



Health, Safety and Wellbeing Policy

September 23





Health, Safety and Wellbeing Policy

Ashcroft Infant 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 Ashcroft Infant School

Part E - The Key Performance Indicators.



A. Introduction

This policy statement complements (and should be read in conjunction with) the SCC 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 Ashcroft Infant School Governing Body/ Senior Leadership Team recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc. Act 1974.

C.

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 are safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
- appropriate safe systems of work exist and are maintained.
- sufficient information, instruction, training and supervision is available and provided to ensure that staff and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others.
- a healthy working environment is maintained including adequate welfare facilities.

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

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

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

<i>Tania Phillips, Chair of Governors</i>	<i>Jayne Fellows, Headteacher</i>
<i>Date:</i>	<i>Date: Sep 2023</i>



D. 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>Ashcroft Infant School obtains competent health and safety advice from</i>	SHSS – Health, Safety and Well Being Staffordshire County Council
<i>The contact details are</i>	01785 355777
<i>In an emergency we contact -Emergency services - 999</i>	

Monitoring Health and Safety

<i>Name of person(s) responsible for the overall monitoring of health and safety in school:</i>	<i>Name</i> Mrs J Fellows
<i>Our arrangements for the monitoring of health and safety are ;</i> Risk assessments reviewed annually Health and Safety policy reviewed annually Daily, Weekly, Monthly and Annual monitoring checks - recorded Annual report to Governors Termly Accident Analysis All above are carried out/ checked by Health and Safety Co-ordinator – Sam Bowyer and Jayne Fellows Formal evaluations are carried out as per SCC recommendations or if a situation requires an update and change	
<i>The last audit took place</i>	<i>Date:</i> 22 nd March 2021 By: Charlotte Evans -HCSS
<i>Name of person responsible for monitoring the implementation of health and safety policies</i>	Jayne Fellows Sam Bowyer
<i>All staff are aware of the key performance indicators in part E and how they are monitored</i> Headteacher will monitor that all KPI's stated in part E have been carried out in the recommended timeframes	
<i>Workplace inspections - type</i>	<i>Name of person who carries these out</i>
Premises	Headteacher, Health and Safety Co and Site Technician



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E. Detailed Health and Safety Arrangements

1. Accident Reporting, Recording & Investigation

<i>Our arrangements for recording and investigating:</i>
<i>pupil accidents:</i> Accident record sheet completed, 'Bump note sent home'. Serious accidents are recorded electronically – secure live portal - and sent to SCC Health and Safety Service Parents are notified via text message of any head injury or contacted directly if needed
<i>staff accidents:</i> Recorded in accident book situated in office
<i>visitor accidents:</i> Recorded same as above
<i>The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is:</i> Mrs J Fellows
<i>Our arrangements for reporting to the Governing Body are:</i> Results of termly accident analysis are communicated to governors within the Annual Report to Governors
<i>Our arrangements for reviewing accidents and identifying trends are:</i> Accidents are analysed termly to identify any trends in location or type of accident. Reviews of risk assessments will take place if trends are identified Termly analysis is communicated to Governors in the Annual Report to Governors at FGB meetings

2. Asbestos

<i>Name of Premises Manager responsible for Managing Asbestos.</i>	<i>Name</i> Mrs J Fellows under the guidance of SCC Asbestos Management Team
<i>Location of the Asbestos Management Log or Record System.</i>	<i>Location</i> Main Office
<i>Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are:</i> All contractors must have read and signed the Asbestos Register before commencing any work. If work is to be carried out in any area where Asbestos may be present then advice needs to be sought prior to the work commencing. Intrusive works survey has to be carried out if any work involves disturbance of the building structure. Contract Hazard Exchange form completed before work is carried out	
<i>Our arrangements to ensure all school staff such as class teachers or caretakers have information about asbestos risk on the premises:</i> School staff briefed on contents of the Asbestos Manual and procedures in place. Site Technician to receive correct training in Management of Asbestos Staff members are aware that no intrusive works should be carried out No drilling or affixing anything to walls or ceilings unless first obtaining permission from the premise manager - headteacher	



<i>Staff must report damage to asbestos materials to:</i>	<i>Name</i> Mrs J Fellows
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3. Communication

<i>Name of SLT member who is responsible for communicating with staff on health and safety matters:</i>	<i>Name</i> Mrs S Bowyer – Health and Safety Co-ordinator Mrs J Fellows – Head teacher
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Our arrangements for communicating about health and safety matters with all staff are: Staff Health and Safety notice board- updated information
Staff meetings
Shared drive
Standing agenda item at FGB and Finance meetings.
Health and Safety is also communicated to the Governors via the Headteacher’s report at the FGB meeting.
Email updates

Staff can make suggestions for health and safety improvements by:
Informing Health and Safety co-ordinator, head teacher or completing the Health and Safety Suggestion Book (kept on staff notice board)

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</i> Guidance sought from Entrust Property Services for any construction work
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Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are:
Guidance sought from Entrust Property Services
Contractor Hazard Exchange Forms completed
SCC approved contractors used
Asbestos Register checked and signed by contractors before works carried out
Project managed by Entrust property
Duty holders will be identified and named as part of any Construction project.

Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are:
Information is shared for risk assessments and monitoring systems are in place
Staff required to sign and date risk assessments applicable to them

Our arrangements for the induction of contractors are:
Only use SCC approved contractors
Contractors hazard exchange forms completed
Contractor to sign in on Inventory system whenever on premises
Contractor cards to show Fire Procedures, First Aid etc.
Property Services at Entrust will go through emergency evacuation procedures etc during the hazard exchange meeting between head teacher and contractors

Staff should report concerns about contractors to: Mrs J Fellows



<p><i>We will review any construction activities on the site by:</i> Regular checks and advice sought from Entrust Property Services Any major building works will be carried out during school holidays wherever possible</p>

5. Consultation

<p><i>Name of SLT member who is responsible for consulting with staff on health and safety matters:</i></p>	<p><i>Name</i> Mrs Fellows and Mrs Bowyer Headteacher and H&S Co</p>
<p><i>Our arrangements for consulting with staff on health and safety matters are:</i> Staff meetings – any staff can raise a Health and Safety concern and are actively encouraged to do so.</p>	
<p><i>Staff can raise issues of concern by:</i> Verbally informing Health and Safety Co-ordinator or Headteacher Health and Safety Suggestion/Concern Book located in the Staff Room</p>	

6. Contractor Management

<p><i>Name of person responsible for managing and monitoring contractor activity</i></p>	<p><i>Name</i> Mrs J Fellows under guidance from SCC Property Services</p>
<p><i>Our arrangements for selecting competent contractors are:</i> Use only SCC approved contractors</p>	
<p><i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are:</i> Contractors Cards Contractor Hazard Exchange Forms- between contractor and school Asbestos Manual checked and signed before work commences</p>	
<p><i>Our arrangements for the induction of contractors are:</i> Through guidance from SCC Property Services. Contractors Cards Hazard Exchange Forms – completed prior to work Contractors Signing in book</p>	
<p><i>Staff should report concerns about contractors to:</i> Jayne Fellows</p>	

7. Curriculum Areas – health and safety

<p><i>Name of person who has overall responsibility for the curriculum areas as follows:</i> Early Years KS1 PE Forest School</p>	<p>Mrs L Meakin Miss Z Hill Miss Z Hill Mrs C Spooner</p>
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	Overseen by J.Fellows
<i>Risk assessments for these curriculum areas are the responsibility of:</i> Early years KS1 PE Forest School	Louise Meakin Zoe Hill Zoe Hill Caroline Spooner Overseen by J.Fellows

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

<i>Ashcroft 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> Annual DSE assessment carried out for identified users	
<i>Name of person who has responsibility for carrying out Display Screen Equipment Assessments</i>	<i>Name</i> Mrs J Fellows
<i>DSE assessments are recorded and any control measures required to reduce risk are managed by</i>	<i>Name</i> Mrs S Bowyer

9. Early Years Foundation Stage (EYFS)

<i>Name of person who has overall responsibility for EYFS</i>	<i>Name</i> Mrs L Meakin Mrs J Fellows
<i>Our arrangements for the safe management of EYFS are:</i> Risk assessments are in place for all areas and activities – reviewed annually or when a situation changes Daily equipment checks Classroom environment checked daily Paediatric first aiders always present in EYFS – updated within timeframe	

10. Educational visits / Off-Site Activities

<i>Name of person who has overall responsibility for Educational Visits</i>	<i>Name</i> Mrs J Fellows
<i>The Educational Visits Coordinator is</i>	<i>Name</i> Miss Zoe Hill
<i>Our arrangements for the safe management of educational visits:</i> Evolve is used for risk assessment Visit is carried out prior to the Educational Visit if the venue is unknown or has changed Recommended ratios are maintained adult:pupil	



11. Electrical Equipment [fixed & portable]

<i>Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:</i>	Name Mrs S Bowyer Mrs J Fellows
<i>Fixed electrical wiring test records are located:</i>	Main office Property Portal – Entrust Hard copy held in office
<i>All staff visually inspect electrical equipment before use.</i>	
<i>Our arrangements for bringing personal electrical items onto the school site are:</i> No personal electrical item is permitted in school If any items need to be brought into school must be PAT tested	
<i>Name of person responsible for arranging the testing of portable electrical equipment (PAT):</i>	Name Mrs S Bowyer through SCC
<i>Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:</i>	Name Mrs S Bowyer – SCC – Annually
<i>Portable electrical equipment (PAT) testing records are located:</i>	Main office Shared network drives
<i>Staff must take defective electrical equipment out of use and report to:</i>	Name Mrs S Bowyer
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:	

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>	Name Mrs J Fellows Mrs S Bowyer
<i>The Fire Risk Assessment is located</i>	Main office
<i>When the fire alarm is raised the person responsible for calling the fire service is</i>	Name Mrs J Fellows or any other member of staff member in her absence
<i>Name of person responsible for arranging and recording of fire drills</i>	Name Mrs J Fellows Mrs S Bowyer
<i>Name of person responsible for creating and reviewing Fire Evacuation arrangements</i>	Name Mrs J Fellows Mrs S Bowyer
<i>Our Fire Evacuation Arrangements are published ...</i>	Location In every room throughout school



	On the shared drive
<i>Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at</i>	Location Main Office
<i>Name of person responsible for training staff in fire procedures</i>	Name Mrs J Fellows – on induction
<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>	Name Mrs S Bowyer
<i>The First Aid Assessment is located</i>	Location Main Office
<i>First Aiders are listed</i>	Location Main office Staff notice board
<i>Name of person responsible for arranging and monitoring First Aid Training</i>	Name Mrs J Fellows Mrs S Bowyer
<i>Location of First Aid Box</i>	Various sites around school- Deputy's office, Nursery, Reception, Hall, Year 2 Cloakroom, lunchtime portable kits.
<i>Name of person responsible for checking & restocking first aid boxes</i>	Mrs S Bowyer. Lunchtime staff restock their kits as used on a daily basis – replenished frequently.
<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>	Parents are contacted. If taken to hospital in an emergency the Paediatric first aider or headteacher will accompany the child to hospital.
<i>staff</i>	Emergency contacts are kept for each member of staff – first named person is contacted. If taken to hospital urgently the First Aider at Work or Headteacher will accompany the staff member to hospital
<i>visitors</i>	First Aider at work will accompany person to hospital if no one is available with the visitor
<i>Our arrangements for recording the use of First Aid are</i> All accidents are recorded in the accident book with details on First Aid treatment given. These are kept for the recommended retention period HSF40 is completed if injured person has to go to hospital – recorded on the H&S portal	



14. Forest School

<i>Name of person in school who leads on Forest School activity</i>	Caroline Spooner
<p>Children only access Forest School under the supervision of our Forest School Lead. Risk assessments are completed for all Forest School activities Forest School Lead is Level 3 trained and is has completed an Outdoor First Aid (inc paediatric) Course All staff using the Forest School have read the risk assessments in place</p>	

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>	
A glass and glazing assessment took place in 2016 and the record can be found on the property portal	<i>Date and Location</i> Buildings and Condition survey took place in 2016 Whole building internal and external was surveyed.

16. Hazardous Substances (COSHH)

<i>Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)</i>	Site technician – Simon Bowyer has had COSHH training.
<p>Material Data sheets are kept for substances which require a data sheet kept in school. A register of substances held is kept in the school office No other substances are permitted in school unless they have a material data sheet Risk assessments are carried out for Activities that involve using a substance which has a material safety data sheet. COSHH assessments to be made for any substance held which requires one</p>	

17. Health and Safety Law Poster

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

<i>All staff and pupils share the responsibility for keeping the school site clean, tidy and free from hazards</i>	
<i>Our waste management arrangements are:</i> Contractors collect waste on a weekly basis. Any other waste is disposed of through approved company – currently PHS	
<i>Our site housekeeping arrangements are:</i> All staff are responsible for general housekeeping	



Site Technician is responsible for daily inspection of external areas Teaching staff are responsible for checking outdoor and indoor learning areas	
<i>Site cleaning is provided by: External cleaning company</i>	<i>Name and contact details</i> Ashcroft Infant School
<i>Cleaning staff have received appropriate information, instruction and training about the following and are competent:</i> All information, instruction and training has been carried out by previous employer.	
<i>Waste skips and bins are located away from the school 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> Bins are located in car park and fenced off – general waste and recycling Separate waste bin provided for bodily fluids – yellow bags	
<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> Catering and cleaning are aware of disposal of waste measures. Food waste bins are being provided shortly as per new government requirements.	

19. Infection Control

<i>Name of person responsible for managing infection control:</i>	Mrs J Fellows
<i>Our infection control arrangements (including communicable diseases/hand hygiene standards) are:</i> Communicable diseases folder and guidelines are available in the office Advice would be sought from SHSS regarding need for deep clean if required Regular hand washing is encouraged and the use of hand sanitiser is available should the need arise e.g pandemic	

20. Lettings

<i>Name of Premises Manager or member of Leadership team responsible for Lettings</i>	Mrs Jayne Fellows
<i>Our arrangements for managing Lettings of the school/academy /rooms or external premises are:</i> Lettings Policy in place Follow SCC guidelines for lettings Complete a Hazard Exchange for any lettings Hirers must have their own public liability insurance and a copy should be kept on file. Hirers are given the necessary contact numbers in case of an emergency.	
The health and safety considerations for Lettings are considered and reviewed annually.	
Hirers have in place their own risk assessments, first aid arrangements/ fire procedures and emergency procedures.	
Hirers are responsible for obtaining the necessary local authority licenses for their activities and these must be provided to the school on request.	
Hirers must provide a register of those present during a letting upon request.	



21. Lone Working

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

Staff who are working alone will ensure they sign in and out on the electronic system and will notify a nominated person of their arrival on site and departure off site.

The lone worker will ensure that they are medically fit to work alone.

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

Ladders and Steps, Emergency lighting, Fire alarm and smoke detection, fire extinguishers, emergency lighting, PE and playground equipment

<i>Name of person responsible for the selection, maintenance / inspection and testing of equipment</i>	Mrs S Bowyer – Health and Safety Co responsible for organising maintenance and inspection of equipment
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<i>Records of maintenance and inspection of equipment are retained and are located:</i>	Main Office
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<i>Staff report any broken or defective equipment to:</i>	Mrs J Fellows Mrs S Bowyer
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The equipment on the school site owned and used by contractors is the responsibility of the contractor, who must provide records of testing , inspection and maintenance if requested:

Contractors coming on to site will be responsible for bringing their own equipment



23. Manual Handling

<i>Name of competent person responsible for carrying out manual handling risk assessments</i>	Manual handling guidelines are on display in the staffroom HSE guidelines followed
<i>Our arrangements for managing manual handling activities are:</i> Risk assessments are in place for any manual handling Equipment is provided to help with moving any loads Staff are instructed to not lift or move any load that is beyond their capabilities	
<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 are trained appropriately to carry out manual handling activities.</i> Staff have been given training on Manual Handling on the training portal Staff are aware of the need to assess the risk before carrying out any manual handling tasks.	
<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> Restrictive Physical Intervention training is given to those members of staff requiring it Staff will seek advice from head teacher if manual handling needs to take place with any children	

24. Medication

<i>Name of person responsible for the management of and administration of medication to pupils in school</i>	Staff members are all able to administer prescription medication to pupils in school Any pupils requiring long term medication e.g insulin are assigned designated members of staff who are trained in delivering the medication
<i>Our arrangements for the administration of medicines to pupils are:</i>	
<i>The names members of staff who are authorised to give / support pupils with medication are:</i>	No named members of staff at present. All staff can administer prescription medication. This is recorded and records kept
<i>Medication is stored:</i>	Inhalers and epi pens are stored in child's classroom first aid box – so accessible when needed Other medication is stored in PPA room lockable medical cabinet or in fridge as directed (lockable box available)
<i>A record of the administration of medication is located:</i>	Medication forms are used to sign any medication in and out and record administration of medication. Forms kept in main office
Pupils who administer and/or manage their own medication in school would be authorised to do so by a Mrs J Fellows and provided with a suitable private location to administer	



medication/store medication and equipment. Currently, primarily due to the age of our pupils, no pupil is managing their own medication in school
<i>Staff are trained to administer complex medication by the school nursing service when required.</i> An individual health plan would be devised for any children requiring complex medication – this would take place between staff, medical professionals and parents.
<i>Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are:</i> Children requiring inhalers are required to fill out a school asthma card containing details of administering medication. Epi pens are administered according to instructions on child's individual health care plan. – 2 are advised to be kept in school A member of staff in each year group has previously undertaken training on dealing with epilepsy, asthma, anaphylaxis. Paediatric first aiders are present throughout school.
<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> Individual risk assessment should be carried out for any staff member requiring long term medication

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>	Mrs J Fellows Mrs S Bowyer
<i>Name of person responsible for the checking and maintenance of personal protective equipment provided for staff</i>	Mrs J Fellows Mrs S Bowyer
<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>	Mrs J Fellows Class Teachers
<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>	All staff responsible for their pupils



26. Radiation

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

27. Reporting Hazards or Defects

<i>All staff and pupils must report any hazards, defects or dangerous situations they see at school.</i>
<p><i>Our arrangements for the reporting of hazards and defects:</i></p> <p>Hazards and defects are recorded in Site Technicians book.</p> <p>Any other hazards are reported to Mrs J Fellows or Mrs S Bowyer who will then arrange for them to be remedied</p> <p>All staff are aware of the importance of recording any defects</p>

28. Risk Assessments

<i>The school has in place risk assessments for any identified significant risk. Control measures which are put in place to eliminate or reduce risk are communicated to staff, pupils and other who may be exposed to the risk.</i>	
<p><i>Risk assessments are in place for the following areas:</i></p> <p>Premises and grounds – internal and external</p> <p>Curriculum / classrooms</p> <p>Hazardous activities or events</p> <p>Lettings or contract work which may affect staff or pupils in the school</p> <p>Fire Risk Assessment</p> <p>Hazardous Substances</p> <p>Work Equipment</p> <p>Manual handling activities</p> <p>Risks related to individuals e.g. health issues/ pregnancy</p> <p>Forest School</p>	
<i>Name of person who has overall responsibility for the school risk assessment process and any associated action planning</i>	<p>Mrs J Fellows</p> <p>Mrs S Bowyer oversees the risk assessment process but all staff are involved in developing risk assessments for their particular area of work</p>
<p><i>Our arrangements for carrying out, recording, communicating and reviewing risk assessments are:</i></p> <p>Risk assessments are carried out by members of staff associated in a particular area or with a specific activity.</p> <p>These are communicated to each member of staff who then sign to record they have read and understood the risk assessment.</p> <p>These are reviewed on an annual basis or when a situation changes and altered if required</p> <p>As per previous audit – a couple of risk assessments are reviewed each month to ensure they</p>	



are fit for purpose
 Post risk assessments take place when a new hazard has been identified
 Risk assessments are created or reviewed when something new is introduced or a change has occurred

Appropriate training is being sought for staff who are creating, reviewing or implementing risk assessments.

Health and Safety co-ordinator –S Bowyer has had risk assessment training – June 2019

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>	N/A
<i>The school/academy premises are shared with another organisation (e.g. Contract caterer/public leisure centre).</i>	N/A
<i>Our arrangements for managing health and safety in a shared workplace are:</i> Not applicable	

31. Stress and Staff Well-being

<i>Name of person who has overall responsibility for the health and wellbeing of school staff</i>	Mrs J Fellows
<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> Regular meetings with the headteacher in which health and well-being is discussed School staff have access to outside agencies if they need any advice Staff are encouraged to inform headteacher of any health restrictions that need to be made aware of Staff questionnaires are periodically carried out to assess staff well being Staff Team stress risk assessment in place Individual stress risk assessments are implemented should a member of staff need additional individual support. Mental Health awareness course recently attended by the H&S co-ordinator	
<i>Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated.</i> Staff risk assessment action plan has been updated to include any issues raised by staff.	
<i>All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work.</i> Discussion encouraged in staff meetings	



32. Training and Development

<i>Name of person who has overall responsibility for the training and development of staff.</i>	Mrs J Fellows Mrs S Bowyer
<i>All new staff, volunteers and work experience receive induction training which includes health and safety, fire procedures, first aid and emergency procedures.</i> This is recorded by Mrs J Fellows on induction	
<i>Our arrangements for carrying out suitable and sufficient health and safety training for all staff are:</i> Training matrix developed for Ashcroft – containing Essential and Desired training – this enables us to plan in the training required for members of staff Refresher training carried out before expiry of current qualification i.e first aid Training portal available for staff for a variety of health and safety training.	
<i>Training records are retained and are located</i> In the main office	
<i>Training and competency as a result of training is monitored and measured by:</i>	Mrs J Fellows

33. Vehicle movement on site

<i>Name of Premises Manager responsible for the management of vehicles on site</i>	Mrs J Fellows
<i>Our arrangements for the safe access and movement of vehicles on site are</i> No access to the car park is permitted except for staff and known visitors. Deliveries to school are to be avoided on school drop off and pick up times – this is made aware to regular delivery companies visiting the school. Pedestrian walkway is segregated in the car park for KS1 entrance No vehicle movement permitted between 8.30 and 9am and 2.30 and 3.15pm due to current use of main gate	

34. Violence and Aggression and School 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 & physical violence to:</i>	Mrs J Fellows
<i>Incidents of verbal & physical violence are investigated by:</i>	Mrs J Fellows



<i>Name of person who has responsibility for site security:</i>	Mrs J Fellows
<p><i>Our arrangements for site security are:</i></p> <p>Site is monitored by an intruder alarm – controlled and maintained by external contractors No visitors are allowed onsite unless an appointment has been made and required checks carried out. Signing in and out system in place Visitors to school must show valid ID All external gates are locked when children or staff are in school.</p>	

35. Water System Safety

<i>Name of Premises Manager responsible for managing water system safety.</i>	Mrs J Fellows overall responsibility but Mr S Bowyer – Site Technician carries out the monthly and annual checks that are set out in the Water hygiene log book
<i>Name of contractors who have undertaken a risk assessment of the water system</i>	Concept environmental carried out risk assessment (legionella) of water system in Jan 23
<i>Name of contractors who carry out regular testing of the water system:</i>	HSL – approved SCC contractor Bi annual checks
<i>Location of the water system safety manual/testing log</i>	Main office
<p><i>Our arrangements to ensure contractors have information about water systems are:</i></p> <p>Water log book on site for contractors to access any required information</p>	
<p><i>Our arrangements to ensure all school staff carrying out checks, testing or maintenance have information about the water system:</i></p> <p>Log book on site. Site technician is the only member of staff who carries out water checks and basic maintenance. All other maintenance is carried out by SCC approved contractors with knowledge of the water system.</p>	

36. Working at Height

<i>Name(s) of person responsible managing the risk of work at height on the premises:</i>	No member of staff currently trained for working at height
<i>Work at height is avoided where possible.</i>	
<p><i>Our arrangements for managing work at height are:</i></p> <p>Risk assessments in place for site technician when working using ladders No other member of staff is permitted to work at height</p>	



<p><i>Appropriate equipment is provided for work at height where required.</i></p> <p>Ladders are available for use if required and are regularly checked for soundness Records kept – 6 monthly checks</p>
<p><i>Work at height equipment is regularly inspected, maintained and records are kept (Location)</i></p> <p>Ladder checks are carried out and records kept in main office</p>

37. Work Experience

<p><i>Name of person who has overall responsibility for managing work experience and work placements for school/academy pupils.</i></p>	<p>Mrs J Fellows</p>
<p><i>Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are:</i></p> <p>Mrs Fellows carries out an induction meeting with any work experience students- to discuss fire evacuation procedures, first aid provisions, safeguarding and any risk assessments they need to be aware of. Under direct supervision of member of staff in assigned classroom but overall supervision is by Mrs J Fellows</p>	
<p><i>The name of the person responsible for the health and safety of people on work experience in the school premises:</i></p>	<p>Mrs J Fellows</p>
<p><i>Our arrangements for managing the health and safety of work experience students in the school are:</i></p> <p>Risk assessments in place for any activity or location they are working in Fire evacuation procedures discussed on induction Work Experience students encouraged to notify Mrs J Fellows of any potential Health and Safety issues Any medical needs of the work experience student communicated to Mrs Fellows prior to commencing the placement so that risk assessments can be put in place before hand</p>	

38. Volunteers

<p><i>Name of person who has overall responsibility for managing/coordinating volunteers working within the school:</i></p>	<p>Mrs J Fellows</p>
<p>Volunteers are considered as a member of staff and all health and safety arrangements including induction and training must apply. Induction is carried out and recorded DBS checks carried out prior to volunteer working in school</p>	

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

Premises Evaluation Checklist

November 2022



Health and Safety Self Audit	January 2023
Health and Safety Audit	March 2021
Assessment of First Aid Provision	October 2022
Fire Risk Assessment	October 2022

Actions to determine progress

- Review two risk assessments per term
- Ensure training covered for all essential areas
- Headteacher to carry out termly checks on premises and in learning areas to support and monitor all other checks in place

All above will be on the overall action plan

Review date : September 2024