

Health, Safety and Wellbeing Policy

St Thomas More Catholic 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 & procedures to reduce risk within the school.

Part E - The Key Performance Indicators.

A. Introduction

This policy statement complements (and should be read in conjunction with) the Employeesordshire County Council Health, Safety and Wellbeing Policy.

The Governing Body will endorse and support the Health, Safety and Wellbeing Policy of Employeesordshire 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 Employeesordshire County Council policy.

B. Policy Statement

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

The Governing Body will 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 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 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 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 safety, and consultation on health and safety with employees and employee representatives forms 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.

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

<i>Signed</i>	<i>Signed</i>
Diane Jones Chair of Governors	Stephanie Hewitt Headteacher
<i>Date</i> 12 th February 2025	<i>Date</i> 12 th February 2025

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

C. Responsibilities (delegation of tasks)

The delegation of responsibilities and duties of all employees is detailed in Employeesordshire 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.

The **Health and Safety Co-ordinator** (Office Manager) 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.
- Ensure risk assessments are carried out, reviewed at least annually and communicated to employees and pupils.
- Maintain current knowledge of specific health and safety legislation and official guidance relevant to the safe delivery of their specialism.
- Ensure that all incidents (including near misses) are reported promptly and investigated.

Teachers will, within their area(s) of responsibility:

- Identify and control hazards.
- Instigate and ensure that safety procedures are developed and adhered ensuring that these are in line with curriculum best practice e.g. PE, etc.
- Maintain current knowledge of specific health and safety issues within their specialisms.
- 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 to the school office for reporting and investigation.
- Notify the Headteacher/Health and Safety Coordinator 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.

All **classroom-based employees** 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.

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

The school obtains competent health and safety advice from	Employeesordshire County Council Health, Safety and Wellbeing Service
The contact details are	Wedgwood Building Tipping Street Employeesord ST16 2DH Tel: 01785 355777 shss@employeesordshire.gov.uk
In an emergency we contact	Duty Officer: 8:30-17:00 hrs. (16:30 on Fridays) Tel: 01785 355777 or John Burdett 07773 791520

Monitoring Health and Safety

Name of person(s) responsible for the overall monitoring of health and safety in school:	Premise Manager/Headteacher Stephanie Hewitt
<p>Our arrangements for the monitoring of health and safety are:</p> <ul style="list-style-type: none"> - Mrs Hewitt (Headteacher), Mrs Coleman (H & S Co-ordinator), SLT & Governors of the Premises, H & S Committee (meet termly). - Minutes of meetings are reported termly to full governors. - School subscribes to an SLA with the Local Authority for H & S services. - Health & Safety annual checklist of premises is completed in October each year and reported to Governors. - Health & Safety Audit annual tool is completed in January each year and forwarded to LA H & S team. - Following review by governors, this Health, Safety & Wellbeing Policy is circulated via email to all employees (hard-copies issued where appropriate). Employees also sign to acknowledge receipt and confirm their understanding of the policy. 	
The school carries out formal evaluations and audits on the management of health and safety annually.	
The last external audit took place on	Date: 26 th October 2023 By: John Burdett This school is currently operating at Level 5 - A continually improving H & S organisation.
Name of person responsible for monitoring the implementation of health and safety policies	Stephanie Hewitt – Premises Manager/Headteacher St Thomas More Governors of the Premises, H & S Committee Louisa Coleman - H & S Co-ordinator

All employees are made aware of the key performance indicators in part E and how they are monitored. These are circulated as part of the Health, Safety and Wellbeing Policy.	
Workplace inspections - type	Name of person who carries these out
Emergency Lighting Test	Monthly – Site Technician Mr Ashmore Annually – Logic Fire & Security
Weekly Fire Alarm testing	Site Technician – Mr Ashmore
Ladders and Steps - Quarterly	Site Technician – Mr Ashmore
Weekly C-Touch Boards (Secure fixings)	Site Technician – Mr Ashmore
Monthly Finger Shields	Site Technician – Mr Ashmore
Reporting defects – Repair and maintenance located in school office	Site Technician – Mr Ashmore
Outdoor Play Equipment	Monthly: Site Technician – Mr Ashmore Annually: ESP Play
Termly recorded check of external site areas	Site Technician – Mr Ashmore
Weekly AED check (pads & battery)	H&S Coordinator – Mrs Coleman
Quarterly RCD/RCBO operation check	Site Technician – Mr Ashmore
Risk Assessments – Reviewed annually	Headteacher, Deputy Head, H & S Co-ordinator, Governors, SLT, PE Co-ordinator, EYFS Co-ordinator
Annual inspection of PE Equipment – indoor and outdoor	Mercury Sports Equipment Ltd
DSE - Annual	Louisa Coleman
Glass and Glazing	Inspected by Durable 6 th June 2013 – all remedial work completed by March 2017. Assessed as satisfactory during Building Construction Survey June 2023
PAT Testing	AJT Safety Group Ltd – September 2024
Fixed Electrical Testing (5 Year cycle)	17 th October 2023 – Midwest Electrical Services
Asbestos inspection and register update - Annual	Stuart Cresswell – Entrust Asbestos Team Interim visual inspection – H&S Coordinator Louisa Coleman/ Premises Manager Mrs Hewitt.
Enhanced Water Hygiene Management	2 yearly Risk Assessment – Concept Environmental Solutions 6 monthly servicing and testing – HSL Monthly temperature monitoring – HSL Weekly flushing of little used outlets – Site Technician Mr Ashmore.
Fire Extinguishers	Annually - Chubb
Fire Alarm	6 monthly – Lantern Fire & Security

D. Health and Safety Arrangements

The following procedures and arrangement 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.

1. Accident Reporting, Recording & Investigation

Our arrangements for recording and investigating:
<p>Pupil accidents:</p> <ul style="list-style-type: none"> - Pupil accidents are recorded in the pupil accident book located in the school office. - Minor injury forms are completed for minor bumps and cuts. These forms are photocopied and a copy given to parents, with another copy retained by school. - Any head injury, however minor, should be recorded as a Pupil Accident and parents should be contacted by phone. - More serious accidents requiring medical treatment are reported to the LA via the My Health & Safety Portal
Employees accidents: Minor accidents are recorded in the accident book located in the school office. More serious accidents are reported via the My Health & Safety Portal.
Visitor accidents: Minor accidents are recorded in the accident book located in the school office. More serious accidents are reported via the My Health & Safety Portal.
The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: Mrs Stephanie Hewitt – Premise Manager / Headteacher
Our arrangements for reporting to the Governing Body or Academy Board are: St Thomas More Governors Premises/H & S Committee meet termly and report to full governors termly.
Our arrangements for reviewing accidents and identifying trends are: Accidents are reviewed termly by the Headteacher and H & S Co-ordinator and any trends identified. These are discussed at SLT meetings and any changes needed are brought to the attention of employees via employees meetings and briefings. Accidents and any identified trends are reported termly to the Governors Premises /H & S committee and then to full governors.

2. Asbestos

Name of Premises Manager/Headteacher responsible for Managing Asbestos.	Name Stephanie Hewitt Premise Manager/Headteacher
Location of the Asbestos Management Log or Record System.	Location School Office
<p>Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are as follows:</p> <p>Asbestos Manual is given to contractors and requires completion. It details the intention of the Asbestos Register; Premises Manager responsibilities; Hazard Exchange Information; Procedure for intended works; Limitations of the survey; and Risk Assessment Scoring Explained.</p> <p>Contractors are required to complete the following details: company name; declaration of understanding; work to be carried out; location ref no; date and signature.</p> <p>Intrusive works forms are completed for any and all potentially intrusive works and an</p>	

<p>assessment is made under the guidance of Stuart Cresswell from the Asbestos Management Team as to whether an additional asbestos survey is required before work can be completed. Any decisions in this regard are documented on the relevant form.</p>	
<p>Our arrangements to ensure all school employees such as class teachers or Site Technicians have information about asbestos risk on the premises: Headteacher and H&S Co-ordinator complete Asbestos Management & Duty to Manage to manage training. All other employees receive annual training on asbestos awareness. This includes information on the asbestos register and what information is included. Employees MUST NOT drill or affix anything to walls without first obtaining approval from the premises manager. Where necessary, an intrusive work assessment form should be completed.</p>	
<p>Employees must report damage to asbestos materials to: Premises Manager/Headteacher H & S Co-ordinator</p>	<p>Name: Stephanie Hewitt Louisa Coleman</p>

3. Communication

<p>Name of SLT member who is responsible for communicating with employees on health and safety matters:</p>	<p>Name: Stephanie Hewitt</p>
<p>Our arrangements for communicating about health and safety matters with all employees are: During training at the beginning of a new academic year and during weekly employees meetings and briefings.</p>	
<p>Employees can make suggestions for health and safety improvements by: Discussion with either the Headteacher, Deputy Headteacher or H & S Co-ordinator. School operates an open door policy for such matters.</p>	

4. Construction Work *See also Contractor Management

<p>Name of person coordinating any construction work / acting as Client for any construction project.</p>	<p>Name: Stephanie Hewitt - Premises Manager/Headteacher Denis O'Rourke - Concept Education</p>
<p>Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are: Utilising Diocesan approved Architects, Quantity Surveyors and CDM Consultants. Duty holders are identified and names as part of any construction project during pre-site meetings, where the site manager is identified and contact details provided.</p>	
<p>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: A pre-start meeting is arranged prior to work commencing with Headteacher, H & S Co-ordinator and school governors. Hazard Exchange Forms are completed.</p>	
<p>Our arrangements for the induction of contractors are: Hazard Exchange Forms – Pre-start meetings and regular site meetings with architects and contractors. Intrusive Works Forms where necessary.</p>	
<p>Employees should report concerns about contractors to: Headteacher, Stephanie Hewitt; Denis O'Rourke, Concept Education (Project Management Company)</p>	

We will review any construction activities on the site by: Regular site meetings with Headteacher, H & S Co-ordinator, Architect and Contractor.
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5. Consultation

Name of SLT member who is responsible for consulting with employees on health and safety matters:	Name: Mrs S. Hewitt Mrs. L Coleman
The name of the Trade Union Health and Safety Representative is:	Name: n/a
Our arrangements for consulting with employees on health and safety matters are: Employees can raise issues of concern by: Discussion with Headteacher, Deputy Head, H & S Co-ordinator or any member of the SLT. Concerns can also be raised at weekly employee meetings and briefings.	

6. Contractor Management

Name of person responsible for managing and monitoring contractor activity	Name: Premises Manager/Headteacher – Stephanie Hewitt
Our arrangements for selecting competent contractors are: Utilising a project management company. Larger contracts are required to go out to tender – requiring three quotes.	
Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: Pre-start meeting. Projects are overseen by a named Site Manager. Hazard Exchange Forms and asbestos register entries are completed, as well as intrusive works forms where necessary.	
Our arrangements for the induction of contractors are: Hazard Exchange Forms completed prior to any works and tour of site during pre-site meetings.	
Employees should report concerns about contractors to: Headteacher, Site Manager, H & S Co-ordinator	

7. Curriculum Areas – Health and Safety

Name of person who has overall responsibility for the curriculum areas as follows: Science PE EYFS	Head of Dept. or Curriculum Lead Name Mr Gavin Postles Mr Gavin Postles Miss Faye Harvey
Risk assessments for these curriculum areas are the responsibility of:	Name(s) Mr Gavin Postles, Miss F Harvey and the corresponding link governors

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

The school assesses the risk of the use of computers/laptops by carrying out a DSE assessment for employees using this type of equipment continuously and regularly for over an hour.	
Our arrangements for carrying out DSE assessments are: As per SCC Display Screen Equipment Management Arrangements document. DSE training module and self-assessment form is completed by DSE users every 2 years and returned to Mrs Coleman. Any identified risks are further assessed, discussed and remedies implemented.	
Name of person who has responsibility for	Name: Louisa Coleman – H & S Co-

carrying out Display Screen Equipment Assessments	ordinator
DSE assessments are recorded and any control measures required to reduce risk are managed by:	Name: Louisa Coleman – H & S Co-ordinator

9. Early Years Foundation Stage (EYFS)

Name of person who has overall responsibility for EYFS	Name: Faye Harvey
<p>Our arrangements for the safe management of EYFS are: A detailed risk assessment for EYFS is in place. Individual risk assessments and PEEPs are in place where appropriate. All procedures relating to H & S are followed in line with school policy.</p>	

10. Educational visits / Off-Site Activities

Name of person who has overall responsibility for Educational Visits	Name Stephanie Hewitt - Headteacher
The Educational Visits Coordinator is	Name Louisa Coleman – H & S Co-ordinator
<p>Our arrangements for the safe management of educational visits are: Each employee leading a school trip must submit an Evolve form with the appropriate risk assessments attached prior to the visit. This is submitted to the EVC for checking in the first instance. Forms that do not have sufficient information are returned to sender. Alternatively, the H & S Co-ordinator can add to the EVC form. The electronic form is then sent to Headteacher for approval in order for the trip to go ahead. Visits within the specific local area stipulated in the Educational Visits Policy are managed and approved in Evolve via the simplified Local Area Visits process.</p>	

11. Electrical Equipment [fixed & portable]

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	Name Headteacher/ Office Manager Testing last completed 17 th October 2023 by Midwest Electrical Services Next visit due October 2028
Fixed electrical wiring test records are located:	In the folder in the school office:
All employees visually inspect electrical equipment before use.	
Our arrangements for bringing personal electrical items onto the school site are: Items that are under one year old can be brought on to the school premises with permission from Mrs Hewitt. Items above one year old must be PAT tested.	
Name of person responsible for arranging the testing of portable electrical equipment (PAT):	Name: Louisa Coleman – H&S Coordinator
Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:	Name: Governors Premises/H & S committee 2 year cycle adopted
Portable electrical equipment (PAT) testing	School Office,

records are located:	Last completed by AJT Safety Group Limited in September 2024
Employees must take defective electrical equipment out of use and report to:	Name: Mrs Hewitt (Headteacher), Mrs Gretton (Deputy Headteacher) or Mrs Coleman (H & S Co-ordinator)
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.	

12. Emergency Preparedness

Name of SLT member who is responsible for developing and maintaining the school's response to major risks Business Continuity Plan (BCP).	Name: Stephanie Hewitt – Headteacher/Premises Manager
Our arrangements for communicating emergency arrangements to all employees are: All staff are notified by email of the review of the BCP. Copies of the plan are placed on notice boards around the building and the document is discussed in staff briefings. Chair of Governors, Headteacher & Office Manager all keep a hard copy of the BCP off site. A copy is also placed in the emergency grab box.	

13. 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 Stephanie Hewitt – Premises Manager/Headteacher Louisa Coleman – H & S Co-ordinator – Fire Risk Assessment course 28.01.2025
The Fire Risk Assessment is located:	Digital copy in H&S Folder on Staff Share drive. A hard copy is stored in the school office H&S folder.
When the fire alarm is raised the person responsible for calling the fire service is	Name: Louisa Coleman – Office Manager (H&S Coordinator)
Name of person responsible for arranging and recording of fire drills	Name: Stephanie Hewitt – Premise Manager / Headteacher Louisa Coleman – H & S Co-ordinator
Name of person responsible for creating and reviewing Fire Evacuation arrangements	Name: Stephanie Hewitt – Premise Manager / Headteacher Louisa Coleman – H & S Co-ordinator
Our Fire Evacuation Arrangements are:	Displayed on posters and noticeboards around the school
Our Fire Marshals are listed	n/a
Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at:	St Thomas More Health & Safety Folder
Name of person responsible for training employees in fire procedures	Mrs Hewitt, Headteacher Mrs L Coleman, H & S Co-ordinator
All employees must be aware of the Fire Procedures in school - This is demonstrated by termly fire drills.	

14. First Aid *see also Medication

Name of person responsible for carrying out the First Aid Assessment	Name: Stephanie Hewitt, Headteacher Louisa Coleman, H & S Co-ordinator
The First Aid Assessment is located	Location: Health & Safety Folder – School office and on Staff Share drive
First Aiders are listed	On posters at various points throughout school including outside medical room and beside exits to the playground.
Name of person responsible for arranging and monitoring First Aid Training	Name: Stephanie Hewitt – Headteacher / Louisa Coleman – H & S Co-ordinator
Location of First Aid Box	Medical room EYFS Area – Reception Class KS2 Area – Year 4 cupboard & Year 6 classroom
Name of person responsible for checking & restocking first aid boxes	Sara Tonks – Clerical Assistant
In an emergency, employees are aware of how to summon an ambulance	
Our arrangements for dealing with an injured person who has to go to hospital are (who is contacted/ who accompanies employees or children to hospital):	
Pupils	An ambulance is called. A parent is contacted to attend school and accompany pupil. If parents are unable to attend in time a staff member will accompany the pupil and meet the parent at the hospital. NEW telephone procedures are in place for contacting a parent when there is a serious accident.
Employees	An ambulance is called. Spouse – next of kin is contacted to attend school. If unable to attend in time the Headteacher or work colleague will accompany the employee.
Visitors	An ambulance is called. Company contacted (where applicable).
Our arrangements for recording the use of First Aid are: Pupil accident folder/adult accident book located in the school office.	

15. Forest School

Name of person in school who leads on Forest School activity:	Name: Stephanie Hewitt – Headteacher/Premises Manager Mr Proverbs – Muddy Hands & Feet, Forest School Leader.
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Our arrangements for developing, organising and running Forest School activity are: External Provider 'Muddy Hands & Feet Forest School' develop, organise and run the activities. All activities are risk assessed annually, or where changes occur, by Mr Proverbs and copies are held in the school office.

Communication with the Forest School is via Walkie-Talkie. Emergency signals are in place for lock-down situations.

16. Glass & Glazing

All glass in doors and side panels are constructed of safety glass.	
All replacement glass is of safety standard.	
A glass and glazing assessment took place in (year) and the record can be found	Date and Location Durable 6 th June 2013 in Health & Safety folder. All remedial work completed by 2017. Assessed as in satisfactory condition during Building Condition Survey June 2023

17. Hazardous Substances (COSHH)

Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)	Louisa Coleman – H & S Co-ordinator
Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are: Any hazardous substances held on site have a COSHH data sheet. All data sheets are held in the H & S folder and reviewed regularly. High risk items are stored and locked away from pupils. A hazardous substance risk assessment is provided for each classroom, office and work area in which hazardous substances are used. The school uses CLEAPPS as a resource and all employees must be aware of how to access this information.	

18. Health and Safety Law Poster

The Health and Safety at Work poster is located:	In the photocopier room
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19. Housekeeping, cleaning & waste disposal

All employees and pupils share the responsibility for keeping the school site clean, tidy and free from hazards.	
Our waste management arrangements are: Biffa Waste collects general waste and recyclables; sanitary and medical waste is collected by PHS. Bulk on-site shredding and subsequent disposal of confidential waste is undertaken by ShredPro on an ad-hoc basis.	
Our site housekeeping arrangements are: SLA with Glenn Group – Two contracted cleaners. We employ a Site Technician for 15 hours per week, including 5hrs for minor repair work.	
Site cleaning is provided by: External cleaning company	Name and contact details Glen Group The Riverway Centre Stafford ST16 3TH

	Jodie Cox Operations Manager Mobile: 07900 779016 Email: jodie.cox@glegroupltd.com
Cleaning employees have received appropriate information, instruction and training about the following and are competent: Information for cleaning staff is provided by Glen Group Site technician attends H&S for Caretakers training, as well as all staff training sessions on Asbestos, Safeguarding, etc.	
Work equipment – Provided by Glen Group	
Hazardous substances – Provided by Glen Group	
Waste skips and bins are located away from the school building. In a locked compound away from the school building – Biffa waste empty bins	
All employees and pupils are aware of the arrangements for disposing of waste and the location of waste bins and skips.	
Employees in all Depts who generate waste (e.g. catering/cleaning/curriculum areas) are aware of the risk assessments and control measures in place for their role.	

20. Infection Control

Name of person responsible for managing infection control:	Name: Mrs Hewitt- Headteacher Mrs Coleman – H & S Co-ordinator
Our infection control arrangements (including communicable diseases/hand hygiene standards) are: Guidance on infection control in schools and other settings poster; high standards of cleaning; handwashing as one of the most important ways of controlling the spread of infection; PPE disposable gloves, aprons etc.; products for spillages such as bodily fluids; clinical waste disposal. Best practices learned from COVID-19 risk policies have been maintained, including ensuring good ventilation, frequent handwashing, use of hand gels and antibacterial wipes, etc.	

21. Lettings

Name of Premises Manager or member of Leadership team responsible for Lettings	Name Mrs Stephanie Hewitt – Headteacher Mrs Coleman – Office Manager (H&S Coordinator)
Our arrangements for managing Lettings of the school rooms or external premises are: Signed Letting agreement Hazard Exchange Form for Lettings Copy of Public liability Insurances	
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.	

22. Lone Working

Our arrangements for managing lone working are:
 A risk assessment for lone working is in place and employees wishing to lone work are asked to sign to say that they have read the risk assessment. Lone working must be avoided wherever possible. Employees must be mindful of their own safety. When working at weekends, employees must ensure that someone at home knows they are on the premises and when they are leaving. A mobile phone should be carried by the lone worker. No high-risk activities must be undertaken when working alone.

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

NOTE Types of equipment to consider in this section:
 Ladders and steps: Termly inspection by Site Technician – reported to premises/H & S governors committee
 Air conditioning: Six monthly - KEYIS
 PE equipment: Annually – Mercury Sports Equipment Ltd
 Fire alarm and smoke detection equipment - Quarterly – Lantern Fire & Security Ltd
 Intruder Alarm: Six monthly - Chubb Fire and Security Ltd
 Emergency lighting: Annual inspection – Logic Fire & Security Ltd
 Fire extinguishers. Annually – Chubb Fire and Security Limited

Name of person responsible for the selection, maintenance / inspection and testing of equipment	Name: Stephanie Hewitt – Premise Manager/Headteacher Louisa Coleman, Office Manager/H& S Coordinator
Records of maintenance and inspection of equipment are retained and are located:	H & S Folder School Office and on the Entrust Property Portal
Employees report any broken or defective equipment to:	Name: Headteacher, Deputy Headteacher, Office Manager, and/or via the Site Technician’s day to day maintenance book.
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:	

24. Manual Handling

Name of competent person responsible for carrying out manual handling risk assessments	Name: Stephanie Hewitt – Headteacher Louisa Coleman – H & S Co-ordinator
Our arrangements for managing manual handling activities are: As stipulated in the Manual Handling Risk assessment	
Employees are aware of the requirement to avoid hazardous manual handling and to carry out risk assessment where the task cannot be avoided.	
Employees who carry out manual handling are aware of the manual handling risk assessment and the control measures in place for the task.	
Employees are trained appropriately to carry out manual handling activities. An Individual Health Plan in place for school Site Technician. Training provided as part of H&S	

for Caretakers course 29.01.2025.

General manual handling training given bi-annually to all employees likely to perform manual handling tasks.

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).

Individual Risk Assessments and PEEPS are in place where required.

25. Medication

Name of person responsible for the management of and administration of medication to pupils in school	Name: Stephanie Hewitt - Headteacher
<p>Our arrangements for the administration of medicines to pupils are: Medication will only be administered where written authorisation from the parent/guardian has been provided. A written record must be kept of any medication administered. A second adult must witness the administration of medication, to ensure the correct dosage.</p> <p>Medication must be administered in line with the school Medication Policy.</p>	
Members of employees who are authorised to give / support pupils with medication are:	Headteacher, Deputy Head, Teachers, Teaching Assistants, Office employees, Lunchtime supervisors
Medication is stored:	Location: <ul style="list-style-type: none"> - Locked medical cabinet in the medical room - EpiPens may be kept in classrooms, as appropriate - Separate shelf in the staff fridge in the staff room. - Inhalers are kept in an orange pump bag in the store cupboard of each relevant classroom
A record of the administration of medication is located:	Location: With the medication. It is later filed in the pupil's file.
<p>Pupils who administer their own medication in school must be authorised to do so by a parent, overseen by a member of school employees and provided with a suitable private location to administer and store their medication and equipment. Written consent must still be obtained from the parent/guardian.</p>	
<p>Employees are trained to administer complex medication by the school nursing service when required. – See Individual care plans</p>	
<p>Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are: Asthma Policy in place. Individual asthma plans and health care plans for pupils with specific conditions are in place and reviewed annually. Epi pen training carried out by all employees annually.</p>	
<p><i>Employees who are taking medication must keep this personal medication in a secure area in an employee only location.</i></p>	

Employees must advise the school leaders if they are taking any medication which might impair their ability to carry out their normal work.

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

PPE is provided free of charge where a risk assessment identifies this is needed to control a risk and the risk cannot be controlled by another means.	
Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for school employees.	Name: Stephanie Hewitt – Headteacher Louisa Coleman – H & S Co-ordinator
Name of person responsible for the checking and maintenance of personal protective equipment provided for employees	Name: Stephanie Hewitt – Headteacher Louisa Coleman – H & S Co-ordinator
PPE provided for use in curriculum lessons is not “personal” as it is provided by pupils in classroom situations.	
Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for pupils.	Name: Stephanie Hewitt – Headteacher Louisa Coleman – H & S Co-ordinator
All PPE provided for use in a classroom environment is kept clean, free from defects and replaced as necessary.	
Name(s) of person responsible for cleaning and checking pupil PPE.	Name: Individual class teachers

27. Radiation

<i>Name of the school Radiation Protection Supervisor (RPS)</i>	<i>Name: n/a</i>
<i>Name of the Radiation Protection Adviser (RPA)</i>	<i>Name: n/a</i>

28. Reporting Hazards or Defects

All employees and pupils must report any hazards, defects or dangerous situations they see at school.
Our arrangements for the reporting of hazards and defects: All defects are recorded in the Site Technician’s Day to Day Repair Book, located in the school office. Defects and minor repairs are carried out by the school Site Technician – Mr Ashmore

29. 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 employees, pupils and others who may be exposed to the risk.
Risk assessments are in place for the following areas: <ul style="list-style-type: none"> • General evacuation of building • Fire Precautions and Emergency Evacuation procedures • On site Management of Segregation of Pedestrians and Vehicles • Storage • Boiler House / Dangerous Areas

- Provision of adequate general ventilation
- Temperature
- Lighting
- Educational visits
- Accident Reporting
- Transport to and from activities and visits
- Manual Handling
- Working Alone and Guidance
- Working at Height
- Administration of Drugs and Medications
- General classroom lessons
- Cooking Trolleys
- Gardening Lessons
- Snow and Ice – slips and falls
- Preventing slips, trips and falls
- Finger Trapping
- Pregnant Workers
- Lettings
- Visitors to school x 2
- Work experience
- Early Years Foundation Stage
- Netball – Physical education
- Supplying food at events
- Use of Bouncy Castles
- Interactive whiteboard and projector use
- Violence
- Swimming lessons
- Use of display screen equipment
- Employees well being
- Home visits
- Use of mobile phones
- Mobile Phone Policy
- Coach Travel Risk Assessment
- Walking Risk Assessment
- Accessing roof Risk Assessment
- Unauthorised people on site
- Vandalism
- Wet play
- Using the field at lunchtimes
- New Play Equipment, Drake tower, single trapeze swing etc.
- Shaded area – quiet reading area
- After school book club
- Hatching chicks in school
- Year 6 Visit to Drayton Manor
- Multi Use Games Area (MUGA)
- Ulysses Space Frame, Durabond Ground Service
- Table Tennis (Outdoors)

<ul style="list-style-type: none"> • Physical Education <ul style="list-style-type: none"> - Netball - Sports day - Exterior Sports Wall - Athletics and Cross Country - Net and Wall Games - Playground - Hall for PE - Outdoor Multi skills - Gymnastics (Apparatus) - Dance and Gymnastic floorwork <p>Individual health plans are in place for staff members who require one. Individual Risk Assessments and Personal Emergency Evacuation Plans are in place for all pupils who require one.</p>	
Name of person who has overall responsibility for the school risk assessment process and any associated action planning	Name: Stephanie Hewitt – Headteacher
<p>Our arrangements for carrying out, recording, communicating and reviewing risk assessments are:</p> <p>Risk assessments are reviewed annually or when a substantial change occurs.</p> <p>New or Reviewed risk assessments are brought to the Governors Premises/H & S committee for discussion and approval</p>	
<p>Appropriate training is provided for employees who are creating, reviewing or implementing risk assessments: Risk Assessment training attended as part of H&S briefing by Stephanie Hewitt – Headteacher & Mrs Louisa Coleman - H & S Co-ordinator 8.11.22.</p> <p>Full Risk assessment training attended by Mrs Louisa Coleman 12.06.2023</p>	
<p>When an accident or incident occurs, a post risk assessment takes place when a new hazard has been identified.</p>	
<p>Risk assessments are created or reviewed when something new is introduced or a change has occurred.</p>	

30. Smoking

<p>No smoking or vaping is permitted on site or in vehicles parked on school premises. School is a no smoking and no vaping site.</p>

31. Shared use of premises/shared workplace

Name of Premises Manager or member of Leadership team responsible for Premises Management	Name Stephanie Hewitt – Premises Manager/ Headteacher
The school premises are shared with another organisation (e.g. contract caterer/public leisure centre).	Name: Blast Kids Club Before and After school club. Shires Catering – Catering employees
<p>Our arrangements for managing health and safety in a shared workplace are: Hazard Exchange Forms</p>	

32. Stress and Employee Well-being

Name of person who has overall responsibility for the health and wellbeing of school employees	Name Stephanie Hewitt – Headteacher
<p>All employees have responsibility for taking care of their own health and wellbeing and the school supports employees to do this by implementing the following arrangements:</p> <p>A copy of the stress policy has been circulated to all employees and is available for consultation on the shared drive. A Staff Wellbeing Survey was completed in September 23 and Team Stress Risk Assessments for both Teaching & Support/Admin Employees was drawn up based on the survey results. The headteacher operates an open-door policy and promotes positive team interactions with team activities and social events.</p>	
<p>Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated.</p> <p>All employees have been set a performance management target based on wellbeing. School has a Wellbeing and Mental Health Lead and employee workshops take place regularly, focussing on a variety of issues, including those identified in the wellbeing survey.</p>	
<p>All employees have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work.</p> <p>Employees feel able to raise issues at employees meetings and SLT meetings. Employees are encouraged to speak immediately if they have any concerns to the Headteacher or senior member of employees.</p>	
<p>Individual stress risk assessments take place when a member of employees requires additional individual support.</p>	
<p>A team stress risk assessment has been completed involving all employees and this is reviewed regularly. Date Completed / reviewed: September 2023</p>	

33. Swimming

<p>Whilst school does not have its own swimming pool on site, our arrangements for use of a local swimming pool are detailed below:</p>
<p>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.</p> <p>A swimming risk assessment is in place. Swimming Teacher holds First Aid at Work certificate (07.09.2022). Swimming teacher and 2 Teaching Assistants have completed STA Level 2 Swimming Safety Award (11.04.22), and swimming teacher has School Teachers Foundation Swimming Certificate (22.04.2016)</p>
<p>The health and safety considerations within curriculum swimming are planned, supervised and managed by employees who include this in their lesson planning.</p>

34. Training and Development

Name of person who has overall responsibility	Name: Mrs Stephanie Hewitt -
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for the training and development of employees.	Headteacher
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 as follows:	
The school uses 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 on the admin computer, in personnel files and in the H & S Folder.	
Training and competency as a result of training is monitored and measured by:	Name: Stephanie Hewitt - Headteacher

35. Vehicles owned or operated by the school

Name of person who has overall responsibility for school vehicles:	Name N/A
The school operates the following vehicles: e.g minibus/coaches/cars/other vehicles (e.g. quad bikes/ride on mowers).	List N/A
Name of person who manages the driver medical examinations:	Name N/A
Name of person who manages the vehicle license requirements:	Name N/A
Name of person who undertakes vehicle checks such as oil, water and routine roadworthiness:	Name N/A
Name of person who arranges servicing and maintenance of our vehicles:	Name N/A
Our arrangements for the safe use of school vehicles are: N/A	

36. Vehicle movement on site

Name of Premises Manager responsible for the management of vehicles on site	Name: Stephanie Hewitt - Headteacher
<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> <p>Car parking on site is restricted to school employees, wheelchair users and visitors and deliveries to school only. Parents are able to use a portion of The Royal Oak Car Park in Norton Lane/Huthill Lane. A fence runs the full length of the school field which separates the field from the driveway.</p> <p>Risk assessment in place for onsite management of segregation of pedestrians and vehicles.</p>	

37. Violence and Aggression and School/Academy Security

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.	
A risk assessment is carried out where employees are at increased risk of injury due to their work.	
Training, information and instruction is available to employees to help them manage the risk of violence and aggression where required.	
Employees and pupils must report all incidents of verbal & physical violence to:	Name: Mrs Stephanie Hewitt - Headteacher
Incidents of verbal & physical violence are investigated by:	Name: Mrs Stephanie Hewitt - Headteacher
Name of person who has responsibility for site security:	Name: Mrs Stephanie Hewitt - Headteacher
<p>Our arrangements for site security are: All external gates are locked at 08:55am and re-opened at 03:15pm. Internal green gates are locked at 08:55am and opened for Nursery parents at 11:45am and then re-locked until 03:15pm.</p> <p>Access to the school site is restricted by automated gates. Permission is required to enter the school site. All visitors wear ID badges and are required to sign in and out of the visitor's book.</p>	

38. Water System Safety

Name of Premises Manager responsible for managing water system safety.	Name Mrs Stephanie Hewitt – Headteacher
Name of contractors who have undertaken a risk assessment of the water system	Name: Concept Environmental Solutions
Name of contractors who carry out regular testing of the water system:	Name: HSL
Location of the water system safety manual/testing log	Location: School office
Our arrangements to ensure contractors have information about water systems are: Water Hygiene book and water hygiene risk assessment provided at each visit.	
<p>Our arrangements to ensure all school employees carrying out checks or testing or maintenance have information about the water system:</p> <p>School subscribes to an Enhanced Water Hygiene Management Service, providing monthly checks and six-monthly servicing. The water hygiene logbook and risk assessments are located in the school office. The school Site Technician flushes all little used outlets on a weekly basis and records the details in the log book. A full risk assessment is carried out every two years.</p>	

39. Working at Height

Name(s) of person responsible managing the risk of work at height on the premises:	Name Mrs Stephanie Hewitt – Headteacher
Work at height is avoided where possible.	
Our arrangements for managing work at height are: Single storey building. Any working at height must be done using step ladders.	
Appropriate equipment is provided for work at height where required.	
Employees who carry out work at height are trained to use the equipment provided. All staff	

trained on the use of ladders & step ladders 19.2.24
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Work at height equipment is regularly inspected, maintained and records are kept in the Health & Safety Folder in the school office.
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40. Work Experience

Name of person who has overall responsibility for managing work experience and work placements for school/academy pupils.	Name: Mrs Stephanie Hewitt – Headteacher
Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are: The same as employees employed by the school.	
The name of the person responsible for the health and safety of people on work experience in the school premises:	Name Mrs Stephanie Hewitt - Headteacher
Our arrangements for managing the health and safety of work experience students in the school/academy are the same as those adopted for all staff members.	

41. Volunteers

Name of person who has overall responsibility for managing/coordinating volunteers working within the school	Name Mrs Stephanie Hewitt - Headteacher
Volunteers are considered as a member of employees 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.

Local Health and Safety Key Performance Indicators (KPI's)

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

- **Review of Accident recording** – Review carried out by Headteacher, Governors and Office Manager on a termly basis. Procedures are reviewed and cascaded to all employees. Easier to manage and to see trends. Accident investigation course attended by H & S Coordinator, Louisa Coleman, 11.05.2023
Reminder to all employees during staff briefing regarding accident reporting procedures in place – September 2024
- **Asbestos awareness training**

Asbestos Awareness and Duty to Manage training attended by Headteacher, Stephanie Hewitt and H&S Co-ordinator Louisa Coleman, 12.12.2024.

Asbestos Awareness training provided as part of H&S for Caretakers course attended by Mr Robert Ashmore 29.1.25.

Full staff Asbestos Awareness training session scheduled for 6.2.25.

- **Health & Safety training for Caretakers.**
Training attended by Mr Ashmore attended 29.1.25
- **Ensure all First Aid certificates are up to date** – Checked SH/LC
Paediatric First Aiders: Lucinda Dudley (EYFS) 05/09/2023; Debbie Jennings (Nursery) 05/09/2023
Faye Harvey (EYFS) 26.02.24 and Jennie Zervoudaki 26.02.24
First Aid at Work: Louise Carter 21.10.24; Catherine Sharp 11.11.22; Gavin Postles 07/09/22.
ALL employees attended courses on Basic First Aid, Use of EpiPen and Use of AED 04/09/23 and EpiPen training on 02.09.24.
- **Ensure all safeguarding training is up to date** – Checked SH/LC
All employees attended Safeguarding Level 1 (Insight HR Ltd) 04.07.24
Stephanie Hewitt: Level 3 Children and Domestic Abuse Multi-Agency Training 20.09.24.
Managing sexualised behaviour in primary schools 13/12/2022;
Gavin Postles: Level 3 Children and Domestic Abuse Multi-Agency Training 20.09.24
Josh Sutton: Level 2 Working Together to Safeguard Children Multi-Agency Training 29/6/2023; Level 3 DSL 10/11/2023.
- **Ensure all safer recruitment is up to date** – Checked SH/LC
Stephanie Hewitt: NSPCC Safer Recruitment in Education (2.0) 30/01/2022
Louisa Coleman: NSPCC Safer Recruitment in Education (2.0) 04/04/2023
Diane Jones, Chair of Governors: NSPCC Safer Recruitment in Education (2.0) 05/04/2023
Catherine Sharp: Safer Recruitment in Education 01.01.2024
- **Ensure single central record is maintained** – Maintained by Louisa Coleman. Reviewed by Headteacher and reported to governors termly. Last review 23.10.2024
Ofsted 12.03.2024 – Reviewed by HMI.
Reviewed by consultant Deborah Allen 18.01.2023
- **Water**, school continues to maintain an annual SLA with the local authority via Entrust to provide a monthly Enhanced Water Hygiene Management service through a specialist contractor.
Risk Assessment updated February 2023.
- **Review risk assessments** – All risk assessments are reviewed annually or if a change requiring a review of risks occurs. Mrs Hewitt and Mrs Coleman attended training Risk Assessment training provided as part of H & S briefing on 8/11/2022. Mrs Coleman attended specific Risk Assessment training 12.06.2023
- **Health & Safety for Managers** – Both Mrs Hewitt and Mrs Coleman attend termly H&S briefings. Mrs Coleman attended Premises Manager Training 13/12/2023.
- **Fire drills** are carried out at least termly. Autumn, Spring Summer Terms. Checked SH//LC
- **Health, Safety & Wellbeing Self Audit** – Document to be completed annually and returned to SCC by 31st January – LC.
- **Ensure Educational Visits Co-ordinator (EVC) training is up to date** – Louisa Coleman, attended EVC training 21/11/2022.

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.