

Health, Safety and Wellbeing Management Arrangements

Core | Consider | Complex

Template

Health, Safety and Wellbeing Policy

Health, Safety and Wellbeing Service



Supporting you in managing Health, Safety & Wellbeing



1. Success Indicators

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

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

2. Overview

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

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

3. Employer responsibilities

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

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

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

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

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

Occupiers Liability

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

5. Template for Health, Safety and Wellbeing Policy

The Staffordshire Health, Safety and Wellbeing Service provide a template Health, Safety and Wellbeing Policy for schools to customise and adapt for their own use. This is on the next page.

Health, Safety and Wellbeing Policy

Heathfields Infant Academy

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 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.

Signed on behalf of the Academy;

<i>Matthew Fletcher</i>	<i>Kelly Williams</i>
<i>Chair of Governors/Board</i>	<i>Executive Leader</i>
<i>October 2024</i>	<i>October 2024</i>

Review Date of Policy; Autumn Term 2023

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 (SCC) Health, Safety and Wellbeing Service</i>
<i>The contact details are</i>	<i>Charlotte Evans (SCC) H&S Advisor</i>
<i>In an emergency we contact</i>	<i>01785 278227</i>

Monitoring Health and Safety

<i>Name of person(s) responsible for the overall monitoring of health and safety in school/academy:</i>	<i>Heathfields Infant Academy Ian Melloy, Kelly Williams and Faye Ford</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:</i>	
<i>Termly meetings in school between the leaders Half termly governors meeting (sub-committee)</i>	
<i>The school carries out formal evaluations and audits on the management of health and safety annually.</i>	
<i>The last audit took place</i>	<i>Heathfields Infant Academy Date: 23.05.23</i>

<i>Name of person responsible for monitoring the implementation of health and safety policies</i>	<i>Heathfields Infant – Ian Melloy and 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>Ian Melloy and Kelly Williams</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/wristbands for bumped heads - First Aid log - HSF40</i>
<i>Staff accidents: First Aid Log – HSF40 and Accident Book B1 510</i>
<i>Visitor accidents: First Aid Log – HSF40 and Accident Book B1 510</i>
<i>The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: Heathfields Infant Academy – Kelly Williams and Ian Melloy</i>
<i>Our arrangements for reporting to the Governing Body or Academy Board are: Health and safety is on the Headteachers report and a standing agenda item for every governors meeting.</i>
<i>Our arrangements for reviewing accidents and identifying trends are: Accidents/incidents are logged on the My Health and Safety Management Portal.</i>

2. Asbestos

<i>Name of Office Manager responsible for Managing Asbestos.</i>	<i>Heathfields Infant – Kelly Williams and Ian Melloy</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, completing HS46 Hazard Exchange form, which are signed by both parties, contractor/sub-contractor viewing/checking 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>Heathfields Infant – Ian Melloy and Kelly Williams</i>
<i>Staff must not drill or affix anything to walls without first obtaining approval</i>	

from the Head of School, or Office Manager.

3. Communication

<i>Name of SLT member who is responsible for communicating with staff on health and safety matters:</i>	<i>Heathfields Infant - Ian Melloy</i>
<i>Our arrangements for communicating about health and safety matters with all staff are: Staff induction, Staff handbook, emails, standing agenda item on the weekly briefings and staff meetings.</i>	
<i>Staff can make suggestions for health and safety improvements by: Emails, speaking with leaders contributing towards risk assessments and policies.</i>	

Construction Work *See also Contractor Management

<i>Heathfields Infant</i>	<i>Ian Melloy and Kelly Williams</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: HSF46 Hazard Exchange form completed by the Office Manager or Entrust Project Manager</i>	
<i>Our arrangements for the induction of contractors are: Office Manager meets at start of project to go through induction arrangements.</i>	
<i>Staff should report concerns about contractors to: Office Manager or member of SLT.</i>	
<i>We will review any construction activities on the site by: Meeting regularly with the contractor/company carrying out the work and Entrust Representative.</i>	

4. Consultation

<i>Name of SLT member who is responsible for consulting with staff on health and safety matters:</i>	<i>Ian Melloy</i>
<i>The name of the Trade Union Health and Safety Representative is:</i>	<i>We do not currently have a Trade Union H&S representative</i>
<i>Our arrangements for consulting with staff on health and safety matters are: Briefing minutes, staff meetings and group emails – Teams one note has the records on for staff to read at later dates if they cannot attend the face to face briefing.</i>	
<i>Staff can raise issues of concern by: Janitors/Caretakers job book, emails to Office Manager or Head of School and</i>	

verbal contact with leaders.

5. Contractor Management

<i>Name of person responsible for managing and monitoring contractor activity</i>	<i>Ian Melloy and 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 Office Manager or Entrust Project Manager</i>	
<i>Our arrangements for the induction of contractors are: Office Manager meets at start of project to go through induction arrangements.</i>	
<i>Staff should report concerns about contractors to: Office Manager or member of SLT.</i>	

6. Curriculum Areas – health and safety

<i>Name of person who has overall responsibility for the curriculum areas as follows:</i>	
<i>Teaching and Learning</i>	<i>Ian Melloy</i>
<i>English</i>	<i>Hannah Lampitt & Vas Baggott</i>
<i>Maths</i>	<i>Louise Rudge</i>
<i>ICT</i>	<i>Amy Green</i>
<i>Risk assessments for these curriculum areas are the responsibility of:</i>	
<i>Teaching and Learning</i>	<i>Ian Melloy</i>
<i>English</i>	<i>Vas Baggott and Hannah Lampitt</i>
<i>Maths</i>	<i>Louise Rudge</i>
<i>ICT</i>	<i>Amy Green</i>

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

<i>The school assesses the risk of the use of computers/laptops by carrying out a DSE assessment for staff using this type of equipment continuously and regularly for over an hour.</i>
<i>All office workers and members of the SLT complete a DSE assessment every 2 years. DSE assessments are also undertaken when a new workstation is set up, when a new user starts work, or when a substantial change is made to an existing workstation (or the way is used).</i>
<i>Our arrangements for carrying out DSE assessments are:</i>

<i>Anyone can access the assessment via the Office Manager, guidance will be given by the Office Manager.</i>	
<i>Name of person who has responsibility for carrying out Display Screen Equipment Assessments</i>	<i>Kelly Williams</i>
<i>DSE assessments are recorded and any control measures required to reduce risk are managed by.</i>	<i>Kelly Williams</i>

8. Early Years Foundation Stage (EYFS)

<i>Name of person who has overall responsibility for EYFS</i>	<i>Rebecca Bradshaw</i>

9. Educational visits / Off-Site Activities

<i>Name of person who has overall responsibility for Educational Visits</i>	<i>Kelly Williams</i>
<i>The Educational Visits Coordinator is</i>	<i>Ian Melloy and Faye Ford</i>
<i>Our arrangements for the safe management of educational visits: Use the system EVOLVE – getting permission, risk assessments, detailing all aspects of the trip & evaluation.</i>	

10. Electrical Equipment [fixed & portable]

<i>Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:</i>	<i>Karen Devine</i>
<i>Fixed electrical wiring test records are located:</i>	<i>Main office</i>
<i>All staff visually inspects electrical equipment before use.</i>	
<i>Our arrangements for bringing personal electrical items onto the school site are: To be shared/shown to the Office Manager or Head of School, receipts for equipment under 12 months of age are to be shared. These must be PAT tested before use on school property.</i>	
<i>Name of person responsible for arranging the testing of portable electrical equipment (PAT):</i>	<i>Karen Devine and Kelly Williams</i>
<i>Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:</i>	<i>Kelly Williams</i>

<i>Portable electrical equipment (PAT) testing records are located:</i>	<i>Schools main office - Computer</i>
<i>Staff must take defective electrical equipment out of use and report to:</i>	<i>Ian Melloy or Kelly Williams</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>Ian Melloy and Kelly Williams</i>
<i>The Fire Risk Assessment is located</i>	<i>In the Health and Safety file (In the Main Office)</i>
<i>When the fire alarm is raised the person responsible for calling the fire service is</i>	<i>Jo Gilbert or any other member of staff in her absence</i>
<i>Name of person responsible for arranging and recording of fire drills</i>	<i>Ian Melloy</i>
<i>Name of person responsible for creating and reviewing Fire Evacuation arrangements</i>	<i>Kelly Williams and Ian Melloy</i>
<i>Our Fire Evacuation Arrangements are published</i>	<i>There are yellow and white posters in every room with a map and procedures to follow in the event of a fire drill.</i>
<i>Our Fire Marshals are listed</i>	<i>Ian Melloy Rebecca Bradshaw Lisa Kinson Kelly Williams Vasoulla Baggott</i>
<i>Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at</i>	<i>In the fire log that is located in the main office.</i>
<i>Name of person responsible for training staff in fire procedures</i>	<i>Ian Melloy</i>
<i>All staff must be aware of the Fire Procedures in school. Fire evacuation posters are displayed and this is included in basic health and safety induction materials.</i>	

12. First Aid *see also Medication

<i>Name of person responsible for carrying out the First Aid Assessment</i>	<i>Kelly Williams</i>
<i>The First Aid Assessment is located</i>	<i>Main Office</i>
<i>First Aiders are listed</i>	<i>Rachael Wood, Lisa Williams, Ruth Davies, Margaret Williams, Julie Lamb, Laura Wylie, Joann Long, Stephanie Birch</i>
<i>Name of person responsible for arranging and monitoring First Aid Training</i>	<i>Kelly Williams</i>
<i>Location of First Aid Box</i>	<i>In every classroom</i>
<i>Name of person responsible for checking & restocking first aid boxes</i>	<i>All teaching assistants – which are monitored termly by Ian Melloy and Faye Ford</i>
<i>In an emergency staff are aware of how to summon an ambulance</i>	
<i>Our arrangements for dealing with an injured person who has to go to hospital are (who is contacted/ who accompanies staff or children to hospital):</i>	
<i>pupils</i>	<i>School office and Head of School are to be informed, then parents.</i>
<i>staff</i>	<i>Office Manager and Head of School to be contacted. Office manager to inform next of kin</i>
<i>visitors</i>	<i>School office staff and Head of School are to be informed. Visitors employers of family members are to be informed.</i>
<i>Our arrangements for recording the use of First Aid are</i> <i>Lesson time – Year group TA’s are to source help and support when needed.</i> <i>Playtimes – TA’s are on a rota and first aid is given under the canopy of the annexe or Grey classroom</i> <i>Lunchtimes – Lunchtime Supervisors administer this outside (with a first aid kit), additional support from school staff can be gained from the staffroom or school office (message via another child – adult)</i>	

13. Forest School (Principles only – Academy not awarded Forest school status)

<i>Name of person in school who leads on Forest School activity</i>	<i>Vas Baggott, Amy Green and Jessica Semple (Year group leaders)</i>
<i>Our arrangements for developing, organising and running Forest School activity. Include here any details with regard to risk assessment, communication and supervision etc.</i>	

Outdoor risk assessments completed by class teachers and EYFS team

14. Glass & Glazing

All glass in doors and side panels are constructed of safety glass

All replacement glass is of safety standard

A glass and glazing assessment took place in (year) and the record can be found

*24th July 2012
Report in main office*

15. Hazardous Substances (COSHH)

Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)

Faye Ford – Health and Safety Office

Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are:

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

16. Health and Safety Law Poster

The Health and Safety at Work poster is located:

Internal entrance to main office

17. Housekeeping, cleaning & waste disposal

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

Our waste management arrangements are: Lichfield District Council - Service Level agreement for the year.

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.

*Site cleaning is provided by:
External cleaning company*

*Name and contact details
Entrust – Chartwells (Debbie Ford)
Tel: 07773 792237*

Cleaning staff have received appropriate information, instruction and training about the following and are competent:

work equipment

hazardous substances

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

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

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

role.

18. Infection Control

<i>Name of person responsible for managing infection control:</i>	<i>Joanne Gilbert – office manager</i>
<i>Our infection control arrangements (including communicable diseases/hand hygiene standards) are:</i>	

19. Lettings

<i>Name of Premises Manager or member of Leadership team responsible for Lettings</i>	<i>Leadership - Ian Melloy and Kelly Williams</i>
<i>Our arrangements for managing Lettings of the school/academy /rooms or external premises are: Through Fierté Academy Trust – at the moment the school can only accommodate OPOJ Nursery and Care Club</i>	
<i>The health and safety considerations for Lettings are considered and reviewed annually.</i>	
<i>Hirers have in place their own risk assessments, first aid arrangements/ fire procedures and emergency procedures.</i>	
<i>Hirers are responsible for obtaining the necessary local authority licences 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

Our arrangements for managing lone working are to inform the Head of School that they are alone, carry a mobile phone and do not attempt working at height duties.

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

<i>PE and Outdoor Equipment</i>	
<i>Name of person responsible for the selection, maintenance / inspection and testing of equipment</i>	<i>Mercury Sports</i>
<i>Records of maintenance and inspection of equipment are retained and are located:</i>	<i>Main Office</i>
<i>Staff report any broken or defective equipment to:</i>	<i>Ian Melloy or Jaspreet Kaur(PE leader)</i>
<i>Kitchen Extraction systems</i>	
<i>Name of person responsible for the selection, maintenance / inspection and testing of equipment</i>	<i>Swift Maintenance Group</i>

<i>Records of maintenance and inspection of equipment are retained and are located:</i>	<i>Kitchen – Catering Supervisors desk</i>
<i>Staff report any broken or defective equipment to:</i>	<i>Linda Smith (Trust) Kelly Williams - School</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>	

<i>Kitchen Appliances</i>	
<i>Name of person responsible for the selection, maintenance / inspection and testing of equipment</i>	<i>Swift Maintenance Group</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>Linda Smith - Trust</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>	

<i>Kitchen Extraction systems</i>	
<i>Name of person responsible for the selection, maintenance / inspection and testing of equipment</i>	<i>Swift Maintenance Group</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>Linda Smith - Trust</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>	

<i>School Gas Appliances and Boilers</i>	
<i>Name of person responsible for the selection, maintenance / inspection and testing of equipment</i>	<i>Name Sure Maintenance</i>
<i>Records of maintenance and inspection of equipment are retained and are located:</i>	<i>Location Main Office</i>
<i>Staff report any broken or defective equipment to:</i>	<i>Ian Melloy or Kelly Williams</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:

Fire alarm and smoke detection

<i>Name of person responsible for the selection, maintenance / inspection and testing of equipment</i>	<i>Lantern Fire & Security</i>
<i>Records of maintenance and inspection of equipment are retained and are located:</i>	<i>Main Office</i>
<i>Staff report any broken or defective equipment to:</i>	<i>Ian Melloy or Kelly Williams</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>Logic Fire and Security</i>
<i>Records of maintenance and inspection of equipment are retained and are located:</i>	<i>Main Office</i>
<i>Staff report any broken or defective equipment to:</i>	<i>Ian Melloy or Kelly Williams</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>Chubb Fire & Security</i>
<i>Records of maintenance and inspection of equipment are retained and are located:</i>	<i>Main Office</i>
<i>Staff report any broken or defective equipment to:</i>	<i>Faye Ford or Ian Melloy</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>	

<i>Intruder Alarm</i>	
<i>Name of person responsible for the selection, maintenance / inspection and testing of equipment</i>	<i>Chubb Fire & Security</i>
<i>Records of maintenance and inspection of equipment are retained and are located:</i>	<i>Location Main Office</i>
<i>Staff report any broken or defective equipment to:</i>	<i>Ian Melloy or Kelly Williams</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>	

22. Manual Handling

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

23. Medication

<i>Name of person responsible for the management of and administration of medication to pupils in school/academy</i>	<i>Kelly Williams</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 requested times.</i>	
<i>The names members of staff who are authorised to give / support pupils with medication are:</i>	<i>All members of staff have a care of duty – all members of the teaching team will have training on care plan</i>

	<i>children</i>
<i>Medication is stored:</i>	<i>Location: - In the relevant classrooms or in fridge if required, in secure staffroom (key coded door).</i>
<i>A record of the administration of medication is located:</i>	<i>In classroom first aid bags</i>
<i>Pupils who administer and/or manage their own medication in school are authorised to do so by a (name) and provided with a suitable private location to administer medication/store medication and equipment.</i>	
<i>Staff are trained to administer complex medication by the relevant NHS service when required.</i>	
<i>Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are: Medication is stored in classroom and taken around school when attending PE and school visits etc.</i>	
<i>Staff who are taking medication must keep this personal medication in a secure area in a staff only location.</i>	
<i>Staff must advise the school/academy leaders if they are taking any medication which might impair their ability to carry out their normal work.</i>	

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>Faye Ford and Karen Devine</i>
<i>Name of person responsible for the checking and maintenance of personal protective equipment provided for staff</i>	<i>Faye Ford and Karen Devine</i>
<i>PPE provided for use in curriculum lessons is not “personal” as it is provided by pupils in classroom situations.</i>	
<i>Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for pupils.</i>	<i>Faye Ford and Karen Devine</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>Faye Ford</i>

25. Reporting Hazards or Defects

All staff and pupils must report any hazards, defects or dangerous situations they see at school/academy.

Our arrangements for the reporting of hazards and defects:

Staff are required to add any defects to the Maintenance Log/Caretakers job book which is located in the main office.

26. Risk Assessments

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.

Risk assessments are in place for the following areas:

Premises and grounds

Curriculum / classrooms

Hazardous activities or events

Lettings or contract work which may affect staff or pupils in the school/academy

Fire Risk Assessment

Hazardous Substances

Work Equipment

Manual handling activities

Risks related to individuals e.g. health issues

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

Ian Melloy and Kelly Williams

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

Relevant staff complete risk assessments and share these with 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 Manager ensures staff have signed RA, staff receive a copy and the original risk assessments are stored in the main office. Copies can be found on Teams shared areas. (school specific).

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

When an accident or incident occurs a post risk assessment takes place when a new hazard has been identified.

Risk assessments are created or reviewed when something new is introduced or a change has occurred.

27. Smoking

No smoking or vaping is permitted on site or in vehicles owned or operated by the school - signage is place in the main entrances.

28. Shared use of premises/shared workplace

<i>Name of Premises Manager or member of Leadership team responsible for Premises Management</i>	<i>Kelly Williams – Executive Headteacher</i>
<i>The school premises are shared with another organisation (e.g. contract caterer/public leisure centre).</i>	<i>OPOJ Nursery</i>
<i>Our arrangements for managing health and safety in a shared workplace are: Arrangements shared with nursery, who are involved in school fire drills where they follow procedures. EYFS have their own specific risk assessments.</i>	

29. Stress and Staff Well-being

<i>Name of person who has overall responsibility for the health and wellbeing of school/academy staff</i>	<i>Kelly Williams and Chair of Governors (Matthew Fletcher)</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 wellbeing posters/services in the staff room.</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>	

30. Swimming Pool Operating Procedures – N/A

31. Training and Development

<i>Name of person who has overall responsibility for the training and</i>	<i>Ian Melloy and Ian Melloy and Kelly Williams</i>
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<i>development of staff.</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 Office Manager Staff records file under health and safety.</i>	
<i>Training and competency as a result of training is monitored and measured by:</i>	<i>Kelly Williams, Ian Melloy, Ian Melloy and Kelly Williams</i>

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

33. Vehicle movement on site

<i>Name of Premises Manager responsible for the management of vehicles on site</i>	<i>Kelly Williams, Ian Melloy and Ian Melloy and Kelly Williams</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 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.</i>	

34. Violence and Aggression and School Security

<i>The school provides a place of work which is designed and managed to minimise the risk of violence and aggression to staff, pupils and visitors.</i>	
<i>A risk assessment is carried out where staff are at increased risk of injury due to their work.</i>	
<i>Training, information and instruction is available to staff to help them manage the risk of violence and aggression where required.</i>	
<i>Staff and pupils must report all incidents of verbal & physical violence to:</i>	<i>Ian Melloy and Kelly Williams</i>
<i>Incidents of verbal & physical violence are investigated by:</i>	<i>Ian Melloy and Becky Bradshaw</i>
<i>Name of person who has responsibility for site security:</i>	<i>Caretaker - Steve Cox Janitor – Steph Birch</i>
<i>Our arrangements for site security are:</i>	

Chubb Intruder Alarms and Lantern Fire Alarms, both monitored.

35. Water System Safety

<i>Name of Premises Manager responsible for managing water system safety.</i>	<i>HSL Karen Devine and Ian Melloy</i>
<i>Name of contractors who have undertaken a risk assessment of the water system</i>	<i>We purchase the Enhanced Water Safety Checks:- Current Contractor is HSL Water Hygiene Services</i>
<i>Name of contractors who carry out regular testing of the water system:</i>	<i>HSL Water Hygiene Services</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 Checks manual/log, 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>	

36. Working at Height

<i>Name(s) of person responsible managing the risk of work at height on the premises:</i>	<i>Kelly Williams</i>
<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>	

37. Work Experience

<i>Name of person who has overall responsibility for managing work experience and work placements for</i>	<i>Ian Melloy</i>
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<i>school/academy pupils.</i>	
<i>Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are:</i>	
<i>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>Ian Melloy</i>
<i>Our arrangements for managing the health and safety of work experience students in the school/academy are:</i>	
<i>The work experience college carry out a Health and Safety checks at school prior to the work placement starting.</i>	

38. Volunteers

<i>Name of person who has overall responsibility for managing/coordinating volunteers working within the school/academy:</i>	<i>Ian Melloy, Becky Bradshaw and Kelly Williams</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.