We will review any construction activities on the site by: regular site meetings, weekly/ monthly as appropriate.</i>

5. Consultation

<i>Name of SLT member who is responsible for consulting with employees on health and safety matters:</i>	<i>Kirsty Cullen</i>
<i>The name of the Trade Union Health and Safety Representative is:</i>	<i>N/A</i>
<i>Our arrangements for consulting with employees on health and safety matters are contributing to staff meeting, recoding in caretaker's logbook, reporting to the Headteacher.</i>	
<i>Employees can raise issues of concern by: Site manager log book, highlighting issue to school office and K Cullen HT</i>	

6. Contractor Management

<i>Name of person responsible for managing and monitoring contractor activity</i>	<i>Kirsty Cullen/ Gareth Thomas/ Andria Ward.</i>
<i>Our arrangements for selecting competent contractors are:</i> Contractors are selected with advice from Entrust property services (for minor work) and Wood Goldstraw Yoreth for major projects.	
<i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are:</i> Hazard exchange form is completed with contractors. Intrusive works completed if necessary.	
<i>Our arrangements for the induction of contractors are:</i> Site meeting with Headteacher or caretaker.	
<i>Employees should report concerns about contractors to: Headteacher</i>	

7. Curriculum Areas – health and safety

<i>Name of person who has overall responsibility for the curriculum areas as follows: e.g. Science, Design & Technology, PE</i>	Head of Dept. or Curriculum Lead Name Science- Lorna Taylor PE- Georgia Batchelor- Robbins Early Years- Georgia Batchelor- Robbins EVC- John Postlethwaite. DT- Laura Cooke
<i>Risk assessments for these curriculum areas are the responsibility of:</i>	<i>As above</i>

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 any employees using this type of equipment continuously and</i>
--

<i>regularly for over an hour.</i>	
<i>Our arrangements for carrying out DSE assessments are:</i> undertaken by using the HSE checklist. HT and office staff in addition to all Teaching staff have completed DSE training through the national college.	
<i>Name of person who has responsibility for carrying out Display Screen Equipment Assessments:</i>	<i>Andria Ward</i>
<i>DSE assessments are recorded, and any control measures required to reduce risk are managed by:</i>	<i>Andria Ward</i>

9. Early Years Foundation Stage (EYFS)

<i>Name of person who has overall responsibility for EYFS:</i>	<i>Georgia Batchelor- Robbins / Kirsty Cullen</i>
<i>Our arrangements for the safe management of EYFS are: policies and procedures with individual risk assessments in place.</i>	

10. Educational visits / Off-Site Activities

<i>Name of person who has overall responsibility for Educational Visits</i>	<i>John Postlethwaite</i>
<i>The Educational Visits Coordinator is</i>	<i>John Postlethwaite</i>
<i>Our arrangements for the safe management of educational visits are:</i> Our arrangements for the safe management of educational visits: Our EVC lead is trained by Entrust. Risk assessments are undertaken for all offsite visits. Evolve system used to record and monitor risk assessments. EVC updates staff in staff meetings on changes to legislation.	

See policy in place.

11. Electrical Equipment [fixed & portable]

<i>Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:</i>	<i>Kirsty Cullen</i>
<i>Fixed electrical wiring test records are located:</i>	<i>Property Portal</i>
<i>All employees are required to visually inspect electrical equipment before use.</i>	
<i>Our arrangements for bringing personal electrical items onto the school site are: Staff are not able to bring personal items unless they have been PAT tested.</i>	
<i>Name of person responsible for arranging the testing of portable electrical equipment (PAT):</i>	<i>Andria Ward / Lisa Byrne</i>
<i>Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:</i>	<i>Kirsty Cullen</i>
<i>Portable electrical equipment (PAT) testing records are located:</i>	<i>School office</i>
<i>Employees must take defective electrical equipment out of use and report to:</i>	<i>Andria Ward / Gareth Thomas/ Kirsty Cullen</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. Emergency Preparedness

<i>Name of SLT member who is responsible for developing and maintaining the school's response to major risks Business Continuity Plan (BCP).</i>	<i>Kirsty Cullen/ John Postlethwaite</i>
<i>Our arrangements for communicating emergency arrangements to all employees</i>	

are: copy of the BCP in the staffroom, school office and every classroom.

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

<i>Name of competent person responsible for undertaking and reviewing the fire risk assessment in addition to any associated action planning:</i>	<i>Kirsty Cullen</i>
<i>The Fire Risk Assessment is located</i>	<i>School office, staffrooms, school portal</i>
<i>The Fire Risk Assessment is shared with other employers who share the site.</i>	<i>N/A</i>
<i>When the fire alarm is raised the person responsible for calling the fire service is: (include out of hours arrangements)</i>	<i>Name Andria ward, Lisa Byrne, Kirsty Cullen, Laura Cooke. Out of hours Gareth Thomas – caretaker</i>
<i>Name of person responsible for arranging and recording of fire drills:</i>	<i>Kirsty Cullen</i>
<i>Name of person responsible for creating, communicating and reviewing Fire Evacuation arrangements:</i>	<i>Kirsty Cullen</i>
<i>Our Fire Evacuation Arrangements are kept/displayed:</i>	<i>In every room around the school.</i>
<i>Our Fire Marshals are:</i>	<i>Kirsty Cullen, Laura Cooke, Andria Ward, Lisa Byrne, Tammy Hearne, John Postlethwaite</i>
<i>Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Logbook located at:</i>	<i>School office</i>
<i>Name of person responsible for training employees in fire procedures:</i>	<i>Kirsty Cullen</i>

Employees awareness of the Fire Procedures in school is repeated termly post fire drill practise as required.

14. First Aid *see also Medication

<i>Name of person responsible for carrying out the First Aid Assessment:</i>	<i>Nicky Green</i>
<i>The First Aid Assessment is located:</i>	<i>Accessible toilet</i>
<i>First Aiders are: list or state where information is kept</i>	<i>Staffroom, school office</i> Poster with all names displayed Nicky Green Katie Juxon Laura Jones John Postlethwaite Gemma Bryan Andria Ward Lisa Byrne Laura Cooke Linda Hunt Monika Prentice Georgia Batchelor Robbins Tracy Prentice Kathryn Grove
<i>Name of person responsible for arranging and monitoring First Aid Training</i>	<i>Nicky Green / Kirsty Cullen</i>
<i>Location of First Aid Box(es):</i>	<i>Classrooms, staffroom, kitchen, accessible toilet</i>

<i>Name of person responsible for checking and restocking first aid box(es):</i>	<i>Nicky Green</i>
<i>Arrangements on how to summon an ambulance in an emergency are:</i>	
<i>Our arrangements for dealing with an injured person who has to go to hospital are contact parents, staff to accompany the child in an ambulance if required.</i>	
<i>pupils</i>	parents are contacted and if they arrive quick enough, they can accompany the child.
<i>employees</i>	One first aider will accompany if parents do not arrive in time.
<i>visitors</i>	Depending on age and injury, one first aider will accompany if necessary.
<i>Our arrangements for recording First Aid provided are: a first aid record form and letter to inform parent.</i>	

15. Forest School

<i>Name of person in school who leads on Forest School activity:</i>	<i>Kirsty Cullen</i> <i>Staffordshire Wildlife Trust through Entrust</i>
<i>Our arrangements for developing, organising and running Forest School activity.</i> <i>Forest Schools – risk assessments in place, checks and certification, documentation provided in risk assessment file.</i>	

16. 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>A glass and glazing assessment take place termly during site walk.</i>

17. Hazardous Substances (COSHH)

<i>Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments):</i>	No hazardous substances are used by school staff on a day to day basis. If this is required for a specific activity a risk assessment must be undertaken. K Cullen has completed COSHH training – this is carried out annually. Cleaning is outsourced to Taylor Maids who undertake their own COSHH risk assessments, providing copies for school.
<i>Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are:</i> <i>The school uses CLEAPPS as a resource and access this information is available</i> <i>K Cullen- DT lead</i>	

18. Health and Safety Law Poster

<i>The Health and Safety at Work poster is displayed:</i>	<i>Staffroom, kitchen, school office and extension block.</i>
--	--

19. Housekeeping, cleaning and waste disposal

<i>All employees and pupils share the responsibility for keeping the school site clean, tidy and free from hazards.</i>	
<i>Our waste management arrangements are through Staffordshire County Council, we also have a contract with PHS for sanitary and clinical waste.</i>	
<i>Our site housekeeping arrangements are:</i>	
<i>Site cleaning is provided by:</i> Taylor Maids - contractors	<i>Name and contact details</i> info@taylormaidstultd.com

<i>Cleaning employees have received appropriate information, instruction and training about the following and are competent:</i>	
<i>Work equipment vacuum cleaners</i>	
<i>Hazardous substances COSHH assessments are located and hazardous substances are stored in the cleaning cupboard</i>	
<i>Waste skips and bins are located away from the school building.</i>	
<i>Our arrangements for disposing of waste and the location of waste bins and skips are communicated to employees and pupils through induction and through policies eg fire</i>	
<i>Employees 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>	

20. Infection Control

<i>Name of person responsible for managing infection control:</i>	<i>Kirsty Cullen</i>
<i>Our infection control arrangements (including communicable diseases/hand hygiene standards) are:</i> Guidance from Public Health England on Infection control in school setting poster is display in school office and on the website. The school uses this information to ensure adults and pupils who attend are compliant. Waste disposal is undertaken by trained contractors. Training completed for infection control – Kirsty Cullen <u>Good respiratory hygiene</u> • Cough or sneeze into a tissue and dispose of immediately into a sealed bin. Promote Catch it, bin it, kill it' approach. • Wash hands as above.	

- Bins to be emptied by a person wearing gloves and an apron (lunchtime and the end of the day).
- Bin to be disposed of after 3 days.

21. Lettings

<i>Name of Premises Manager or member of Leadership team responsible for Lettings</i>	<i>Kirsty Cullen</i>
<i>Our arrangements for managing Lettings of the school/rooms or external premises are:- We currently do not let the building.</i>	
<i>The health and safety considerations for Lettings are considered and reviewed annually.</i>	
<i>Hirers must 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>	

22. Lone Working

<i>Our arrangements for managing lone working are: see Lone working risk assessment 2025 -2026</i>
--

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

<i>NOTE Types of equipment to consider in this section:</i>	
<i>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.</i>	
<i>This section must include the arrangements for school kitchens, science laboratories or Design and Technology rooms</i>	
<i>Name of person responsible for the selection, maintenance / inspection and</i>	<i>Gareth Thomas – Ladders</i>

<i>testing of equipment:</i>	<i>Edward and Ward – kitchen</i> <i>Georgia Batchelor- Robbins – PE equipment</i>
<i>Records of maintenance and inspection of equipment are retained and are located:</i>	<i>School office</i>
<i>Employees report any broken or defective equipment to:</i>	<i>Gareth Thomas via diary in office if immediate concern Kirsty Cullen</i>
<i>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.</i>	

24. Manual Handling

<i>Name of person responsible for carrying out manual handling risk assessments:</i>	<i>Kirsty Cullen</i>
<i>Our arrangements for managing manual handling activities are: included in the Manual Handling leaflet instructing staff to bend correctly and to use appropriate equipment. Maximum weight loads also explained in the leaflet on display in the staffroom.</i>	
<i>Employees must be aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided.</i>	
<i>Employees who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task.</i>	
<i>Employees are trained appropriately to carry out manual handling activities.</i>	
<i>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 employees).</i>	

25. Medication

<i>Name of person responsible for the management of and administration of medication to pupils in school:</i>	<i>Nicky Green</i>
---	--------------------

<i>Our arrangements for the administration of medicines to pupils are: see medicine policy</i>	
<i>The names members of employees who are authorised to give / support pupils with medication are:</i>	<i>All first aiders detailed earlier in the policy and on posters in school office and staffroom.</i>
<i>Medication is stored:</i>	<i>Classroom staff cupboards or in staffroom fridge as required.</i>
<i>A record of the administration of medication is located:</i>	<i>School office</i>
<i>No pupils administer their own medication</i>	
<i>Employees 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: detailed in care plans overseen by Nicky Green.</i>	
<i>Employees who are taking medication must keep their personal medication in a secure area in a employees only location.</i>	
<i>Employees must advise the school leaders if they are taking any medication which might impair their ability to carry out their normal work.</i>	

26. 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 employees:</i>	<i>Nicky Green</i>
<i>Name of person responsible for the checking and maintenance of personal protective equipment provided for employees:</i>	<i>Nicky Green</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>Dependent on the subject overseen by subject leaders.</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>Nicky Green</i>

27. Radiation

<i>Name of the school Radiation Protection Supervisor (RPS):</i>	<i>Kirsty Cullen</i>
<i>Name of the Radiation Protection Adviser (RPA):</i>	<i>S J Walmsley</i>
<i>Our arrangements for managing any radon gas emissions due to the school’s location and local geology are: Seek advice from LA</i>	

28. Reporting Hazards or Defects

<i>All employees 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:</i>

29. 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 employees, pupils and other who may be exposed to the risk.</i>
<i>Risk assessments are in place for the following area</i>

<i>Premises and grounds</i> <i>Curriculum / classrooms</i> <i>Hazardous activities or events</i> <i>Fire Risk Assessment</i> <i>Hazardous Substances</i> <i>Work Equipment</i> <i>Manual handling activities</i> <i>Risks related to individuals e.g. health issues (personal or work related)</i>	
<i>Name of person who has overall responsibility for the school risk assessment process and any associated action planning:</i>	<i>Kirsty Cullen</i>
<i>Our arrangements for carrying out, recording, communicating and reviewing risk assessments are:</i> Risk assessments are provided by leaders; staff are asked to read and sign folder in main office to say they have been read.	
<i>Appropriate training is provided for employees who are creating, reviewing or implementing risk assessments.</i>	
<i>When an accident or incident occurs a post incident risk assessment is developed when a new hazard has been identified and/or new additional controls are needed.</i>	
<i>Risk assessments are created or reviewed when something new is introduced or a change has occurred.</i>	

30. Smoking

<i>No smoking or vaping is permitted on site or in vehicles owned or operated by the school.</i>
--

31. Shared use of premises/shared workplace

<i>Name of Premises Manager or member of</i>	<i>Kirsty Cullen</i>
--	----------------------

<i>Leadership team responsible for Premises Management</i>	
<i>The school premises are not shared with another organisation</i>	
<i>Our arrangements for managing health and safety in a shared workplace are: N/A</i>	

32. Stress and Employees Well-being

<i>Name of person who has overall responsibility for the health and wellbeing of school employees:</i>	<i>Kirsty Cullen Wellbeing champion Linda Hunt</i>
<i>All employees have responsibility to take care of their own health and wellbeing and the school supports employees to do this by implementing the following arrangements: - see wellbeing policy, stress risk assessment and wellbeing risk assessment.</i>	
<i>Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated.</i>	
<i>All employees 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 employees requires additional individual support.</i>	
<i>A team stress risk assessment has been completed involving all employees and this is reviewed annually.</i>	

33. Swimming Pool Operating Procedures (where applicable)

<i>Name of person who has overall responsibility for managing the swimming pool and it's environment.</i>	<i>2025 – 2026 Pool to be organised as change of pool needed</i>
<i>Our arrangements for carrying out suitable swimming pool management are: (include minimum supervision standards, reference to operating procedures, how to summon assistance in emergency, what to do if problem identified with pool</i>	

water quality, supervision in changing areas, max numbers of swimmers, conditions of hire to outside organisations, first aid provision, training plant operators):

Employees operating the swimming pool have received appropriate training and information.

Emergency procedures are in place for the use of the swimming pool and all employees who supervise swimming activities are trained appropriately in these procedures.

The health and safety considerations within curriculum swimming must be planned, supervised and managed by employees who include this in their lesson planning.

34. Training and Development

Name of person who has overall responsibility for the training and development of employees:

Kirsty Cullen

All new employees 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 employees are: national college training.

The school has a health and safety training matrix to help in the planning of essential and development training for employees.

Training records are retained and are located: in the health and safety file and in staff personnel files.

Training and use of new competency training/skills is monitored and measured by:

Kirsty Cullen

35. Vehicles owned or operated by the school

Name of person who has overall responsibility for school vehicles:

Kirsty Cullen

<i>The school operates the following vehicles: e.g minibus/coaches/cars/other vehicles (e.g. quad bikes/ride on mowers).</i>	<i>We hire coaches and minibuses as required</i>
<i>Name of person who manages the driver medical examinations:</i>	<i>N/A</i>
<i>Name of person who manages the vehicle license requirements:</i>	<i>N/A</i>
<i>Name of person who undertakes vehicle checks such as oil, water and routine roadworthiness:</i>	<i>N/A</i>
<i>Name of person who arranges servicing and maintenance of our vehicles:</i>	<i>N/A</i>
<i>Our arrangements for the safe use of school vehicles are: ensure reputable companies for hire are used.</i>	

36. Vehicle movement on site

<i>Name of Premises Manager responsible for the management of vehicles on site</i>	<i>Name Kirsty Cullen</i>
<i>Our arrangements for the safe access and movement of vehicles on site are</i> • restriction on vehicle movement at drop off and collection times, • segregation vehicles from pedestrian areas, • restrictions on reversing vehicles • special arrangements for deliveries etc.	

37. 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 employees, pupils and visitors.</i>
<i>A risk assessment is carried out where employees are at increased risk of injury due to their work.</i>

<i>Training, information, and instruction is available to employees to help them manage the risk of violence and aggression where required.</i>	
<i>Employees and pupils must report all incidents of verbal & physical violence to:</i>	<i>Kirsty Cullen</i>
<i>Incidents of verbal & physical violence are investigated by:</i>	<i>Kirsty Cullen</i>
<i>Name of person who has responsibility for site security:</i>	<i>Gareth Thomas</i>
<i>Our arrangements for site security are:</i>	

38. Water System Safety

<i>Name of Premises Manager responsible for managing water system safety.</i>	<i>Gareth Thomas</i>
<i>Name of contractors who have undertaken a risk assessment of the water system</i>	<i>IWS – Integrated Water Systems</i>
<i>Name of contractors who carry out regular testing of the water system:</i>	<i>HSL</i>
<i>Location of the water system safety manual/testing log</i>	<i>School office</i>
<i>Our arrangements to ensure contractors have information about water systems are:</i>	
<i>Our arrangements to ensure all school employees carrying out checks or testing or maintenance have information about the water system:</i>	

39. Working at Height

<i>Name(s) of person responsible managing the risk of work at height on the premises:</i>	<i>Kirsty Cullen</i>
<i>Work at height is avoided where possible.</i>	
<i>Our arrangements for managing work at height are</i>	
<i>Appropriate equipment is provided for work at height where required.</i>	
<i>Employees 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 school office</i>	

40. Work Experience

<i>Name of person who has overall responsibility for managing work experience and work placements for school pupils.</i>	<i>Kirsty Cullen</i>
<i>Our arrangements for assessing potential work placements, arrangements for induction and supervision of our students on work placement are: see work experience policy and risk assessment.</i>	
<i>The name of the person responsible for the health and safety of people on work experience in the school premises:</i>	<i>Kirsty Cullen</i> <i>Laura Cooke/ John Postlethwaite</i> <i>First Aid at work.</i>
<i>Our arrangements for managing the health and safety of work experience students in the school are: outlined in our work experience policy.</i>	

41. Volunteers

<i>Name of person who has overall responsibility for managing/coordinating volunteers working within the school:</i>	<i>Kirsty Cullen/ Laura Cooke</i> <i>Andria ward/ Lisa Byrne</i>
<i>Volunteers are considered as a member of employees and all health and safety arrangements including induction and training apply.</i>	

E. Performance Indicators

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

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.

1. **Policy and Organisation:** All staff are well informed of policy and procedures. Annual team objectives are set; individual targets are set annually as part of performance management process and employees contribute to developing solutions.
2. **Operational Control:** Training provided for key staff members. Monitoring procedures are in place for operational activities and colleagues contribute to developing solutions.
3. **Risk Assessment** are updated and staff sign to say they have read. Risk assessment responsibilities are identified and form part of the performance management cycle.
4. **Communication-** H+S communication is a two-way process embedded in the school culture. It is a standard item on staff meeting agendas. There are plenty of opportunities for employee feedback. Training and development needs are identified and wellbeing champion supports as required.
5. **Culture-** H+S management is distributed responsibility and evident in school development plan and performance management. All staff members take responsibility and are proactive in developing solutions.
6. **Accident and Incident Managing-** report forms are completed; post-accident risk assessments are undertaken. Accidents/near misses are discussed as learning points.
7. **Emergency Preparedness** – all risk assessments are in place; Business continuity plan updated annually. Emergency plans are tested annually and fire evacuation termly.
8. **Health and Wellbeing-** Wellbeing is high priority in school and taken seriously by leaders. Staff continue to team stress risk assessment, seek solutions and support one another.
9. **Monitor and Review-** setting and reviewing team objectives annually. Ensure job descriptions include H+S targets and responsibilities that are reviewed annually.
10. **Housekeeping-** Ensure that the whole school (including communal areas) school is kept in a neat, tidy and welcoming.
11. Making best use of funding to allocate improvements based on Health and Safety tracker and reduce carbon emissions.

Health, safety and wellbeing policy read and accepted by

Signature

Print name

Date