



**Manor Primary School**

**Health, Safety and Wellbeing Management Arrangements**

**Core | Consider | Complex**

**Template**

# **Health, Safety and Wellbeing Policy**

**Health, Safety and Wellbeing Service**

## 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

## *Manor Primary School*

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 school.

**Part E** - The Key Performance Indicators.



## A. Introduction

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

## B. Policy Statement

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

The Governing Body will ensure so far as is reasonably practicable that:

- all places and premises where staff and pupils are required to work and engage in school activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on the premises or taking part in educational activities elsewhere.)
- all plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
- appropriate safe systems of work exist and are maintained.
- sufficient information, instruction, training and supervision is available and provided to ensure that staff and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others.
- a healthy working environment is maintained including adequate welfare facilities.

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

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

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

<i>[Signature]</i>	<i>[Signature]</i>
<i>Lisa Newson, <b>Chair of Governors</b></i>	<i>Simon Robson, <b>Headteacher</b></i>
<i>date</i>	<i>date</i>

## C. Management Arrangements

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

### Competent Health and Safety Advice

<i>The school obtains competent health and safety advice from</i>	Health, Safety and Wellbeing Service
<i>The contact details are</i>	Health, Safety and Wellbeing Service Wedgwood Building Tipping Street Stafford ST16 2DH  Tel: 01785 355777  Fax: 01785 355842  <a href="mailto:shss@staffordshire.gov.uk">shss@staffordshire.gov.uk</a>
<i>In an emergency we contact <a href="mailto:wendy.sears@staffordshire.gov.uk">wendy.sears@staffordshire.gov.uk</a> 07773 791557 Or emergency services on 999</i>	

### Monitoring Health and Safety

<i>Name of person(s) responsible for the overall monitoring of health and safety in school:</i>	<i>Simon Robson</i>
<i>Our arrangements for the monitoring of health and safety are annual audits, walk rounds by governors and self-evaluations and termly reports to the governors' leadership and management committee.</i>	
<i>The school carries out formal evaluations and audits on the management of health and safety annually.</i>	
<i>The last audit took place</i>	<i>Date: January 2017 By: Simon Robson</i>
<i>Name of person responsible for monitoring the implementation of health and safety policies</i>	<i>Simon Robson</i>
<i>All staff are aware of the key performance indicators in part E and how they are monitored</i>	
<i>Workplace inspections:</i>	
<i>Visual site inspection daily</i>	<i>Ian Webb</i>
<i>Water safety tests</i>	<i>Ian Webb</i>

<i>Ladder checks 6 monthly</i>	<i>Ian Webb</i>
<i>Emergency lighting monthly</i>	<i>Ian Webb</i>
<i>Outdoor play equipment visual check monthly</i>	<i>Ian Webb</i>
<i>PAT testing annually</i>	<i>Competent person</i>
<i>Fixed electrical</i>	<i>Competent electrician</i>

## **D. Detailed Health and Safety Arrangements**

Adapt this list of arrangements as appropriate for your school.

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

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

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

### **1. Accident Reporting, Recording & Investigation**

<i>Our arrangements for recording and investigating:</i>
<i>pupil accidents: First aid book in staff room and in Early Years. More serious accidents are reported to the LA using forms in the school office. Root cause is investigated by Headteacher and risk reduced where possible.</i>
<i>staff accidents: reported to the LA using forms in the school office. Root cause is investigated by Headteacher and risk reduced where possible.</i>
<i>visitor accidents: reported to the LA using forms in the school office. Root cause is investigated by Headteacher and risk reduced where possible.</i>
<i>The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: Simon Robson</i>
<i>Our arrangements for reporting to the Governing Body or Academy Board are: Termly Headteacher report under Health and Safety</i>
<i>Our arrangements for reviewing accidents and identifying trends are: Annual review during self-audit.</i>

### **2. Asbestos**

<i>Name of Premises Manager responsible for Managing Asbestos.</i>	<i>Simon Robson</i>
<i>Location of the Asbestos Management Log or Record System.</i>	<i>School office</i>
<i>Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are for them to complete a hazard exchange form and sign the asbestos register before commencing work.</i>	

<i>Our arrangements to ensure all school staff such as class teachers or caretakers have information about asbestos risk on the premises: Health and Safety induction carried out.</i>	
<i>Staff must report damage to asbestos materials to:</i>	<i>Simon Robson</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>Simon Robson</i>
<i>Our arrangements for communicating about health and safety matters with all staff are regular agenda item on staff meeting agenda.</i>	
<i>Staff can make suggestions for health and safety improvements by speaking out in staff meetings or approaching the HT. Minor repairs can be reported to the site technician through a faults and repairs book.</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>Simon Robson</i>
<i>Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are: We have bought into Property Services SLA to manage such projects.</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: completion of hazard exchange forms and meeting with HT</i>	
<i>Our arrangements for the induction of contractors are: completion of hazard exchange forms and meeting with HT</i>	
<i>Staff should report concerns about contractors to: Simon Robson</i>	
<i>We will review any construction activities on the site by:</i>	

### **5. Consultation**

<i>Name of SLT member who is responsible for consulting with staff on health and safety matters:</i>	<i>Simon Robson</i>
<i>The name of the Trade Union Health and</i>	

<i>Safety Representative is:</i>	
<i>Our arrangements for consulting with staff on health and safety matters are: Staff meeting agenda item or Inset day.</i>	
<i>Staff can raise issues of concern by: speaking to office staff or headteacher. Minor issues can go in faults and repairs book for site technician.</i>	

## **6. Contractor Management**

<i>Name of person responsible for managing and monitoring contractor activity</i>	<i>Simon Robson or property services team</i>
<i>Our arrangements for selecting competent contractors are: Use of county approved list.</i>	
<i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: completion of hazard exchange forms and meeting with HT</i>	
<i>Our arrangements for the induction of contractors are: completion of hazard exchange forms and meeting with HT</i>	
<i>Staff should report concerns about contractors to: Simon Robson</i>	

## **7. Curriculum Areas – health and safety**

<i>Overall responsibility for curriculum safety</i>	<i>Simon Robson</i>
<i>Risk assessments for curriculum areas are the responsibility of:</i>	<i>Teacher carrying out the activity</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: Staff who meet the above criteria carry out an assessment and any adaptations are carried out.</i>	
<i>Name of person who has responsibility for carrying out Display Screen Equipment Assessments</i>	<i>Self-assessment by the user overseen by the Headteacher</i>
<i>DSE assessments are recorded and any control measures required to reduce risk are managed by</i>	<i>Simon Robson</i>

## **9. Early Years Foundation Stage (EYFS)**

<i>Name of person who has overall responsibility for EYFS</i>	<i>Kathryn Percival</i>
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*Our arrangements for the safe management of EYFS are: to follow our EYFS policy and comply with safe ratios of staffing to children. We will also follow the cleaning policy and do visual checks of the setting, inside and out, each day.*

### **10. Educational visits / Off-Site Activities**

<i>Name of person who has overall responsibility for Educational Visits</i>	<i>Simon Robson</i>
<i>The Educational Visits Coordinator is</i>	<i>Simon Robson</i>
<i>Our arrangements for the safe management of educational visits: Follow our educational visits policy. This includes carrying out risk assessments and adhering to safe staff ratios.</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>Simon Robson</i>
<i>Fixed electrical wiring test records are located:</i>	<i>In the 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: Equipment has to be PAT tested in school before use.</i>	
<i>Name of person responsible for arranging the testing of portable electrical equipment (PAT):</i>	<i>Simon Robson</i>
<i>Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:</i>	<i>Simon Robson</i>
<i>Portable electrical equipment (PAT) testing records are located:</i>	<i>In the office</i>
<i>Staff must take defective electrical equipment out of use and report to:</i>	<i>Simon Robson</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 &amp; reviewing fire risk assessment in addition to any associated action planning</i>	<i>Simon Robson</i>
<i>The Fire Risk Assessment is located .....</i>	<i>In the Health and Safety File in the</i>

	<i>Head's office.</i>
<i>When the fire alarm is raised the person responsible for calling the fire service is</i>	<i>Tracey Everett (office manager) or Anne Obrien (clerk)</i>
<i>Name of person responsible for arranging and recording of fire drills</i>	<i>Simon Robson</i>
<i>Name of person responsible for creating and reviewing Fire Evacuation arrangements</i>	<i>Simon Robson</i>
<i>Our Fire Evacuation Arrangements are published ...</i>	<i>At key points around the building including classroom exits.</i>
<i>Our Fire Marshals are listed</i>	<i>Simon Robson and Tracey Everett</i>
<i>Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at</i>	<i>office</i>
<i>Name of person responsible for training staff in fire procedures</i>	<i>Simon Robson</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>Simon Robson</i>
<i>The First Aid Assessment is located</i>	<i>In the Health and Safety file in head's office</i>
<i>First Aiders are listed</i>	<i>In staff room</i>
<i>Name of person responsible for arranging and monitoring First Aid Training</i>	<i>Tracey Everett</i>
<i>Location of First Aid Box</i>	<i>Staff room</i>
<i>Name of person responsible for checking &amp; restocking first aid boxes</i>	<i>Tracey Everett</i>
<i>In an emergency staff are aware of how to summon an ambulance. School information on wall above phones.</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):</i>	
<i>pupils</i>	<i>Parents are contacted by office staff and informed of which hospital to meet the child at. A member of staff who knows the child will travel with the child. This would depend on</i>

	<i>who was available but could be headteacher, teacher or TA</i>
<i>staff</i>	<i>Office staff contact next of kin. Available member of staff to travel with patient. This could be choice of patient. Someone they are comfortable with where possible.</i>
<i>visitors</i>	<i>Office staff contact next of kin. Available member of staff to travel with patient if they are alone.</i>
<i>Our arrangements for recording the use of First Aid are in the first aid file for children in the staffroom. See accident reporting above.</i>	

#### **14. Forest School**

<i>Name of person in school who leads on Forest School activity</i>	<i>Simon Robson</i>
<i>Our arrangements for developing, organising and running Forest School activity. For high risk activities including the use of tools and fire, only staff trained in their safe supervision will lead these activities. A suitable qualification or proven experience would be needed. Risk assessments for the site and these activities have been carried out and are in the forest school file. The area can be used for lower risk outdoor activities led by qualified teachers or suitably experienced teaching assistants.</i>	

#### **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 (year) and the record can be found ....</i>	<i>Date and Location</i>

#### **16. Hazardous Substances (COSHH)**

<i>Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)</i>	<i>Simon Robson</i>
<i>Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are: Staff are aware that they should not bring any substances into school that could be potentially hazardous. Any substances used in school are registered and assessed. The safety data sheets are printed and filed in a folder kept in the staff room. Controls on their storage and use are documented in the assessment.</i>	

*The school uses CLEAPPS as a resource and all staff must be aware of how to access this information.*

**17. Health and Safety Law Poster**

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

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

*Our waste management arrangements are: Bins from around the site are emptied daily into the bins near the entrance. These are collected by Staffordshire County Council weekly.*

*Our site housekeeping arrangements are: Teachers with the help of their teaching assistants and children maintain a tidy and orderly classroom and shared space such as cloakrooms. All staff are responsible for maintaining the orderliness of the building and resources in it.*

<i>Site cleaning is provided by: Chartwells</i>	<i>Name and contact details</i>
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*Cleaning staff have received appropriate information, instruction and training about the following and are competent:*

*work equipment*

*hazardous substances*

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

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

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

**19. Infection Control**

<i>Name of person responsible for managing infection control:</i>	<i>Simon Robson</i>
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*Our infection control arrangements (including communicable diseases/hand hygiene standards) are: Children wash their hands before eating snack or lunch and after going to the toilet or dirty activities such as forest school or painting. There are hand sanitisers at various locations around school that children and adults are encouraged to use.*

*First aid kits include gloves to wear before treating any open wounds or dealing*

*with any bodily fluids.  
In the case of illness that includes D and V staff and children are asked to leave 48 hours from the last symptoms before returning to school.*

## 20. Lettings

<i>Name of Premises Manager or member of Leadership team responsible for Lettings</i>	<i>Simon Robson</i>
<i>Our arrangements for managing Lettings of the school, rooms or external premises are laid out in our lettings policy.</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

*Our arrangements for managing lone working are that staff who are working alone must maintain regular contact with an agreed person e.g. a phone call or text to a partner every couple of hours. Working at height or potentially risky activities must be risk assessed and carried out with other people present wherever possible. The building must not be entered alone or without police support if there is any suspicion that there may be an intruder e.g. when the alarm has gone off.*

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

<i>NOTE Types of equipment to consider in this section: Ladders and steps, PE equipment, fire alarm and smoke detection, emergency lighting, fire extinguishers. This section <b>must include</b> the arrangements for school kitchens</i>	
<i>Name of person responsible for the selection, maintenance / inspection and testing of equipment</i>	<i>Simon Robson</i>
<i>Records of maintenance and inspection of equipment are retained and are located:</i>	<i>In the school office or Health and safety file in head's office</i>
<i>Staff report any broken or defective equipment to:</i>	<i>Ian Webb and Simon Robson</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.*

### **23. Manual Handling**

<i>Name of competent person responsible for carrying out manual handling risk assessments</i>	<i>Simon Robson</i>
<i>Our arrangements for managing manual handling activities are: to provide equipment where necessary such as barrows. Staff training for tasks where necessary.</i>	
<i>Staff must 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/academy</i>	<i>Simon Robson</i>
<i>Our arrangements for the administration of medicines to pupils are: Parents complete a form stating dosage and times for administration and sign to authorise staff to administer medicine. Only prescribed medicine will be given to the child named on the prescription unless agreed with the headteacher.</i>	
<i>The names members of staff who are authorised to give / support pupils with medication are:</i>	<i>Tracey Everett, Anne Obrien,</i>
<i>Medication is stored:</i>	<i>In locked staff room cupboard</i>
<i>A record of the administration of medication is located:</i>	<i>On envelope that contains the medicine.</i>
<i>Pupils who administer and/or manage their own medication in school are authorised to do so by the headteacher and provided with a suitable private location to administer medication/store medication and equipment.</i>	
<i>Staff are trained to administer complex medication by the school nursing service when required.</i>	

<i>Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are detailed in the 'Administration of Medicines policy'</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 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>Simon Robson</i>
<i>Name of person responsible for the checking and maintenance of personal protective equipment provided for staff</i>	<i>Staff member who uses the equipment</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>Simon Robson</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>Forest school leader using equipment</i>

## **26. Radiation**

<i>Name of the school/academy 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/academy.</i>
<i>Our arrangements for the reporting of hazards and defects: Speak to Headteacher or office staff or put note in site technician's defects and repairs book.</i>

## **28. Risk Assessments**

<i>The school/academy has in place risk assessments for any identified significant risk. Control measures which are put in place to eliminate or reduce risk are communicated to staff, pupils and other who may be exposed to the risk.</i>	
<i>Risk assessments are in place for the following areas: Premises internal and external Curriculum / classrooms Hazardous activities or events Fire Risk Assessment Hazardous Substances Manual handling activities Risks related to individuals e.g. health issues, pregnancy Adventure play trail Visits Staff wellbeing Pupil wellbeing</i>	
<i>Name of person who has overall responsibility for the school/academy risk assessment process and any associated action planning</i>	<i>Simon Robson</i>
<i>Our arrangements for carrying out, recording, communicating and reviewing risk assessments are: When activities with any risk are identified or planned an assessment is carried out by the teacher planning the activity. The RA is agreed by the HT and all adults involved in the activity sign to say they have had a copy. Generic RAs are reviewed every two years unless there are significant changes.</i>	
<i>Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments.</i>	
<i>When an accident or incident occurs a post risk assessment takes place when a new hazard has been identified.</i>	
<i>Risk assessments are created or reviewed when something new is introduced or a change has occurred.</i>	

## **29. Smoking**

<i>No smoking or vaping is permitted on site or in vehicles owned or operated by the school/academy.</i>
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## **30. Shared use of premises/shared workplace**

<i>Name of Premises Manager or member of Leadership team responsible for Premises Management</i>	<i>Simon Robson</i>
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<i>The school premises are shared with another organisation (e.g.Contract caterer/public leisure centre).</i>	<i>Chartwell catering and cleaning and Bloomin Gardens grounds maintenance</i>
<i>Our arrangements for managing health and safety in a shared workplace are: Chartwell and Bloomin Gardens are responsible for the health and safety of their employees and equipment whilst on site.</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>Simon Robson</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>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. Date Completed / reviewed</i>	

### **32. Swimming Pool Operating Procedures (not applicable)**

### **33. Training and Development**

<i>Name of person who has overall responsibility for the training and development of staff.</i>	<i>Simon Robson</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: Induction for all staff. Training for specific roles is provided.</i>	
<i>The school/academy has a health and safety training matrix to help in the planning of essential and development training for staff.</i>	
<i>Training records are retained and are located in the Health and Safety folder</i>	
<i>Training and competency as a result of training is monitored and measured by:</i>	<i>Simon Robson</i>

### **34. Vehicles owned or operated by the school (not applicable)**

### 35. Vehicle movement on site

<i>Name of Premises Manager responsible for the management of vehicles on site</i>	<i>Simon Robson</i>
<i>Our arrangements for the safe access and movement of vehicles on site are to close school gates for vehicle access from 8:40 – 3:30pm when children are on site. Any movement of vehicles during this time, e.g. for access to cut the grass or for staff to leave the carpark for an unexpected reason, is done with extreme care and is supervised by a gate key holder.</i>	

### 36. Violence and Aggression and School/Academy Security

<i>The school provides a place of work which is designed and managed to minimise the risk of violence and aggression to staff, pupils and visitors.</i>	
<i>A risk assessment is carried out where staff are at increased risk of injury due to their work.</i>	
<i>Training, information and instruction is available to staff to help them manage the risk of violence and aggression where required.</i>	
<i>Staff and pupils must report all incidents of verbal &amp; physical violence to:</i>	<i>Simon Robson</i>
<i>Incidents of verbal &amp; physical violence are investigated by:</i>	<i>Simon Robson</i>
<i>Name of person who has responsibility for site security:</i>	<i>Simon Robson and Ian Webb</i>
<i>Our arrangements for site security are: 1.5 metre high gates are locked when children are in school (fence is higher). Access is only through the reception area door which is locked. This is opened by office staff. Visitors sign in and wear an appropriate visitor lanyard. Visitors who have not been DBS checked such as governors or regular volunteers will be accompanied.</i>	

### 37. Water System Safety

<i>Name of Premises Manager responsible for managing water system safety.</i>	<i>Simon Robson</i>
<i>Name of contractors who have undertaken a risk assessment of the water system</i>	<i>Hertel</i>
<i>Name of contractors who carry out regular testing of the water system:</i>	<i>Hertel</i>
<i>Location of the water system safety manual/testing log</i>	<i>School office</i>

*Our arrangements to ensure contractors have information about water systems are: meeting with headteacher and site technician.*

*Our arrangements to ensure all school staff carrying out checks or testing or maintenance have information about the water system: Training for new staff from those that know the system.*

### **38. Working at Height**

<i>Name(s) of person responsible managing the risk of work at height on the premises:</i>	<i>Simon Robson</i>
<i>Work at height is avoided where possible.</i>	
<i>Our arrangements for managing work at height are: Only those with training for working at height are permitted to do so. Staff may use small step ladders for classroom displays which are available from the staffroom where there are also instructions for their safe use displayed.</i>	
<i>Appropriate equipment is provided for work at height where required.</i>	
<i>Staff who carry out work at height are trained to use the equipment provided</i>	
<i>Work at height equipment is regularly inspected, maintained and records are kept in the school office.</i>	

### **39. Work Experience**

<i>The name of the person responsible for the health and safety of people on work experience in the school premises:</i>	<i>Simon Robson</i>
<i>Our arrangements for managing the health and safety of work experience students in the school are: Induction is carried out before they start. Teacher is responsible for managing and ensuring placement student is safe when in their classroom and undertaking tasks within their capability.</i>	

### **40. Volunteers**

<i>Name of person who has overall responsibility for managing/coordinating volunteers working within the school/academy:</i>	<i>Simon Robson</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.

*School/Academy KPI's may be added here – include how you evaluate your success in this area.*

The Health Safety and Wellbeing Service may also request feedback on certain KPI's more details of these can be obtained from your Health and Safety Adviser.