

Health and Safety Policy



PICKNALLS FIRST SCHOOL

Approved: Autumn 2021

Due for review: Autumn 2022

Part of the Uttoxeter Learning Trust



Health, Safety and Wellbeing Management Arrangements

Core | Consider | Complex

Template

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 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 H,S and W Policy (day to day management of Health & Safety) are the responsibility of the Headteacher/Principal 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.

Health, Safety and Wellbeing Policy

Picknalls First School

Part of ULT



The policy has 4 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 academy.

Part E - The Key Performance Indicators.



A. Introduction

This policy statement complements (and should be read in conjunction with) the ULT Business continuity plan and ULT risk management policy. It records the local organisation and arrangements.

B. Policy Statement

The requirement to provide a safe and healthy working environment for all employees is acknowledged and Picknalls First School Local Governors and those in control of the academy 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/academy activities are maintained in a condition which is safe (and Covid-19 safe) and without risk to health. (This includes the health and safety of persons on the premises or taking part in educational activities elsewhere.)
- all plant and equipment are safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
- appropriate safe systems of work exist and are maintained.
- sufficient information, instruction, training and supervision is available and provided to ensure that 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/academy 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 representative's forms part of this policy.

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

C. Management Arrangements

The following procedures and arrangements have been established within our school and academy 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>Charlotte Evans</i>
<i>The contact details are</i>	<i>07815 823740</i>
<i>In an emergency we contact SCC H+S adviser team</i>	

Monitoring Health and Safety

<i>Name of person(s) responsible for the overall monitoring of health and safety in school/academy:</i>	<i>Anne Tapp (HT) Grahame Cope (DHT)</i>
<i>Our arrangements for the monitoring of health and safety are: -Regular standing agenda item in staff meetings, key stage meetings and senior leader meetings – logged onto concern forms, actioned and monitored by the HT -Performance management – (annual) written record and actioned and monitored by the HT -Report to Governors (termly) – Part of the heads report to Governors -Open door policy (as and when) - logged onto concern forms, actioned and monitored by the HT</i>	
<i>The school and academy carries out formal evaluations and audits on the management of health and safety. The frequency is determined by the level achieved.</i>	
<i>The last audit took place</i>	<i>Date: December 2017 By: Toni Jones (SCC) Due next audit Dec 2021</i>
<i>Name of person responsible for monitoring the implementation of health and safety policies</i>	<i>Anne Tapp (HT) Grahame Cope (DHT)</i>
<i>All staff are aware of the key performance indicators in part E and how they are monitored</i>	
<i>Workplace inspections carried out by:</i>	<i>Bruce Righton (Site technician)</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->

[Admin/HealthSafetyWellbeing/Health-Safety-and-Wellbeing-Service.aspx](#) or consult with your Health and Safety Adviser / Other Specialist Adviser.

1. Accident Reporting, Recording & Investigation

<i>Our arrangements for recording and investigating: Trained paediatric first aiders record all accidents on sheets in first aid rooms/classrooms and this is then transferred into the archive folder in the medical room. The lead first aider collates all accidents and reports to the HT who reports to Governors</i>
<i>Pupil accidents: All pupil accidents are written down on sheets in the medical room/classroom and this information is transferred into the accident archive folder held in the medical room. All head bumps are reported to the office and texts are sent to parent's/phone calls home for all head bumps. Depending on the severity of the accident/incident the parent may be contacted</i>
<i>Staff accidents: All staff accidents are reported in the Accident Book BI510</i>
<i>Visitor/Contractors accidents: All visitor & contractor accidents are reported in the accident book BI 510 and recorded on the Health & Safety portal</i>
<i>The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: Health & Safety Duty Officer notified by Penny Plant (Bursar)/Anne Tapp (Head)</i>
<i>Our arrangements for reporting to the local Governing Board are: The main first aider collates the information for the HT to report to governors termly</i>
<i>Our arrangements for reviewing accidents and identifying trends are: The termly analysis is used to spot trends and improve practice</i>

2. Asbestos

<i>Name of Premises Manager responsible for Managing Asbestos.</i>	<i>Anne Tapp (HT) Bruce Righton (ST)</i>
<i>Location of the Asbestos Management Log or Record System.</i>	<i>Reception storage unit</i>
<i>Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are: The appropriate member of staff will meet with contractors prior to work commencing to ensure all documentation is completed See risk assessment</i>	
<i>Our arrangements to ensure all school staff such as class teachers or caretakers have information about asbestos risk on the premises: through information sharing at staff meetings</i>	
<i>Staff must report damage to asbestos materials to:</i>	<i>Anne Tapp (HT) Bruce Righton (ST)</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>Anne Tapp (HT) Grahame Cope (DHT)</i>
<i>Our arrangements for communicating about health and safety matters with all staff are: Staff meetings/on the daily staff noticeboard/emails to staff</i>	
<i>Staff can make suggestions for health and safety improvements by:</i> <ul style="list-style-type: none"> <i>-Open door policy (as and when) - logged onto concern forms, actioned and monitored by the HT</i> <i>-Regular standing agenda item in staff meetings – logged onto concern forms, actioned and monitored by the HT</i> <i>-Key stage meetings – shared back at SLT meetings and logged onto concern forms, actioned and monitored by the HT</i> <i>-Performance management – (annual) written record and actioned and monitored by the HT</i> 	

4. Construction Work *See also Contractor Management

<i>Name of person coordinating any construction work / acting as Client for any construction project.</i>	<i>Name Anne Tapp/Bruce Righton/Penny Plant/Entrust Property Management</i>
<i>Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are: Depends on work involved – Large scale works - buy in SLA from Property Management – small scale – Headteacher/Bursar Duty holders will be identified and named as part of any Construction project</i>	
<i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: Discuss prior to work taking place</i>	
<i>Our arrangements for the induction of contractors are: Meeting with key member of staff prior to work commencing. Completion of hazard exchange form and sign the asbestos register and other forms as and when necessary</i>	
<i>Staff should report concerns about contractors to: Anne Tapp/Bruce Righton/Penny Plant/ Entrust Property Services</i>	
<i>We will review any construction activities on the site by: monitoring works ongoing and meet with contractors regularly</i>	

5. Consultation

<i>Name of SLT member who is responsible for consulting with staff on health and</i>	<i>Anne Tapp (HT) Grahame Cope (DHT)</i>
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<i>safety matters:</i>	
<i>The name of the Trade Union Health and Safety Representative is:</i>	<i>N/A</i>
<i>Our arrangements for consulting with staff on health and safety matters are:</i>	
<ul style="list-style-type: none"> <i>-Through SLT meetings</i> <i>-Through staff meetings</i> <i>-Through Key Stage meetings</i> <i>- Performance management</i> 	
<i>Staff can raise issues of concern by:</i>	
<ul style="list-style-type: none"> <i>-Open door policy (as and when) - logged onto concern forms, actioned and monitored by the HT</i> <i>-Regular standing agenda item in staff meetings – logged onto concern forms, actioned and monitored by the HT</i> <i>-Key stage meetings – shared back at SLT meetings and logged onto concern forms, actioned and monitored by the HT</i> <i>-Performance management – (annual) written record and actioned and monitored by the HT</i> 	

6. Contractor Management

<i>Name of person responsible for managing and monitoring contractor activity</i>	<i>Bruce Righton</i>
<i>Our arrangements for selecting competent contractors are: Depending on the scale of works, use of contractors within the MAT, out to tender, Entrust contractors</i>	
<i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: The appropriate member of staff will meet with contractors prior to work commencing to ensure all documentation is completed</i>	
<i>Our arrangements for the induction of contractors are: As above</i>	
<i>Staff should report concerns about contractors to:</i>	
<ul style="list-style-type: none"> <i>Anne Tapp (HT)</i> <i>Bruce Righton (ST)</i> 	

7. Curriculum Areas – health and safety

<i>Name of person who has overall responsibility for the curriculum areas that require RA's as follows:</i>	<i>Curriculum Leaders/Subject teams</i>
<i>PE</i>	
<i>Risk assessments for these curriculum areas are the responsibility of:</i>	<i>Pippa Jordi</i>

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

<i>The school/academy 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.</i>	
<i>Our arrangements for carrying out DSE assessments are: The head and office staff have carried out DSE assessments and actions carried out</i>	
<i>Name of person who has responsibility for carrying out Display Screen Equipment Assessments</i>	<i>Anne Tapp (HT)</i>
<i>DSE assessments are recorded and any control measures required to reduce risk are managed by</i>	<i>Anne Tapp (HT)</i>

9. Early Years Foundation Stage (EYFS)

<i>Name of person who has overall responsibility for EYFS</i>	<i>Angela Jones (EYFS leader)</i>
<i>Our arrangements for the safe management of EYFS are: Early Years lead completes a daily walk around the whole department including the outdoor area. A tick sheet record of this is maintained. Staff report issues and concerns either immediately or via key stage meetings as appropriate. All staff are level one safeguarding trained each September. The headteacher (DSL) and deputy headteacher (DDSL) are both level 4 trained and 3 further staff, including the EYFS lead are level 2 trained (DDSL's). Two teaching assistants within the key stage are paediatric first aid trained. Early Years lead has level 2 food safety and hygiene for catering. The Early Years lead is level three Forest School trained and a teaching assistant is level 2 Forest School trained. Adhere to whole school policies to provide a cohesive safe environment. This includes a mobile phone and camera toolkit for Early Years settings issued by local authority</i>	

10. Educational visits / Off-Site Activities

<i>Name of person who has overall responsibility for Educational Visits</i>	<i>Anne Tapp (HT)</i>
<i>The Educational Visits Coordinator is</i>	<i>Anne Tapp (HT) (Grahame Cope DHT is taking over this role Nov 21 after training with Entrust.)</i>
<i>Our arrangements for the safe management of educational visits: -staff complete evolve/school risk assessments -parents informed of visit and inform us of any specific issues relating to their child and the visit</i>	

-Visit leader/EVC monitors H+S aspects prior to, during and after the visit

11. Electrical Equipment [fixed & portable]

<i>Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:</i>	<i>Anne Tapp (HT)</i>
<i>Fixed electrical wiring test records are located: with the site technician.</i>	<i>HT office</i>
<i>All staff visually inspect electrical equipment before use</i>	
<i>Our arrangements for bringing personal electrical items onto the school site are: They are not to be brought in unless PAT tested</i>	
<i>Name of person responsible for arranging the testing of portable electrical equipment (PAT):</i>	<i>Anne Tapp (HT)</i>
<i>Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:</i>	<i>Anne Tapp (HT) Picknalls does this annually for all items to ensure all standards are met</i>
<i>Portable electrical equipment (PAT) testing records are located:</i>	<i>In the HT office</i>
<i>Staff must take defective electrical equipment out of use and report to:</i>	<i>Anne Tapp (HT) Bruce Righton (ST)</i>
<i>The portable electrical equipment on the school site owned and used by contractors is the responsibility of the contractor, who must provide records of this if requested</i>	

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

<i>Name of competent person responsible for undertaking & reviewing fire risk assessment in addition to any associated action planning</i>	<i>Anne Tapp (HT)</i>
<i>The Fire Risk Assessment is located</i>	<i>In the HT office in the H+S folder</i>
<i>When the fire alarm is raised the person responsible for calling the fire service is</i>	<i>Anne Tapp (HT), Penny Plant (Bursar), Julia Simon (admin assistant) or any staff in an emergency</i>
<i>Name of person responsible for arranging and recording of fire drills</i>	<i>Anne Tapp (HT) Grahame Cope (DHT)</i>
<i>Name of person responsible for creating and reviewing Fire Evacuation arrangements</i>	<i>SLT</i>

<i>Our Fire Evacuation Arrangements are published ...</i>	<i>In the staffroom and the H+S policy and procedures</i>
<i>Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at</i>	<i>The ST office</i>
<i>Name of person responsible for training staff in fire procedures</i>	<i>Anne Tapp (HT)</i>
<i>All staff must be aware of the Fire Procedures in school</i>	

13. First Aid *see also Medication

<i>Name of person responsible for carrying out the First Aid Assessment</i>	<i>Anne Tapp (HT) Penny Plant (Bursar)</i>
<i>The First Aid Assessment is located</i>	<i>In the HT office/medical room</i>
<i>First Aiders are listed</i>	<i>Cheryl Lewis, Sarah Wilkinson, Dawn Brassington, Marie Jones, Karen Durose, Ruth Cresswell, Penny Plant and Julia Simon</i>
<i>Name of person responsible for arranging and monitoring First Aid Training</i>	<i>Anne Tapp (HT) Penny Plant (Bursar)</i>
<i>Location of First Aid Box</i>	<i>Various locations around school</i>
<i>Name of person responsible for checking & restocking first aid boxes</i>	<i>Julia Simon (Admin Assistant)</i>
<i>In an emergency staff are aware of how to summon an ambulance</i>	
<i>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): contact the parent/guardian, an appropriate member of staff to accompany if required</i>	
<i>pupils</i>	<i>contact the parent/guardian, an appropriate member of staff to accompany if required</i>
<i>staff</i>	<i>contact a family member, an appropriate member of staff to accompany if required</i>
<i>visitors</i>	<i>contact a family member on their behalf, an appropriate member of staff to accompany if required</i>
<i>Our arrangements for recording the use of First Aid are: see D1</i>	

14. Forest School

<i>Name of person in school who leads on Forest School activity</i>	<i>Angela Jones (EYFS Lead)</i>
<i>Our arrangements for developing, organising and running Forest School activity. Early Years Lead completes a weekly walk round of the woodland area and a tick sheet is maintained. Woodland area closed during bad weather e.g. high winds.</i>	

EY's lead is level 3 forest school trained. Teacher new to Reception and Nursery lead are accessing forest school training this year and will be cascading training to additional staff. 1 TA is level 2 forest school trained. All TA's are paediatric first aid trained. Risk assessments for specific activities are maintained and reviewed prior to each session.

15. Glass & Glazing

<i>All glass in doors and side panels are constructed of safety glass</i>	
<i>All replacement glass is of safety standard</i>	
<i>A glass and glazing assessment took place in 2013 and the record can be found in the HT office.</i>	<i>17.1.13</i>

16. Hazardous Substances (COSHH)

<i>Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)</i>	<i>Penny Plant (Bursar)</i>
<i>Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are:</i>	
<i>-Hazardous substances are stored in the locked cleaners cupboard/ST boiler room/ST office</i>	
<i>-Staff take potential unknown hazardous substances to the Bursar to get the COSHH sheets and whether the substance is allowed on site</i>	
<i>-COSHH sheets are stored in the Bursar's office</i>	
<i>The school uses CLEAPPS as a resource and all staff must be aware of how to access this information</i>	

17. Health and Safety Law Poster

<i>The Health and Safety at Work poster is located:</i>	<i>Staffroom</i>
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18. Housekeeping, cleaning & waste disposal

<i>All staff and pupils share the responsibility for keeping the school site clean, tidy and free from hazards</i>	
<i>Our waste management arrangements are: ESBC</i>	
<i>Our site housekeeping arrangements are: Site Technician is responsible for keeping the school clean and tidy and free from hazards</i>	
<i>Site cleaning is provided by: In house cleaners</i>	<i>Linda Palmer (KS2 and communal areas), Becky Tuckwell (KS1) and Karen Durose (EYFS)</i>

<i>Cleaning staff have received appropriate information, instruction and training about the following and are competent: All staff have received training in relation to their role, including Covid-19 training, and have performance management discussions each year and regular meetings with the line manager to keep up to date with any changes.</i>
<i>Work equipment – All equipment is reviewed on a regular basis and replaced if necessary</i>
<i>Hazardous substances – All hazardous substances are locked away and data sheets are provided for all responsible personnel handling them. Data sheets kept in Bursar’s cupboard in Reception</i>
<i>Waste skips (when on site) and bins are located at the top of the school drive away from the main school building</i>
<i>All staff and pupils are aware of the arrangements for disposing of waste and the location of waste bins and skips (additional Covid-19 information in the staff operational procedures)</i>
<i>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</i>

19. Infection Control

<i>Name of person responsible for managing infection control:</i>	<i>Anne Tapp(HT)</i>
<i>Our infection control arrangements (including communicable diseases/hand hygiene standards) are: Ensure all pupils constantly wash and sanitise their hands (increased due to Covid-19 pandemic) and all pupils are taught about personal hygiene through assemblies and topics. Should the school have an infectious disease breakout, appropriate guidelines would be followed – including the schools own risk assessment, staff operational procedures and the latest Local Authority and Government advice</i>	

20. Lettings

<i>Name of Premises Manager or member of Leadership team responsible for Lettings</i>	<i>Penny Plant (Bursar)</i>
<i>Lettings are being reviewed regularly and Government guidance followed with regards to Covid-19</i>	
<i>Our arrangements for managing Lettings of the school/rooms or external premises are: Completion of a hazard exchange form, completion of an application for letting agreement, signed by the hirer and Bursar, copy of in date insurance, copy of lettings policy given to the hirer</i>	
<i>The health and safety considerations for Lettings are considered and reviewed annually</i>	

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 – all hirers sign in and out of the visitor book

21. Lone Working

Our arrangements for managing lone working are included in the lone working management arrangements and risk reduction guidance for lone working and violence and aggression in staffroom.

22. 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 kitchens*

<i>Name of person responsible for the selection, maintenance / inspection and testing of equipment</i>	<i>Bruce Righton (site technician) Chubb – fire equipment Lantern – Emergency lighting Chartwells – Kitchen Sportsafe – PE equipment Speed – Fixed electrical testing Calbarrie – Portable appliance testing</i>
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<i>Records of maintenance and inspection of equipment are retained and are located:</i>	<i>The headteacher's office</i>
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<i>Staff report any broken or defective equipment to:</i>	<i>Anne Tapp (HT) Bruce Righton (ST) Key stage leader</i>
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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

23. Manual Handling

<i>Name of competent person responsible for carrying out manual handling risk assessments</i>	<i>Anne Tapp (HT)</i>
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*Our arrangements for managing manual handling activities are:
See manual handling risk assessment*

<i>Staff must be aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided</i>
<i>Staff who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task</i>
<i>Staff are trained appropriately to carry out manual handling activities</i>
<i>Where people handling takes place an Individual Manual Handling Plan must be in place and communicated to all parties (including where appropriate the young person/their parents/carers/support staff)</i>

24. Medication

<i>Name of person responsible for the management of and administration of medication to pupils in school</i>	<i>Penny Plant (Bursar) Trained paediatric first aiders</i>
<i>Our arrangements for the administration of medicines to pupils are:</i> <ul style="list-style-type: none"> - All parents complete a medical form with an agreed administer of medication schedule <i>Also see risk assessment</i>	
<i>The names members of staff who are authorised to give / support pupils with medication are:</i>	<i>Trained first aiders – general teaching assistants, Bursar and admin assistant</i>
<i>Medication is stored:</i>	<i>Locked filing cabinet in medical room, fridge in staffroom or in the Bursar’s cupboard</i>
<i>A record of the administration of medication is located:</i>	<i>Medical room</i>
<i>Pupils who administer and/or manage their own medication in school are authorised to do and are 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</i>	
<i>Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are: Emergency medication is kept close to the child in the classroom in a secure out of reach area. Staff administering medication are paediatric first aid trained. Parents would be notified if emergency medication given as per the requirements indicated in the child’s care plan.</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>	

25. Personal Protective Equipment (PPE) (links to Covid-19 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 staff</i>	<i>Mrs Plant Mrs Tapp Mr Righton</i>
<i>Name of person responsible for the checking and maintenance of personal protective equipment provided for staff</i>	<i>Mrs Plant Mr Righton</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>Key stage leaders/Class teachers/subject leaders</i>
<i>All PPE provided for use in a classroom environment is kept clean, free from defects and replaced as necessary</i>	
<i>Name(s) of person responsible for cleaning and checking pupil PPE</i>	<i>Key stage leaders/Class teachers/Subject leaders</i>

26. Radiation

<i>Name of the school Radiation Protection Supervisor (RPS)</i>	<i>N/A</i>
<i>Name of the Radiation Protection Adviser (RPA)</i>	<i>N/A</i>

27. Reporting Hazards or Defects

<i>All staff and pupils must report any hazards, defects or dangerous situations they see at school</i>
<i>Our arrangements for the reporting of hazards and defects: See the HT/ST or other responsible person immediately</i>

28. 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>
<u>General Risk Assessments include:</u> <ul style="list-style-type: none"> • <i>Cleaning activities by school staff</i> • <i>Contractors and in house building work</i> • <i>General classroom</i> • <i>Grounds maintenance</i> • <i>Office and reprographics areas</i> • <i>Premises external</i>

- Premises internal
- Pupil wellbeing
- Staff wellbeing

Risk assessments are in place for the following areas:

Covid-19

- Covid-19 risk assessment
- General/health risk assessments (including Covid-19) to cover individual children/staff/parents for specific activities
- Staff/children's PEEP
- EHCP Covid risk assessments
- School/CEO Covid risk assessment
- Staff stress risk assessment (including Covid-19)
- Covid-19 lockdown

Additional agencies such as Chartwells, KNSTE, England in Bloom, Progressive sports, Happy Hours, play therapy, music services, Commando Joe etc.

General event school risk assessments such as SEND trips, Wildlife trail, Hedgehog talk, concerts to parents, Y4 Shugborough visits, EYFS messy play, swimming at Uttoxeter Leisure Centre, pets in school, campfire, Redfern's cottage visit, walking to library etc.

Evolve forms online

Fire Risk Assessment

See risk assessment folder in HT office

Name of person who has overall responsibility for the school risk assessment process and any associated action planning

Anne Tapp (HT)

Our arrangements for carrying out, recording, communicating and reviewing risk assessments are:

Risk assessments are completed by the appropriate individual/group and then assessed and reviewed by the HT and H+S chair

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

Risk assessments are created or reviewed when something new is introduced or a change has occurred

29. Smoking

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

the school

30. Shared use of premises/shared workplace

<i>Name of Premises Manager or member of Leadership team responsible for Premises Management</i>	<i>Anne Tapp (HT) Bruce Righton (ST)</i>
<i>The school premises are shared with another organisation (e.g. Contract caterer/public leisure centre).</i>	<i>School has a licence agreement with Happy Hours who run our before and after school club and holiday club</i>
<i>Our arrangements for managing health and safety in a shared workplace are: -Site technician unlocks and locks premises before and after lettings where appropriate and checks the site -If lettings are during school opening hours the HT/SLT ensure the H+S of all involved -Appropriate paperwork is completed by letting staff and checked by the Bursar Also see lettings risk assessments</i>	

31. Stress and Staff Well-being

<i>Name of person who has overall responsibility for the health and wellbeing of school staff</i>	<i>Anne Tapp (HT) Local Governing Board Wellbeing Committee</i>
<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: -Open door policy to the HT/Gov/SLT to share any personal issues -Possible referral to the OHU team -Individual/Team risk assessments completed -Staff well-being survey completed -Access to counselling and other SLA well-being support (through our teacher absence insurance company AND our occupational health SLA)</i>	
<i>Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated</i>	
<i>All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work</i>	
<i>Individual stress risk assessments take place when a member of staff requires additional individual support</i>	
<i>A team stress risk assessment has been completed involving all staff and this is reviewed regularly. Survey completed week beginning – Feb 21 and team stress risk assessment completed – March 21, June 20 and September 20. Additional Covid team stress risk assessment completed 8.6.20.</i>	

32. Swimming Pool Operating Procedures (where applicable)

<i>Name of person who has overall responsibility for managing the swimming pool and it's environment.</i>	<i>N/A</i>
<i>Due to Covid-19 our swimming SLA was paused but has just started up again (Sept 21). This will regularly be reviewed in line with current Government and local guidance</i>	
<i>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): Known by staff that go swimming and supervised by pool staff</i>	
<i>Staff operating the swimming pool have received appropriate training and information</i>	
<i>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</i>	
<i>The health and safety considerations within curriculum swimming must be planned, supervised and managed by staff who include in their lesson planning</i>	

33. Training and Development

<i>Name of person who has overall responsibility for the training and development of staff.</i>	<i>Anne Tapp (HT)</i>
<i>All new staff receive an induction 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:</i> <i>-As part of staff meetings/noticeboard/email</i> <i>-As part of job induction</i>	
<i>The school has a health and safety training request form to help in the planning of essential and development training for staff</i>	
<i>Training records are retained and are located in the H+S file in the HT office</i>	
<i>Training and competency as a result of training is monitored and measured by:</i>	<i>Anne Tapp (HT)</i> <i>Local Governing Board</i>

34. Vehicles owned or operated by the school/academy

<i>Name of person who has overall responsibility for the school vehicles</i>	<i>Mr Cope (Minibus)</i>
<i>The school operates</i>	<i>1 minibus hired on occasions</i>

<i>minibus/coaches/cars/other vehicles (e.g. quad bikes/ride on mowers)</i>	
<i>Name of person who manages the driver medical examinations</i>	<i>SCC</i>
<i>Name of person who manages the vehicle license requirements</i>	<i>Mrs Plant (Bursar)</i>
<i>Name of person who undertakes vehicle checks such as oil, water and routine roadworthiness</i>	<i>TAHS (minibus)</i>
<i>Name of person who arranges servicing and maintenance of the academy vehicles</i>	<i>TAHS (minibus)</i>
<p><i>Our arrangements for the safe use of school vehicles are:</i></p> <ul style="list-style-type: none"> <i>-appropriate documentation checked and stored</i> <i>-drivers adhere to school procedure for vehicles on site (see 35)</i> <i>-Visual inspection of vehicles prior to use</i> <i>-See also on site management of segregation of pedestrians and vehicle risk assessment</i> 	

35. Vehicle movement on site

<i>Name of Premises Manager responsible for the management of vehicles on site</i>	<i>Anne Tapp (HT)</i>
<p><i>Our arrangements for the safe access and movement of vehicles on site are:</i></p> <ul style="list-style-type: none"> <i>-school gates are closed throughout the school day, parents use the leisure centre car park before and after school</i> <i>-5 mph speed limit enforced on school site</i> <i>-HT and ST monitor the use of vehicles on site</i> <i>-risk assessment completed alongside SCC H+S adviser</i> <i>-regular reminders in newsletters to remind parents using Happy Hours of the safe use of vehicles on site</i> <i>-See also on site management of segregation of pedestrians and vehicle risk assessment</i> 	

36. Violence and Aggression and School/Academy Security

<i>The school/academy 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</i>	<i>Anne Tapp (HT)</i>

<i>of verbal & physical violence to:</i>	
<i>Incidents of verbal & physical violence are investigated by:</i>	<i>Anne Tapp (HT) Paul Johnson (Chair of LGB)</i>
<i>Name of person who has responsibility for site security:</i>	<i>Anne Tapp (HT) Bruce Righton (ST)</i>
<i>Our arrangements for site security are: -3 key holders (5 staff who may unlock/lock up at some point) -ST unlocks and locks up school site -Gates on drive locked when school is closed to reduce access to site -Police called to support when necessary when alarm set off and school closed -Neighbours support us in monitoring the school</i>	

37. Water System Safety

<i>Name of Premises Manager responsible for managing water system safety.</i>	<i>Bruce Righton (ST)</i>
<i>Name of contractors who have undertaken a risk assessment of the water system</i>	<i>SCC/IWS</i>
<i>Name of contractors who carry out regular testing of the water system:</i>	<i>IWS</i>
<i>Location of the water system safety manual/testing log</i>	<i>Bruce Righton (ST) office</i>
<i>Our arrangements to ensure contractors have information about water systems are: They call during school hours and the HT or ST direct them to the aspects required</i>	
<i>Our arrangements to ensure all school staff carrying out checks or testing or maintenance have information about the water system: Bruce Righton (ST) carries out weekly/monthly/quarterly testing of the water system. These are signed off by the HT as evidence checks are taking place</i>	

38. Working at Height

<i>Name(s) of person responsible managing the risk of work at height on the premises:</i>	<i>Anne Tapp (HT) Bruce Righton (ST)</i>
<i>Work at height is avoided where possible.</i>	
<i>Our arrangements for managing work at height are: See risk assessment</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 (Location) – regular inspection but no formal recording</i>	

39. Work Experience

<i>Name of person who has overall responsibility for managing work experience and work placements for school pupils.</i>	<i>Anne Tapp (HT)</i>
<p><i>Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are:</i></p> <ul style="list-style-type: none"> <i>-An enquiry is sent to the HT and senior leader who oversees volunteers across the school</i> <i>-The HT ensures the appropriate documents are in place such as the DBS</i> <i>-The HT organises the placement and activities to be undertaken</i> <i>-The HT meets with the person prior to starting the placement</i> <i>-The HT gives and discusses the placement booklet, aspects such as H+S, safeguarding etc discussed</i> <i>-The class teacher/key stage leader/HT monitor the placement</i> <i>-HT contacts organising body/Governors should an issue arise</i> <p><i>Under current Covid-19 restrictions the school has decided not to allow volunteers on site unless part of a teaching qualification. This is regularly reviewed and will be re-introduced when safe to do so.</i></p>	
<i>The name of the person responsible for the health and safety of people on work experience in the school premises:</i>	<i>Anne Tapp (HT)</i>
<p><i>Our arrangements for managing the health and safety of work experience students in the school are:</i></p> <p><i>See above</i></p>	

40. Volunteers

<i>Name of person who has overall responsibility for managing/coordinating volunteers working within the school:</i>	<i>Anne Tapp (HT) & Angela Jones</i>
<p><i>Volunteers are considered as a member of staff and all health and safety arrangements including induction and training must apply</i></p>	

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.

From External Audit (Dec 2017)

- Add names of attendees and non-attendees to minutes of meetings

- Headteacher or responsible person to sign monitoring sheets when records are reviewed, including first aid boxes
- Person with the responsibility for managing the premises and site technician to attend Asbestos management training
- Complete the operational procedure for the play equipment available on the SLN
- Consider providing risk assessment awareness training for staff completing risk assessments
- Consider transferring risk assessment on to the current risk assessment format
- Continue with archiving, no longer valid risk assessments
- Document any suggestions on health and safety improvements that come from staff which are discussed and implemented
- Consider using the health & safety training matrix to inform the decision making process about training
- Document the pre and post discussion for health and safety training
- Implement a process to recognised outstanding safety performance
- Evidence team work to solve health and safety problems
- Complete the corporate accident investigation form HSF40 for all employee accidents.
- Consider attending accident investigation training.
- Test BCP and lockdown procedures - document outcome of these and any learning
- Document the gritting plan.
- Developed an action plan against the team stress risk assessment ,
- Avoid the use of the word 'ongoing' when looking at evaluation periods in risk assessments

All aspects completed ready for the next internal audit (due Dec 2021)

Taken from Picknalls October 2021 H+S checklist action plan

- Attend fire risk assessment training - booked 10.11.21. Complete annual fire risk assessment on new proforma on next review
- SLT to complete an emergency scenario desktop exercise
- Update and review Covid RA's to reflect any changes in procedure around PPE. Ensure staff are aware of any updates
- Update and review individual children and staff RA's to reflect any changes in individual's circumstances with regards to Covid
- Ensure adequate ventilation in all areas around school in line with Covid expectations as much as possible
- DHT to undertake EVC training with Entrust and take this role from the HT

Taken from Picknalls Health, Safety and Wellbeing Self Audit Jan 2021, updated Oct 2021

- Is a member of the management team in the academy responsible for overseeing the risk assessment process? This will develop further once we have developed more as an academy.
- Is there a formal system in place to communicate the results of risk assessments to employees and all those who may be affected by the risks identified? Staff to complete RA training/complete RA with HT.
- Do all new members of staff (including temporary or volunteers etc.) receive appropriate health and safety induction training? New induction checklist to be used within first week of job starting.
- Are your employees aware of and encouraged to take part in wellbeing initiatives either in school/academy or via the Wellbeing pages on the SLN? Develop 'positivitree' as new idea from wellbeing committee.
- Do you give recognition for good health and safety performance in school? Develop 'positivitree' as new idea from wellbeing committee to be able to recognise H+S contributions.