

# ASHCROFT INFANT AND NURSERY SCHOOL

Providing the best start in life for all children



## Health, Safety and Well-Being Policy

Headteacher: \_\_\_\_\_

Chair of Governors: \_\_\_\_\_

Person Responsible for Policy and Review: Headteacher

Policy Type: Statutory

### DOCUMENT AND VERSION CONTROL

| Version | Author     | Implementation Date | Revision Detail             |
|---------|------------|---------------------|-----------------------------|
| 1.0     | Sam Bowyer | September 2024      | Updated for new school year |
|         |            | October 2025        | Reviewed and updated        |

Ratified by Governors:

Review Date: September 2026

# Health, Safety and Wellbeing Policy

The policy has 5 parts;

**Part A** – Introduction

**Part B** - The Health and Safety Policy Statement

**Part C** - Responsibilities (delegation of tasks)

**Part D** - The detailed arrangements and procedures to reduce risk within the school.

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

## **A. Introduction**

This Policy complements (and should be read in conjunction with the Staffordshire County Council Health, Safety and Wellbeing Policy).

The Governing Body will endorse and support the Health, Safety and Wellbeing Policy of Staffordshire County Council and assist the Council to discharge those responsibilities, which it holds as employer.

This policy records the local organisation and arrangements for implementing the Staffordshire County Council policy.

## **B. Policy Statement**

The requirement to provide a safe and healthy working environment for all employees is acknowledged and Ashcroft Infant School'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 comply with all relevant health and safety legislation and ensure so far as is reasonably practicable that:

- all places and premises where employees 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 employees and pupils can avoid hazards and contribute in a positive manner towards their own and others health, safety and wellbeing.
- a healthy working environment is maintained including adequate welfare facilities.

In addition to the above the school will ensure as far as reasonably practicable 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 form part of this policy. All employees are expected to accept their responsibility to work safely by ensuring that they take reasonable care of their own health, safety, and wellbeing and that of other people who may be affected by their acts or omissions.

The Governors and Headteacher will draw this policy to the attention of all employees, and review annually.

|   |                                   |
|---|-----------------------------------|
| <i>[Signature]</i>                        | <i>[Signature]</i>                |
| <i>Tania Phillips, Chair of Governors</i> | <i>Jayne Fellows, Headteacher</i> |
|   |                                   |

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

### **C. Responsibilities (Delegation of Duties)**

The delegation of responsibilities and duties of all employees is detailed in Staffordshire County Council's Health, Safety and Wellbeing Policy – Allocation of General Responsibilities document

In addition to their general responsibilities:

The **Governing Body** will:

- Provide strategic guidance.
- Consider health and safety related information, statistics and reports.
- Monitor and review health, safety and wellbeing issues.
- Ensure adequate resources for health and safety are available.
- Nominate a Link Governor for Health, Safety and Wellbeing.
- Review and monitor the effectiveness of this policy.

The **Head Teacher** is responsible for implementing this policy and will:

- Promote a positive, open health, safety and wellbeing culture in the school.
- Report key health and safety issues to the Governing Body.
- Seek advice from other organisations or professionals as required.
- Ensure that all employees co-operate with this policy.

- Appoint appropriate persons with areas of responsibility within the school to implement this policy.
- Develop and implement safety procedures.
- Ensure there is a suitable system and process for developing risk assessments and that risk assessments are completed and reviewed on a regular basis.
- Ensure employees have access to appropriate training for their role.

The Headteacher is the nominated **Premises Manager** and is responsible for the day-to-day operations and maintenance of the buildings, grounds, and equipment. This includes ensuring that statutory inspections of equipment and systems are carried out.

**Senior Leaders** within the school will support the Head Teacher in their role.

They will:

- Implement and monitor the school's health and safety arrangements.
- Manage any hazardous practices, equipment or building issues and report to the Head Teacher if they remain unresolved.
- Provide a good example, guidance and support to employees on health, safety and wellbeing issues.
- Ensure health and safety inductions are carried out for all employees and keep records of that induction.

**Heads of Curriculum/Department Leads** will within their area(s) of responsibility:

- Identify and control hazards.
- Assist in carrying out/reviewing risk assessments at least annually and communicate to employees and pupils(where applicable).
- Instigate and ensure that safety procedures are developed and adhered ensuring that these are in line with curriculum best practice e.g. Science, Design Technology, PE, etc.
- Maintain current knowledge of specific health and safety legislation and official guidance relevant to the safe delivery of their specialism.
- Ensure equipment, including personal protection equipment, is maintained in a safe condition and that substances hazardous to health are secured in a safe place.
- Ensure that all incidents (including near misses) are reported promptly so they can be investigated by the headteacher.
- Notify the Headteacher/Senior Leaders/ Health and Safety Co ordinator of any proposed or impending changes affecting health, safety, and wellbeing such as in room allocation or usage, change of materials/equipment, new activities etc.

**Teachers will:**

- Carry out regular safety checks of their area of work and report any concerns.
- Contribute to the development of risk assessments.
- Supervise pupils and advise them on how to use equipment safely.
- Maintain current knowledge of specific health and safety issues within their specialisms.

**All employees will:**

- Comply with the school's health and safety arrangements, including the adherence to risk assessments, health and safety procedures and policies.
- Leave their area of work in a reasonably tidy and safe condition.
- Follow safety instructions when using equipment.
- Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate employee.
- Follow the accident reporting procedure.
- Contribute to and highlight any gaps in the school's risk assessments and health and safety procedures.

**Competent Health and Safety Advice**

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| <i>The school obtains competent health and safety advice from:</i> | <b>SHSS – Health, Safety and Well Being Service</b><br><b>Staffordshire County Council</b> |
| <i>The contact details are:</i>                                    | <b>01785 355777</b><br><b>shss@staffordshire.gov.uk</b>                                    |
| <i>In an emergency we contact:</i> <b>Emergency Services - 999</b> |  |

**Monitoring Health and Safety**

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| <i>Name of person(s) responsible for the overall monitoring of health and safety in school:</i>  | <i>Name(s)</i> Jayne Fellows |
| <i>Our arrangements for the monitoring of health and safety are;</i><br><b>Risk assessments reviewed at least annually</b><br><b>Daily, weekly, monthly monitoring checks recorded</b> |                              |

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| <p><b>Annual report to Governors</b></p> <p><b>Termly accident analysis (inc in governors report)</b></p> <p><b>Headteacher reports on Health and Safety at full governing body meetings</b></p> <p><b>All above carried out/ checked by Headteacher and Health and Safety Co-ordinator</b></p> |  |
| <p><i>The school carries out formal evaluations and audits on the management of health and safety.</i></p>  |  |
| <p><i>The last audit took place</i></p>   | <p><i>Date:</i> <b>23/05/2024</b></p> <p><i>By:</i> <b>Charlotte Evans</b></p>   |
| <p><i>Name of person(s) responsible for monitoring the implementation of health and safety policies</i></p>   | <p><b>Jayne Fellows Headteacher</b></p> <p><b>Sam Bowyer H&amp;S Co-ordinator</b></p> <p><b>Eluned Lane Deputy Headteacher</b></p>   |
| <p><i>All employees are made 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</p>   |  |
| <p><i>Workplace inspections</i></p> <p><b>Annual Health and Safety Evaluation Checklist</b></p> <p><b>Premises Checks</b></p> <p><b>Water hygiene checks</b></p> <p><b>Asbestos Manual</b></p> <p><b>Fire Safety Check</b></p>  | <p><b>Health and Safety Co-ordinator</b></p> <p><b>Headteacher, H&amp;S CO and Site Technician</b></p> <p><b>Site technician and HSL (bi annual)</b></p> <p><b>Entrust property services</b></p> <p><b>Site technician, Lantern Fire and Chubb</b></p> |

Where specific responsibilities for health, safety and wellbeing are allocated to employees these delegated responsibilities are detailed in Section D below.

**D. Health and Safety 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.

### 1. Accident and Incident Reporting, Recording & Investigation

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| <i>Our arrangements for recording and investigating:</i>   |  |
| <i>pupil accidents:</i> <b>Minor bumps are recorded in an accident book a copy of this is sent home. More serious accidents are recorded on the My Health and Safety portal – SHSS Parents are notified of any head injuries via a text message or contacted directly if needed. Accident analysis is carried out termly so any trends are identified.</b> |  |
| <i>employee accidents:</i> <b>Recorded in the accident book located in the office</b>  |  |
| <i>visitor accidents:</i> <b>Same as above</b>   |  |
| <i>The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is:</i> <b>Jayne Fellows with advice from SHSS</b>   |  |
| <i>Our arrangements for reporting to the Governing Body are:</i>   |  |
| <b>Annual report to Governors</b>  |  |
| <b>Termly accident analysis results shared</b>   |  |
| <i>Our arrangements for reviewing accidents and identifying trends are:</i>  |  |
| <b>Accidents are analysed termly to identify any trends in location or type of accident. Risk assessments amended accordingly if trends are identified</b>   |  |
| <b>Accident analysis is shared with governors</b>  |  |

### 2. Asbestos

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| <i>Name of person responsible for managing asbestos on the school site:</i>  | <b>Jayne Fellows under the guidance of the SCC Asbestos Management Team</b> |
| <i>Location of the Asbestos Management Log or Record System:</i>   | <b>Main Office</b>  |
| <i>Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are:</i> |   |
| <b>All contractors must have read and signed the asbestos register before commencing any work in school.</b>                       |   |

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| <p><b>If work is being carried out where any asbestos may be present then advice will be sought prior to work being carried out.</b></p> <p><b>Intrusive works survey has to be carried out if any work involves disturbance of the building structure.</b></p> <p><b>Contract Hazard Exchange forms completed</b></p>  |   |
| <p><i>Our arrangements to ensure all school employees such as class teachers or caretakers have information about asbestos risk on the premises are:</i></p> <p><b>School staff are briefed on the contents of the Asbestos register and procedures in place.</b></p> <p><b>Site technician receives correct training in Management of Asbestos</b></p> <p><b>Staff aware that no intrusive works should be carried out</b></p> |   |
| <p><i>Employees must report damage to asbestos materials to:</i></p>  | <p><b>Jayne Fellows – Premise Manager</b></p> |
| <p><i>Employees must not drill or affix anything to walls or ceilings without first obtaining approval from the person responsible for managing asbestos.</i></p>   |   |

**3. Communication**

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| <p><i>Name of SLT member who is responsible for communicating with employees on health and safety matters:</i></p>  | <p><b>Sam Bowyer – H&amp;S co-ordinator</b></p> <p><b>Jayne Fellows - Headteacher</b></p> |
| <p><i>Our arrangements for communicating about health and safety matters with employees, pupils, visitors, contractors are:</i></p> <p><b>Staff Health and Safety Notice Board</b></p> <p><b>Staff Meetings</b></p> <p><b>Information accessible on a shared drive</b></p> <p><b>Standing agenda item at FGB and Finance governors meeting</b></p> <p><b>Annual report to governors</b></p> <p><b>Email updates</b></p> |   |
| <p><i>Employees can make suggestions for health and safety improvements by:</i></p>   |   |

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| <p><b>Informing H&amp;S co-ordinator or headteacher</b></p> <p><b>Health and Safety log book (kept on staff notice board)</b></p> |
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**4. Construction Work \*See also Contractor Management**

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| <p><i>Name of person coordinating any construction work / acting as Client for any construction project.</i></p> | <p><b>Guidance sought from Entrust Property services for any construction work</b></p> |
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*Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are:*

**Projects are managed by Entrust Property services**

**Contractor Hazard Exchange forms completed prior to work carried out**

**SCC approved contractors used**

**Asbestos Register checked and signed by contractors prior to commencement of work**

**Advice sought from Entrust Property services**

*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:*

**Contractor Hazard Exchange form**

**Risk assessments shared where applicable**

**Fire evacuation procedures shared**

*Our arrangements for the induction of contractors are:*

**Contractors Hazard exchange form completed between headteacher, contractor and Entrust Property services**

**Contractors sign in on system whenever on site**

**Contractor card available to show fire evacuation procedure and first aid provision**

**During the hazard exchange meeting emergency evacuation procedures and first aid are discussed.**

*Employees should report concerns about contractors to: **Jayne Fellows***

*We will review any construction activities on the site by:*

**Any major building works carried out during the school holidays wherever possible.**  
**Regular checks during projects carried out by Entrust Property Services**

**5. Consultation**

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| <p><i>Name of SLT member who is responsible for consulting with employees on health and safety matters:</i></p>   | <p><b>Jayne Fellows – Headteacher</b><br/><br/> <b>Sam Bowyer – H&amp;S Co-ordinator</b><br/> <b>Eluned Lane – Deputy Headteacher</b></p> |
| <p><i>Our arrangements for consulting with employees on health and safety matters are:</i></p> <p><b>Staff meetings – staff can raise a Health and Safety concern at any point</b><br/> <b>Staff are actively encouraged to participate in the review of risk assessments</b></p> |   |
| <p><i>Employees can raise issues of concern by:</i></p> <p><b>Logging concern in Health and Safety Log book</b><br/> <b>Verbally informing headteacher or H&amp;S Coordinator and then log in the book.</b><br/> <b>Email headteacher or H&amp;S co-ordinator</b></p>             |   |

**6. Contractor Management**

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| <p><i>Name of person responsible for managing and monitoring contractor activity</i></p>   | <p><b>Mrs Fellows under guidance from Entrust Property Services</b></p> |
| <p><i>Our arrangements for selecting competent contractors are:</i></p> <p><b>Approved SCC contractors used</b><br/> <b>Advice from Entrust Property Services</b></p>  |   |
| <p><i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are:</i></p> <p><b>Contractors Cards</b><br/> <b>Contractor Hazard Exchange form – between contractor, headteacher and property services</b><br/> <b>Asbestos manual checked and signed prior to work being carried out</b></p> |   |
| <p><i>Our arrangements for the induction of contractors are:</i></p>   |   |

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| <p><b>Hazard exchange form</b></p> <p><b>Signing in system</b></p> <p><b>Contractors card</b></p> |
| <p><i>Employees should report concerns about contractors to: <b>Jayne Fellows</b></i></p>         |

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

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| <p><i>Name of person who has overall responsibility for the curriculum areas as follows:</i></p> <p><b>Early Years</b></p> <p><b>KS1</b></p> <p><b>PE</b></p> <p><b>Forest School</b></p> | <p><b>Louise Meakin</b></p> <p><b>Zoe Hill</b></p> <p><b>Zoe Hill</b></p> <p><b>Caroline Spooner</b></p>                           |
| <p><i>Risk assessments for these curriculum areas are the responsibility of:</i></p>  | <p><b>Sam Bowyer - H&amp;S Co-ordinator</b></p> <p><b>Jayne Fellows – Headteacher</b></p> <p><b>Staff members listed above</b></p> |

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

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| <p><i>The school assesses the risk of the use of computers/laptops by carrying out a DSE assessment for any employees using this type of equipment continuously and regularly for over an hour.</i></p> |                             |
| <p><i>Our arrangements for carrying out DSE assessments are:</i></p> <p><b>Annual DSE assessment carried out for identified users</b></p>   |                             |
| <p><i>Name of person who has responsibility for carrying out Display Screen Equipment Assessments:</i></p>  | <p><b>Jayne Fellows</b></p> |
| <p><i>DSE assessments are recorded, and any control measures required to reduce risk are managed by:</i></p>  | <p><b>Sam Bowyer</b></p>    |

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

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| <i>Name of person who has overall responsibility for EYFS:</i>  | <b>Louise Meakin</b> |
| <p><i>Our arrangements for the safe management of EYFS are:</i></p> <p><b>Risk assessments in place for all areas and activities – reviewed annually or when a situation changes</b></p> <p><b>Daily equipment checks carried and recorded</b></p> <p><b>Classroom environment checked daily</b></p> <p><b>Paediatric first aider always present in EYFS</b></p> <p><b>Accident analysis used to identify any areas or equipment that is creating more of a hazard.</b></p> |                      |

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

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| <i>Name of person who has overall responsibility for Educational Visits</i>  | <b>Jayne Fellows</b> |
| <i>The Educational Visits Coordinator is</i>   | <b>Zoe Hill</b>      |
| <p><i>Our arrangements for the safe management of educational visits are:</i></p> <p><b>Evolve used for educational visit risk assessments</b></p> <p><b>Visit is carried out prior to the educational visit taking place if the venue is unknown or has changed</b></p> <p><b>Recommended ratios are maintained adult:pupil</b></p> <p><b>Medication that is required is taken on the visit</b></p> <p><b>Reputable travel firm used if transport is required</b></p> |                      |

### 11. Electrical Equipment [fixed & portable]

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| <i>Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:</i> | <p><b>Arranged via SCC</b></p> <p><b>Sam Bowyer</b></p> <p><b>Jayne Fellows</b></p> |
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| <i>Fixed electrical wiring test records are located:</i>  | <b>Main office</b><br><b>Property portal – Entrust</b>                      |
| <i>All employees are required to visually inspect electrical equipment before use.</i>  |   |
| <i>Our arrangements for bringing personal electrical items onto the school site are:</i><br><b>No personal electrical items are permitted on site</b><br><b>If any items are brought in to school they will need to be PAT tested</b> |   |
| <i>Name of person responsible for arranging the testing of portable electrical equipment (PAT):</i>   | <b>Sam Bowyer</b>   |
| <i>Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:</i>  | <b>Follow guidance from Health and Safety.</b><br><b>Annual PAT testing</b> |
| <i>Portable electrical equipment (PAT) testing records are located:</i>   | <b>Main Office</b>  |
| <i>Employees must take defective electrical equipment out of use and report to:</i>   | <b>Sam Bowyer</b>   |
| <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. Emergency Preparedness

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| <i>Name of SLT member who is responsible for developing and maintaining the school's response to major risks <b>Business Continuity Plan (BCP).</b></i> | <b>Jayne Fellows</b><br><b>Sam Bowyer</b><br><b>Eluned Lane</b> |
| <i>Our arrangements for communicating emergency arrangements to all employees are:</i><br><b>Copy displayed in staff room and main office</b>           |   |

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

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|---|----------------------|
| <i>Name of competent person responsible for</i> | <b>Jayne Fellows</b> |
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| <i>undertaking and reviewing the fire risk assessment in addition to any associated action planning:</i>   | <b>Sam Bowyer</b>   |
| <i>The Fire Risk Assessment is located .....</i>   | <b>Main Office</b>  |
| <i>When the fire alarm is raised the person responsible for calling the fire service is: (include out of hours arrangements)</i>                                   | <b>Jayne Fellows</b><br><b>Eluned Lane</b><br><b>Or any other person in their absence</b> |
| <i>Name of person responsible for arranging and recording of fire drills:</i>  | <b>Jayne Fellows</b><br><b>Sam Bowyer</b>   |
| <i>Name of person responsible for creating, communicating and reviewing Fire Evacuation arrangements:</i>  | <b>Jayne Fellows</b><br><b>Sam Bowyer</b>   |
| <i>Our Fire Evacuation Arrangements are:</i>   | <b>Displayed in all classrooms</b><br><b>Main office</b>                                  |
| <i>Our Fire Marshals are</i>   | <b>Jayne Fellows</b><br><b>Eluned Lane</b>  |
| <i>Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Logbook located at:</i>  | <b>Main Office</b>  |
| <i>Name of person responsible for training employees in fire procedures:</i>   | <b>Jayne Fellows on staff induction</b>   |
| <i>Employees awareness of the Fire Procedures in school is repeated annually at the beginning of each academic year. Reviewed if any change to the school site</i> |   |

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

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| <i>Name of person responsible for carrying out the First Aid Assessment:</i> | <b>Sam Bowyer</b>  |
| <i>The First Aid Assessment is located:</i>                                  | <b>Main Office</b> |

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| <i>First Aiders are listed in</i>   | <b>Main Office</b><br><b>Staff notice board</b>   |
| <i>Name of person responsible for arranging and monitoring First Aid Training</i>   | <b>Jayne Fellows</b><br><b>Sam Bowyer</b>   |
| <i>Location of First Aid Box(es):</i>   | <b>Various locations around school – Deputy’s office, Nursery, Reception, Hall, Year 2 cloakroom</b><br><br><b>Portable kits for lunchtime and educational visits</b>   |
| <i>Name of person responsible for checking and restocking first aid box(es):</i>  | <b>Sam Bowyer</b><br><br><b>Lunchtime staff restock their kits more frequently as used on a daily basis</b>   |
| <i>Arrangements on how to summon an ambulance in an emergency are:</i>  |   |
| <i>Our arrangements for dealing with an injured person who has to go to hospital are (who is contacted/ who accompanies employees or children to hospital):</i> |   |
| <i>pupils</i>   | <b>Parents are contacted. If taken to hospital in an emergency the paediatric first aider or headteacher will accompany the child to hospital</b>   |
| <i>employees</i>  | <b>Emergency contacts are kept for each employee – first named person is contacted. If taken to hospital in an emergency the First Aider at work or the headteacher will accompany the member of staff to the hospital.</b> |
| <i>visitors</i>   | <b>First Aider at Work will accompany the person to hospital if no one is available with the visitor</b>  |
| <i>Our arrangements for recording First Aid provided are:</i>   |   |
| <b>All accidents are recorded in the accident book along with details of any first aid treatment administered.</b>  |   |

**Records kept for recommended retention period**

**HSF40 is completed if injured person has to go to hospital, this is also recorded on the H&S portal**

**15. Forest School**

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| <i>Name of person in school who leads on Forest School activity:</i>  | <b>Caroline Spooner</b> |
| <p><i>Our arrangements for developing, organising and running Forest School activity. Children only access Forest School under the supervision of our Forest School Lead.</i></p> <p><b>Risk assessments are carried out for all Forest school activities, these are reviewed annually.</b></p> <p><b>Forest School Lead is Level 3 trained and has completed Outdoor First Aid (inc paediatric)</b></p> <p><b>All staff using Forest School have read the risk assessments that are in place</b></p> |                         |

**16. Glass & Glazing**

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| <i>All glass in doors and side panels are constructed of safety glass</i>  |   |
| <i>All replacement glass is of safety standard</i>   |   |
| <b>A glass and glazing assessment took place in 2016 and the record can be found on the Entrust Property Portal.</b> | <b>Buildings and Condition survey took place 18<sup>th</sup> October 2023 Internal and external survey was carried out. Report available on the property portal</b> |

**17. Hazardous Substances (COSHH)**

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| <i>Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments):</i>  | <b>Sam Bowyer</b><br><br><b>Simon Bowyer – site technician</b> |
| <p><i>Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are:</i></p> <p><b>Material data sheets are available for substances that require a data sheet to be kept in school</b></p> <p><b>A register of substances held is kept in the school office</b></p> <p><b>No other substances are permitted unless they have a material data sheet and are</b></p> |  |

**accompanied by a COSHH risk assessment should this be required.**

**Risk assessments carried out for activities that involve using a substance which has a material safety data sheet.**

**COSHH risk assessments are developed for any substance that is in school which requires one**

**Substances stored in locked cupboards not accessible to children or visitors to school**

**The school uses CLEAPPS as a resource and access to this information is available from the main office. Magazine shared in staff room when they are sent through.**

**18. Health and Safety Law Poster**

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| <i>The Health and Safety at Work poster is displayed:</i> | <b>Staff Room</b> |
|---|-------------------|

**19. Housekeeping, cleaning and waste disposal**

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| <i>All employees and pupils share the responsibility for keeping the school site clean, tidy and free from hazards.</i> |                                    |
| <i>Our waste management arrangements are:</i>   |                                    |
| <b>Veolia collects waste on a weekly basis</b>  |                                    |
| <b>Food waste collected weekly</b>  |                                    |
| <b>Recycling collected fortnightly</b>  |                                    |
| <b>Other waste i.e. nappy bins collected by PHS weekly</b>  |                                    |
| <i>Our site housekeeping arrangements are:</i>  |                                    |
| <b>All staff are responsible for general housekeeping</b>   |                                    |
| <b>Site technician is responsible for daily inspection of external areas</b>  |                                    |
| <b>Teaching staff are responsible for checking outdoor and indoor learning areas</b>                                    |                                    |
| <b>Termly checks are made by the headteacher to monitor all teaching and learning areas</b>                             |                                    |
| <i>Site cleaning is provided by:</i>  | <b>Helen Clements – supervisor</b> |
| <b>Ashcroft Cleaning Staff</b>  | <b>Lisa Turner</b>                 |
| <i>Cleaning employees have received appropriate information, instruction and</i>  |                                    |

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| <p><i>training about the following and are competent:</i></p> <p><b>Cleaning procedures and methods</b></p> <p><b>COSHH awareness and use of substances</b></p> <p><b>Fire evacuation procedures</b></p>   |  |
| <p><i>Work equipment</i></p> <p><b>Vaccuum cleaners</b></p> <p><b>Buffers – Polishing the hall floor</b></p> <p><b>Mops</b></p> <p><b>Brooms</b></p>   |  |
| <p><i>Hazardous substances</i></p> <p><b>COSHH risk assessments are located in the cleaning cupboard.</b></p> <p><b>Substance stored in the cleaning cupboard – kept locked</b></p>  |  |
| <p><i>Waste skips and bins are located away from the school building.</i></p>  |  |
| <p><i>Our arrangements for disposing of waste and the location of waste bins and skips are communicated to employees and pupils.</i></p> <p><b>Bins are located in the car park and fenced off – general waste and recycling</b></p> <p><b>Separate bin provided for bodily fluids – yellow bags.</b></p> <p><b>All waste is not accessible to children</b></p>  |  |
| <p><i>Employees 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></p> <p><b>Separate food waste bin is provided for catering staff</b></p> <p><b>Cleaning staff empty rubbish from classrooms daily – during winter months this needs to be done before it gets dark (i.e. before 4.30pm) to ensure staff aren't out in the carpark when it is dark.</b></p> |  |

**20. Infection Control**

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|--|-----------------------------|
| <p><i>Name of person responsible for managing infection control:</i></p> | <p><b>Jayne Fellows</b></p> |
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*Our infection control arrangements (including communicable diseases/hand hygiene standards) are:*

**Communicable disease folder in the school office – used for guidance**

**Advice would be sought from SHSS regarding the need for a deep clean if required**

**Regular hand washing is promoted**

## 21. Lettings

*Name of Premises Manager or member of Leadership team responsible for Lettings*

**Jayne Fellows**

*Our arrangements for managing Lettings of the school/rooms or external premises are:*

**Lettings Policy in place**

**Follow SCC guidelines for lettings**

**Complete a hazard exchange form**

**Hirers must have their own public liability insurance and a copy should be kept on file**

**Contact numbers are shared with the hirer to contact in case of emergency.**

**Fire evacuation plans shared with hirer**

*The health and safety considerations for Lettings are considered and reviewed annually.*

*Hirers must 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.*

## 22. Lone Working

*Our arrangements for managing lone working are:*

**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 a height, will not be undertaken when working alone. If there are any doubts about the task to be carried out then the task will be postponed until other staff members are available to assist.**

**If lone working is to undertaken, a colleague, friend or family member should 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 and departure off site.**

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

**23. Maintenance / Inspection of Equipment (including selection of equipment)**

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|---|---|
| <p><b>Ladders and steps</b></p> <p><b>Extraction systems</b></p> <p><b>Pe Equipment</b></p> <p><b>Fire alarm and smoke detectors</b></p> <p><b>Emergency lighting</b></p> <p><b>Fire extinguisher and other fire-fighting equipment</b></p> <p><b>Cleaning equipment</b></p> <p><b>Catering appliances</b></p> <p><b>Playground equipment</b></p> |   |
| <p><i>Name of person responsible for the selection, maintenance / inspection and testing of equipment:</i></p>  | <p><b>Sam Bowyer – responsible for organising the inspection and maintenance of the equipment</b></p> <p><b>Outside contractors used to inspect equipment</b></p> |
| <p><i>Records of maintenance and inspection of equipment are retained and are located:</i></p>  | <p><b>Main Office</b></p>   |
| <p><i>Employees report any broken or defective</i></p>  | <p><b>Jayne Fellows</b></p>   |

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| <i>equipment to:</i>   | <b>Sam Bowyer</b> |
| <p><i>The equipment on the school site owned and used by contractors is the responsibility of the contractor, who must provide records of testing, inspection and maintenance if requested.</i></p> <p><b>Contractors coming on to site will be responsible for bringing their own equipment</b></p> |                   |

**24. Manual Handling**

|   |  |
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| <i>Name of person responsible for carrying out manual handling risk assessments:</i>  | <p><b>Sam Bowyer</b></p> <p><b>Jayne Fellows</b></p> |
| <p><i>Our arrangements for managing manual handling activities are:</i></p> <p><b>Manual handling guidelines are displayed in the staff room and training is provided on the training portal</b></p> <p><b>Risk assessments are in place should any task involve manual handling</b></p> <p><b>Equipment is provided to help move any loads</b></p> <p><b>Staff are instructed to not lift or move any load that is beyond their capabilities.</b></p>      |  |
| <p><i>Employees must be aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided.</i></p>   |  |
| <p><i>Employees who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task.</i></p>  |  |
| <p><i>Employees are trained appropriately to carry out manual handling activities.</i></p> <p><b>Manual handling training provided on the training portal</b></p> <p><b>Staff are aware of the need assess the risk before carrying out any manual handling tasks.</b></p>  |  |
| <p><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 employees).</i></p> <p><b>Restrictive Physical Intervention training is given to those members of staff that require it.</b></p> <p><b>Staff will seek advice from the headteacher if manual handling needs to take place with any children.</b></p> |  |

**25. Medication**

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| <p><i>Name of person responsible for the management of and administration of medication to pupils in school:</i></p>   | <p><b>All staff members are able to administer prescription medication in school that has been correctly signed in at the school office.</b></p> <p><b>Any pupils requiring long term medication are assigned designated members of staff who are trained in delivering the medication.</b></p> |
| <p><i>Our arrangements for the administration of medicines to pupils are:</i></p> <p><b>Medication to be signed in and out of the school office</b></p> <p><b>Form filled in stating dose, time of medication and storage arrangements</b></p> <p><b>Medication kept in staff room fridge – locked box available or in first aid cupboard in deputy’s office</b></p> <p><b>Emergency medication i.e. epipen, inhaler and some antihistamines are kept in the child’s class so it is easily accessible in case of emergency. The child’s medical information is kept with the medication so correct procedures are followed</b></p> <p><b>No non-prescription medication is allowed to be administered</b></p> <p><b>Training in specific types of medical administration is carried out as and when required – epi pen training carried out frequently</b></p> |   |
| <p><i>The names members of employees who are authorised to give / support pupils with medication are:</i></p>  | <p><b>No named members of staff at present.</b></p> <p><b>All staff can administer prescription medication. Records kept</b></p>  |
| <p><i>Medication is stored:</i></p>  | <p><b>Inhalers, epipens and antihistamine for allergies are stored in child’s classroom first aid box so easily accessible when needed.</b></p> <p><b>Other medication stored in deputy’s office – lockable medical cabinet or in the staff room fridge – lockable box available.</b></p>       |
| <p><i>A record of the administration of medication is located:</i></p>   | <p><b>Medication forms are used to sign medication in and out and record the administration of the medication. Forms kept in main office.</b></p>   |

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| <p><b>Pupils who administer and/or manage their own medication in school are authorised to do so by a Jayne Fellows and provided with a suitable private location to administer medication/store medication and equipment. Currently due to the age of our pupils no pupil is managing their own medication in school.</b></p>   |
| <p><i>Employees are trained to administer complex medication by the school nursing service when required.</i></p> <p><b>An individual health care plan would be devised for any children requiring complex medication and this would take place between staff, medical professionals and parents.</b></p>  |
| <p><i>Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are:</i></p> <p><b>Children requiring inhalers are required to fill out a school asthma form which will detail when to administer the inhaler, how much and any other relevant information.</b></p> <p><b>Epipens are administered according to instructions on the child’s IHP</b></p> <p><b>Training for dealing with asthma, anaphalaxis, epilepsy is sourced from the school nursing team</b></p> |
| <p><i>Employees who are taking medication must keep their personal medication in a secure area in a employees only location.</i></p>   |
| <p><i>Employees must advise the school leaders if they are taking any medication which might impair their ability to carry out their normal work.</i></p> <p><b>Individual risk assessment should be carried out for any member of staff requiring long term medication.</b></p>   |

**26. Personal Protective Equipment (PPE) (links to Risk Assessment)**

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| <p><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></p> |  |
| <p><i>Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for school employees:</i></p>   | <p><b>Jayne Fellows</b></p> <p><b>Sam Bowyer</b></p> |
| <p><i>Name of person responsible for the checking and maintenance of personal protective equipment provided for employees:</i></p>                                   | <p><b>Jayne Fellows</b></p> <p><b>Sam Bowyer</b></p> |

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| <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>              | <b>Jayne Fellows</b><br><b>Sam Bowyer</b>         |
| <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>  | <b>All staff are responsible for their pupils</b> |

**27. Reporting Hazards or Defects**

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| <i>All employees 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><b>Hazards and defects are reported in the site technicians log book if it is to do with premises.</b></p> <p><b>Any other hazards or defects are reported to Jayne Fellows or Sam Bowyer who will deal with them accordingly</b></p> <p><b>All staff are aware of the importance of recording defects</b></p> |

**28. Risk Assessments**

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| <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 employees, pupils and other who may be exposed to the risk.</i> |
| <i>Risk assessments are in place for the following areas:</i>  |

**Premises and Grounds – internal and external****Classrooms****Curriculum activities****Pe****COSHH****Forest School****Fire****First Aid****Individual Risk Assessments****Site Technician tasks****Manual handling****DSE****Catering****Cleaning****Educational Visits**

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

**Jayne Fellows****Sam Bowyer**

**Staff are involved in developing risk assessments for their particular area of work**

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

**Risk assessments are reviewed annually or when change is required**

**Assessments are carried out by health and safety co-ordinator and members of staff working in each particular area.**

**Communicated via email and hard copy in classrooms or main office**

**Subject leads and class teachers are responsible for sharing risk assessments to any staff that are working in the associated area or with a known hazard**

**Staff are required to sign the risk assessment once they have read it – signed copies in**

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| <p><b>classrooms</b></p> <p><b>Post risk assessments take place after an incident/accident as part of the investigation procedure</b></p>  |
| <p><i>Appropriate training is provided for employees who are creating, reviewing or implementing risk assessments.</i></p> <p><b>Sam Bowyer has attended risk assessment training</b></p> <p><b>Zoe Hill has been trained on EVOLVE - educational visits</b></p> |
| <p><i>When an accident or incident occurs a post incident risk assessment is developed when a new hazard has been identified and/or new additional controls are needed.</i></p>  |
| <p><i>Risk assessments are created or reviewed when something new is introduced or a change has occurred.</i></p>  |

**29. Smoking**

*No smoking or vaping is permitted on site or in vehicles owned or operated by the school or state locations where it is allowed.*

**30. Stress and Employees Well-being**

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|---|-----------------------------|
| <p><i>Name of person who has overall responsibility for the health and wellbeing of school employees:</i></p>   | <p><b>Jayne Fellows</b></p> |
| <p><i>All employees have responsibility to take care of their own health and wellbeing and the school supports employees to do this by implementing the following arrangements:</i></p> <p><b>Regular staff meetings with headteacher in which health and well-being is discussed</b></p> <p><b>School staff have access to outside agencies if they need any advice or support</b></p> <p><b>Staff are encouraged to inform headteacher of any health restrictions that school need to be aware of</b></p> <p><b>Staff questionnaires are periodically carried out to assess staff well being</b></p> <p><b>Team stress risk assessment in place</b></p> |                             |

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| <p><b>Individual stress risk assessments put in place should a member of staff need additional support</b></p> <p><b>Mental Health Awareness course attended by H&amp;S co-ordinator</b></p> <p><b>Designated Mental Health Lead appointed – Julie Teal</b></p> <p><b>Well being day granted to all employees to take as agreed by the headteacher</b></p> |
| <p><i>Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated.</i></p>  |
| <p><i>All employees have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work.</i></p>  |
| <p><i>A team stress risk assessment has been completed involving all employees and this is reviewed regularly. <b>Completed: Feb 2024 Review Feb 2025</b></i></p>  |

**31. Training and Development**

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| <p><i>Name of person who has overall responsibility for the training and development of employees:</i></p>  | <p><b>Jayne Fellows</b></p> <p><b>Sam Bowyer</b></p> |
| <p><i>All new employees receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.</i></p> <p><b>Recorded by Jayne Fellows on induction</b></p>  |  |
| <p><i>Our arrangements for carrying out suitable and sufficient health and safety training for all employees are:</i></p> <p><b>Training matrix developed for Ashcroft – containing Essential and Desired training. This enables us to plan in training that is required for employees</b></p> <p><b>Refresher training carried out within the recommended timeframes</b></p> <p><b>Subscribe to a training portal for variety of health and safety training for employees.</b></p> |  |
| <p><i>Training records are retained and are located:</i></p> <p><b>In the Main Office</b></p>   |  |

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| <i>Training and use of new competency training/skills is monitored and measured by:</i> | <b>Jayne Fellows</b> |
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**32. Vehicle movement on site**

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| <i>Name of Premises Manager responsible for the management of vehicles on site</i>   | <b>Jayne Fellows</b> |
| <p><i>Our arrangements for the safe access and movement of vehicles on site are</i></p> <p><b>No access to the car park is permitted except for staff and known visitors</b></p> <p><b>Deliveries to the school are restricted at school drop off and pick up times. This is communicated to regular deliveries that we receive to school i.e. catering supplies.</b></p> <p><b>Pedestrian walkway is segregated in the car park for the KS1 entrance</b></p> <p><b>No vehicle movement on the car park between 8.30am - 9am and 2.30 – 3.15pm</b></p> |                      |

**33. Violence and Aggression and School Security**

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| <i>The school provides a place of work which is designed and managed to minimise the risk of violence and aggression to employees, pupils and visitors.</i> |                      |
| <i>A risk assessment is carried out where employees are at increased risk of injury due to their work.</i>  |                      |
| <i>Training, information, and instruction is available to employees to help them manage the risk of violence and aggression where required.</i>             |                      |
| <i>Employees and pupils must report all incidents of verbal &amp; physical violence to:</i>   | <b>Jayne Fellows</b> |
| <i>Incidents of verbal &amp; physical violence are investigated by:</i>   | <b>Jayne Fellows</b> |
| <i>Name of person who has responsibility for site security:</i>   | <b>Jayne Fellows</b> |
| <p><i>Our arrangements for site security are:</i></p> <p><b>Site is monitored by an intruder alarm – controlled and maintained by external</b></p>          |                      |

**contractors**

**No visitors are allowed onsite unless an appointment has been made and required checks carried out if applicable**

**Signing in and out system in place**

**Visitors must show valid ID**

**All external gates are locked when children or staff are in school**

**34. Water System Safety**

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

### 35. Working at Height

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|---|---|
| <i>Name(s) of person responsible managing the risk of work at height on the premises:</i>   | <b>No member of staff currently trained for working at height</b> |
| <i>Work at height is avoided where possible.</i>  |   |
| <p><i>Our arrangements for managing work at height are:</i></p> <p><b>Risk assessments in place for site technician tasks requiring the use of ladders</b></p> <p><b>No other employee is permitted to work at height</b></p> |   |
| <p><i>Appropriate equipment is provided for work at height where required.</i></p> <p><b>Ladders and step stool available when required</b></p>   |   |
| <i>Employees who carry out work at height are trained to use the equipment provided</i>   |   |
| <p><i>Work at height equipment is regularly inspected, maintained and records are kept :</i></p> <p><b>Ladder checks are carried out 6 monthly and records kept in the main office.</b></p>                                   |   |

### 36. Work Experience

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| <i>Name of person who has overall responsibility for managing work experience and work placements for school pupils.</i>   | <p><b>Jayne Fellows is responsible for the work experience placements</b></p> <p><b>Sam Bowyer coordinates necessary documents for school placements</b></p> |
| <p><i>Our arrangements for assessing potential work placements, arrangements for induction and supervision of our students on work placement are:</i></p> <p><b>Jayne Fellows carries out an induction meeting with any work experience students – discuss fire evacuation procedures, first aid provision, safe guarding and any risk assessments they need to be aware of.</b></p> <p><b>Under direct supervision of staff in assigned classroom</b></p> |  |
| <i>The name of the person responsible for the health and safety of people on work</i>  | <b>Jayne Fellows</b>   |

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| <i>experience in the school premises:</i>   |  |
| <p><i>Our arrangements for managing the health and safety of work experience students in the school are:</i></p> <p><b>Necessary documents completed prior to the placement commencing. This will include any medical needs of the student</b></p> <p><b>Work experience students asked to notify headteacher of any potential health and safety issues or if they have any restrictions they need school to be aware of.</b></p> <p><b>Risk assessments in place</b></p> |  |

**37. Volunteers**

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|---|----------------------|
| <i>Name of person who has overall responsibility for managing/coordinating volunteers working within the school:</i>  | <b>Jayne Fellows</b> |
| <p><i>Volunteers are considered as a member of employees and all health and safety arrangements including induction and training apply.</i></p> <p><b>Induction is carried out – safeguarding and fire evacuation procedures communicated</b></p> <p><b>DBS checks are carried out prior to volunteering in school</b></p> <p><b>Risk assessments shared where applicable</b></p> |                      |

**E. Performance Indicators**

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

**Premises Evaluation Checklist**

**Health and Safety Self Audit**

**First Aid Risk assessment**

**Fire Risk Assessment**

**Annual Report to Governors**

**Actions to determine progress**

- **Termly health and safety checks on premises and learning areas to continue to be carried out by the headteacher**
- **Continue to monitor and review risk assessments in place**
- **Training needs to be updated**
- **Update COSHH assessments on to new template when available**

**All actions above are on the overall action plan.**

**Review date – September 2026**