



Health, Safety and Well Being Policy

2022-2023

The Health and Safety Policy has been discussed and adopted by the Local Advisory Board in November 2022

Chair of Local Advisory Board:

Mrs V Bowyer

Responsible Officer:

Headteacher – Mrs E Goodyear

Agreed and ratified by the Local Advisory Board

November 2022

To be reviewed:

November 2023



Part of the



The policy has 4 parts;

Part A – The CFLP Health and Safety Policy Statement

Part B - Management Arrangements –**Roles and Responsibilities**

Part C - The detailed arrangements & procedures for Health, Safety and Wellbeing within the Reginald Mitchell Primary School

Part D- The Key Performance Indicators.



Part of the

1. Statement of Health and Safety Policy

1.1 This policy supplements both the general statement of policy issued most recently by Staffordshire County Council and adopted by each school within our Multi Academy Trust, and the more detailed statement issued by the Department for Education.

1.2 The Directors of the Children First Learning Partnership recognise and accept their corporate responsibility as an employer for providing a healthy working environment for the teaching and non-teaching staff in their employment, for the children attending each School and for other people who visit or are users of the School. The Directors accept their general duties to their employees as set down in Section 2 of the Health and Safety at Work Act.

1.3 In compliance with the Health and Safety at Work Act, the Board of Directors along with the Local Advisory Board will ensure, so far as is reasonably practical, that:

- All premises are maintained in a safe condition.
- Safe access to and egress from premises are maintained.
- All plant and equipment are safe to use.
- Appropriate safe systems of work exist and are maintained.
- Sufficient information, instruction, training and supervision are available and provided to enable all employees to avoid hazards and contribute positively to their own Health and Safety at work.
- Arrangements exist for the safe use, handling and storage of articles and substances at work.
- A healthy working environment is maintained including adequate welfare facilities and the promotion of staff well-being is recognized as a priority.

1.4 Within the financial restraints, the Board of Directors will ensure, through the Local Advisory Boards and Executive Board that adequate resources are set aside from the total budget allocation for the policy statement to be properly implemented.

1.5 The co-operation of all who use the School, both employees and others, will be sought in implementing this policy.

Employees will be reminded of their own duties:

- To take care of their own safety and the safety of others.
- To co-operate with the Board of Directors, Local Governing Board and Senior Management Team so that they may carry out their own responsibilities successfully.

1.6 All relevant Regulations, Codes of Practice and Standards will be complied with as necessary.

1.7 Consultation with employee representatives will be held as and when appropriate on all matters affecting the health and safety of employees concerned.

1.8 The Directors undertake to review this policy statement and the accompanying organisation and arrangements annually and in response to any major incident. A copy of this statement will be posted on the staff notice board within the Schools Health, Safety and Well being Policy

Signed _____ Signed _____ (Chair of Directors)

Signed _____ Signed _____ (Headteacher)

SECTION B

Health and Safety Organisation and Responsibilities

2.1 In order to ensure that Health and Safety issues are dealt with in accordance with The Children First Learning Partnership Health and Safety Policy, the following organisational structure has been accepted by the Board of Directors. Duties and responsibilities have been assigned to Staff, Local Governing Board members and Directors as laid out below.

The Board of Directors will elect a named person to be responsible for Health and Safety Matters across the MAT.

2.2 Local Advisory Board (LAB)

2.2.1 The LAB is responsible for ensuring that this policy is implemented at a local level.

2.2.2 The LAB accepts a share of the responsibility for the way in which health and safety issues are addressed, in particular when making decisions about spending which are within its control.

2.2.3 The LAB will elect a named representative for Health and Safety who will act as critical friend to the Executive Head/Headteacher and hold him/her to account for the implementation of this policy.

2.3 The Executive Head/Headteacher (or in the event of absence, the Head of School/ Deputy Head/ Assistant Headteacher)

2.3.1 Overall responsibility for the day to day management of all health and safety matters rests with the Executive Head/Headteacher.

2.3.2 The Executive Head/Headteacher, as manager of the School and of all the activities carried on within it, will liaise with the LAB, Directors and Local Authority and carry out their recommendations as regards Health and Safety matters. Furthermore, she/he will advise the LAB and Directors of any areas of Health and Safety concern, in particular those which may need to be addressed by funds.

2.3.3 The Executive Head/Headteacher will investigate all serious accidents and dangerous occurrences which are reported to them, or of which they becomes aware, and report thereon to the LAB, Directors, Local Authority and Health and Safety Executive as appropriate.

2.3.4 The Executive Head/Headteacher will take full responsibility for ensuring that adequate staffing levels are maintained for the safe supervision of children.

2.3.5 The Executive Head/Headteacher will, within reason, provide funds for: The maintenance of the premises. The repair, maintenance, and testing of School equipment. The provision of appropriate protective clothing where necessary. The purchase and maintenance of first aid materials. The purchase and maintenance of firefighting appliances. Safety Training for staff, when necessary.

2.3.6 The Executive Head/Headteacher will ensure that an adequate level of supervision will be available, and that proper safety arrangements exist, before authorising educational visits or other activities involving pupils off site.

2.3.7 The Executive Head/Headteacher will liaise with, and monitor, as far as is reasonably practical, the activities of contractors, visitors and others on site, to ensure that any risks to the Health and Safety of staff, pupils and others are kept to a minimum.

2.3.8 The Executive Head/Headteacher may appoint a “School Health and Safety Officer” to whom she/he will delegate certain duties; specifically those detailed below. Alternatively, she/he may adopt the role her/himself.

2.3.9 The Executive Head/Headteacher will arrange for sufficient members of staff to be trained in First Aid to ensure that such Aid will be available in any reasonable foreseeable situation.

2.3.10 The Executive Head/Headteacher will normally meet formally with the appropriate Site staff once every half term, to receive a report on any matters needing attention and decide on what action is appropriate.

2.3.11 The Executive Head/Headteacher will ensure that all electrical appliances in their charge have a current PAT testing certificate and will notify the relevant contractor when an appliance is due for testing.

2.4 The School Health and Safety Officer-Headteacher or Head of School (Where school has a Head of School)

2.4.1 The School Health and Safety Officer will take note of health and safety bulletins and safety instructions issued from time to time by the Local Authority, the Department for Education and others and arrange for this information to be disseminated.

2.4.2 The School Health and Safety Officer will review this policy statement as necessary and ensure that appropriate amendments are made in accordance with changing circumstances.

2.4.3 The School Health and Safety Officer will formulate and review the arrangements to be taken in an emergency and ensure that all involved are informed of these arrangements. Furthermore she/he will arrange for an evacuation drill to be carried out at least every half term and all records updated and issues addressed.

2.4.4 The School Health and Safety Officer will provide a Fire Evacuation Notice for each room in the School detailing the route to be taken to leave the building and also giving the locations of the nearest fire alarms and firefighting equipment. Furthermore, the School Health and Safety Officer will liaise with the Site Staff to ensure that emergency notices around the School are sufficient and up to date.

2.4.5 The School Health and Safety Officer will set in place systems to ensure that regular checks are made of all School premises and equipment, to identify any situation which is unsafe or hazardous to health.

2.4.6 The School Health and Safety Officer will ensure that the correct procedure is followed for the reporting, recording, investigation and follow up of accidents on the premises, or involving staff or pupils involved in School activities off site and she will inspect the file of Accident Reports at regular intervals.

2.4.7 The School Health and Safety Officer will be readily available to receive, from Safety Representatives, from other staff, from pupils and from others using the premises, reports of all problems relating to Health and Safety matters and will, as far as is possible, take appropriate action to minimise any risks.

2.4.8 The School Health and Safety Officer will advise the Executive Head/Headteacher (if appropriate) of all defects and deficiencies of which she becomes aware, either through the fortnightly checks, through the Accident Reports, through other reports made to her or as a result of her personal investigations.

2.4.9 The School Health and Safety Officer will advise the Executive Head/Headteacher on action to be taken for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe and the elimination, as far as is practical, of any other potential hazards.

2.4.10 The School Health and Safety Officer will liaise with the Business Manager, with First Aiders, with the Site Manager, with the Catering Manager and with the Cleaner in Charge to ensure that proper practices are followed and to assess risks which are particular to individual areas of School life.

2.4.11 The School Health and Safety Officer will assist in determining any staff training which is required in health and safety matters.

2.4.12 The School Health and Safety Officer will meet formally with the Executive Head/Headteacher and the Site Manager once each half-term for the exchange of information and determination of any immediate courses of action.

2.5 Assistant Headteacher:

2.5.1 In normal circumstances, accidents and injuries will be reported firstly to one of the Senior Leadership Team who will determine what action shall be taken.

2.5.2 In the event of an accident or dangerous incident the County Council's recommended reporting procedure will be followed. Dangerous Occurrences and Significant Injuries will be reported to CEO

2.5.3 The Health and Safety Officer is responsible for briefing Supply Teachers and visitors on all matters of Health and Safety Policy which affect them; in particular, action to be taken in case of fire.

First Aiders

2.6.1 A list of qualified First Aiders, who hold a current first-aid certificate, will be displayed in various appropriate places around the School.

2.6.2 Every case of illness or injury which might need treatment, either to a pupil or to a member of staff or any other person using the School premises, will be referred to a First-Aider.

2.6.3 When dealing with any illness or injury a First Aider will always act in accordance with the training which they have received.

2.6.4 All First-Aiders will ensure that their knowledge and skill are kept up to date by the reading of relevant literature and by further training, if necessary.

2.6.5 Miss T Hart will be responsible for ensuring that adequate and appropriate equipment and facilities are provided for the rendering of First Aid.

2.6.6 Miss T Hart will also make regular checks to ensure that the First-Aid boxes sited around the School only include the items governed by law and that they are kept replenished.



2.7 All Teaching Staff

2.7.1 Teaching staff are responsible for the health and safety of all pupils under their control both on site and off site.

2.7.2 Each class teacher shall be aware of the School's Health and Safety Policy.

2.7.3 Each class teacher will know the emergency procedure in respect of fire, first aid or bomb scare and inform themselves of the exit route from whatever room they may be using. Furthermore, they will make themselves aware of the location of the nearest firefighting equipment and first aid box to that room.

2.7.4 Each class teacher will ensure that good "housekeeping" standards are maintained.

2.7.5 Class teachers will only permit practical work to be carried out after reading the relevant risk assessment for that activity or, in the absence of such material, carrying out their own assessment, where the nature of the activity, the class size, and the abilities of the pupils involved have all been taken into account.

2.7.6 Class teachers will ensure that no practical work takes place or potentially dangerous equipment is used without adequate supervision.

2.7.7 Each class teachers will ensure that safety instructions are given to all pupils prior to commencing practical sessions.

2.7.8 Class teachers will ensure, as far as is possible, that pupils follow School safety rules and that suitable personal protective equipment is worn where appropriate and that such equipment is in good condition prior to use.

2.7.9 Class teachers will ensure that if any equipment is used which has safety devices fitted then those devices are in good condition and proper use is made of them.

2.7.10 Each class teacher will take out of action immediately any defective furniture or equipment and make a report to the Executive Head/Headteacher as soon as possible.

2.7.11 Each class teacher will report any accident to the Executive Head/Headteacher as soon as is practicable and co-operate in any investigation into the causes of the accident and the determination of any steps which need to be taken to prevent its recurrence.

2.7.12 Each class teacher will report any injury to one of the Senior Leadership Team immediately.

2.7.13 Each teacher will ensure that the agreed level of supervision is available, and that appropriate health and safety arrangements are adhered to when taking School parties off site.

2.7.14 Each class teacher will propose for consideration by their Executive Head/Headteacher any improvements which they consider would improve health and safety standards within the school.

2.8 Office Personnel

2.8.1 The Clerical Assistant will be responsible for ensuring that all correspondence relating to health and safety matters which enters the School is passed on to the appropriate person(s).

2.8.2 The Office and Financial Services Manager/ Office Manager will ensure that safe working rules and procedures exist in the offices and that these are brought to the attention of the Office and Technical Staff.

2.8.3 The Office and Financial Services Manager/ Office Manager will ensure, as far as is practicable, that all equipment used in the offices is kept in safe working condition and will remove from use any equipment or appliance which is identified as being a potential hazard to health or safety.

2.8.4 The Office and Financial Services Manager/ Office Manager will ensure that Office and Technical Staff are properly briefed before using any equipment which may involve risk.

2.8.5 The Office and Financial Services Manager/ Office Manager will ensure that all accidents occurring in the offices or involving Office and Technical Staff are promptly reported to one of the Senior Leadership Team and recorded using the appropriate online system (My Health and Safety) Furthermore she/he will ensure that every accident (including near misses) is investigated by the Executive Head/Headteacher with a view to preventing a recurrence.

2.8.6 The Office and Financial Services Manager/ Office Manager will ensure that all Office and Technical Staff are aware of what action they should take in case of fire or emergency and furthermore are aware of any specific roles they should play in these circumstances.

2.8.7 The Clerical Assistants will ensure that all visitors to the School are informed, at their time of arrival at reception, of what action to take in case of fire or emergency, and of any circumstances which might affect their health and safety.

2.8.8 The Clerical Assistants are responsible for ensuring that proper procedures are followed so that records are available, at all times during the School day, of all persons on site; including staff, pupils and visitors.

2.8.9 If the building is evacuated, attendance at the assembly point will be notified, either directly or through designated persons to the Headteacher including of any persons not accounted for.

2.8.10 The Headteacher/Executive Headteacher will file all Accident Reports and ensure that they are available for inspection by any authorised person.

2.8.11 When “lettings” take place the Business Manager/ Office Manager will inform the person in charge of any relevant Health and Safety Procedures via our letting guidance document and in cases of doubt will refer the Person in Charge to either the Site Staff or to the Executive Head/Headteacher for further clarification.

2.8.12 The Health and Safety Officer will be the first point of contact for all Office and Technical Staff, Kitchen Staff and the Site Manager, in any matters of Health and Safety.

2.9 Further staff responsibilities:

2.9.1 Site Staff

2.9.2 The Site Managers will ensure, as far as is reasonable, that staff under their control are not involved in activities outside their limitations, that they make use of suitable personal protective equipment when appropriate, and that they only use equipment if they have received training in its correct use

2.9.3 The Site Manager will report any accidents or injuries involving those under their supervision to one of the Leadership group as soon as is reasonably possible.

2.9.4 The Site Manager will be responsible for ensuring that all apparatus and equipment under their care is regularly checked and kept in a good state of repair; and that any faulty or damaged equipment is taken out of service until it is made safe

2.9.5 If the Site Staff become aware of any situation which poses a serious health and safety hazard they will notify the Headteacher of this immediately and take appropriate action to minimise the danger.

2.9.6 The Site Staff will participate in the daily visual health and safety checks, paying particular attention to building structure, services, access to/egress from the School, main circulation areas and any particular areas assigned to her/him.

2.9.7 The Site Staff will ensure that all equipment and hazardous substances, used for the maintenance of the buildings or site, are stored securely.

2.9.8 The Site Staff will arrange for the removal from service of any item of furniture, apparatus or equipment, which has been identified as unsafe.

2.9.10 Under the direction of the Headteacher Site Staff will conduct a practice evacuation of the buildings, outside normal School hours, but when cleaners are working in the School, at least twice a year.

2.9.11 The Site Staff will meet formally with the Headteacher and the School Health and Safety Officer (If appropriate) once each half term for the exchange of information and determination of any immediate courses of action.

2.10 The Catering Manager (If appropriate)

2.10.1 The Catering Manager is responsible for all Health and Safety Matters in the kitchens.

2.10.2 The Catering Manager will report any matter, which affects the Health and Safety of other users of the School (staff, pupils or visitors) to the Business Manager.

2.10.3 The Catering Manager will be aware of, and ensure that their subordinates are aware of, action to be taken in the case of fire or emergency in the main buildings.

2.11 The Cleaner in Charge. (If appropriate)

2.11.1 The Cleaner in Charge is responsible for ensuring that all Health and Safety requirements are known and followed by both themselves and those under their supervision.

2.11.2 In particular, the Cleaner in Charge will ensure that equipment and substances are only used by those who have received instruction in the use of such equipment and substances. The Cleaner in Charge will ensure that when cleaning is taking place, any hazards are notified to others who are using the building. In particular, warning signs will be displayed where floors are wet and/or slippery.

2.11.3 The Cleaner in Charge is responsible for ensuring that all under their supervision are aware of how to act in case of emergency, in particular that they are aware of evacuation procedures. To this purpose they will co-operate with the Site Staff in conducting a practice evacuation at least twice a year.

2.12 All Employees

2.12.1 All employees are obliged, by law, to take care of their own safety and health whilst at work and to take care of the safety and health of others who may be affected by their actions or omissions.

2.12.2 All employees must co-operate with the Board of Directors, the Local Advisory Board, and Senior Leadership Team of the School, so far as is necessary to enable management to comply with the legal requirement imposed upon it by statute.

2.12.3 All employees shall assist in the maintenance of good housekeeping.

2.12.4 No employee will use equipment for purposes for which it was not designed, nor use equipment, which involves risk, if they have not received proper training.

2.12.5 No employee will introduce any equipment or substance to the School site or use any personal equipment or substance on the School site without proper authorisation.

2.12.6 All employees should make use of all safeguards and necessary personal protective equipment provided for health or safety reasons.

2.12.7 All employees should report all defects in the condition of the premises or equipment, of which they become aware, to the Health and Safety Officer.

2.12.8 All employees should report all unsafe working practices, of which they become aware, to the Health and Safety Officer.

2.12.9 All employees will report all accidents or dangerous occurrences to one of the Deputies as soon as is possible and co-operate fully in any subsequent investigation.

2.12.10 During out of hours periods or holidays where few staff are at School all employees will report their presence to the Business Manager or Executive Head/Headteacher and also report when they leave the school to same (lone working).

2.13 Pupils

2.13.1 Pupils will be taught how to follow all safe working practices and observe all School safety rules.

2.13.2 All pupils will pay attention to and adhere to all safety instructions issued by members of staff when engaging in any practical activity, either on or off site.

2.13.3 All pupils will follow all instructions issued by any member of staff in the case of an emergency.

2.13.4 No pupil will have the opportunity to use any School equipment unless authorised to do so by a teacher; furthermore no pupil will use any equipment which involves risk before having received proper instruction in its use.

2.13.5 No pupil will move any heavy or bulky item around the School.

2.13.6 No pupil will intentionally or recklessly interfere with equipment provided for safety purposes, in particular fire extinguishers. Any pupil who deliberately tampers with any safety equipment will be subject to disciplinary action.

2.13.7 No pupil should introduce any equipment or substance to the School site or use any personal equipment or substance on the School site without proper authorisation.

2.13.8 Every pupil (age appropriate) will be encouraged to take reasonable care for the health and safety of themselves and of others who may be affected by their actions. Anyone who indulges in behaviour which could be damaging to the welfare of themselves or others will be subject to disciplinary action.

2.13.9 Pupils will be made aware that they have the responsibility of reporting to a member of staff, any situation or occurrence which presents a real danger to their health and safety or the health and safety of others.

2.13.10 The responsibilities of pupils, as set out above, will be brought to the attention of all parents and pupils; pupils will be reminded of them at regular intervals and as and when the

A. Management Arrangements

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

Competent Health and Safety Advice

<i>The school/academy obtains competent health and safety advice from</i>	<i>Mr Dean Willets</i>
	<i>Mr Dean Willets, H&S Adviser Health, Safety & Wellbeing Service 01785 355777</i>

Monitoring Health and Safety

<i>Name of person(s) responsible for the overall monitoring of health and safety in school/academy:</i>	<i>Mrs E. Goodyear</i>
<i>Our arrangements for the monitoring of health and safety are (include here how performance is measured, reported upon when these are reported and how e.g. annual report to the Local Advisory Board:</i>	
<i>The school carries out formal evaluations and audits on the management of health and safety in October</i>	

<i>via the Health and Safety Checklist and via the full audit at the end of January each year.</i>	
<i>The last audit took place</i>	<i>Date: January 2021 By: SF/SR</i>
<i>Name of person responsible for monitoring the implementation of health and safety policies</i>	<i>Name: Mrs E Goodyear</i>
<i>All staff are aware of the key performance indicators in part D and how they are monitored</i>	

C. Detailed Health and Safety Arrangements

1. Accident Reporting, Recording & Investigation

<i>Our arrangements for recording and investigating:</i>
<i>pupil accidents: first aiders to record all known injuries/ treatment etc. in dinner and whole school accident record which are collated on a monthly basis. Serious injury – requiring medical treatment to be reported to the Headteacher.</i>
<i>staff accidents: staff to report accident to the Head and record in yellow accident booked stored in the main front office and reported to the Head for recording on My Health and Safety.</i>
<i>visitor accidents: Report to the Head and recorded in Yellow accident book stored in the Head's office and recorded on My Health and Safety. Head to be informed that day.</i>
<i>The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: Mrs E Goodyear</i>
<i>Our arrangements for reporting to the Local Advisory Board are: Link governor meetings take place termly and are fed back via School in action report. Annual report to Local Advisory Board completed in the Spring term.</i>
<i>Our arrangements for reviewing accidents and identifying trends are: trends are summarised monthly and clear actions taken, shared with staff and risk assessments reviewed if required. In the case of an accident requiring hospital treatment the review take place immediately by SLT and findings shared, discussed and reported to staff.</i>

2. Asbestos

<i>Name of Premises Manager responsible for Managing Asbestos.</i>	<i>Mrs E Goodyear</i>
<i>Location of the Asbestos Management Log or Record System.</i>	<i>Photocopier Room</i>
<i>Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are: Mrs Goodyear to meet with all contractors, fill in hazard exchange forms, view asbestos register and complete the intrusive works permit as required.</i>	
<i>Our arrangements to ensure all school staff such as class teachers or caretakers have information about asbestos risk on the premises: Regular updates. In areas where asbestos is prevalent</i>	
<i>Staff must report damage to asbestos materials to:</i>	<i>Mrs E Goodyear immediately</i>
<i>Staff must not drill or affix anything to walls without first obtaining approval from the premises manager.</i>	

3. Communication

<i>Name of SLT member who is responsible for communicating with staff on health and safety matters:</i>	<i>Mrs E. Goodyear</i>
<i>Our arrangements for communicating about health and safety matters with all staff are: weekly updates in</i>	

briefing and during SLT/staff meetings and minutes circulated to all for information. Discussions re upcoming contractor visits, changes in routines etc via staff whiteboard. All staff have appraisal meetings during which needs re discussed and identified. Where necessary appraisal targets are set to support H and S priorities.

Staff can make suggestions for health and safety improvements by: Consulting with the Head and where appropriate during a staff meeting – covering H and S aspects eg Staff stress risk assessment etc. All policies have consultation time for feedback.

4. Construction Work *See also Contractor Management

Name of person coordinating any construction work / acting as Client for any construction project.	Mrs E Goodyear- if not Entrust managed
Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are:	
Duty holders will be identified and named as part of any Construction project.	
Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: A meeting, well in advance of commencement date will be arranged with the Head and caretaker.	
Our arrangements for the induction of contractors are: As above and if addition tour off site required this would be completed by our Caretaker	
Staff should report concerns about contractors to: Mrs E Goodyear	
We will review any construction activities on the site by: Daily site meetings/briefings	

5. Consultation

Name of SLT member who is responsible for consulting with staff on health and safety matters:	Mrs E Goodyear
The name of the Trade Union Health and Safety Representative is:	Name – no one willing
Our arrangements for consulting with staff on health and safety matters are:	
Staff can raise issues of concern by: Meeting with the Headteacher, CEO or Link Governor. All policies have consultation time for feedback.	

6. Contractor Management

Name of person responsible for managing and monitoring contractor activity	Mrs E Goodyear
Our arrangements for selecting competent contractors are: Use the county contractors list	
Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: Contract Leader to meet in advance of contract start date with Mrs Goodyear and our Caretaker and discuss all risks, timings, moving of vehicles, accident reporting, asbestos management, no smoking signs, security, signing in etc	
Our arrangements for the induction of contractors are: As above by Caretaker	
Staff should report concerns about contractors to: Mrs Goodyear	

7. Curriculum Areas – health and safety

Name of person who has overall responsibility for the curriculum areas as follows: e.g.	Curriculum Lead Name
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Science D&T PE	Mrs K. Greensill Miss S Attwood Mrs A Penn
Risk assessments for these curriculum areas are the responsibility of:	Risk assessments for any class based curriculum activity will be completed by the class teacher and leader of that curriculum area. Generic PE risk assessments are in place and general classroom risk assessments are written and reviewed annually.

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 staff using this type of equipment continuously and regularly for over an hour.	
Our arrangements for carrying out DSE assessments are: all office staff and Headteacher complete these assessment and read training PPT annually or when changes to office layout have taken place.	
Name of person who has responsibility for carrying out Display Screen Equipment Assessments	All designated users
Any identified health matters related to use of DSE should be referred for support to:	Health and Safety Adviser or OHU

9. Early Years Foundation Stage (EYFS)

Name of person who has overall responsibility for EYFS	Mrs M Hough
Our arrangements for the safe management of EYFS are: Follow all school policies as appropriate, additional risk assessments for outdoor learning and specific EYFS equipment. Additional collection passwords collated. Ratios in place for all staff.	

10. Educational visits / Off-Site Activities

Name of person who has overall responsibility for Educational Visits	Mrs E Goodyear
The Educational Visits Coordinator is	Mrs M Hough
Our arrangements for the safe management of educational visits: Please refer to EV policy The utilization of evolve to plan and evaluate all visits. Staff to complete visits request forms to ensure costings, rations and staffing is checked.	

11. Electrical Equipment [fixed & portable]

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	Miss S Lloyd
Fixed electrical wiring test records are located:	The Photocopier Room
All staff visually inspect electrical equipment before use.	
Our arrangements for bringing personal electrical items onto the school site are: Staff must use privately owned electrical equipment in school unless PAT tested.	
Name of person responsible for arranging the testing of portable electrical equipment (PAT):	Miss S Lloyd
Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:	Miss S Lloyd as directed by SCC Guidance

Portable electrical equipment (PAT) testing records are located:	Photocopier room
Staff must take defective electrical equipment out of use and report to:	Caretaker via Health and Safety concerns book
The portable electrical equipment on the school/academy site owned and used by contractors is the responsibility of the contractor, who must provide records of this if requested:	

12. 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	Mrs E Goodyear
The Fire Risk Assessment is located	In the H and S Folder in the staff room. Staff shared area
When the fire alarm is raised the person responsible for calling the fire service is	Office staff
Name of person responsible for arranging and recording of fire drills	Mrs E Goodyear
Name of person responsible for creating and reviewing Fire Evacuation arrangements	Mrs E. Goodyear
Our Fire Evacuation Arrangements are published ...	in each classroom and main hall/office/staffroom
Our Fire Marshals are listed	On every fire evacuation notice
Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at	In the photocopier room
Name of person responsible for training staff in fire procedures	Mrs E. Goodyear
All staff must be aware of the Fire Procedures in school	

13. First Aid *see also Medication

Name of person responsible for carrying out the First Aid Assessment	Mrs E. Goodyear
The First Aid Assessment is located	H and S Shared area folder
First Aiders are listed	All around school
Name of person responsible for arranging and monitoring First Aid Training	Miss S Lloyd
Location of First Aid Box	First aid station in MainOffice. All lunchtime staff have a bag containing basic first aid equipment, mini bus and a trip first aid kit in front main office
Name of person responsible for checking & restocking first aid boxes	Mrs T Hart
In an emergency staff are aware of how to summon an ambulance	
Our arrangements for dealing with an injured person who has to go to hospital are (who is contacted/ who accompanies staff or children to hospital):	
pupils	Office to ring parent, senior leader to accompany
staff	Office to ring next of kin senior leader to accompany
visitors	Office to ring next of kin senior leader to accompany

Our arrangements for recording the use of First Aid are- Lunchtime and main accident record books are used identifying when, where and how accident occurred. Serious incidents are reported to SCC

14. 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 via annual checklist by Headteacher the record can be found in the check list saved in file in Heads Office

*Date and Location
External assessment completed October 2013
(Buildings Folder Bursars Cabinet)*

15. Hazardous Substances (COSHH)

Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)

Mrs S. Preece Caretaker

Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are: Completed annually unless changes occur before hand. All hazardous information forms and risk assessments are shared, reviewed with link governor for the kitchen, pool, general materials and cleaning. The school/academy uses CLEAPSS as a resource and all staff must be aware of how to access this information.

16. Health and Safety Law Poster

The Health and Safety at Work poster is located:

in Photocopier room

17. Housekeeping, cleaning & waste disposal

All staff and pupils share the responsibility for keeping the school site clean, tidy and free from hazards

Our waste management arrangements are: All classrooms have bins which are emptied daily. The Caretaker collects bin bags and disposes of them each night into main bins on school car park. Bins are collected weekly by Stafford Borough Council SLA

Our site housekeeping arrangements are:

*Site cleaning is provided by:
In house cleaners*

*Name and contact details: Chartwells/Entrust
Cleaning Services*

Cleaning staff have received appropriate information, instruction and training about the following and are competent:

work equipment see above

hazardous substances see above

Waste skips and bins are located away from the school building.

All staff and pupils must be aware of the arrangements for disposing of waste and the location of waste bins and skips.

Staff in all Depts. who generate waste (e.g.catering/cleaning/curriculum areas) must be aware of the risk assessments and control measures in place for their role.

18. Infection Control

Name of person responsible for managing infection control:

*Mrs E Goodyear in conjunction with Chartwells
Cleaning Services*

Our infection control arrangements (including communicable diseases/hand hygiene standards) are:

Outbreaks of infection eg tummy bugs /flu are communicated and actions such as additional cleaning of tables, toilets, door handles takes place. The cleaning of mops, cloths etc is regular and appropriate. Hand

wash, dryers and hand gel is used by all staff and children. Notices to encourage use of hand gel by visitors on arrival are displayed. Our absence policy is shared with parents and guidance re expectations of attendance/treatment after the identification of a communicable disease is provided as suggested in NHS guidance. This is done individually, by newsletter and via texts. In terms of the current COVID Pandemic- please refer to school RA and Outbreak Management Plan.

19. Lettings

Name of Premises Manager or member of Leadership team responsible for Lettings	Mrs E Goodyear
Our arrangements for managing Lettings of the school/academy /rooms or external premises are: Our lettings policy is reviewed annually. This includes costings and application forms. Decisions are made by the Office Manager and Executive Head. Annual documentation to be provided by hirer to ensure safe practice- insurance, first aid certification etc	
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.	

20. Lone Working

Our arrangements for managing lone working are. All staff working in school alone must ensure a senior leader is aware of this and general risks discussed if no alternative can be identified. Individual to carry a mobile phone and have access to emergency numbers and senior leaders' numbers. Regular contact to be made to SLT or family.
Responding to an incident during the night- staff to enter with police.

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

NOTE Types of equipment to consider in this section:
Ladders and steps, fume cupboards, other extraction systems, PE equipment, D&T machines, lifts & lifting equipment, pressure cookers, autoclaves, fire alarm and smoke detection, emergency lighting, fire extinguishers.
This section **must include** the arrangements for school/academy kitchens, science laboratories or Design and Technology rooms

Name of person responsible for the selection, maintenance / inspection and testing of equipment	Name Mrs S. Preece or an external contractor
Records of maintenance and inspection of equipment are retained and are located:	Location Drawers Photocopier room
Staff report any broken or defective equipment to:	Name Mrs S Preece via H and S report 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:	
Emergency lighting completed internally by Mrs S Preece monthly and logged, completed externally by Trinity 6 monthly	
Fire extinguishers completed internally by Mrs S. Preece weekly and logged, completed externally by Chubb yearly	

External lighting completed internally by Mrs S Preece monthly and logged

Fire point checks completed internally by Mrs S. Preece weekly and logged, completed externally by Trinity 3 times per year

Play equipment completed internally by Mrs S. Preece monthly and logged, completed externally by Sport Safe two yearly

PE equipment completed externally by Sport Safe yearly

Ladders completed internally by Mrs S. Preece 6 monthly and logged

Fire alarms/doors alarms completed internally by Mrs S Preece weekly and logged, externally by Trinity 3 times per year, doors completed internally by Mrs Preece monthly and logged

22. Manual Handling

Name of competent person responsible for carrying out manual handling risk assessments	Mrs E Goodyear
Our arrangements for managing manual handling activities are: all activities requiring manual handling must be risk assessed and those involved must have received some training to do so.	
Staff must aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided.	
Staff who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task.	
Staff are trained appropriately to carry out manual handling activities.	
Where people handling takes place an Individual Manual Handling Plan must be in place and communicated to all parties (including where appropriate the young person/their parents/carers/support staff).	

23. Medication

Name of person responsible for the management of and administration of medication to pupils in school	Mrs T Hart Administering by Miss T Hart, Mrs E Goodyear, Mrs M Hough
Our arrangements for the administration of medicines to pupils are: Medications are preferable prescribed, however via discussion with the Head some non-prescribed medication may be administered eg calpol after a tooth extraction. Medication must be brought to the school office and clear written instructions of dosage, times etc must be provided. The medication is signed in. This is listed on the medication board in the office also. Office staff are responsible for the safe storage either in the school fridge – situated in staffroom or in a locked cupboard in office. Office staff fetch children at correct time to be administered medication by one of named adults above. Administration is noted and dated. Adult must sign out medication at end of day from school office.	
The names members of staff who are authorised to give / support pupils with medication are:	Miss T Hart, Mrs M Hough Mrs E Goodyear
Medication is stored:	Location Fridge in Office or EY area
A record of the administration of medication is located:	Location Front School Office
Pupils who administer and/or manage their own medication in school are authorised to do so by a parent eg	

<i>an inhaler and provided with a suitable private location to administer medication/store medication and equipment.</i>
<i>Staff are trained to administer complex medication by the school nursing service when required. For example an epi pen- training annually and inhaler – training 2 yearly.</i>
<i>Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are: All staff are trained to do so. Parents reminded termly to check dates on inhalers, medication, epi pens etc. Written confirmation of administration is sent home and in serious cases parents informed by phone immediately. Parents give annual permission for the administration of an emergency inhaler. All children have a care plan which the school adheres to.</i>
<i>Staff who are taking medication must keep this personal medication in a secure area in a staff only location.</i>
<i>Staff must advise the school leaders if they are taking any medication which might impair their ability to carry out their normal work.</i>

24. 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</i>	<i>Mrs E Goodyear</i>
<i>Name of person responsible for the checking and maintenance of personal protective equipment provided for staff</i>	<i>Mrs S Preece</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>N/A</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>Staff who use it.</i>

25. Reporting Hazards or Defects

<i>All staff and pupils must report any hazards, defects or dangerous situations they see at our school.</i>
<i>Our arrangements for the reporting of hazards and defects: Verbally if an adult or child may be in immediate danger or via health and safety concerns books stored in school office which will be checked at least daily by site caretaker.</i>

26. Risk Assessments

<i>The school has in place risk assessments for any identified significant risk. Control measures which are put in place to eliminate or reduce risk are communicated to staff, pupils and other who may be exposed to the risk.</i>
<i>Risk assessments are in place for the following areas: (examples) Premises and grounds PE Office and reprographics Individual classrooms All planned education visits via evolve Lettings or contract work which may affect staff or pupils in the school Fire Risk Assessment EYFS outdoor risk assessments</i>

<p><i>Play equipment</i> <i>Staff Stress 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 when appropriate- identified via the return to work interview</i></p>	
<p><i>Name of person who has overall responsibility for the school risk assessment process and any associated action planning</i></p>	<p><i>Mrs E Goodyear</i></p>
<p><i>Our arrangements for carrying out, recording, communicating and reviewing risk assessments are: Annually by relevant staff and link gov and SLT or immediately if incident occurs or circumstances change.</i></p>	
<p><i>Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments.</i></p>	
<p><i>When an accident or incident occurs a post risk assessment takes place when a new hazard has been identified.</i></p>	
<p><i>Risk assessments are created or reviewed when something new is introduced or a change has occurred.</i></p>	

27. Smoking

<p><i>No smoking or vaping is permitted on site or in vehicles owned or operated by the school. Policy and signage reviewed annually.</i></p>

28. Shared use of premises/shared workplace N/A

<p><i>Name of Premises Manager or member of Leadership team responsible for Premises Management</i></p>	<p><i>Name</i></p>
<p><i>The school premises are shared with another organisation</i></p>	<p><i>Name</i></p>
<p> </p>	

29. Stress and Staff Well-being

<p><i>Name of person who has overall responsibility for the health and wellbeing of school staff</i></p>	<p><i>Mrs E Goodyear</i></p>
<p><i>All staff have responsibility to take care of their own health and wellbeing and the school supports staff to do this by implementing the following arrangements: Staff stress and well-being policy reviewed annually. Staff Stress Risk Assessment completed annually by all staff. All occupational health, counselling, think well, physio and well-being resources available to staff via the intranet are discussed and provided on an annual basis and as appropriate on an individual basis.</i></p> <p><i>Staff attendance is reviewed and trends supported/addressed. A culture of openness is promoted amongst staff to support each other and discussions and guidance re how to recognise and manage signs of stress are completed annually.</i></p>	
<p><i>Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated.</i></p>	
<p><i>All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work.</i></p>	
<p><i>Individual stress risk assessments take place when a member of staff requires additional individual support.</i></p>	
<p><i>A team stress risk assessment has been completed involving all staff and this is reviewed regularly. This is done in January via a staff meeting on an annual basis.</i></p>	

30. Training and Development

<p><i>Name of person who has overall responsibility for the</i></p>	<p><i>Mrs E Goodyear</i></p>
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<i>training and development of staff.</i>	
<i>All new staff receive an induction based on the SCC template which includes health and safety, fire procedures, first aid and emergency procedures.</i>	
<i>Our arrangements for carrying out suitable and sufficient health and safety training for all staff are: Weekly refreshers in staff briefing and staff meeting. Annually refreshers- Spring term each year sign posting to all policies, procedures. Annual stress and well being risk assessment. Agenda item on all appraisal meetings and reviews. Training records kept and reviewed termly.</i>	
<i>The school has a health and safety training matrix to help in the planning of essential and development training for staff.</i>	
<i>Training records are retained and are located on the centralised CFLP Staff Area</i>	
<i>Training and competency as a result of training is monitored and measured by:</i>	<i>Headteacher via training review forms</i>

31. Vehicle movement on site

<i>Name of Premises Manager responsible for the management of vehicles on site</i>	<i>Mrs E. Goodyear</i>
<i>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): Access by children to the school car park is prevented by school gates during the school day. Parents are informed about not using the school car park to park or walk through. Parking is monitored daily by Miss T Hart our clerical assistant</i>	

32. Violence and Aggression and School/Academy Security

<i>The school provides a place of work which is designed and managed to minimise the risk of violence and aggression to staff, pupils and visitors.</i>	
<i>A risk assessment is carried out where staff are at increased risk of injury due to their work.</i>	
<i>Training, information and instruction is available to staff to help them manage the risk of violence and aggression where required.</i>	
<i>Staff and pupils must report all incidents of verbal & physical violence to:</i>	<i>Mrs E. Goodyear</i>
<i>Incidents of verbal & physical violence are investigated by:</i>	<i>Mrs E. Goodyear</i>
<i>Name of person who has responsibility for site security:</i>	<i>Mrs E. Goodyear</i>
<i>Our arrangements for site security are: All visitors must sign in and ID checked. Fire and safeguarding procedures must be shared. All visitors must wear a visitors badge. EYFS gates and playground gates are locked at the beginning of the day and reopened at 3 p.m. just before the arrival of parents. All fencing is in good repair.</i>	
<i>Visual checks of boundaries are done half termly. Evacuation procedures have been shared with all staff, parents and pupils as appropriate in relation to an intruder or potential terrorist attack.</i>	

33. Water System Safety

<i>Name of Premises Manager responsible for managing water system safety.</i>	<i>Miss S Lloyd/Mrs S Preece</i>
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<i>Name of contractors who have undertaken a risk assessment of the water system</i>	<i>Integrated Water Service</i>
<i>Name of contractors who carry out regular testing of the water system:</i>	<i>Integrated Water Services</i>
<i>Location of the water system safety manual/testing log</i>	<i>Location Drawers Photocopier room</i>
<i>Our arrangements to ensure contractors have information about water systems are: contractors given Risk Assessment & Management Plan and Log Book for examination and recording of activity</i>	
<i>Our arrangements to ensure all school/academy staff carrying out checks or testing or maintenance have information about the water system: Risk Assessment & Management Plan and Log Book maintained</i>	

34. Working at Height

<i>Name(s) of person responsible managing the risk of work at height on the premises:</i>	<i>Mrs E Goodyear</i>
<i>Work at height is avoided where possible.</i>	
<i>Our arrangements for managing work at height are: All staff are aware of the policy re working at height. Any planned working at height (if unavoidable and within the range of our ladders) will be firstly risked assessed to ensure work is not carried out unless deemed safe. All ladders are checked six monthly and are therefore in good repair. Caretaker attend regular caretakers course to ensure expectations and guidance is refreshed.</i>	
<i>Appropriate equipment is provided for work at height where required.</i>	
<i>Staff who carry out work at height are trained to use the equipment provided</i>	
<i>Work at height equipment is regularly inspected, maintained and records are kept in drawers in photocopier room</i>	

35. Work Experience

<i>Name of person who has overall responsibility for managing work experience and work placements for school pupils.</i>	<i>Mrs K Greensill</i>
<i>Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are: All requests are discussed and agreed by the SLT, selecting a relevant class/year group. Induction takes place on the day the placement starts if not before by Mrs K Greensill, the Student mentor. This includes how/who to report concerns to, fire evacuation procedures, general housekeeping, access to key policies etc Supervision of placements is completed by our Student mentor Mrs K Greensill and the class teacher on a day to day basis.</i>	
<i>The name of the person responsible for the health and safety of people on work experience in the school premises:</i>	<i>Mrs K Greensill</i>

Our arrangements for managing the health and safety of work experience students in the school are: All requests are discussed and agreed by the SLT, selecting a relevant class/year group. Induction takes place on the day the placement starts if not before by Mrs Goodyear or the Student mentor. This includes how/who to report concerns to, fire evacuation procedures, general housekeeping, access to key policies etc

Supervision of placements is completed by our Student mentor Mrs Greensill and the class teacher on a day to day basis.

36. Volunteers

<i>Name of person who has overall responsibility for managing/coordinating volunteers working within the school:</i>	<i>Mrs M Hough</i>
<i>Volunteers are considered as a member of staff and all health and safety arrangements including induction and training must apply. This is done during their formal induction alongside our safeguarding induction</i>	

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

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

What action is required? If action required is outside sphere of responsibility also detail interim controls to reduce the risk identified.	Person Responsible	Target date
Termly Link Governor Meetings take place covering CFLP set agenda and bespoke school items	Headteacher	Ongoing (Aut /Spr/Su 2)
Termly Director Champion reports compiled based on LAB reports	H and S Champion	Ongoing (Aut /Spr/Su 2)
Annual Audit procedures are completed	Headteacher	Oct and Jan
All policies are reviewed in line with CFLP Policy schedule	CFLP	Ongoing
All Risk Assessments including COSSH and Fire reviewed annually in link with Link Gov meeting agenda	Headteacher	Nov and march
Termly Site walks completed	Headteacher	Termly
Annual H and S Action Plan drives improvement and H and S Performance	Headteacher	Spring - annually



Part of the

Annual cycle of checks (as listed in section 21) completed and remedial action taken	SP/Head	Ongoing
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Introduction <i>[Signature]</i>	<i>[Signature]</i>
<i>Mrs V Bowyer, Chair of the Local Advisory Board</i>	<i>Mrs E. Goodyear Headteacher</i>
<i>Date:</i>	<i>Date:</i>