



PFS Health & Safety Policy

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 Local Academy Committee/Trust/Academy Board.

This policy was approved as follows:

Approver:	Board of Trustees	Date:	Autumn 2026
Owner:	LAC	Version:	1.0
LAC adoption date:	Autumn 2026	Review frequency:	1 years
Status:	Statutory	Next review date:	Autumn 2027

This policy applies to all School Academy staff, pupils and parents.

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



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 Local Academy Committee/Trust/Academy Board.

3. Employer responsibilities

Where the school/sponsor/Local Academy Committee 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 and the School Senior Leadership Team (supported and monitored by the Local Academy Committee). 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 Local Academy Committees 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 H, S and W 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 i2e



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 i2e Business continuity plan and i2e 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 Academy Committee 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 Local Academy Committee 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 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 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>01785 278227 / 07815 826740</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)</i> <i>Senior Leadership Team (SLT)</i>
<i>Our arrangements for the monitoring of health and safety are:</i> <i>-Regular standing agenda item in staff meetings, key stage meetings and senior leader meetings – 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> <i>-Report to Local Academy Committee (termly) – Part of the heads report to Governors in the second section of each half term</i> <i>-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: 3.12.25</i> <i>By: Charlotte Evans (SCC)</i> <i>Due next audit Autumn 2029</i>
<i>Name of person responsible for monitoring the implementation of health and safety</i>	<i>Anne Tapp (HT)</i>

<i>policies</i>	<i>Senior leaders (SLT)</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

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/playground bags 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 Local Academy Committee termly.</i>
<i>Pupil accidents: All pupil accidents are written down on sheets in the medical room/classroom/playground bags 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 BI510 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 Ren Milward (Admin officer)/Anne Tapp (Head)</i>
<i>Our arrangements for reporting to the local academy committee 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)</i> <i>Bruce Righton (ST)</i>
<i>Location of the Asbestos Management Log or Record System.</i>	<i>Reception office</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</i> <i>See asbestos management plan</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 at least annually</i>	
<i>Staff must report damage to asbestos materials to:</i>	<i>Anne Tapp (HT)</i> <i>Bruce Righton (ST)</i>
<i>Staff must not drill or affix anything to walls without first obtaining approval from the premises manager and signing the asbestos register</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)</i> <i>Senior leaders (SLT)</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/H+S site technician book in staffroom</i>	
<i>Staff can make suggestions for health and safety improvements by:</i> <i>-Open door policy (as and when) - logged in minutes of meetings, actioned and monitored by the HT</i> <i>-Regular standing agenda item in staff meetings – actioned and monitored by the HT and SLT</i>	

- Performance management – (annual) written record and actioned and monitored by the HT/SLT*
- Site technician jobs book in staffroom – completed by any member of staff to highlight aspects immediately to the ST. Once completed actions are crossed out.*

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/Ren Milward/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/Admin officer/Site technician</i>	
<i>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/Ren Milward/ 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 safety matters:</i>	<i>Anne Tapp (HT)</i> <i>Senior leaders (SLT)</i>
<i>The name of the Trade Union Health and Safety Representative is:</i>	<i>N/A</i>
<i>Our formal arrangements for consulting with staff on health and safety matters</i>	

are:

- Through SLT meetings*
- Through staff meetings*
- Performance management*

Staff can raise issues of concern by:

- Open door policy (as and when) - logged in minutes, actioned and monitored by the HT/SLT*
- Regular standing agenda item in staff meetings – logged onto minutes, actioned and monitored by the HT/SLT*
- Performance management – (annual) written record and actioned and monitored by the HT*

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> <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 - PE lead</i> <i>Angela Jones – H+S lead</i> <i>Steph Fenton - SENDCo</i>

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

<i>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.</i>	
<i>Our arrangements for carrying out DSE assessments are:</i> <i>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:</i> <i>Early Years lead completes a daily walk around the whole department including the outdoor area. Staff report issues and concerns either immediately or via the appropriate channels. All staff are level one safeguarding trained each September. The headteacher (DSL), and EYFS leader are both level 4 trained with 2 further staff level 4 trained (DDSL's). 4 teaching assistants within the key stage are paediatric first aid trained. The Early Years lead is level three Forest School trained, and wilderness first aid trained. A teaching assistant is level 2 Forest School trained and 2 other members of staff are level 1. They adhere to whole school policies to provide a cohesive safe environment. This includes a mobile phone and camera toolkit for Early Years settings.</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>Angela Jones (SLT) and Anne Tapp (HT)</i>
<i>Our arrangements for the safe management of educational visits:</i> <i>-staff complete evolve/school risk assessments</i> <i>-parents informed of visit and inform us of any specific issues relating to their child and the visit</i> <i>-HT/Visit leader/EVC monitors H+S aspects prior to, during and after the visit</i>	

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>Ren Milward (Admin Officer)</i>
<i>Fixed electrical wiring test records are located: on the H+S portal</i>	<i>Paper copy in the Admin Officer files</i>
<i>All staff visually inspect electrical equipment before use</i>	
<i>Our arrangements for bringing personal electrical items onto the school site are:</i> <i>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>Ren Milward (Admin Officer)</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 Admin Officer files</i>
<i>Staff must take defective electrical equipment out of use and report to:</i>	<i>Anne Tapp (HT)</i>

	<i>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 fire procedures folder</i>
<i>When the fire alarm is raised the person responsible for calling the fire service is</i>	<i>Anne Tapp (HT), SLT, Ren Milward (Admin Officer), 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) and senior leaders (SLT). This is completed at least termly</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 all key rooms, 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 Admin Officer files</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) Julia Simon (Admin assistant)</i>
<i>The First Aid Assessment is located</i>	<i>In the HT office/medical room</i>
<i>First Aiders are listed</i>	<i>All general TA's, Assistant HT, office staff and PE leader</i>
<i>Name of person responsible for arranging and monitoring First Aid Training</i>	<i>Anne Tapp (HT)</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.</i> <i>Early Years Lead completes a weekly walk round of the woodland area.</i> <i>Woodland area closed during bad weather e.g. high winds. The Early Years lead</i>	

is level three Forest School trained, and wilderness first aid trained. A teaching assistant is level 2 Forest School trained and 2 other members of staff are level 1. All 4 EYFS 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 Admin Officer files.</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>Ren Milward (Admin Officer)</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 external office or external container</i> <i>-Staff are provided with allowed and documented hazardous substances (such as cleaning products)</i> <i>-COSHH sheets are stored in the main office</i> <i>The school uses CLEAPPS as a resource and all staff are 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>
---	------------------

18. Housekeeping, cleaning & waste disposal

<i>All staff and pupils share the responsibility for keeping the school site clean, tidy</i>
--

<i>and free from hazards</i>	
<i>Our waste management arrangements are: Suez</i>	
<i>Our site housekeeping arrangements are: Site Technician and cleaners are responsible for keeping the school clean and tidy and free from hazards</i>	
<i>Site cleaning is provided by:</i>	<i>Johnson's Cleaning Company</i>
<i>Cleaning staff have received appropriate information, instruction and training about the aspects required to meet standards and H+S requirements via the company.</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 the main 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, including food waste, and the location of waste bins and skips</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 consistently wash and sanitise their hands (ongoing since 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</i>	

20. Lettings

<i>Name of Premises Manager or member of Leadership team responsible for Lettings</i>	<i>Ren Milward (Admin Officer)</i>
<i>Lettings are being reviewed regularly and policy and procedures reviewed by Governors</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 Admin Officer, 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>	
<i>Hirers have in place their own risk assessments, first aid arrangements/ fire procedures and emergency procedures</i>	
<i>Hirers are responsible for obtaining the necessary local authority licenses for their activities and these must be provided to the school on request</i>	
<i>Hirers must provide a register of those present during a letting upon request</i>	

21. Lone Working

<i>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.</i>

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

<i>NOTE Types of equipment to consider in this section:</i> <i>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.</i> <i>This section must include the arrangements for school kitchens</i>	
<i>Name of person responsible for the selection, maintenance / inspection and testing of equipment</i>	<i>Bruce Righton (site technician)</i> <i>Chubb – intruder alarm</i> <i>Lantern fire and security – fire alarm system and fire safety</i> <i>Midwest mechanical and electrical</i>

	<i>services ltd – Emergency lighting</i> <i>Miquill – Kitchen</i> <i>Sportsafe – PE equipment</i> <i>Electrical compliance and safety ltd</i> <i>– Fixed electrical testing</i> <i>Calbarrie – Portable appliance testing</i> <i>SLN with Entrust for all compliance aspects</i>
<i>Records of maintenance and inspection of equipment are retained and are located:</i>	<i>The headteacher's office</i>
<i>Staff report any broken or defective equipment to:</i>	<i>Anne Tapp (HT)</i> <i>Bruce Righton (ST)</i> <i>Senior leaders (SLT)</i>
<i>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</i>	

23. Manual Handling

<i>Name of competent person responsible for carrying out manual handling risk assessments</i>	<i>Anne Tapp (HT)</i>
<i>Our arrangements for managing manual handling activities are:</i> <i>See manual handling risk assessment as part of the working at height RA and the grounds maintenance RA. See also manual handling management arrangements.</i>	
<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>	

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)

24. Medication

<i>Name of person responsible for the management of and administration of medication to pupils in school</i>	<i>Julia Simon (Admin assistant) Trained paediatric first aiders</i>
<i>Our arrangements for the administration of medicines to pupils are:</i> - <i>All parents complete a medical form with an agreed administer of medication schedule</i> <i>Also see first aid needs assessment and the first aid management arrangements.</i>	
<i>The names members of staff who are authorised to give / support pupils with medication are:</i>	<i>Trained first aiders, mainly Admin assistant</i>
<i>Medication is stored:</i>	<i>Locked filing cabinet in medical room, fridge in staffroom or in the Admin Officer's cupboard</i>
<i>A record of the administration of medication is located:</i>	<i>Medical room/Admin officer's laptop</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 specific nursing/hospital services 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>	

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

25. Personal Protective Equipment (PPE)

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 staff

*Mrs Tapp
Mr Righton*

Name of person responsible for the checking and maintenance of personal protective equipment provided for staff

*Mrs Tapp
Mr Righton*

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

SLT

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

Class teachers/Inclusion support staff

26. Radiation

Name of the school Radiation Protection Supervisor (RPS)

N/A

Name of the Radiation Protection Adviser (RPA)

N/A

27. Reporting Hazards or Defects

All staff and pupils must report any hazards, defects or dangerous situations they see at school

Our arrangements for the reporting of hazards and defects:

See the HT/ST or other responsible person immediately

28. 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.

- Specific children risk assessments
- Peeps - staff and children's
- First aid risk assessments
- Prevent risk assessment
- Post accident risk assessment
- Business risk assessments

Subject risk assessments:

- PE - Gymnastics on the apparatus
- PE - Y4 Hockey
- Art/DT - Knives, graters, peelers for food technology
- Art/DT - Hack saw use
- Art/DT - Glue gun use

Classroom risk assessments:

- Nursery, FS1 and FS2
- EYFS outdoor provision
- Year 1 - Class 1 and Class 2
- Year 2 - Class 3 and Class 4
- Year 3 - Class 5 and Class 6
- Year 4 - Class 7 and Class 8
- SEND hub

General risk assessments:

- School office and reprographics
- Pupil Wellbeing
- Staff wellbeing
- General classroom
- Premises internal
- Premises external
- Grounds maintenance carried out by school employees
- Contractors and in-house building work

Additional general risk assessments:

- Trim trail
- Working at height
- Winter preparedness/Severe weather
- Work experience /volunteer
- School minibus use
- Vehicle/car park

Team stress risk assessment - September 25

Individual stress risk assessments:

- Jan 25 - returning after a period of absence due to mental health issues
- July 20 - Covid
- Jan 16 - Work related stress

Pregnancy individual risk assessment:

- LC - March 25
- LC - Jan 25
- LC - August 22
- HR - Feb 15

General event school risk assessments such as SEND trips, Wildlife trail, Hedgehog talk, concerts to parents, Y4 Standon Bowers 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:</i> <i>-Site technician unlocks and locks premises before and after lettings where appropriate and checks the site</i> <i>-If lettings are during school opening hours the HT/SLT ensure the H+S of all involved</i> <i>-Appropriate paperwork is completed by letting staff and checked by the Admin officer</i> <i>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 Academy Committee SLT</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:</i> <i>-Open door policy to the HT/SLT/LAC/Central team to share any personal issues</i> <i>-Possible referral to the OHU team</i> <i>-Individual/Team risk assessments completed</i> <i>-Staff well-being survey completed</i> <i>-Access to counselling and other SLA well-being support (through our teacher</i>	

<i>absence insurance company AND our MAT well being package)</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 staff wellbeing survey takes place at least annually by either the school or the MAT. A team stress risk assessment is then completed when necessary and this is reviewed regularly. Latest survey completed Summer 25 by i2e.</i>

32. Swimming Pool Operating Procedures (where applicable)

<i>Name of person who has overall responsibility for managing the swimming pool and its environment.</i>	<i>Uttoxeter Leisure Centre</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 Academy Committee</i>

34. Vehicles owned or operated by the school/academy

<i>Name of person who has overall responsibility for the school vehicles</i>	<i>Ren Milward (Admin officer)</i>
<i>The school operates minibus/coaches/cars/other vehicles (e.g. quad bikes/ride on mowers)</i>	<i>1 minibus hired on occasions</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>Ren Milward (Admin officer)</i>
<i>Name of person who undertakes vehicle checks such as oil, water and routine roadworthiness</i>	<i>Angus McKinnon</i>
<i>Name of person who arranges servicing and maintenance of the academy vehicles</i>	<i>Ren Milward (Admin officer)</i>
<i>Our arrangements for the safe use of school vehicles are:</i>	
<i>-appropriate documentation checked and stored</i>	

- drivers adhere to school procedure for vehicles on site (see 35)*
- Visual inspection of vehicles prior to use*
- See also on site management of segregation of pedestrians and vehicle risk assessment*

35. Vehicle movement on site

<i>Name of Premises Manager responsible for the management of vehicles on site</i>	<i>Anne Tapp (HT)</i>
<i>Our arrangements for the safe access and movement of vehicles on site are:</i> <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 of verbal & physical violence to:</i>	<i>Anne Tapp (HT)</i>
<i>Incidents of verbal & physical violence are investigated by:</i>	<i>Anne Tapp (HT)</i> <i>Paul Johnson (Chair of LAC)</i>

	<i>Kerry Rocester (CEO)</i>
<i>Name of person who has responsibility for site security:</i>	<i>Anne Tapp (HT)</i> <i>Bruce Righton (ST)</i>
<i>Our arrangements for site security are:</i> <i>-6 key holders (6 staff who may unlock/lock up at some point)</i> <i>-ST unlocks and locks up school site</i> <i>-Gates on drive locked when school is closed to reduce access to site</i> <i>-Police called to support when necessary when alarm set off and school closed</i> <i>-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/HSL</i>
<i>Name of contractors who carry out regular testing of the water system:</i>	<i>HSL</i>
<i>Location of the water system safety manual/testing log</i>	<i>Bruce Righton (ST) external 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</i>	<i>Anne Tapp (HT)</i>
---	-----------------------

<i>the risk of work at height on the premises:</i>	<i>Bruce Righton (ST)</i>
<i>Work at height is avoided where possible.</i>	
<i>Our arrangements for managing work at height are:</i> <i>See risk assessment and management arrangements.</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>
<i>Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are:</i> <i>-An enquiry is sent to the HT, Admin Officer and staff responsible for 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>	
<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>
<i>Our arrangements for managing the health and safety of work experience</i>	

students in the school are:

See above

40. Volunteers

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

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

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

From External Audit (Dec 25)

- Each staff member should set and work toward at least one personal health and safety objective annually, which can be monitored through broader channels like meetings.
- Review accident and incident reports, identify lessons learned, and update any procedure or plans based on these findings. Record and communicate any changes or improvements to staff.
- Ensure contractors working on the day have signed hazard exchange forms so they are included in the hazard exchange discussion.
- On Walk around it was noted that
 - Fire door exits were partially blocked
 - H&S poster requires an update to information
 - Some Fire signage is missing, eg school evac procedure posters
 - Ensure that Intrusive work forms are completed for all work including all internal jobs that disturb the fabric of the building
 - Recommend keeping the FRA training current for instances that that the FRA should need to be reviewed.
- Record fire door checks
- Ensure all staff have seen the working at height Risk assessment
- Ensure all staff have a basic level of working @ height training through guidance posters.
- Identify gaps in staff access to relevant risk assessments, including any general ones that may apply to them.
- Although risk assessments are currently accessible to staff via hard copy, it is considered best practice to ensure these documents are broadly distributed and easily reachable as a

shared resource. Doing so further enhances accessibility for everyone and strengthens emergency preparedness in cases such as fire or other critical incidents.

- Consider Implementing Risk assessment matrix (listing, all risk assessments, who completed it, date, review dates and any comments such as post-accident RA or modification needed) the new MY H&S Module can help with this.
- Even though meetings are used to bring up and monitor defects, put a defects book or clip board in place to allow for minor defects to be recorded instantly at the time, then pick up in meetings.
- Continue to encourage and develop a positive Culture, proactively identifying risk gaps and planning to resolve them.
- Please ensure that school reviews on the My H&S system are completed promptly; currently, there are three outstanding school reviews, including the most recent as of the audit date.
- Continue to develop action plans to resolve risk gaps identified in the stress risk assessment and any other health and wellbeing risk assessments.
- Continue to embed and develop the Risk assessment and Wellbeing strategy.
- Ensure that risk gaps identified in the Operational control and risk assessment sections are completed.

Taken from Picknalls October 2025 H+S checklist action plan

- HT to undertake additional water related training e.g. National College Legionnaires Awareness
- EVC to undertake additional risk assessment writing training - National College

Taken from Picknalls Health, Safety and Wellbeing Self Audit Jan 2025

- Health and safety central manager recently retired awaiting replacement - Ask central team to inform when they have appointed someone for this position
- SLT to update induction checklist for new staff - Evaluate and rewrite the new staff H&S checklist to be included in the induction pack
- Managers to have formal H&S training - SLT to have their H&S training updated - National College provide two relevant courses: A guide to law for leaders - understanding your legal responsibilities and Certificate for H&S for staff



