



HEALTH, SAFETY & WELLBEING POLICY

River View Primary & Nursery School

This policy will be monitored regularly and evaluated so that it remains responsive to current issues.

This will be co-ordinated by the Bursar/Premises Manager.

Reviewed: July 2025

Adopted:

To be reviewed: July 2026

Signed Chair of Governors

Mr Colin Bamford

Date

Headteacher

Mrs Mandy Whitehouse

Date

Health, Safety and Wellbeing Management Arrangements
Core | Consider | Complex

River View Primary and Nursery School

Health, Safety and Wellbeing Policy

Health, Safety and Wellbeing Service



Supporting you in managing Health, Safety & Wellbeing



Staffordshire
County Council

1. Success Indicators

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

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

2. Overview

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

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

3. Employer responsibilities

Where the school/sponsor/board of governors is the direct employer of school staff (such as in Academies, Trust Schools, Foundation Schools and Voluntary Aided (VA) Schools) the school must have a Health and Safety Policy in place to comply with the Health and Safety at Work Act. This can be in any format.

Where a County Council is the employer of school staff, such as in Maintained or Community Schools, Voluntary Controlled (VC) or Short Stay Schools it is recommended that schools use the Health, Safety and Wellbeing Policy template to develop their Health, Safety and Wellbeing Policy.

4. Day to day management of Health, Safety and Wellbeing

The organisation and arrangements which support the HSW Policy (day to day management of Health & Safety) are the responsibility of the Headteacher and the School Senior Leadership Team (supported and monitored by the Governing Body).

Note that the Management of Health and Safety at Work Regulations requires employers to appoint one or more competent people to support their management of health and safety. This may be done by appointing an external provider to provide this advice.

Occupiers Liability

Regardless of the status of the employer, all school governing bodies have health and safety responsibility as the **occupier** of the premises and therefore must take steps to ensure that the premises are managed effectively to reduce risk to those using, entering or accessing the premises at any time for any reason.

5. Template for Health, Safety and Wellbeing Policy

The Staffordshire Health, Safety and Wellbeing Service provide a template Health, Safety and Wellbeing Policy for schools to customise and adapt for their own use. This is on the next page.

The policy has 5 parts;

Part A - Introduction

Part B - The Health and Safety Policy Statement

Part C - Management Arrangements

Part D - The detailed arrangements & procedures for Health, Safety and Wellbeing within the school.

Part E - The Key Performance Indicators.

A. Introduction

This policy statement complements (and should be read in conjunction with) the Staffordshire County Council (SCC) Health and Safety Policy. It records the local organisation and arrangements for implementing the County policy.

B. Policy Statement

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

The Governing Body will 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 the premises or taking part in educational activities elsewhere.)
- all plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
- appropriate safe systems of work exist and are maintained.
- sufficient information, instruction, training and supervision is available and provided to ensure that staff and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others.
- a healthy working environment is maintained including adequate welfare facilities.

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

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

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

Colin Bamford, Chair of Governors	Mandy Whitehouse, Headteacher
Date:	Date:

C. Management Arrangements

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

Competent Health and Safety Advice

The school obtains competent health and safety advice from	Staffordshire County Council
The contact details are	Duty Officer 01785 355777 Shss@staffordshire.gov.uk
In an emergency we contact	Duty officer 01785 355777

Monitoring Health and Safety

Name of person(s) responsible for the overall monitoring of health and safety in school:	Mandy Whitehouse - Headteacher Linda Kirke – Bursar
<i>Our arrangements for the monitoring of health and safety are as follows:</i> Performance is measured by the monitoring and reporting on H & S this is via SLT meetings, staff meetings and e-mails. H & S is an agenda item at SLT meetings. Monitoring takes place in the form of weekly, monthly checks and records are kept in the office. Accidents are reported using the SCC reporting procedure. H&S is reported to Governors' Finance meetings. Chair of Governors informed of incidents as and when they occur as is the H&S link governor	
SCC carries out formal evaluations and audits on the management of health and safety	
The last audit took place	Date: 19 th October 2022 By: Verena Bartram-Rose
Name of person responsible for monitoring the implementation of health and safety policies	Mandy Whitehouse & Linda Kirke

All staff are aware of the key performance indicators in part E and how they are monitored	
<i>Workplace inspections – Safety Audit Accident Analysis H&S meetings minutes (Staff Briefings, phase meetings) Minutes from any meetings where H & S has been discussed. Performance Management Wellbeing Survey (Results & Actions)</i>	<i>All Staff Teachers/Phase Leaders/Headteacher/Office and Premises Manager</i>

D. Detailed Health and Safety Arrangements

Adapt this list of arrangements as appropriate for your school.

For further information from the Health, Safety and Wellbeing Service in any of these areas you may also wish to view the information on the SLN

[https://education.staffordshire.gov.uk/School-](https://education.staffordshire.gov.uk/School-Admin/HealthSafetyWellbeing/Health-Safety-and-Wellbeing-Service.aspx)

[Admin/HealthSafetyWellbeing/Health-Safety-and-Wellbeing-Service.aspx](https://education.staffordshire.gov.uk/School-Admin/HealthSafetyWellbeing/Health-Safety-and-Wellbeing-Service.aspx) or consult with your Health and Safety Adviser / Other Specialist Adviser.

Accident Reporting, Recording & Investigation

Our arrangements for recording and investigating: Follow SCC procedures. Accidents are reported to the Office and Premises Manager or a member of SLT, who arrange to carry out a full investigation. We complete an incident log via MyHealth&Safety and submit the form electronically.
Pupil accidents: Reported to first aider, class teacher, phase leader, SLT, Office staff. Accident report forms completed in a timely manner and sent to H&S via MyHealth&Safety as necessary. Reviews of risk assessments, policies and procedures following the accident and staff informed of the outcomes and recommendations implemented where needed.
Staff accidents: Reported to first aider, SLT, Bursar. Accident recorded in Accident book BI 510 reported to H&S as required using MyHealth&Safety. Reviews of risk assessments, policies and procedures following the accident and staff informed of the outcomes and recommendations implemented where needed.
Visitor accidents: Reported to first aider, SLT, Bursar. Accident recorded in Accident book BI 510 reported to H&S as required using MyHealth&Safety. Reviews of risk assessments, policies and procedures following the accident and staff informed of the outcomes and recommendations implemented where needed.
The person responsible for reporting accidents to the Health and Safety

Executive (under RIDDOR) is: This is completed automatically via MyHealth&Safety if recorded on here. The Headteacher or Bursar will also report to Health, Safety and Wellbeing Service, Staffordshire County Council and seek further advice.
Our arrangements for reporting to the Governing Body are: Headteacher to inform Chair of Governors of serious accidents as necessary. Reported to Governors in Leadership & Management meetings.
Our arrangements for reviewing accidents and identifying trends are: Slips, Trips and fall analysis carried out termly and findings reported to staff in staff briefing meetings and to Governors in Finance/Full Governor meetings.

1. Asbestos

Name of Premises Manager responsible for Managing Asbestos.	Mrs Mandy Whitehouse - Headteacher Linda Kirke - Bursar
Location of the Asbestos Management Log or Record System.	Asbestos Register – Front Office
Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are: All contractors are required to sign the Asbestos Register to say they have checked the areas concerned on the site plan and corresponding pages in the register before proceeding with any work on the site.	
Our arrangements to ensure all school staff such as class teachers or caretakers have information about asbestos risk on the premises: All staff are given information about asbestos and sign the asbestos register; maintenance company (G Taylor) have extensive Health & Safety training, and are fully aware of the procedures put in place by SCC & the school	
Staff must report damage to asbestos materials to:	Bursar/Headteacher
Staff must not drill or affix anything to walls without first obtaining approval from the Bursar/Headteacher or G Taylor (Caretaking Company).	

2. Communication

Name of SLT member who is responsible for communicating with staff on health and safety matters:	Mandy Whitehouse – Headteacher Dawn Buckingham – Deputy Headteacher
Our arrangements for communicating about health and safety matters with all staff are: <ol style="list-style-type: none"> 1. All staff have access to a paper copy of the policy in the policy folder in staff room and finance office, plus digital access via Access cloud. 2. Health & Safety is an agenda item at staff meetings/briefings. 3. Staffroom notice board 	

4. E-mail
Staff can make suggestions for health and safety improvements by: <ol style="list-style-type: none"> 1. All staff are openly encouraged to contribute in staff meetings/briefings 2. All staff are aware that they should report any concerns to Bursar or a member of the SLT immediately 3. E-mail to Bursar or another member of the SLT

3. Construction Work *See also Contractor Management

Name of person coordinating any construction work / acting as Client for any construction project.	Mandy Whitehouse – Headteacher Linda Kirke – Bursar Tony Dooley – Estates Manager, Endeavour MAT SCC – Strategic Property Services Representative Entrust Property Services Representative
Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are: <ol style="list-style-type: none"> 1. To follow the guidelines set out in The Construction (Design & Management) Regulations 2015 2. Ensure that all parties are aware of their roles & responsibilities 3. Seek advice from the SCC H&S adviser and Property Services to ensure the control of contractors is understood by all concerned. 4. A detailed list of Duty Holders with contact details to be obtained. 	
Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: <ol style="list-style-type: none"> 1. Meetings with the Duty Holders to take place prior to works being carried out. 2. Hazard exchange form to be completed and signed by relevant Duty Holders 3. Asbestos Register to be checked and arrangements made for inspection/survey by SCC/Entrust Asbestos Team, if required as soon as a project has been identified. 4. Risk Assessments & Method Statements to be provided before any works are started. 5. Monitoring of arrangements will be conducted by Bursar and any issues/concerns will be raised with the relevant Duty Holder and reported to Estates Manager (Endeavour MAT). 	
Our arrangements for the induction of contractors are: Bursar will meet with the Duty Holders upon arrival to the site and go through the required procedures	

<ol style="list-style-type: none"> 1. Signing in requirements 2. Site security 3. Accident reporting expectations. 4. Asbestos Register 5. Go through the order/specification for the job and the hazard exchange form 6. Health & Wellbeing – location of facilities, i.e. toilets/staffroom 7. Waste management
Staff should report concerns about contractors to: Linda Kirke – Bursar or Mandy Whitehouse – Headteacher
We will review any construction activities on the site by: The Headteacher/ Bursar will review all activities on a daily basis and liaise with the contractors and address any issues arising.

4. Consultation

Name of SLT member who is responsible for consulting with staff on health and safety matters:	Mandy Whitehouse – Headteacher
The name of the Trade Union Health and Safety Representative is:	n/a
Our arrangements for consulting with staff on health and safety matters are: <ol style="list-style-type: none"> 1. Staff meetings – where staff will be informed of H&S issues and they can bring their questions/concerns to the meetings. 2. Weekly staff briefings 3. Staffroom notice board 	
Staff can raise issues of concern by: <ol style="list-style-type: none"> 1. Staff meetings – where staff will be informed of H&S issues and they can bring their questions/concerns to the meetings. 2. Weekly staff briefings 3. Staffroom notice board 4. Speaking to the Bursar or Headteacher directly 	

5. Contractor Management

Name of person responsible for managing and monitoring contractor activity	Linda Kirke – Bursar
Our arrangements for selecting competent contractors are: Contractors are selected by following the Trust/County guidelines as stated in the Procurement Regulations, Staffordshire Scheme for Financing Schools and Financial Regulations for schools.	
Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are:	

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 and relevant bodies.

Our arrangements for the induction of contractors are:

1. Signing in requirements
2. Site security
3. Accident reporting expectations.
4. Asbestos Register
5. Go through the order/specification for the job and the hazard exchange form
6. Health & Wellbeing – location of facilities, i.e. toilets/staffroom
7. Waste management

Staff should report concerns about contractors to:

Linda Kirke – Bursar

Mandy Whitehouse – Headteacher

Dawn Buckingham – Deputy Headteacher

1. Curriculum Areas – health and safety

Name of person who has overall responsibility for the curriculum areas as follows:	Phase Leaders/ Headteacher/ Deputy Headteacher/ Bursar
Risk assessments for these curriculum areas are the responsibility of:	Classroom Teachers are responsible for obtaining risk assessments for activities being carried out in the classroom. Every class has a general risk assessment. Unusual activities for visits etc. then the teacher needs to obtain a risk assessment from the company concerned and speak to a member of the SLT.

2. 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.

Name of person who has responsibility for carrying out Display Screen Equipment Assessments	Linda Kirke – Bursar
DSE assessments are recorded and any control measures required to reduce risk are managed by	Linda Kirke – Bursar

3. Early Years Foundation Stage (EYFS)

Name of person who has overall responsibility for EYFS	Jayne Barker AHT/ EYFS lead Dawn Buckingham DHT
Our arrangements for the safe management of EYFS are: There is an EYFS general classroom risk assessment in place, held digitally in Perspective/hard copies in EYFS and Finance Office. The EYFS Lead to ensure that all checks both internal and external checks are carried out on a daily basis. Any concerns should be brought to the attention of the Bursar or SLT at the earliest opportunity.	

4. Educational visits / Off-Site Activities

Name of person who has overall responsibility for Educational Visits	Mandy Whitehouse – Headteacher Dawn Buckingham - DHT
The Educational Visits Coordinator (EVC) is	Maggie Gower – Finance Administrator
Our arrangements for the safe management of educational visits: 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 Headteacher 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 EVC.	

5. Electrical Equipment [fixed & portable]

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	Linda Kirke – Bursar under guidance from SCC Approved contractor
Fixed electrical wiring test records are located:	Digitally in Sypro/Premises folder in Finance Office Last test was conducted September 2022
All staff visually inspect electrical equipment before use.	

<i>Our arrangements for bringing personal electrical items onto the school site are:</i> The maintenance company will carry out annual PAT testing and keep the relevant records. Staff must not bring into school any personal electrical items. If they do then they 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 and managed by Entrust Property Services. Kitchen equipment is inspected by SIME. The Catering Manager is responsible for checking and reporting on the equipment in the kitchen.	
Name of person responsible for arranging the testing of portable electrical equipment (PAT):	Linda Kirke – Bursar
Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:	Linda Kirke – Bursar – items to be tested every year in the Autumn Term
Portable electrical equipment (PAT) testing records are located:	Digitally in the Sypro/Premises folder in Finance Office
Staff must take defective electrical equipment out of use and report to:	Linda Kirke – Bursar
The portable electrical equipment on the school site owned and used by contractors is the responsibility of the contractor, who must provide records of this if requested:	

6. 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	Headteacher – Mandy Whitehouse Linda Kirke – Bursar
The Fire Risk Assessment is located in	Digitally in Perspective or in the Finance Office – Fire Safety Folder
When the fire alarm is raised the person responsible for calling the fire service is	Staff occupying the main reception front office.
Name of person responsible for arranging and recording of fire drills	Linda Kirke – Bursar
Name of person responsible for creating and reviewing Fire Evacuation arrangements	Headteacher – Mandy Whitehouse Linda Kirke – Bursar
Our Fire Evacuation Arrangements are published	In every Classroom, corridors and shared space Staffroom Notice board
Our Fire Marshals are listed	Main front office Staffroom Notice board On the Fire evacuation plan
Results of the testing and maintenance of	Records are kept in the Fire Safety

fire equipment and installations is recorded in a Fire Log Book located at	folder Finance office
Name of person responsible for training staff in fire procedures	Head teacher – Mandy Whitehouse Linda Kirke – Bursar
All staff must be aware of the Fire Procedures in school.	

7. First Aid *see also Medication

Name of person responsible for carrying out the First Aid Assessment	Melissa Mee - First Aid Lead
The First Aid Assessment is located	The Finance Office – Health & Safety folder
First Aiders are listed	Medical Room, Main Office, EYFS, School Kitchen
Name of person responsible for arranging and monitoring First Aid Training	Linda Kirke – Bursar
Location of First Aid Boxes	Medical Room, Staff Room, Kitchen (including burn kit), Playgrounds, Main School Office, 1 x medical kit in each year group.
Name of person responsible for checking & restocking first aid boxes	Melissa Mee - First Aid Lead
In an emergency staff are aware of how to summon an ambulance – They alert the office, who will then contact emergency services.	
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	<ul style="list-style-type: none"> • First aider instructs an ambulance to be called. First aider to remain with the pupil at all times. • Office staff call the emergency services. • Office staff to contact the parent and give details of the accident and inform that emergency services have been called. • If the parent can get to the school in time then they will accompany the child to hospital. • If parent cannot come to school, then either the first

	<p>aider or another member of staff will accompany the child to hospital and remain with the child until their parents arrive.</p>
<p>Staff</p>	<ul style="list-style-type: none"> • First aider instructs an ambulance to be called. First aider to remain with the member of staff at all times. • Office staff call the emergency services. • Head teacher/Deputy Head teacher contact the next of kin and give details of the accident and inform that emergency services have been called. • A member of staff will accompany the member of staff to hospital and remain with them until their next of kin arrives.
<p>Visitors</p>	<ul style="list-style-type: none"> • First aider instructs an ambulance to be called. First aider to remain with the visitor at all times. • Office staff call the emergency services. • Head teacher/Deputy Head teacher contact the visitor's company/organisation (if applicable, or next of kin if at all possible and give details of the accident, and inform that emergency services have been called. • A member of staff will accompany the visitor to hospital and remain with them until their next of kin arrives.
<p>Our arrangements for recording the use of First Aid are: Pupil accidents are</p>	

recorded in the first aid /accident book. (EYFS keep their own log, each playground has a log and there is also a log kept in the staffroom). The adult accident log is kept in the main office. Accidents are reported using SCC H&S portal - MyHealth&Safety by the First Aid Lead/Bursar/SLT.

8. Forest School

Name of person in school who leads on Forest School activity	TBC
Our arrangements for developing, organising, and running Forest School activity. Include here any details with regard to risk assessment, communication, and supervision etc.	
Risk Assessment is in place and is reviewed on a regular basis or following an incident.	

9. Glass & Glazing

The majority of the glass in doors and side panels are constructed of safety glass	
All replacement glass is of safety standard	
A glass and glazing assessment took place in 2012 with the report dated 28 th January 2013	The report is located in the Finance office and was conducted in December 2012

10. Hazardous Substances (COSHH)

Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)	Linda Kirke – Bursar
<p>Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are:</p> <p>The school follows the guidelines as set out by SCC.</p> <ul style="list-style-type: none"> • If staff need to bring into school or require to use a hazardous substance then they MUST not use the product until the Bursar has obtained a safety data sheet and where necessary completed a COSHH Risk Assessment for the product. Instructions for use, who by and what supervision is required if the substance is being used by children. The product will then be added the list of substances that are permitted to be used in school. • Depending on the substance, included in the risk assessment will be the required storage requirements. All hazardous substance must be kept out of the reach of children and where possible be kept in a secure cupboard. • Where appropriate, once the substance has been used then it must be given to the Bursar /Site Technician so that the remaining substance can be disposed of correctly in accordance with the instructions on the data sheet. 	

11. Health and Safety Law Poster

The Health and Safety at Work poster is located:	Staffroom, cleaners cupboard and kitchen
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12. Housekeeping, cleaning & waste disposal

All staff and pupils share the responsibility for keeping the school/academy site clean, tidy, and free from hazards	
Our waste management arrangements are: <ul style="list-style-type: none">• The school has a contract with ESBC to collect the waste generated on a weekly basis. This is the emptying of the industrial waste bins situated in the carpark.• The school has a contract with Wilshees to collect food waste generated on a weekly basis,• Contractors engaged in work on the site are responsible for the removal of any waste generated.• If any special arrangements are to be made e.g. the removal of asbestos then the Bursar/site technician will liaise with the Asbestos Management Team (Entrust Property Services) to seek advice.	
Our site housekeeping arrangements are: <ul style="list-style-type: none">• General classroom waste is to be placed in the waste bins provided and will be taken away by the contracted cleaners at the end of each day. If a lot of waste is being generated, then bin bags are available from the office.• Food waste is separated into relevant bins and taken away by contracted cleaners at the end of every day.• During holiday periods, then staff are responsible for taking their waste to the bins provided, located in the car park	
Site cleaning is provided by:	Spotless
Cleaning staff have received appropriate information, instruction and training about the following and are competent: <ul style="list-style-type: none">• Use of work equipment• Hazardous substances	
Waste skips and bins are located away from the school/academy 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.	

13. Infection Control

Name of person responsible for managing infection control	Mandy Whitehouse – Headteacher Linda Kirke – Bursar
Our infection control arrangements (including communicable diseases/hand hygiene standards) are: the school follows the guidelines set out by SCC, advice is sought from H&S at Stafford when necessary. There are adequate hand wash facilities and hand sanitiser dispensers located all around the school. The communicable disease folder is kept in the front office as an easy reference guide.	

14. Lettings

Name of Premises Manager or member of Leadership team responsible for Lettings	Mandy Whitehouse – Headteacher
Our arrangements for managing Lettings of the school rooms or external premises are: The Hirer complies with all Health & Safety procedures set out by the school. Fire drills are completed on a termly basis.	
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/academy on request.	
Hirers must provide a register of those present during a letting upon request.	

15. Lone Working

Our arrangements for managing lone working are: Lone working will be kept at a minimum. Should there be an occasion for lone working then the Headteacher will decide if there is a requirement for this to happen. Safe working practices/rules for staff who work alone, contact arrangements, risk assessments etc. will be discussed on an individual basis.

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

The Bursar has responsibility for ensuring checks are completed on the following equipment, this is conducted by G Taylors (either weekly or monthly) and records maintained in the Finance office and on Sypro <ul style="list-style-type: none">• Ladders• Play equipment incl bikes/scooter• Fire alarms• Emergency lighting• AV/Cupboards attached to walls

We currently have a Premises SLA with Entrust, they arrange for the following testing/servicing at appropriate regulated intervals:

- fire alarm system and smoke detection and kitchen shutters maintenance
- gas boilers
- lifts & lifting equipment
- emergency lighting
- Kitchen extraction systems
- Water systems
- Intruder alarm system

The Bursar monitors and arranges for the testing/servicing of the following

- PE equipment, incl inflatables
- fire extinguishers
- PAT testing
- Pest control

All equipment including last serviced dates and service schedule is monitored through Sypro.

Name of person responsible for the selection, maintenance / inspection and testing of equipment	Linda Kirke – Bursar G Taylors (Maintenance Company) conducts some inspections
Records of maintenance and inspection of equipment are retained and are located:	Sypro/ Finance Office
Staff report any broken or defective equipment to:	SLT, Linda Kirke – Bursar
The equipment on the school/academy site owned and used by contractors is the responsibility of the contractor, who must provide records of testing , inspection and maintenance if requested:	

17. Manual Handling

Name of competent person responsible for carrying out manual handling risk assessments	Linda Kirke – Bursar
Our arrangements for managing manual handling activities are:	
<ul style="list-style-type: none"> • All staff have a copy of the manual handling policy and staff are aware that they must ask the site technicians to move heavy items/furniture. • Staff must inform Bursar, so that the risk can be assessed and arrangements made. • 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.

18. Medication

Name of person responsible for the management of and administration of medication to pupils in school	Mel Hutchinson – Family Support Manger
Our arrangements for the administration of medicines to pupils are as follows:	
The names members of staff who are authorised to give / support pupils with medication are:	(general - office) Linda Kirke, Maggie Gower, Mel Mee, Elsie Broomfield Pupils with diabetes: Gemma Simpson, Mel Hutchinson, Chloe Butler, Stacey Dallimore, Sarah Gilbert-Gallagher, Sandie Jessop-Brathwaite, Sonia McKay
Medication is stored:	In the fridge in the medical room
A record of the administration of medication is located:	The front office.
Pupils who administer and/or manage their own medication in school are authorised to do so by a parent/guardian and provided with a suitable private location to administer medication/store medication and equipment.	
Staff are trained to administer complex medication by the school nursing service when required.	
Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are: Only trained first aiders/support staff administer such medication. Medication is administered in line with the child's care plan. A copy of the plans are kept in the classroom and in the SLT (Mel H office).	
Staff who are taking medication must keep this personal medication in a secure area in a staff only location.	
Staff must advise the school leaders if they are taking any medication which might impair their ability to carry out their normal work.	

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

PPE is provided free of charge where a risk assessment identifies this is needed to control a risk and the risk cannot be controlled by another means.	
Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for school/academy staff.	Linda Kirke - Bursar
Name of person responsible for the checking and maintenance of personal	Melissa Mee – Lead First Aider

protective equipment provided for staff	
PPE provided for use in curriculum lessons is not “personal” as it is provided by pupils in classroom situations.	
Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for pupils.	Classroom Teacher
All PPE provided for use in a classroom environment is kept clean, free from defects and replaced as necessary.	
Name(s) of person responsible for cleaning and checking pupil PPE.	Classroom Teacher

20. Radiation

Name of the school/academy Radiation Protection Supervisor (RPS)	N/A
Name of the Radiation Protection Adviser (RPA)	N/A

21. Reporting Hazards or Defects

All staff and pupils must report any hazards, defects or dangerous situations they see at school/academy.
Our arrangements for the reporting of hazards and defects: Any hazards/concerns/defects are reported to a member of the SLT, Bursar, or entered into Sypro. The Bursar will regularly log in and monitor outstanding jobs on Sypro.

22. Risk Assessments

The school has in place risk assessments for any identified significant risk. Control measures which are put in place to eliminate or reduce risk are communicated to staff, pupils and other who may be exposed to the risk.	
Risk assessments are in place for the following areas: <ul style="list-style-type: none"> • Premises (internal & external) and grounds • Curriculum / classrooms/Hall/Family room • Hazardous activities or events • Lettings or contract work which may affect staff or pupils in the school/academy • Fire Risk Assessment • Hazardous Substances • Work Equipment • Manual handling activities • Risks related to individuals e.g. health issues 	
Name of person who has overall responsibility for the school/academy risk	Mandy Whitehouse – Headteacher Linda Kirke – Bursar

assessment process and any associated action planning	
<p>Our arrangements for carrying out, recording, communicating, and reviewing risk assessments are:</p> <ul style="list-style-type: none"> • Communicating with staff at meetings, briefings or by e-mail • Records kept in the form of minutes, e-mail trail • Once reviewed if necessary amended risk assessments issued to staff, or updates issued by email. 	
Appropriate training is provided for staff who are creating, reviewing, or implementing risk assessments.	
When an accident or incident occurs a post risk assessment takes place when a new hazard has been identified. Recommendations shared with all staff.	
Risk assessments are created or reviewed when something new is introduced or a change has occurred.	

23. Smoking

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

24. Shared use of premises/shared workplace

Name of Premises Manager or member of Leadership team responsible for Premises Management	Mandy Whitehouse – Headteacher Linda Kirke – Bursar
The school premises are shared with another organisation (e.g. Contract caterer/public leisure centre).	N/A
Our arrangements for managing health and safety in a shared workplace are: N/A	

25. Stress and Staff Well-being

Name of person who has overall responsibility for the health and wellbeing of school/academy staff	Head teacher – Mandy Whitehouse
<p>All staff have responsibility to take care of their own health and wellbeing and the school/academy supports staff to do this by implementing the following arrangements:</p> <p>Staff have completed the Staff Wellbeing Survey to identify concerns. Tried to implement shorter working day on Fridays finishing early. Wellbeing week. Wellbeing afternoons and off-site evenings to encourage team buildings and strengthen relationships. 1:1 sessions to allow staff to air their views/concerns in confidence.</p>	

Wellbeing day available for staff to use as additional leave during term time.
Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated.
All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work. Staff meetings, Phase meetings or 1:1 meeting with the Head
Individual stress risk assessments take place when a member of staff requires additional individual support. As and when required, following meetings with the Headteacher
A team stress risk assessment has been completed involving all staff and this is reviewed regularly.

26. Swimming Pool Operating Procedures (where applicable)

Name of person who has overall responsibility for managing the swimming pool and its environment.	N/A
Our arrangements for carrying out suitable swimming pool management (including minimum supervision standards, how to summon assistance in emergency, what to do if problem identified with pool water quality, supervision in changing areas, max numbers of swimmers, conditions of hire to outside organisations, first aid provision, training plant operators):	
Staff operating the swimming pool have received appropriate training and information.	
Emergency procedures are in place for the use of the swimming pool and all staff who supervise swimming activities are trained appropriately in these procedures.	
The health and safety considerations within curriculum swimming must be planned, supervised and managed by staff who include in their lesson planning.	

27. Training and Development

Name of person who has overall responsibility for the training and development of staff.	Mandy Whitehouse – Headteacher
All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.	
Our arrangements for carrying out suitable and sufficient health and safety training for all staff are: <ul style="list-style-type: none"> • Using the training matrix to identify training. • Book training • Monitor & share training in staff briefings, meetings • Review any relevant risk assessments and share with staff concerned. 	
The school/academy has a health and safety training matrix to help in the	

planning of essential and development training for staff.	
Training records are retained and are located in the office	
Training and competency as a result of training is monitored and measured by:	M Whitehouse - Headteacher Linda Kirke – Bursar Mel Hutchinson – Family Support Manager

28. Vehicles owned or operated by the school/academy

Name of person who has overall responsibility for the school/academy vehicles	N/A
The school/academy operates (no. of xx) minibus/coaches/cars/other vehicles (e.g. quad bikes/ride on mowers).	N/A
Name of person who manages the driver medical examinations	N/A
Name of person who manages the vehicle license requirements	N/A
Name of person who undertakes vehicle checks such as oil, water and routine roadworthiness.	N/A
Name of person who arranges servicing and maintenance of the academy vehicles	N/A
Our arrangements for the safe use of school/academy vehicles are: N/A	

29. Vehicle movement on site

Name of Premises Manager responsible for the management of vehicles on site	Linda Kirke – Bursar
<p>Our arrangements for the safe access and movement of vehicles on site are (include restriction on vehicle movement at certain times, speed limits, segregation vehicles from pedestrian areas, restrictions on reversing vehicles, special arrangements for deliveries etc.):</p> <ul style="list-style-type: none"> • Staff /visitors using the car park are required to park in an allocated space. • Staff/visitors must close the gate from the car park to the pedestrian area • Staff/visitors should comply with the speed restrictions on approaching the school and be aware that pedestrians could be using the footpath. Cars must not be parked/block the pavement area outside the school or the neighbours' drives. • Caution should be taken when leaving the car park especially at key times e.g. start of the school day, lunchtime and home time., and after school club times. 	

- Deliveries made to the site during the day or usually made via the pedestrian gate, however some are made via the car park
- Any issues arising from parking issues that cannot be resolved by the school are brought to the attention of the Borough Council Highways department and the local police force.

30. Violence and Aggression and School Security

The school provides a place of work which is designed and managed to minimise the risk of violence and aggression to staff, pupils and visitors.	
A risk assessment is carried out where staff are at increased risk of injury due to their work.	
Training, information and instruction is available to staff to help them manage the risk of violence and aggression where required. Any forms are sent to SCC via MyHealth&Safety.	
Staff and pupils must report all incidents of verbal & physical violence to:	Pupils report to a member of staff. Staff report to a member of the SLT
Incidents of verbal & physical violence are investigated by:	Family Support Manager AHT/Behaviour Manager Member of SLT
Name of person who has responsibility for site security:	Mandy Whitehouse – Headteacher Linda Kirke – Bursar G Taylors
Our arrangements for site security are: All staff, parents and visitors enter the site either via the carpark or pedestrian gates. Staff access the site using their fobs. Parents and visitors to the site sign in at reception and read the safeguarding notice and are issued with a visitor lanyard. Site staff (G Taylor) unlock and lock the site at the beginning and end of the day. Alarm system is monitored by Chubb.	

31. Water System Safety

Name of Premises Manager responsible for managing water system safety.	Linda Kirke – Bursar
Name of contractors who have undertaken a risk assessment of the water system	Concept Environmental Ltd
Name of contractors who carry out regular testing of the water system:	HSL
Location of the water system safety manual/testing log	Sypro/Finance Office

Our arrangements to ensure contractors have information about water systems are: All records are made available and access where required e.g. previous water check records, plans, asbestos register.

Our arrangements to ensure all school/academy staff carrying out checks or testing or maintenance have information about the water system: N/A

32. Working at Height

Name(s) of person responsible managing the risk of work at height on the premises:	Linda Kirke – Bursar
Work at height is avoided where possible.	
Our arrangements for managing work at height are: <ul style="list-style-type: none"> • All rooms have instructions for the safe use of ladders/step stools • Staff are instructed to inform the Bursar if they have any need to work at height. They are told not to take unnecessary risks. • Only use the steps/ladders/stools provided by the school which meet the required safety standards. 	
Appropriate equipment is provided for work at height where required.	
Staff who carry out work at height are trained to use the equipment provided	
Work at height equipment is regularly inspected, maintained and records are kept (Location) Records are kept in the office	

33. Work Experience

Name of person who has overall responsibility for managing work experience and work placements for school pupils.	Deputy Headteacher – Dawn Buckingham Assistant Headteacher – Gemma Simpson
Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are: <ul style="list-style-type: none"> • DHT/AHT will liaise with the students’ education provider to identify any special requirements/needs prior to the start date. DHT will inform the BURSAR of any requirements needed i.e. risk assessments, special access, individual needs. • DHT/AHT will then go through the induction process and get the student to sign the induction paperwork and keep on file. • DHT/AHT will issue them with a timetable and assign a mentor. The mentor will be informed of any special requirements. The DHT will monitor and review the arrangements as required. 	
The name of the person responsible for the health and safety of people on work experience in the school/academy premises:	Mrs Mandy Whitehouse
Our arrangements for managing the health and safety of work experience	

students in the school/academy are:

- As part of the students' induction, they will go through the H&S procedures the school has in place and what the expectations are.

34. Volunteers

Name of person who has overall responsibility for managing/coordinating volunteers working within the school/academy:	Dawn Buckingham – Deputy Headteacher
Volunteers are considered as a member of staff and all health and safety arrangements including induction and training must apply.	

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

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

We evaluate success in this area using the following:

- Submissions from yearly Safety Audit
- Yearly Accident Analysis
- Minutes of H+S Committee Meetings
- Minutes from departmental meetings, where health and safety is discussed.
- Personal staff reviews.
- Results of staff surveys undertaken in school.
- The Health Safety and Wellbeing Service may also request feedback on certain KPI's more details of these can be obtained from your Health and Safety Adviser.