



Health, Safety & Wellbeing Policy Statement

River View Primary & Nursery School

PART 1

1. This policy statement complements, and should be read in conjunction with the Staffordshire County Council Health, Safety and Wellbeing Policy, it records the school's local organisation and arrangements for implementing the County Policy.
2. The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Governing Body and those in control of the school recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc. Act 1974.
3. In compliance with the Health and Safety at Work etc. Act, this schools Governing Body will ensure so far as is reasonably practicable that:
 - all places and premises where staff and pupils are required to work and engage in school activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on school premises or taking part in school activities elsewhere.)
 - All plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
 - Appropriate safe systems of work exist and are maintained.
 - sufficient information, instruction, training and supervision is available and provided to ensure that staff and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others.
 - a healthy working environment is maintained including adequate Wellbeing facilities.
4. In addition to the above the school will ensure that so far as is reasonably practicable that the health and safety of non-employees is not adversely affected by its' activities.
5. Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representative's forms part of this policy.
6. This policy statement and the accompanying organisational arrangements supersede any previously issued.

Mandy Whitehouse
Headteacher

Colin Bamford
Chair of Governing Body

Signed:

Date:

To be reviewed July 2026

Part 2

Health, Safety and Wellbeing Policy – Organisation and Responsibility

Overall responsibility for health and safety in schools rests with the employer. Who the employer is, depends upon the type of school.

Type of School	Who is the Employer?	Comments
Community Schools Community Special Schools Voluntary Controlled (VC) Schools Maintained Nursery Schools Pupil Referral Units	The County Council.	Governors of schools in this category have an obligation to ensure that the County Council Health, Safety and Wellbeing Policy/Management Arrangements are implemented
Academies	The Trust	Trustees and Governors of schools in this category have an obligation to ensure that the County Council Health, Safety and Wellbeing Policy/Management Arrangements are implemented

Regardless of anything stated above, all school governing bodies have health and safety responsibility as the **occupier** of the premises.

Headteachers must make arrangements for ensuring the implementation of the health and safety policies of their employer and/or any Governing Body arrangements arising out of their health and safety responsibilities.

Organisation and Responsibilities for Health, Safety and Wellbeing

Duties and responsibilities for health and safety have been assigned to Staff and Governors based upon the following roles outlined in the County Council's Health, Safety and Wellbeing Policy

Policy-makers	Devise and produce policy on health, safety and wellbeing at a strategic level. Preserve, develop, promote and maintain the School's and the Council's health and safety management system. Ensure that health and safety matters are taken into account when organisational decisions are made.
Planners	Develop the local plans to achieve corporate/school health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area
Implementers	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively
Assisters	Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field
Employees	Irrespective of their position within the County Councils structure, everyone is regarded as an employee and therefore the employee duties within the H&S Policy apply to them.

Who are the Policy-makers, Planners, Implementers, Assisters and Employees in schools?

	Policy-makers	Planners	Implementers	Assisters	Employees
School Governors					
Headteacher					
School Leadership Team					
Deputy/Assistant Headteacher					
Health and Safety Coordinator					
Heads of Dept					
Teachers					
Managers					
Premises Managers					
Teaching and Classroom Assistants					
Learning Support Staff					
Admin Staff					
Site Supervisor or Caretaker					
Council Health and Safety Forum					
Health, Safety and Wellbeing Advisors and Occupational Health Professionals					
Other Assisters Council Strategic Property Officers Insurance services Entrust Asbestos Management Team Property Services HR					Excluding Entrust Assisters

The responsibilities of Policy Makers, Planners, Implementers, Assisters and Employees within the Policy

Policy-makers	
School Governors Headteacher CC H&S Policy Group H&S Advisers	Devise and produce policy on health, safety and Wellbeing at a strategic level. Preserve, develop, promote and maintain the School's and the Council's health and safety management system. Ensure that health and safety matters are taken into account when organisational decisions are made.

The Policy makers:

- Will be familiar with the overall responsibilities laid down for **Policy Makers** in the County Council Health, Safety and Wellbeing Policy.
- Must ensure that the school has a structure in place to manage health and safety which includes; planning, implementation of these plans, monitoring, and reviewing and auditing. This must be integrated into general day to day management.
- Will ensure that plans for continuous improvement in health and safety management are developed and reviewed regularly.
- Must ensure that all school activities are organised and have sufficient arrangements and resources; to ensure that health and safety can be managed effectively.

As Policy Makers the Governing Body:

- Must ensure that those who have been assigned specific responsibilities in school for H&S have been identified, this has been communicated, and adequate training or instruction has been given.
- Must ensure that sufficient competent persons are in place to advise the school on H&S issues.
- Will set H&S targets (with Planners) to improve H&S performance.
- Is required to monitor that the H&S targets are being met and the school is meeting health and safety obligations by checking that policies and procedures are implemented in accordance with requirements, and by reviewing Key Performance Indicators (KPI) of health and safety performance on a regular basis.
 - *Some annual KPIs are required by the County Council, the GB can also identify other indicators they wish to monitor.*
 - *The H&S Coordinator may be delegated the responsibility to collate these KPI's on the Headteachers' behalf (see **Assisters** below)*
- Seek advice from and receive reports from the County Council Health, safety & Wellbeing Service and their School H&S Coordinator as appropriate and take actions as necessary.
- Ensure that the auditing of H&S takes place and that action plans are developed as a result of audit.
- The GB will ensure that all their decisions reflect the commitment of this policy and promote a positive culture towards health, safety and wellbeing issues.
- The GB will inform the Commissioner for Education and Wellbeing/Diocese/Trust/Sponsor of any issue which has significant health and safety implications which cannot be resolved satisfactorily without their support and involvement.

Planners	
Headteacher Members of the School Leadership Team School Governors Deputy/Assistant Headteacher Health and Safety Coordinator Heads of Dept Managers Premises Manager	Develop the local plans to achieve corporate/school health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area

The Planners will:

- Be familiar with the overall responsibilities laid down for **Planners** in the County Council Health, Safety and Wellbeing Policy.
- Take overall responsibility for the day-to-day health and safety management of the school and school activities taking place outside school premises.
- Determine the resources and arrangements needed to manage health and safety effectively as part of the school planning process.
- Delegate duties to other members of staff any or all of the duties associated with the management of health and safety. *(It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day-to-day responsibilities for health and safety within the establishment.)*
- As part of their management of health and safety;
 - appoint a Premises Manager (see **Implementers** below)
 - identify a member of staff who can act as a Health and Safety Coordinator (see **Assisters** below)
- Ensure that these staff receive appropriate H&S training.
- Ensure that all staff within the school are aware of their responsibilities with regard to Health and Safety issues. Where staff have specific duties in health and safety matters (e.g. First Aid/Fire Marshal), this should be identified clearly to everyone in the premises.
- Keep up to date with changes or updates in health and safety management by using the County Council or other resources and communications.
- Ensure that suitable and sufficient training, instruction and information is provided when required
- Set health and safety objectives as part of the school planning process.
- Include health and safety in staff objectives where appropriate and assess their performance against these objectives regularly.
- Advise Governors of the resources and arrangements needed to manage health and safety effectively as part of the school planning process.
- Communicate any health and safety actions outlined in the school planning process to relevant staff and governors.
- Develop management arrangements for the identification of hazards and control of risks (risk assessments), ensure these take place and that results are communicated to staff.
- Develop local policies and procedures as necessary for health and safety and ensure they reflect the overall CC Policy.
- Seek help from the CC H&S Adviser or other specialist to ensure that H&S Policy can be implemented effectively and advise the GB and/or the County Council (as necessary) where issues arise which cannot be managed at a local level, need additional resources or require external support.
- Ensure that an annual **Health and Safety Evaluation Checklist** (inspection) of the premises is carried out, in line with the County Council Audit arrangements. (This duty may be delegated to other members of school staff)
- Ensure that an annual **Health, Safety and Wellbeing Self Audit** of the management of H&S is carried out, in line with the County Council Audit arrangements. (This duty may be shared with other staff such as SLT)
- Draw up any Action Plans required from the results of Health and Safety Evaluation Checklist and Annual Self Audit and monitor these regularly.
- Take part in and cooperate with any **Health and Safety Audit** which may be carried out by the Council's Health, Safety and Wellbeing Service
- Advise the GB and others of the results of any H&S monitoring (including KPI information) which takes place and of any actions required as a result of this.
- Consult with staff as necessary on matters of health and safety which may affect them at work.

Health and Safety Committee

The school may chose to establish a Health and Safety Committee which should meet regularly to consider health and safety planning and organisation, the implementation of policies and to review

and monitor performance. Where Health and safety is integrated into the strategic planning meetings of the school a separate meeting may not be required. It is recommended that H&S is a regular agenda item in these meetings.

An annual report to the Governing Body outlining achievements against the H&S plan and annual KPI's should be considered by Planners and Implementers, the school's Health and Safety Coordinator may be responsible for collating this information (see **Assisters**) for their consideration. As a minimum, the report will contain a summary of accident and ill health statistics for the current year and will suggest health and safety targets and priorities for the forthcoming year.

Implementers	
<i>Headteacher (also Policy maker, Planner)</i> <i>School Leadership Team (also planners)</i> <i>Heads of Department (who may also be planners)</i> <i>Teaching Staff [Including supply teachers]</i> <i>Managers</i> <i>Premises Managers</i> <i>Teaching Assistants</i> <i>Learning Support Staff</i> <i>Admin Staff</i> <i>Site Supervisor/Caretaker</i>	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively

The Implementers will:

- Maintain an understanding of the Health and Safety Policies of the County Council and those developed within school
- Demonstrate commitment to the management of health and safety by:
 - Setting a good example to others
 - Promoting good practice
 - Identifying H&S problems and rectifying them if possible
 - Challenging poor H&S performance or attitudes
 - Communicating regularly about H&S
- Be responsible for and take the lead on implementation of health and safety policies and any arrangements which have been developed by the Policy makers and Planners.
- Understand and own the plans in place for H&S as part of the overall school planning process monitor progress in these areas and advise planners of the results or any deficiencies.
- Ensure that any personal targets set by Planners are achieved, feedback any issues identified in this process.
- Ensure that individuals have health and safety objectives as part of their annual review process (these may reflect the overall H&S plans)
- Encourage participation in H&S and ensure that communication about H&S issues takes place.
- Assess new and existing work activities for hazards, ensuring that risk assessments are in place, control measures implemented (safe methods of work/Personal Protective Equipment etc) and the results of risk assessments communicated.
- Ensure that, where responsibilities for health and safety have been delegated to staff members, these roles are properly assigned and understood by employees in their teams/areas.
- Ensure that staff in these roles have received appropriate training.
- Ensure that there is sufficient information, instruction and training and resources available for staff in order for them to do their job
- Consult with staff as necessary on matters of health and safety which may affect them at work and receive health and safety reports from Health and Safety Representatives, responding as necessary.
- Supervise work adequately to ensure that good health and safety standards are maintained.
- Ensure that adequate monitoring of H&S takes place e.g. by taking part on Premises H&S Evaluations and carrying out own inspection of work areas.
- Carry out any reactive monitoring required such as investigation of accidents, near misses and occupational illness and ensure the information gained is used to improve H&S in the future.
- Avoid allocating “blame” to individuals who report accidents, illness or near misses, and ensure

that all reports of this nature are managed effectively.

- Monitor H&S standards at the local level by retaining statistics to identify patterns and trends in events.
- Seek advice from the CC H&S Adviser or other specialist as required.
- Make use of other resources provided by the County Council to promote H&S at work (e.g. intranet/Newsletters)
- *In addition to the above, teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site e.g. classrooms, laboratories, workshops etc., and off site e.g. school trips.*

Premises Managers

In addition to the responsibilities above Premises Managers have specific duties laid down in the County Council Health, Safety and Wellbeing policy. These are reproduced here;

1. To maintain an understanding of County Council health and safety policy arrangements and the premise manager responsibilities detailed within them, and an awareness of relevant premise related health and safety legislation, issues and procedures and operating within these requirements;
2. To control contractors working on the premises, and ensure that hazard information has been exchanged and suitable risk control measures implemented;
3. Ensuring adequate security arrangements are maintained;
4. Ensuring the general cleanliness of the premises and that adequate Wellbeing facilities are provided;
5. Arranging for regular inspection of the areas of the premises for which they are responsible to monitor that workplace health and safety standards are in effective working order and that a safe means of access and egress is maintained;
6. Ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained;
7. Ensuring that plant and equipment is adequately maintained;
8. Arranging for the regular testing and maintenance of electrical equipment;
9. Maintaining records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance;
10. Ensuring adequate first aid requirements for the premises are formally assessed and adequate provision is made;
11. Ensuring that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored;
12. Undertaking thorough investigation of all premise related accidents/incidents. Ensure the availability of an accident book at each premise ;
13. Ensuring the adequate provision of health and safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations;
14. Ensuring that a copy of the Health and Safety Law Poster is displayed in an accessible location and the information on the poster kept up to date;
15. Maintaining a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations and make this available to contractors upon requests;
16. Ensuring that adequate systems are in place for the management of asbestos and control of legionella and excessive water temperatures;
17. To respond promptly to ‘D1 Notifications’ that is notification of a defect that could affect the health and safety of building occupants/visitors, informed to them by County Strategic/Entrust Property Services as a result of a maintenance contract visit.

Assisters	
<i>Health and Safety Coordinators Health and Safety Advisors Occupational Health Professionals Specialist Technical Staff</i>	Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field

Assisters act in a supportive role to managers and may use their authority, independence and competence to advise when required to do so

The Health and Safety Coordinator;

- Is familiar with the responsibilities of Assisters laid down in the County Council Health, Safety and Wellbeing Policy.
- Has the core duty to ensure that there is a system established for the management of health and safety – this planning and organisation must take place with the Planner(s) and Policy makers as necessary.
- Will keep up to date with Health and Safety issues and changes by making use of resources provided by the County Council to promote H&S at work (e.g. intranet/Newsletters)
- May take on certain functions such as communication, collation of statistics, coordination of H&S Evaluation/Audits as directed, but the overall responsibility rests with the Head of Establishment.
- May collate and produce an **annual report on Health and Safety performance including essential KPIs** (see Part 4) for Governing Bodies to view as part of their monitoring process. A template is available for this on the SLN at
- <http://education.staffordshire.gov.uk/School-Admin/HealthSafetyWellbeing/Health-and-Safety/Key-Documents/Key-Health-and-Safety-Documents.aspx>

Employees

Irrespective of their position within the County Councils structure, everyone is regarded as an employee and therefore the employee duties within the H&S Policy apply to them.

Employees [including temporary & volunteers]

Employees – Irrespective of their position within the County Councils structure

All staff are employees and therefore all the employee responsibilities within the County Council Health, Safety and Wellbeing Policy apply to everyone. All employees in the establishment are aware of the responsibilities of Employees laid down in the County Council Health, Safety and Wellbeing Policy.

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the governing body and senior management of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises.

Pupils/students [This section should be drawn to attention of all pupils]

All pupils must be encouraged to follow all safe working practices and observe all school safety rules.

All pupils will:

- follow all instructions issued by any member of staff in the case of an emergency;
- ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- inform any member of staff of any situation which may affect their safety.

Staff Safety Representatives

Health and safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the governing body is notified in writing of such an appointment, the safety representative shall have the following functions:

- to investigate potential hazards and to examine the causes of accidents in the workplace;
- to investigate complaints by any employee he represents relating to that employee's health and

- safety or Wellbeing at work;
- to make representations to the Headteacher via the Deputy Headteacher on general matters affecting the health, safety and Wellbeing of employees;
- to carry out workplace health, safety and Wellbeing inspections;
- to attend any safety committee meetings;
- to co-operate with employers in promoting health and safety at work.

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

Part 3

Arrangements & Procedures for Health, Safety and Wellbeing

River View Primary School

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:

- 1. Accident Reporting, Recording & Investigation**
Any accident should be reported to the Bursar who will ensure that either the Accident Book BI 510 or form HSF40 is completed and if necessary sent to the Local Authority who will decide if an investigation should take place.
- 2. Asbestos**
The Bursar and the Site Technician are responsible for the control of asbestos within the school. The Asbestos Register can be located in the main Front office. Contractors AND Staff must not start any work until they have seen the Bursar or Site Technician. Under no circumstances should any drilling of the walls or affixing of items to the walls go ahead that will disturb the fabric of the building. If you notice that the fabric of the building has been breached then you must inform the Bursar or Site Technician immediately.
- 3. Contractors**
Contractors are selected by following the Trust's and SCC guidelines as stated in the Procurement Regulations, Staffordshire Scheme for Financing Schools and Financial Regulations for schools. Contractors will liaise with the Bursar. The Bursar will speak to contractors on the arrangements for the induction of contractors to exchange health and safety information and agree safe working arrangements, risk assessments, frequency of liaison meetings, name of person responsible for monitoring contractors working methods, how staff should report concerns and who to, liaising with the Trust's Estates Manager, the Councils Strategic Property Team and Entrust Property Services.
- 4. Curriculum Safety** [including out of school learning activity/study support]
Requirements for teaching staff to undertake suitable (written) risk assessments prior to commencing hazardous activities, or when using specific equipment for curriculum purposes e.g. Interactive Whiteboards, Cooking or Science Equipment. Specification of staff qualification requirements to teach certain activities, refer to any health and safety publications adopted by the school which staff must be familiar with e.g. "Safety in PE"
- 5. Drugs & Medications**
Drugs will only be administered to a child if the medication is prescribed by a doctor and the parent/carer has completed the schools 'Medicine Administration' form. The member of staff administering the drug must sign and date the form. Any medication will be kept in the main office or in the staffroom refrigerator. Completed forms will be retained in the main office in the Medical Folder

6. Electrical Equipment [fixed & portable]

The Bursar will arrange for a competent body to carry out annual PAT testing and keep the relevant records. You **must not** bring into school any personal electrical items. If you do then you must notify the Bursar so that the item can be PAT tested.

Fixed electrical items are inspected on a 5 year cycle and this is carried out by a professional electrical contractor provided by the local authority. Kitchen equipment is inspected by SCC approved contractor and monitored by Entrust Property Services. The Catering Manager is responsible for checking and reporting on the equipment in the kitchen.

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

The Trust are responsible for undertaking a fire risk assessment and the Bursar reviews emergency evacuation procedure at least annually but as required. The Headteacher will instruct the Bursar on when a fire drill will take place. Drills will be conducted half-termly. A review of the drill will take place by SLT immediately following the drill and staff will be informed of any changes required. All fire exits are clearly marked. The Site Technician carries out fire alarm testing and emergency lighting tests on a weekly basis. (Records are kept in the Finance office). Fire extinguishers are inspected every 12 months or sooner if required. Fire exits and exit procedures are displayed in every room/shared space. The main office will call the fire service. The fire alarm is maintained by a SCC approved contractor, currently Lantern Fire & Security, on an annual basis.

Fire Risk Assessment – Conducted annually by the Bursar and is kept in the Finance office in the Premises Folder. Any changes are relayed to staff via staff meetings and emails.

8. First Aid

A list of first aid staff is displayed in the medical room, kitchen and Early Years classrooms. First Aid notices are displayed around school to identify nearest first aider. Each year group has their own first aid kit. Spare kits are kept in the medical room for taking on trips. First Aid supplies will be re-stocked by the First Aid Lead. Teachers should monitor the use of items and if they run out they should inform the First Aid Lead. First Aid bum bags are taken out at play time to each playground.

9. Glass & Glazing

All glass is checked and meets the current safety standards. The report is kept in the main school office.

10. Hazardous Substances (COSHH)

Staff are not allowed to bring into or use any hazardous materials without informing the Bursar. Any substances must be kept in a locked cupboard well out of the reach of the children. COSHH data sheets are kept in the finance office for reference and a COSHH assessment is emailed to all staff every year following review to keep in classrooms.

11. Health and Safety Advice

The school enlists the help and advice from Staffordshire County Council and subscribes to the service on an annual basis. Contact details are:- Health, Safety & Wellbeing Service, Staffordshire County Council, 01785-355777.

12. Housekeeping, cleaning & waste disposal

Staff are responsible for keeping their classroom tidy and clutter free. The cleaning staff will empty bins, including food waste bins, Hoover and dust. Wet floor signs are kept in the cleaning cupboard and should be used to minimise risk if required. Broken glass should be wrapped in paper (if it is safe to do so) and marked with a red cross and the Site Technician informed, who will dispose of it safely. In the event of snow then the Site Technician will follow the gritting plan which is kept in the finance office.

13. Handling & Lifting

Staff should seek help and advice from either the Bursar or the Site Technician before attempting to lift unusual loads. All staff are required to complete Manual Handling training. Risk assessments are to be carried out by the Bursar as and when necessary. Risk Assessments are carried out to identify precautions to minimise manual handling tasks.

14. Jewellery

Pupils are allowed to wear a watch and stud earrings. This will be in the school prospectus for parents to read. Jewellery should be removed when taking part in P.E. lessons. Newly pierced ears should be covered with tape whilst participating in P.E.

Lettings/shared use of premises

Lettings are carried out at the Headteacher's discretion. Restrictions may apply on the use of equipment, staffing requirements, first aid provision, fire and emergency arrangements, standard operating procedures, agreeing responsibilities at school fetes and other fund raising events, emergency lighting, public entertainment license. The Bursar will carry out any risk assessments and follow up on these.

15. Lone Working

Lone working will be kept at a minimum. Should there be an occasion for lone working, then the Head teacher and the Bursar will decide if there is a requirement for this to happen. Safe working practices/rules for staff who work alone, contact arrangements, risk assessment etc will be discussed on an individual basis.

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

Lifts – are maintained on a quarterly basis by an external specialised company. Records are kept in the Finance office. They are also subject to a 6 monthly inspection by the Trust's insurers, currently Zurich.

Ladders/step stools – The Site Technician inspects all items on a monthly basis. They are also subject to a 6 monthly inspection by the Trust's insurers, currently Zurich. Records are kept in the Finance office.

Fire Alarms – Inspected and tested by an external company on a quarterly basis. Reports, certificates and records are kept in the Finance office.

Security Alarms – Tested weekly by the Site Technician. An external company conducts quarterly checks. Records are kept in the Finance office.

Emergency Lighting – The Site Technician carries out weekly checks on the emergency lighting. Records are kept in the Finance office.

17. Monitoring the Policy and Results

The Bursar and the Site Technician carry out annual Health and Safety Evaluation Checklist and Self Audit, other checks or workplace inspections to monitor implementation of policy by staff, monitoring accident reports/trends, and/or complaints. It is the responsibility of the SLT to ensure the implementation of new and updated policies. Staff are informed of any changes to existing policies or new policies via staff meetings or e-mail.

The school's Health and Safety performance is reported to the Governing Body on an annual basis. Measured KPI's reported upon and how often these are reported and how (e.g. annual report to Governing Body)

19. Poster on Health and Safety Law

Posters are displayed in the Staff Room, cleaning cupboard and kitchen. It is the responsibility of the Bursar to make sure that the information is correct and kept updated.

20. Personal Protective Equipment (PPE)

The Bursar is responsible for making PPE available, and checking that it is maintained and fit for purpose. Supervision/training will be provided if necessary.

PPE to be provided free of charge where risk assessment determines to be necessary.

21. Reporting Defects

Any defects of furniture or equipment should be reported immediately to the Bursar or the Site Technician. The defects book is situated in the Finance Office and the Site Technician will check this every day for entries. From September 2025 we will be using Sypro system to digitally record and monitor repairs. If the action can be completed by the Site Technician then this will be done in a timely manner, otherwise the Bursar will arrange for a contractor to assess and carry out the necessary work.

22. Risk Assessments

The Bursar will make the necessary arrangements for a risk assessment to be carried out. The school has some generic risk assessments which are reviewed on an annual basis or sooner if an incident has occurred then the risk assessment will be reviewed.

23. School Trips/ Off-Site Activities

The school follows SCC guidelines for school trips. The school uses the Evolve system for recording trips taking place. SCC ratios are adhered to and a first aider attends each trip. There is an Educational Visits folder in the staff room and contains the Educational Visits Policy. Staff must obtain permission from the Head teacher before committing the school to any expense. Any arrangements should be provisional until permission is granted. Consent forms **MUST** be obtained from the parent/carer. No consent form will result in the child not going on the trip. For further help/guidance please speak to the Finance Administrator who is the EVC.

24. Smoking

River View Primary & Nursery School is a non-smoking site.

25. Staff Consultation and Communication

Staff and relevant people will be informed of any information regarding Health & Safety in weekly staff meetings, briefing notes or sooner if necessary. Staff are encouraged to bring any issues to the attention of the Bursar, Site Technician or member of the SLT. It is the responsibility of line managers to ensure information is passed to any member of staff not present at meetings.

26. Stress and Staff Wellbeing

The school takes staff wellbeing very seriously and is aware of the levels of stress that the staff can come under. There is a Wellbeing board situated in the Staff Room, displaying all types of information to assist a member of staff should they need it. If staff have any concerns they are encouraged to discuss potential and existing issues with either their line manager or a member of SLT to ensure that the correct support is available to them. The notice board contains the website addresses and telephone details of various professional bodies that can offer help, advice and support.

27. Supervision [including out of school learning activity/study support]

It is the responsibility of the class teacher to make sure that adequate supervision is in place for pupils during curriculum time (e.g. pupils must not be left unattended), a teacher or CALS will be attendance at all times whilst the children are in the school. Agreed ratios for school trips must be adhered to (see the Educational Visits folder located in the staffroom); safeguarding procedures must be followed to ensure the safety of the children. Children **MUST** not be left in the sole care of anyone who has not been DBS cleared. Contact the Bursar or a member of SLT for further advice.

28. Training and Development

New staff are informed of Health & Safety processes, procedures and policies during their induction meeting. i.e. working at height, fire risk assessments, classroom risk assessments, fire drill procedures. Their induction pack also highlights key personnel with regard to roles and responsibilities. They should also refer to their induction pack for more information.

29. Use of VDU's / Display Screens / DSE

Staff who are required to use a VDU for 75% of the day or more, must complete the on-line training module on the SLN website, this is also uploaded to Access which can be monitored directly (staff must "acknowledge" when they have completed the form. Once completed, they should then complete the self-assessment checklist, also on the SLN. Any health concerns should be brought to the attention of the Bursar. Regular users will be entitled to a sight test paid for by the school. Problems with workstations and working environment should be brought to the attention of the Bursar.

30. Vehicles on Site

The school has a car park for staff and visitors. Extreme caution should be used when entering and leaving the site with pedestrians taking priority. Vehicles must be parked in a marked space. Staff must inform the main office of their vehicle registration number and model and make of the vehicle they use on a regular basis. A record of registration numbers will be kept in the main office. Contractors must arrange access with the Bursar or the office staff. Vehicle movements will be restricted during 8.30am – 9.00am, 12.00 noon - 1.15pm and again at 3.00pm – 3.30pm. Vehicle movements must be planned and the Bursar made aware of any visiting vehicle being used for educational purposes i.e. Fire Service, Fair Ground Vehicles, Commercial Vehicles etc.

31. Violence to Staff / School Security

The safeguarding of the children and staff is of paramount importance. Staff are issued with photo identification which should be worn at all times. Visitors can access the site by identifying themselves via the intercom system and a member of staff will release the gate lock to allow access.

Staff should inform the office if they are expecting a visitor and this should be entered into the main school calendar.

Verbal & physical abuse will not be tolerated at the school, and any incidents should be reported to a member of SLT who will conduct a full investigation if necessary. A record of such incidents is logged on <https://staffordshirecc.info-exchange.com/>.

32. Working at Height

Step ladders and step stools are available for staff to use. Staff should not be attempting to work at height over 1 metre without first discussing with either the Bursar or the Site Technician.

The Site Technician is fully ladder trained and carries out regular ladder inspections. Records are kept in the finance office.

Students are NOT permitted to use ladders or step ladders. They may use a foot stool as long as they are being supervised by a member of staff.

Contractors – Ladders, step ladders and step stools. Contractors are responsible for ensuring the equipment they bring onto the site have been inspected and are fit for purpose. Contractors must not let any members of staff or students use their equipment. Contractors must report any incidents or accidents to the Bursar.

33. Water Hygiene

Water Hygiene Manuals are kept in the finance office. An external contractor (appointed by SCC under the SLA), conducts monthly water checks throughout the school. Any actions resulting from the checks are reported to the Bursar.

36. Work Experience

The Assistant Head teacher is responsible for the welfare and working arrangements for any students undertaking a work placement at the school. The Assistant Head teacher will liaise with the school of the student to complete any risk assessments and inductions required. The Assistant Head teacher will ensure that a timetable is available for the student and make arrangements for the completion of work logs etc.

Part 4

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.

The County Council Health Safety and Wellbeing Policy also requires feedback on certain KPI's more details of these can be obtained from our Health and Safety Adviser.