

Health, Safety and Wellbeing Management Arrangements

Core | Consider | Complex

Health, Safety and Wellbeing Policy

Wilnecote Junior Academy

Health, Safety and Wellbeing Service



Supporting you in managing Health, Safety & Wellbeing



Staffordshire
County Council

1. Success Indicators

The school has a Health, Safety and Wellbeing policy which:

- Provides an overview of the school policy on health, safety and wellbeing.
- Outlines the arrangements the school has in place for health, safety and wellbeing.
- Assigns roles and responsibilities to key staff in the school.
- Is monitored and reviewed regularly by senior leaders.

2. Overview

All schools are required to have a Health, Safety and Wellbeing Policy in place.

The School's Health, Safety and Wellbeing Policy should be developed by the Headteacher, members of the School Leadership team in conjunction with the Governing Body/Trust/Academy Board.

3. Employer responsibilities

Where the school/sponsor/board of governors is the direct employer of school staff (such as in Academies, Trust Schools, Foundation Schools and Voluntary Aided (VA) Schools) the school must have a Health and Safety Policy in place to comply with the Health and Safety at Work Act. This can be in any format.

Where a County Council is the employer of school staff, such as in Maintained or Community Schools, Voluntary Controlled (VC) or Short Stay Schools it is recommended that schools use the Health, Safety and Wellbeing Policy template to develop their Health, Safety and Wellbeing Policy.

4. Day to day management of Health, Safety and Wellbeing

The organisation and arrangements which support the H,S and W Policy (day to day management of Health & Safety) are the responsibility of the Executive Leader and the School Senior Leadership Team (supported and monitored by the Governing Body).

Note that the Management of Health and Safety at Work Regulations requires employers to appoint one or more competent people to support their management of health and safety. This may be done by appointing an external provider to provide this advice.

Occupiers Liability

Regardless of the status of the employer, all school governing bodies have health and safety responsibility as the **occupier** of the premises and therefore must take steps to ensure that the premises are managed effectively to reduce risk to those using, entering or accessing the premises at any time for any reason.

The policy has 4 parts;

Part A - Introduction

Part B - The Health and Safety Policy Statement

Part C - Management Arrangements

Part D - The detailed arrangements & procedures for Health, Safety and Wellbeing within the school.

Part E - The Key Performance Indicators.

A. Introduction

This policy statement complements the Staffordshire County Council Health and Safety Policy. It 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 the Wilnecote Junior Academy Governing Body/those in control of the school recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc. Act 1974.

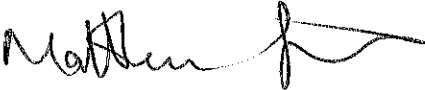
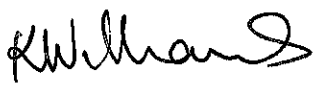
The Governing Body will ensure so far as is reasonably practicable that:

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

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

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

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

	
<i>Chair of governing board</i>	<i>Executive Leader</i>
<i>Mr Matthew Fletcher</i>	<i>Mrs Kelly Williams</i>

C. Management Arrangements

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

Competent Health and Safety Advice

<i>The school/academy obtains competent health and safety advice from</i>	<i>Staffordshire County Council - Health, Safety and Wellbeing Service</i>
<i>The contact details are</i>	<i>Charlotte Evans</i>
<i>In an emergency we contact</i>	<i>01785 355777</i>

Monitoring Health and Safety

<i>Name of person(s) responsible for the overall monitoring of health and safety in school/academy:</i>	<i>Wilnecote Junior Academy Head of School</i>
<i>Our arrangements for the monitoring of health and safety are (include here how performance is measured, reported upon when these are reported and how e.g. annual report to Governing Body: Termly meetings in school between the leaders of each site. Half termly governors meeting (sub committee) Monthly meetings between N Glover and F Ford</i>	
<i>The school carries out formal evaluations and audits on the management of health and safety annually.</i>	
<i>The last audit took place</i>	<i>Wilnecote Junior Academy Date: 14th September 2021 By: Charlotte Jones</i>
<i>Name of person responsible for monitoring the implementation of health and safety policies</i>	<i>Wilnecote Junior Academy – Head of School Mrs Nicola Glover & H & S Officer Mrs Faye Ford</i>
<i>All staff are aware of the key performance indicators in part E and how they are monitored</i>	
<i>Workplace inspections -</i>	<i>Head of School & H & S Officer</i>

D. Detailed Health and Safety Arrangements

1. Accident Reporting, Recording & Investigation

<i>Our arrangements for recording and investigating:</i>
<i>Pupil accidents: Green Slips to Parents - First Aid log – My H & S</i>
<i>Staff accidents: First Aid Log – My H & S</i>
<i>Visitor accidents: First Aid Log – My H & S</i>
<i>The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: Wilnecote Junior Academy – Office Manager</i>
<i>Our arrangements for reporting to the Governing Body or Academy Board are: Sub-committee governors meetings every half term, these report back to the full governor body members.</i>
<i>Our arrangements for reviewing accidents and identifying trends are: Accidents and Incidents that are entered onto the first aid log, these are then reported on the SCC Accident/Incident reporting website, where accidents are reported and information on trends are collated.</i>

2. Asbestos

<i>Name of Premises Manager responsible for Managing Asbestos.</i>	<i>Wilnecote Junior Academy – Executive Leader Mrs Kelly Williams</i>
<i>Location of the Asbestos Management Log or Record System.</i>	<i>Location In the main office – red file</i>
<i>Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are: Through face-to-face meeting and them receiving the asbestos file and signing</i>	
<i>Our arrangements to ensure all school staff such as class teachers or caretakers have information about asbestos risk on the premises: Through the Health and Safety induction meeting.</i>	
<i>Staff must report damage to asbestos materials to:</i>	<i>Wilnecote Junior Academy – Executive Head/Head of school Bursar/H & S Officer or any member of SLT</i>
<i>Staff must not drill or affix anything to walls without first obtaining approval from the Premises Manager.</i>	

3. Communication

<i>Name of SLT member who is responsible for communicating with staff on health and safety matters:</i>	<i>Wilnecote Junior Academy – Head of School Mrs Nicola Glover</i>
<i>Our arrangements for communicating about health and safety matters with all staff are: Staff induction, Staff handbook, emails, briefings and staff meetings.</i>	
<i>Staff can make suggestions for health and safety improvements by:</i>	

Emails, speaking with leaders contributing towards risk assessments and policies

Construction Work *See also Contractor Management

<i>Wilnecote Junior Academy –</i>	<i>Executive Leader/ Bursar</i>
<i>Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are: Duty holders will be identified and named as part of any Construction project.</i>	
<i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: HR46 Hazard Exchange form completed by the Bursar or Entrust Project Manager</i>	
<i>Our arrangements for the induction of contractors are: Execute Leader meets at start of project to go through induction arrangements.</i>	
<i>Staff should report concerns about contractors to: Executive Leader / Bursar or member of SLT</i>	
<i>We will review any construction activities on the site by: Meeting regularly with the company carrying out the work and the Entrust Representative.</i>	

4. Consultation

<i>Name of SLT member who is responsible for consulting with staff on health and safety matters:</i>	<i>Wilnecote Junior Academy – Head of School Mrs Nicola Glover</i>
<i>The name of the Trade Union Health and Safety Representative is:</i>	<i>N/A</i>
<i>Our arrangements for consulting with staff on health and safety matters are: Briefing minutes, staff meetings and group emails – Teams.</i>	
<i>Staff can raise issues of concern by: Caretakers log (located in office), emails to premises manager and verbal contact with leaders.</i>	

5. Contractor Management

<i>Name of person responsible for managing and monitoring contractor activity</i>	<i>Wilnecote Junior Academy – Executive Leader Mrs Kelly Williams</i>
<i>Our arrangements for selecting competent contractors are: Guided by Entrust Property Management or Framework for recognised SCC contractors.</i>	
<i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: HR46 Hazard Exchange form completed by the Executive Leader or Entrust Project Manager</i>	
<i>Our arrangements for the induction of contractors are: Executive Leader meets at start of project to go through induction arrangements.</i>	
<i>Staff should report concerns about contractors to: Executive Leader/ Bursar or member of SLT</i>	

6. Curriculum Areas – Health and Safety

<p>Name of person who has overall responsibility for the curriculum areas as follows:</p> <p>Teaching and Learning</p> <p>English</p> <p>Maths</p> <p>ICT</p> <p>PE</p> <p>Science</p> <p>DT & Art</p>	<p>Head of School Nicola Glover</p> <p>English subject Lucy Dormand</p> <p>Maths subject lead Lauren Paskin</p> <p>ICT subject lead Charlotte Towle</p> <p>PE subject lead Sam Kinson</p> <p>Science subject lead Nicola Page</p> <p>DT subject lead Lisa Gallagher</p> <p>Art subject lead Rachel Webster</p>
<p>Risk assessments for these curriculum areas are the responsibility of:</p> <p>Teaching and Learning</p> <p>ICT</p> <p>PE</p> <p>Science</p> <p>DT & Art</p>	<p>Head of School Nicola Glover</p> <p>English subject Lucy Dormand</p> <p>Maths subject lead Lauren Paskin</p> <p>ICT subject lead Charlotte Towle</p> <p>PE subject lead Sam Kinson</p> <p>Science subject lead Nicola Page</p> <p>DT subject lead Lisa Gallagher</p> <p>Art subject lead Rachel Webster</p>

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

<p>The school assesses the risk of the use of computers/laptops by carrying out a DSE assessment for staff using this type of equipment continuously and regularly for over an hour. All office workers and members of the SLT do a bi-annual DSE check.</p>	
<p>Our arrangements for carrying out DSE assessments are: Anyone can access the assessment via the H & S Officer, guidance will be given by the office manager on the suitability.</p>	
<p>Name of person who has responsibility for carrying out Display Screen Equipment Assessments</p>	<p>H & S Officer</p>
<p>DSE assessments are recorded, and any control measures required to reduce risk are managed by</p>	<p>H & S Officer</p>

8. Early Years Foundation Stage (EYFS)

Not Applicable

9. Educational visits / Off-Site Activities

<p>Name of person who has overall responsibility for Educational Visits</p>	<p>Executive Leader</p>
<p>The Educational Visits Coordinator is</p>	<p>H & S Officer</p>

*Our arrangements for the safe management of educational visits:
Use the system EVOLVE – getting permission, risk assessments, detailing all
aspects of the trip & evaluation.*

10. Electrical Equipment [fixed & portable]

<i>Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:</i>	<i>Karen Devine</i>
<i>Fixed electrical wiring test records are located:</i>	<i>Bursar (Office Cupboard)</i>
<i>All staff visually inspect electrical equipment before use.</i>	
<i>Our arrangements for bringing personal electrical items onto the school site are: To be shared/shown to the premises manager, receipts for equipment under 12 months of age are to be shared.</i>	
<i>Name of person responsible for arranging the testing of portable electrical equipment (PAT):</i>	<i>Bursar</i>
<i>Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:</i>	<i>Head of School</i>
<i>Portable electrical equipment (PAT) testing records are located:</i>	<i>Caretakers Boiler Room Bursar</i>
<i>Staff must take defective electrical equipment out of use and report to:</i>	<i>Head of school/Bursar/H & S Officer or a member of SLT.</i>
<i>The portable electrical equipment on the school site owned and used by contractors is the responsibility of the contractor, who must provide records of this if requested:</i>	

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

<i>Name of competent person responsible for undertaking & reviewing fire risk assessment in addition to any associated action planning</i>	<i>Wilnecote Junior Academy – Head of School Mrs Nicola Glover and H & S Officer Mrs Faye Ford.</i>
<i>The Fire Risk Assessment is located</i>	<i>In the Health and Safety file (In the main offices)</i>
<i>When the fire alarm is raised the person responsible for calling the fire service is</i>	<i>Bursar, SLT or office staff.</i>
<i>Name of person responsible for arranging and recording of fire drills</i>	<i>Head of School Mrs Nicola Glover</i>
<i>Name of person responsible for creating and reviewing Fire Evacuation arrangements</i>	<i>Head of School Mrs Nicola Glover and H & S Officer Mrs Faye Ford.</i>
<i>Our Fire Evacuation Arrangements are published</i>	<i>In every classroom.</i>
<i>Our Fire Marshals are listed</i>	<i>Bursar Head of School</i>

	Deputy Headteacher Executive Leader One additional teaching member of staff based in annexe (Sam Kinson and another is to complete on line training shortly.
Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Logbook located at	In the fire log that is in the main office.
Name of person responsible for training staff in fire procedures	External training organised by CFOQ trust.
All staff must be aware of the Fire Procedures in school	

12. First Aid *see also Medication

Name of person responsible for carrying out the First Aid Assessment	Head of school/ H & S officer
The First Aid Assessment is located	Main Office
First Aiders are listed	Lisa Robinson (TA) Emma Constable (TA) Karen Devine (Bursar) Nicola Tutan (HLTA) Tracey Brown (LTS) Claire Randle (LTS) Karen Large (LTS & TA) Helen Duffen (LTS &TA) Sharon Oakley (LTS) Charlie Thompson (TA) Sonja-Sophie Stevens (LTS & Breakfast)
Name of person responsible for arranging and monitoring First Aid Training	Bursar
Location of First Aid Box	In every classroom
Name of person responsible for checking & restocking first aid boxes	TAs and LTS
In an emergency staff are aware of how to summon an ambulance	
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):	
pupils	School office and Executive Leader/ Head of School is to be informed,

	<i>then parents.</i>
<i>staff</i>	<i>Executive Leader/ Head of School are to be contacted. Executive Leader/ HOS to inform next of kin</i>
<i>visitors</i>	<i>School office staff and Executive Leader/Head of School are to be informed. Their employers and family members are to be informed.</i>
<i>Our arrangements for recording the use of First Aid are</i> <i>Lesson time – Year group TAs are to source help and support when needed.</i> <i>Playtimes – TAs are on a rota and first aid is given on the playground.</i> <i>Lunchtimes – Lunchtime supervisors are available on the playground.</i>	
<p>Anaphylactic Shock:</p> <p>The school keeps an emergency Epi-Pen which is stored in the office. The following procedure should be followed:</p> <ul style="list-style-type: none"> • If we suspect that a person needs the emergency EpiPen, PHONE 999 and say "SUSPECTED CHILD ANAPHYLACTIC SHOCK". • Tell the services school has an emergency EpiPen and share the dose with the call-handler the dose (0.15mg Infants or 0.30mg Juniors). • We need the medical professional's permission to administer the dose. • We do not have policy permission to administer the EpiPen without the 999 call, giving medical authorisation to administer. 	

13. Forest School

<i>Name of person in school who leads on Forest School activity</i>	<i>PE Sam Kinson</i>
<i>There are relevant outdoor learning risk assessment, which have been shared with staff.</i>	

14. Glass & Glazing

<i>All glass in doors and side panels are constructed of safety glass</i>	
<i>All replacement glass is of safety standard</i>	
<i>A glass and glazing assessment took place in (year) and the record can be found</i>	<i>19th July 2012 Bursar's Office</i>

15. Hazardous Substances (COSHH)

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

16. Health and Safety Law Poster

<i>The Health and Safety at Work poster is located:</i>	<i>In the staffroom</i>
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17. Housekeeping, cleaning & waste disposal

<i>All staff and pupils share the responsibility for keeping the school/academy site clean, tidy and free from hazards</i>	
<i>Our waste management arrangements are: Lichfield District Council – Service Level agreement for the year.</i>	
<i>Our site housekeeping arrangements are: Cleaning contractors – Entrust/Chartwells are employed through a service level agreement to clean the school and remove rubbish from the buildings.</i>	
<i>Site cleaning is provided by: External cleaning company</i>	<i>Glen Group Ltd</i>
<i>Cleaning staff have received appropriate information, instruction and training about the following and are competent:</i>	
<i>work equipment</i>	
<i>hazardous substances</i>	
<i>Waste skips and bins are located away from the academy building.</i>	
<i>All staff and pupils must be aware of the arrangements for disposing of waste and the location of waste bins and skips.</i>	
<i>Staff in all Depts. who generate waste (e.g.catering/cleaning/curriculum areas) must be aware of the risk assessments and control measures in place for their role.</i>	

18. Infection Control

<i>Name of person responsible for managing infection control:</i>	<i>Glen Group Limited</i>
<i>Our infection control arrangements (including communicable diseases/hand hygiene standards) are: Cleaners follow their cleaning routines to ensure proper sanitation We have guidance in our first aid policy about communicable diseases and seek advice from the school nurse where needed. Each classroom and office is provided with hand sanitiser and the children are encouraged to use it where appropriate.</i>	

19. Lettings

<i>Name of Premises Manager or member of Leadership team responsible for Lettings</i>	<i>Executive Head/Bursar</i>
<i>Hirers are responsible for sharing any health and safety concerns regarding the premises so that these can be rectified.</i>	
<i>The health and safety considerations for Lettings are considered and reviewed</i>	

<i>annually.</i>
<i>Hirers have in place their own risk assessments, first aid arrangements/ fire procedures and emergency procedures.</i>
<i>Hirers are responsible for obtaining the necessary local authority licenses for their activities and these must be provided to the school/academy on request.</i>
<i>Hirers must provide a register of those present during a letting upon request.</i>

20. Lone Working

<i>Our arrangements for managing lone working are to have informed the Headteacher that they are alone, carry a mobile phone and do not attempt working at height duties.</i>

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

PE and Outdoor Equipment	
<i>Name of person responsible for the selection, maintenance / inspection and testing of equipment</i>	<i>Name Mercury – checked annually</i>
<i>Records of maintenance and inspection of equipment are retained and are located:</i>	<i>Location Office</i>
<i>Staff report any broken or defective equipment to:</i>	<i>Head of school/SLT/H & S Officer</i>

Kitchen Extraction systems	
<i>Name of person responsible for the selection, maintenance / inspection and testing of equipment</i>	<i>Swift Group – checked annually</i>
<i>Records of maintenance and inspection of equipment are retained and are located:</i>	<i>Location Kitchen</i>
<i>Staff report any broken or defective equipment to:</i>	<i>Name Bursar Karen Devine/SLT</i>
<i>The equipment on the school/academy site owned and used by contractors is the responsibility of the contractor, who must provide records of testing, inspection and maintenance if requested:</i>	

Kitchen Appliances	
<i>Name of person responsible for the selection, maintenance / inspection and testing of equipment</i>	<i>Phoenix – checked annually</i>
<i>Records of maintenance and inspection of equipment are retained and are located:</i>	<i>Location Kitchen</i>
<i>Staff report any broken or defective equipment to:</i>	<i>Name H & S Officer/ Bursar/SLT</i>
<i>The equipment on the school/academy site owned and used by contractors is the</i>	

responsibility of the contractor, who must provide records of testing, inspection and maintenance if requested:

Kitchen Extraction systems

<i>Name of person responsible for the selection, maintenance / inspection and testing of equipment</i>	<i>Phoenix –checked annually</i>
<i>Records of maintenance and inspection of equipment are retained and are located:</i>	<i>Location Kitchen</i>
<i>Staff report any broken or defective equipment to:</i>	<i>Name H & S Officer/ Bursar</i>
<i>The equipment on the school/academy site owned and used by contractors is the responsibility of the contractor, who must provide records of testing , inspection and maintenance if requested:</i>	

School Gas Appliances and Boilers

<i>Name of person responsible for the selection, maintenance / inspection and testing of equipment</i>	<i>Name Sure Maintenance – checked annually</i>
<i>Records of maintenance and inspection of equipment are retained and are located:</i>	<i>Location Office</i>
<i>Staff report any broken or defective equipment to:</i>	<i>H & S Officer/ Bursar /SLT</i>
<i>The equipment on the school/academy site owned and used by contractors is the responsibility of the contractor, who must provide records of testing, inspection and maintenance if requested:</i>	

Air Conditioning – Conference Room

<i>Name of person responsible for the selection, maintenance / inspection and testing of equipment</i>	<i>Name Key Integrated Services Ltd – checked 6 monthly</i>
<i>Records of maintenance and inspection of equipment are retained and are located:</i>	<i>Location Office</i>
<i>Staff report any broken or defective equipment to:</i>	<i>H & S Officer/ Bursar /SLT</i>
<i>The equipment on the school/academy site owned and used by contractors is the responsibility of the contractor, who must provide records of testing, inspection and maintenance if requested:</i>	

Fire alarm and smoke detection

<i>Name of person responsible for the selection, maintenance / inspection and</i>	<i>Name Lantern Fire – checked annually</i>
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<i>testing of equipment</i>	
<i>Records of maintenance and inspection of equipment are retained and are located:</i>	<i>Location Office</i>
<i>Staff report any broken or defective equipment to:</i>	<i>SLT/ Bursar / H & S Officer</i>
<i>The equipment on the school/academy site owned and used by contractors is the responsibility of the contractor, who must provide records of testing, inspection and maintenance if requested:</i>	

Emergency lighting	
<i>Name of person responsible for the selection, maintenance / inspection and testing of equipment</i>	<i>Name Logic Fire and Security – checked 6 monthly</i>
<i>Records of maintenance and inspection of equipment are retained and are located:</i>	<i>Location Office</i>
<i>Staff report any broken or defective equipment to:</i>	<i>SLT/H & S Officer/ Bursar</i>
<i>The equipment on the school/academy site owned and used by contractors is the responsibility of the contractor, who must provide records of testing, inspection and maintenance if requested:</i>	

Fire extinguishers	
<i>Name of person responsible for the selection, maintenance / inspection and testing of equipment</i>	<i>Name Chubb - annual maintenance contract in place</i>
<i>Records of maintenance and inspection of equipment are retained and are located:</i>	<i>Location Office</i>
<i>Staff report any broken or defective equipment to:</i>	<i>SLT/H & S Officer/ Bursar</i>
<i>The equipment on the school/academy site owned and used by contractors is the responsibility of the contractor, who must provide records of testing, inspection and maintenance if requested:</i>	

Intruder Alarm	
<i>Name of person responsible for the selection, maintenance / inspection and testing of equipment</i>	<i>Name Chubb – checked six monthly</i>
<i>Records of maintenance and inspection of equipment are retained and are located:</i>	<i>Location Office</i>
<i>Staff report any broken or defective equipment to:</i>	<i>SLT/H & S Officer/ Bursar</i>

The equipment on the school/academy site owned and used by contractors is the responsibility of the contractor, who must provide records of testing, inspection, and maintenance if requested:

22. Manual Handling

<i>Name of competent person responsible for carrying out manual handling risk assessments</i>	<i>Head of School</i>
<i>Our arrangements for managing manual handling activities are: Lifting and putting away of tables in Hall. Staff have received Manual Handling training via Judicium.</i>	
<i>Staff must be aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided.</i>	
<i>Staff who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task.</i>	
<i>Staff are trained appropriately to carry out manual handling activities.</i>	
<i>Where people handling takes place an Individual Manual Handling Plan must be in place and communicated to all parties (including where appropriate the young person/their parents/carers/support staff).</i>	

23. Medication

<i>Name of person responsible for the management of and administration of medication to pupils in school/academy</i>	<i>Inclusion Manager</i>
<i>Our arrangements for the administration of medicines to pupils are: Parents are required to complete a medication form. Medication and form is sent to class, where they are stored in medication boxes. Teaching Assistants administer medication at the requested times.</i>	
<i>The names of members of staff who are authorised to give /support pupils with medication are:</i>	<i>The following staff are trained and authorised to support diabetic pupils with medication:</i> <i>S.Kinson (Teacher) L.Dormand (Teacher) L.Paskin (Teacher) C. Litobarski (Teacher) E. Davis (TA) J. Jennings (TA & LTS) D. Shingler (TA)</i>

	<p><i>N. Tutan (TA)</i> <i>L. Robinson(TA)</i> <i>C. Thompson (TA)</i></p>
<p><i>Medication is stored:</i></p>	<p><i>Location: - In the relevant classrooms or in the locked cupboard by the Office , SLT fridge.</i></p>
<p><i>A record of the administration of medication is located:</i></p>	<p><i>Wilnecote Junior Academy – Main Office</i></p>
<p><i>Pupils who administer and/or manage their own medication in school are authorised to do so by a parent and provided with a suitable private location to administer medication/store medication and equipment.</i></p>	
<p><i>Staff are trained to administer complex medication by the school nursing service when required.</i></p>	
<p><i>Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are:</i> <i>Medication is stored in classroom and taken around school when attending PE and trips etc.</i> <i>All staff have received training for administering this medication.</i></p>	
<p><i>Staff who are taking medication must keep this personal medication in a secure area in a staff only location.</i></p>	
<p><i>Staff must advise the school/academy leaders if they are taking any medication which might impair their ability to carry out their normal work.</i></p>	

24. Personal Protective Equipment (PPE) (links to Risk Assessment)

<i>PPE is provided free of charge where a risk assessment identifies this is needed to control a risk and the risk cannot be controlled by another means.</i>	
<i>Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for school</i>	<i>Bursar</i>
<i>Name of person responsible for the checking and maintenance of personal protective equipment provided for staff</i>	<i>Bursar</i>
<i>PPE provided for use in curriculum lessons is not "personal" as it is provided for pupils in classroom situations.</i>	
<i>Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for pupils.</i>	<i>Bursar</i>
<i>All PPE provided for use in a classroom environment is kept clean, free from defects and replaced as necessary.</i>	
<i>Name(s) of person responsible for cleaning and checking pupil PPE.</i>	<i>Class teacher following use</i>

25. Radiation - N/A

26. Reporting Hazards or Defects

<i>All staff and pupils must report any hazards, defects or dangerous situations they see at school/academy.</i>
<i>Our arrangements for the reporting of hazards and defects: Staff are required to add any defects to the Maintenance Log which is located in the main office.</i>

27. Risk Assessments

<i>The school/academy has in place risk assessments for any identified significant risk. Control measures which are put in place to eliminate or reduce risk are communicated to staff, pupils and other who may be exposed to the risk.</i>
<i>Risk assessments are in place for the following areas:</i> <i>Premises and grounds</i> <i>Curriculum / classrooms</i> <i>Hazardous activities or events</i> <i>Lettings or contract work which may affect staff or pupils in the school/academy</i> <i>Fire Risk Assessment</i> <i>Hazardous Substances</i> <i>Work Equipment</i> <i>Manual handling activities</i>

<i>Risks related to individuals e.g. health issues</i>	
<i>Name of person who has overall responsibility for the school/academy risk assessment process and any associated action planning</i>	<i>Wilnecote Junior Academy – Head of School Nicola Glover</i>
<i>Our arrangements for carrying out, recording, communicating and reviewing risk assessments are: Relevant staff complete risk assessments and share these staff in the areas affected/covered. These are then sent out to the school staff and amendments are made. The SLT sign the risk assessments, and the office managers ensure that staff sign, receive a copy and the original risk assessments are stored in the office. Copies can be found on the Teams shared areas. (school specific)</i>	
<i>Appropriate training, via Judicium, is provided for staff who are creating, reviewing or implementing risk assessments.</i>	
<i>When an accident or incident occurs a post risk assessment takes place when a new hazard has been identified.</i>	
<i>Risk assessments are created or reviewed when something new is introduced or a change has occurred.</i>	

28. Smoking

<i>No smoking or vaping is permitted on site or in vehicles owned or operated by the school – signage is place in the main entrances.</i>

29. Shared use of premises/shared workplace

<i>Name of Premises Manager or member of Leadership team responsible for Premises Management</i>	<i>Executive Leader Mrs Kelly Williams</i>
<i>The school premises are shared with another organisation (e.g.Contract caterer/public leisure centre).</i>	<i>N/A</i>
<i>Our arrangements for managing health and safety in a shared workplace are: N/A</i>	

30. Stress and Staff Well-being

<i>Name of person who has overall responsibility for the health and wellbeing of school/academy staff</i>	<i>Head of School Mrs Nicola Glover</i>
<i>All staff have responsibility to take care of their own health and wellbeing and the school/academy supports staff to do this by implementing the following arrangements: Health and Safety induction, Wellbeing service, displaying/promoting health and safety and well-being posters/services in the staff room. This will be updated next term.</i>	
<i>Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated.</i>	
<i>All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work.</i>	
<i>Individual stress risk assessments take place when a member of staff requires additional individual support.</i>	
<i>A team stress risk assessment has been completed involving all staff and this is reviewed regularly.</i>	

31. Swimming Pool Operating Procedures – N/A

32. Training and Development

<i>Name of person who has overall responsibility for the training and development of staff.</i>	<i>Bursar and Head of School</i>
<i>All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.</i>	
<i>Our arrangements for carrying out suitable and sufficient health and safety training for all staff are: In the induction pack and staff handbook.</i>	
<i>The school has a health and safety training matrix to help in the planning of essential and development training for staff.</i>	
<i>Training records are retained and are located in the Bursar's electronic files</i>	
<i>Training and competency as a result of training is monitored and measured by:</i>	<i>Executive Leader and Bursar</i>

33. Vehicles owned or operated by the school/academy - N/A

34. Vehicle movement on site

<i>Name of Premises Manager responsible for the management of vehicles on site</i>	<i>Executive Leader, Head of School and Bursar</i>
<i>Our arrangements for the safe access and movement of vehicles on site are; Only staff are to use the car park. Vehicles are to be in the carpark no later than</i>	

*20 minutes before the school day starts or waiting for after registers have closed.
End of day – vehicles are not to leave the school carpark 5 minutes before the end of the day for children and 10 minutes after the end of day (for children).
Staff are reminded to drive slowly and enter and leave with caution.*

35. 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>	<i>Head of School / H & S Officer/SLT</i>
<i>Incidents of verbal & physical violence are investigated by:</i>	<i>Head of School and Deputy Headteacher</i>
<i>Name of person who has responsibility for site security:</i>	<i>Caretaker</i>
<i>Our arrangements for site security are: Chubb Intruder Alarms and Lantern Fire Alarms, both monitored.</i>	

36. Water System Safety

<i>Name of Premises Manager responsible for managing water system safety.</i>	<i>Executive Leader</i>
<i>Name of contractors who have undertaken a risk assessment of the water system</i>	<i>We purchase the Enhanced Water Safety Checks SLA: - Current Contractors are HSL and Concept Environmental Solutions</i>
<i>Name of contractors who carry out regular testing of the water system:</i>	<i>Name: - HSL Compliance</i>
<i>Location of the water system safety manual/testing log</i>	<i>Main office</i>
<i>Our arrangements to ensure contractors have information about water systems are: Engineers have access to the Water Check manual, kept in the Main Office Area.</i>	
<i>Our arrangements to ensure all school/academy staff carrying out checks or testing or maintenance have information about the water system: N/A</i>	

37. Working at Height

<i>Name(s) of person responsible managing the risk of work at height on the premises:</i>	<i>H & S Officer /Head of School</i>
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<i>Work at height is avoided where possible.</i>
<i>Our arrangements for managing work at height are: Risk assessments are carried out. Safety checks are adhered to. Times of the day (when children are around are restricted). Colleagues are informed and support from the school is given, no working at height and lone working is allowed.</i>
<i>Appropriate equipment is provided for work at height where required.</i>
<i>Staff who carry out work at height are trained to use the equipment provided</i>
<i>Work at height equipment is regularly inspected, maintained and records are kept by the janitor</i>

38. Work Experience

<i>Name of person who has overall responsibility for managing work experience and work placements for school/academy pupils.</i>	<i>Head of School</i>
<i>Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are: Potential candidates are invited into school, to view, after this school decides if they are suitable.</i>	
<i>The name of the person responsible for the health and safety of people on work experience in the school/academy premises:</i>	<i>Head of School</i>
<i>Our arrangements for managing the health and safety of work experience students in the school/academy are: The work experience college carry out a Health and Safety checks at school prior to the work placement starting.</i>	

39. Volunteers

<i>Name of person who has overall responsibility for managing/coordinating volunteers working within the school/academy:</i>	<i>Head of School</i>
<i>Volunteers are considered as a member of staff and all health and safety arrangements including induction and training must apply.</i>	

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

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

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

Policy Reviewed and Updated 16.10.24.

Amendments made 24.01.25

- names of personnel who have completed diabetic training
- changes in curriculum responsibilities (names of colleagues)
- additional notes regarding administration of emergency Epi-Pen