

Health, Safety and Wellbeing Management Arrangements

# St Bernadette's Wombourne 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 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

## *St Bernadette's Catholic 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 school Health and Safety Policy. It records the local organisation and arrangements for implementing the policy.

## **B. Policy Statement**

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

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

- all places and premises where staff and pupils are required to work and engage in school/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 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/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 representatives forms part of this policy.

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

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|---------------------------------|------------------------------|
|                                 |                              |
| <b>Chair of Governors/Board</b> | <b>Headteacher/Principal</b> |
|                                 |                              |

### 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

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| <i>The school/academy obtains competent health and safety advice from</i> | <i>Staffordshire County Council HSWB</i> |
| <i>The contact details are</i>  | <i>John Burdett</i>                      |
| <i>In an emergency we contact</i>   |  |

#### Monitoring Health and Safety

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|--|--|
| <i>Name of person(s) responsible for the overall monitoring of health and safety in school/academy:</i>  | <i>Name- Jayne Keegan-Hobbs</i>            |
| <i>Our arrangements for the monitoring of health and safety are visited termly by HT and H&amp;S Governor, Simon Buckmaster. Annual monitoring by SHSWB- John Burdett carries out H&amp;S audit. School carries out its own audit which is reported to governors and to Staffordshire HSWB</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: May 2019<br/>By: John Burdett</i> |
| <i>Name of person responsible for monitoring the implementation of health and safety policies</i>  | <i>Name<br/>Jayne Keegan-Hobbs</i>         |
| <i>All staff are aware of the key performance indicators in part E and how they are monitored</i>  |  |
| <i>Workplace inspections - type</i>  | <i>Name of person who carries these</i>    |

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## D. Detailed Health and Safety Arrangements

### Accident Reporting, Recording & Investigation

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| <i>Our arrangements for recording and investigating:</i>   |
| <i>pupil accidents: use My safety App</i>  |
| <i>staff accidents: My safety App</i>  |
| <i>visitor accidents: My safety App</i>  |
| <i>The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: Jayne Keegan-Hobbs</i>   |
| <i>Our arrangements for reporting to the Governing Body or Academy Board are: Termly H&amp;S Governor meetings</i>   |
| <i>Our arrangements for reviewing accidents and identifying trends are: Review by HT and H&amp;S governor. Yearly identification of trends by S Buckmaster in conjunction with staff</i> |

### 1. Asbestos

|   |  |
|---|--|
| <i>Name of Premises Manager responsible for Managing Asbestos.</i>  | <i>Name<br/>Jayne Keegan-Hobbs</i>                           |
| <i>Location of the Asbestos Management Log or Record System.</i>  | <i>Location<br/>Front entrance foyer, by signing in book</i> |
| <i>Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are: Signage in front entrance. Office manager and Ht to ensure contractors have read asbestos book on entry. Other staff aware of ensuring asbestos book needs to be read by contractors</i> |  |
| <i>Our arrangements to ensure all school/academy staff such as class teachers or caretakers have information about asbestos risk on the premises:<br/>Caretaker line manage to ensure caretaker/cleaner aware of asbestos in school</i>   |  |
| <i>Staff must report damage to asbestos materials to:</i>   | <i>Name<br/>Jayne Keegan-Hobbs</i>                           |
| <i>Staff must not drill or affix anything to walls without first obtaining approval from the premises manager.</i>  |  |

### 2. Communication

|   |                                    |
|---|------------------------------------|
| <i>Name of SLT member who is responsible for communicating with staff on health and safety matters:</i> | <i>Name<br/>Jayne Keegan-Hobbs</i> |
| <i>Our arrangements for communicating about health and safety matters with all</i>                      |                                    |

|   |
|---|
| <i>staff are: On first INSET day of the year, staff whiteboard for communication, staff meetings all have H&amp;S item on agenda.</i> |
| <i>Staff can make suggestions for health and safety improvements by: Speaking to HT, writing on staff whiteboard.</i>                 |

### **3. Construction Work \*See also Contractor Management**

|   |  |
|---|--|
| <i>Name of person coordinating any construction work / acting as Client for any construction project.</i>   | <i>Name<br/>Wood Goldstraw Yorath on behalf of Archdiocese of Birmingham</i> |
| <i>Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are:<br/>Carried out by Wood Goldstraw Yorath on behalf of Archdiocese of Birmingham<br/>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: Hazard exchange form(provided by Staffordshire County Council)</i>   |  |
| <i>Our arrangements for the induction of contractors are: On site meeting with HT, CoG. Project managers(WGY)</i>   |  |
| <i>Staff should report concerns about contractors to: Jayne Keegan-Hobbs</i>  |  |
| <i>We will review any construction activities on the site by: weekly site meetings</i>  |  |

### **4. Consultation**

|   |                                    |
|---|------------------------------------|
| <i>Name of SLT member who is responsible for consulting with staff on health and safety matters:</i>  | <i>Name<br/>Jayne Keegan-Hobbs</i> |
| <i>The name of the Trade Union Health and Safety Representative is:</i>   | <i>Name<br/>Sue Galvin</i>         |
| <i>Our arrangements for consulting with staff on health and safety matters are: through start of year and termly INSET days, staff meeting agenda items, staff whiteboard</i> |                                    |
| <i>Staff can raise issues of concern by: Speaking directly to JKH or SB(H&amp;S Governor)</i>   |                                    |

### **5. Contractor Management**

|  |                                |
|--|--------------------------------|
| <i>Name of person responsible for managing and monitoring contractor activity</i>  | <i>Name Jayne Keegan-Hobbs</i> |
| <i>Our arrangements for selecting competent contractors are: through Diocese Project managers(WGY)</i>   |                                |
| <i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: through Diocese</i> |                                |

|   |
|---|
| <i>Project managers(WGY)</i>  |
| <i>Our arrangements for the induction of contractors are: through Diocese Project managers(WGY)</i> |
| <i>Staff should report concerns about contractors to: JKH</i>                                       |

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

|   |   |
|---|---|
| <i>Name of person who has overall responsibility for the curriculum areas as follows:<br/>e.g.<br/>Science<br/>D&amp;T<br/>PE</i> | <i>PE- Charlotte Parker<br/>Science- Claire Blunt<br/>DT- classteacher responsibility</i> |
| <i>Risk assessments for these curriculum areas are the responsibility of:</i>   | <i>Name -Class teachers and JKH</i>   |

## **7. 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: training with John Burdett</i>   |                 |
| <i>Name of person who has responsibility for carrying out Display Screen Equipment Assessments</i>   | <i>Name JKH</i> |
| <i>DSE assessments are recorded and any control measures required to reduce risk are managed by</i>  | <i>Name JKH</i> |

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

|   |                        |
|---|------------------------|
| <i>Name of person who has overall responsibility for EYFS</i>   | <i>Name Kim Anslow</i> |
| <i>Our arrangements for the safe management of EYFS are: daily checks, risk assessments, HT walkarounds</i> |                        |

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

|                                       |                 |
|---------------------------------------|-----------------|
| <i>Name of person who has overall</i> | <i>Name JKH</i> |
|---------------------------------------|-----------------|



|   |                        |
|---|------------------------|
| <i>responsibility for Educational Visits</i>  |                        |
| <i>The Educational Visits Coordinator is</i>  | <i>Name Sue Galvin</i> |
| <i>Our arrangements for the safe management of educational visits: CT complete pre visits and write risk assessments, EVC checks RA and compiles, HT authorises</i> |                        |

### **10. Electrical Equipment [fixed & portable]**

|   |                           |
|---|---------------------------|
| <i>Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:</i>  | <i>Name JKH</i>           |
| <i>Fixed electrical wiring test records are located:</i>  | <i>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:</i>  |                           |
| <i>Name of person responsible for arranging the testing of portable electrical equipment (PAT):</i>   | <i>Name Sue Galvin</i>    |
| <i>Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:</i>  | <i>Name JKH- 2 yearly</i> |
| <i>Portable electrical equipment (PAT) testing records are located:</i>   | <i>Office</i>             |
| <i>Staff must take defective electrical equipment out of use and report to:</i>   | <i>Name JKH</i>           |
| <i>The portable electrical equipment on the school/academy site owned and used by contractors is the responsibility of the contractor, who must provide records of this if requested:</i> |                           |

### **11. 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>JKH</i>        |
| <i>The Fire Risk Assessment is located .....</i>   | <i>JKH office</i> |
| <i>The site has a fire alarm which activates a response from (a 3rd party / listening service)</i>   |                   |
| <i>Name of person responsible for arranging and recording of fire drills</i>   | <i>SG</i>         |
| <i>Name of person responsible for creating and reviewing Fire Evacuation</i>   | <i>JKH</i>        |

|   |   |
|---|---|
| <i>arrangements</i>   |   |
| <i>Our Fire Evacuation Arrangements are published ...</i>   | <i>Staffroom, Hall, corridors, public areas</i> |
| <i>Our Fire Marshals are listed</i>   | <i>N/A</i>                                      |
| <i>Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at</i> | <i>SG Office</i>                                |
| <i>Name of person responsible for training staff in fire procedures</i>   | <i>JKH</i>                                      |
| <i>All staff must be aware of the Fire Procedures in school</i>   |   |

## **12. First Aid \*see also Medication**

|   |   |
|---|---|
| <i>Name of person responsible for carrying out the First Aid Assessment</i>   | <i>Name<br/>JKH</i>                                   |
| <i>The First Aid Assessment is located</i>  | <i>SG office</i>                                      |
| <i>First Aiders are listed</i>  | <i>Location In front entrance foyer</i>               |
| <i>Name of person responsible for arranging and monitoring First Aid Training</i>   | <i>Name Sue Galvin</i>                                |
| <i>Location of First Aid Box</i>  | <i>In every classroom</i>                             |
| <i>Name of person responsible for checking &amp; restocking first aid boxes</i>   | <i>Sue Galvin</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):</i> |   |
| <i>pupils</i>   | <i>Prime contact, staff member to accompany child</i> |
| <i>staff</i>  | <i>Next of Kin</i>                                    |
| <i>visitors</i>   |   |
| <i>Our arrangements for recording the use of First Aid are- accident book</i>   |   |

## **13. Forest School**

|  |            |
|--|------------|
| <i>Name of person in school who leads on Forest School activity</i>  | <i>N/A</i> |
| <i>Our arrangements for developing, organising and running Forest School activity. Include here any details with regard to risk assessment, communication and supervision etc.</i> |            |

## **14. 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>N/A</i> |

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

|  |            |
|--|------------|
| <i>Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)</i>  | <i>JKH</i> |
| <i>Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are: Locked cupboard for all cleaning substances<br/>The school/academy uses CLEAPPS as a resource and all staff must be aware of how to access this information.</i> |            |

### **16. Health and Safety Law Poster**

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| <i>The Health and Safety at Work poster is located:</i> | <i>Location<br/>Staffroom</i> |
|---|-------------------------------|

### **17. Housekeeping, cleaning & waste disposal**

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|--|---------------------------------|
| <i>All staff and pupils share the responsibility for keeping the school/academy site clean, tidy and free from hazards</i>   |                                 |
| <i>Our waste management arrangements are: Veolia- weekly</i>   |                                 |
| <i>Our site housekeeping arrangements are: Liaison between Sue Galvin(Office Manager, cleaner line manager)</i>  |                                 |
| <i>Site cleaning is provided by:<br/>In house cleaners</i>   | <i>Name and contact details</i> |
| <i>Cleaning staff have received appropriate information, instruction and training about the following and are competent:</i>   |                                 |
| <i>work equipment</i>  |                                 |
| <i>hazardous substances</i>  |                                 |
| <i>Waste skips and bins are located away from the school/academy building.</i>   |                                 |
| <i>All staff and pupils must be aware of the arrangements for disposing of 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> |                                 |

### **18. Infection Control**

|  |                 |
|--|-----------------|
| <i>Name of person responsible for managing</i> | <i>Name JKH</i> |
|--|-----------------|

|   |  |
|---|--|
| <i>infection control:</i>   |  |
| <i>Our infection control arrangements (including communicable diseases/hand hygiene standards) are: Hand hygiene arrangements, communication with parents regarding contagious illnesses(48 hours before return to school for children with sickness/diarrhoea)</i> |  |

## 19. Lettings

|  |                    |
|--|--------------------|
| <i>Name of Premises Manager or member of Leadership team responsible for Lettings</i>  | <i>Name</i><br>JKH |
| <i>Our arrangements for managing Lettings of the school/academy /rooms or external premises are:</i><br><i>Liaise with office manager</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/academy on request.</i> |                    |
| <i>Hirers must provide a register of those present during a letting upon request.</i>  |                    |

## 20. Lone Working

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| <i>Our arrangements for managing lone working are</i> |
|---|

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

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|--|-----------------|
| <i>NOTE Types of equipment to consider in this section:</i><br><i>Ladders and steps, fume cupboards, other extraction systems, PE equipment, D&amp;T machines, lifts &amp; lifting equipment, pressure cookers, autoclaves, fire alarm and smoke detection, emergency lighting, fire extinguishers.</i><br><i>This section <b>must include</b> the arrangements for school/academy kitchens, science laboratories or Design and Technology rooms</i> |                 |
| <i>Name of person responsible for the selection, maintenance / inspection and testing of equipment</i>   | <i>Name</i>     |
| <i>Records of maintenance and inspection of equipment are retained and are located:</i>  | <i>Location</i> |
| <i>Staff report any broken or defective equipment to:</i>  | <i>Name</i>     |
| <i>The equipment on the school/academy site owned and used by contractors is the responsibility of the contractor, who must provide records of testing , inspection</i>  |                 |

*and maintenance if requested:*

## **22. Manual Handling**

|   |                                |
|---|--------------------------------|
| <i>Name of competent person responsible for carrying out manual handling risk assessments</i>   | <i>Name Jayne Keegan-Hobbs</i> |
| <i>Our arrangements for managing manual handling activities are: Must see JKH to assess risk before any manual handling is carried out</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> |                                |

## **23. Medication**

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|--|--|
| <i>Name of person responsible for the management of and administration of medication to pupils in school/academy</i>   | <i>Name Sue Galvin and Jackie Mills</i>        |
| <i>Our arrangements for the administration of medicines to pupils are: parents must complete authorisation form- prescription medicines only</i>   |  |
| <i>The names members of staff who are authorised to give / support pupils with medication are:</i>   | <i>Sue Galvin and Jackie Mills</i>             |
| <i>Medication is stored:</i>   | <i>Location- Fridge /medication box-office</i> |
| <i>A record of the administration of medication is located:</i>  | <i>Location- office</i>                        |
| <i>Pupils who administer and/or manage their own medication in school are authorised to do so by a (name) 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:</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/academy leaders if they are taking any medication which might impair their ability to carry out their normal work.*

#### **24. 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/academy staff.</i>                                     | <i>N/A</i> |
| <i>Name of person responsible for the checking and maintenance of personal protective equipment provided for staff</i>  | <i>N/A</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>N/A</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>N/A</i> |

#### **25. 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> |

#### **26. Reporting Hazards or Defects**

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| <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: JKH</i>  |

#### **27. Risk Assessments**

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| <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:<br/>Premises and grounds</i>   |

|  |   |
|--|---|
| <p><i>Curriculum / classrooms</i></p> <p><i>Hazardous activities or events</i></p> <p><i>Lettings or contract work which may affect staff or pupils in the school/academy</i></p> <p><i>Fire Risk Assessment</i></p> <p><i>Hazardous Substances</i></p> <p><i>Work Equipment</i></p> <p><i>Manual handling activities</i></p> <p><i>Risks related to individuals e.g. health issues- maternity</i></p> <p><i>Educational Visits</i></p> <p><i>Lone Working</i></p> <p><i>Volunteer drivers</i></p> |   |
| <p><i>Name of person who has overall responsibility for the school/academy risk assessment process and any associated action planning</i></p>  | <p><i>Name</i></p> <p><i>Jayne Keegan-Hobbs</i></p> |
| <p><i>Our arrangements for carrying out, recording, communicating and reviewing risk assessments are: Individuals assess, shares with HT</i></p>   |   |
| <p><i>Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments.</i></p>   |   |
| <p><i>When an accident or incident occurs a post risk assessment takes place when a new hazard has been identified.</i></p>  |   |
| <p><i>Risk assessments are created or reviewed when something new is introduced or a change has occurred.</i></p>  |   |

## **28. Smoking**

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| <p><i>No smoking or vaping is permitted on site or in vehicles owned or operated by the school/academy.</i></p> |
|---|

## **29. Shared use of premises/shared workplace**

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|---|---|
| <p><i>Name of Premises Manager or member of Leadership team responsible for Premises Management</i></p>                         | <p><i>Name</i></p> <p><i>Jayne Keegan-Hobbs</i></p> |
| <p><i>The school/academy premises are shared with another organisation (e.g. Contract caterer/public leisure centre).</i></p>   | <p><i>Name</i></p> <p><i>Cloud 9 Nursery</i></p>    |
| <p><i>Our arrangements for managing health and safety in a shared workplace are: Liaison between Nursery manager and HT</i></p> |   |

### 30. Stress and Staff Well-being

|  |                                    |
|--|------------------------------------|
| <i>Name of person who has overall responsibility for the health and wellbeing of school/academy staff</i>  | <i>Name<br/>Jayne Keegan-Hobbs</i> |
| <i>All staff have responsibility to take care of their own health and wellbeing and the school/academy supports staff to do this by implementing the following arrangements:</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. June 2018</i>  |                                    |

### 31. 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>Name- Staffordshire County Council(SLA)</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): See Staffordshire County Council- SLA</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>  |  |

### 32. Training and Development

|   |                                    |
|---|------------------------------------|
| <i>Name of person who has overall responsibility for the training and development of staff.</i>   | <i>Name<br/>Jayne Keegan-Hobbs</i> |
| <i>All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures. – staff handbook</i> |                                    |



|   |                     |
|---|---------------------|
| <i>Our arrangements for carrying out suitable and sufficient health and safety training for all staff are:<br/>Induction with JKH, staff handbook, weekly staff meeting agenda, 3 INSET days focus H&amp;S, refresher training after audit.</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</i>  |                     |
| <i>Training and competency as a result of training is monitored and measured by:</i>  | <i>Name<br/>JKH</i> |

### **33. Vehicles owned or operated by the school/academy**

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

### **34. Vehicle movement on site**

|   |                 |
|---|-----------------|
| <i>Name of Premises Manager responsible for the management of vehicles on site</i>  | <i>Name N/A</i> |
| <i>Our arrangements for the safe access and movement of vehicles on site are (include restriction on vehicle movement at certain times, speed limits, segregation vehicles from pedestrian areas, restrictions on reversing vehicles, special arrangements for deliveries etc):</i> |                 |

### **35. Violence and Aggression and School/Academy Security**

|   |
|---|
| <i>The school/academy provides a place of work which is designed and managed to</i> |
|---|

|  |                                |
|--|--------------------------------|
| <i>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>Name Jayne Keegan-Hobbs</i> |
| <i>Incidents of verbal &amp; physical violence are investigated by:</i>  | <i>Name Jayne Keegan-Hobbs</i> |
| <i>Name of person who has responsibility for site security:</i>  | <i>Name Jayne Keegan-Hobbs</i> |
| <i>Our arrangements for site security are: Jackie Mills opens at 7.45, Andy Galvin locks at 7.30 unless events. Barrier key code, office/ entrance door key code, side gates opened each morning by JKH 840, PH closes 345</i> |                                |

### **36. Water System Safety**

|  |                                  |
|--|----------------------------------|
| <i>Name of Premises Manager responsible for managing water system safety.</i>  | <i>Name Andy Galvin</i>          |
| <i>Name of contractors who have undertaken a risk assessment of the water system</i>   | <i>Name-N/A</i>                  |
| <i>Name of contractors who carry out regular testing of the water system:</i>  | <i>Name- Integrated Water</i>    |
| <i>Location of the water system safety manual/testing log</i>  | <i>In Office Managers office</i> |
| <i>Our arrangements to ensure contractors have information about water systems are:</i>  |                                  |
| <i>Our arrangements to ensure all school/academy staff carrying out checks or testing or maintenance have information about the water system:- monthly checks by Andy Galvin</i> |                                  |

### **37. Working at Height**

|   |                                |
|---|--------------------------------|
| <i>Name(s) of person responsible managing the risk of work at height on the premises:</i>                         | <i>Name Jayne Keegan-Hobbs</i> |
| <i>Work at height is avoided where possible.</i>  |                                |
| <i>Our arrangements for managing work at height are: steps for classteachers, contractors bring own equipment</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- not applicable</i> |

### **38. Work Experience**

|  |                                    |
|--|------------------------------------|
| <i>Name of person who has overall responsibility for managing work experience and work placements for school/academy pupils.</i>     | <i>Name<br/>Jayne Keegan-Hobbs</i> |
| <i>The name of the person responsible for the health and safety of people on work experience in the school/academy premises:</i>     | <i>Name<br/>Jayne Keegan-Hobbs</i> |
| <i>Our arrangements for managing the health and safety of work experience students in the school/academy are: Induction with JKH</i> |                                    |

### **39. Volunteers**

|   |                        |
|---|------------------------|
| <i>Name of person who has overall responsibility for managing/coordinating volunteers working within the school/academy:</i>              | <i>Name Sue Galvin</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.

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.