

# **Health, Safety and Wellbeing Policy**

## *Samuel Allsopp Primary and Nursery School*

The policy has five parts;

**Part A** - Introduction

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

**Part C** - Management Arrangements

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

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

### **A. Introduction**

This policy statement complements (and should be read in conjunction with) the Staffordshire County Council's Health and Safety Policy 2015. It records the local organisation and arrangements for implementing that policy. A copy of Staffordshire County Council's Health and Safety Policy is displayed in the staff rooms of both school sites.

### **B. Policy Statement**



The requirement to provide a safe and healthy working environment for all employees is acknowledged and Samuel Allsopp Primary and Nursery School Governing Body recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc. Act 1974.

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

- all places and premises where staff and pupils are required to work and engage in school 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 will ensure that so far as is reasonably practicable that the health and safety of other non-employees is not adversely affected by its' activities. Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representatives forms part of this policy.

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

	
<b>Mr D Symons, Co-Chair of Governors</b>	<b>Mr L Smith, Headteacher</b>
<b>30/11/2023</b>	<b>30/11/2023</b>

### C. Management Arrangements

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

#### Competent Health and Safety Advice

The school obtains competent health and safety advice from	Staffordshire County Council Health, Safety and Wellbeing Team
The contact details are	01785 355777 shss@staffordshire.gov.uk
In an emergency we contact the duty officer from the Health and Safety team	

#### Monitoring Health and Safety

Name of person responsible for the overall monitoring of health and safety in school:	Name: Sarah Thompson
Our arrangements for the monitoring of health and safety are : Feedback from weekly staff meetings Half Termly discussion at Governors Audit and General Purpose Committee. Monitoring via termly walks. Annual report to Governors in January of each year Day to day feedback from staff.	
The school carries out formal evaluations and audits on the management of health and safety annually	
The last audit took place in March 2020	By: Toni Jones & Charlotte Woodward
Name of person responsible for monitoring the implementation of health and safety policies	Name Sarah Thompson/Lee Smith
All staff are aware of the key performance indicators in part E and how they are monitored	
Workplace inspections	Name of person who carries these out
Health & Safety walks, risk assessment checks	Sarah Thompson/Sue Gough/Dave Symons

## Detailed Health and Safety Arrangements

### 1. Accident Reporting, Recording & Investigation

Our arrangements for recording and investigating:
The school has a new system for recording pupils' accidents which is done via the Medi Tracker system. This notifies parents of an incident via email and any first aid which was given. Staff complete an Accident Form. An accident of a more serious nature eg which involves the pupil/staff member going to hospital, fractures, serious burns, crush injury, loss of consciousness or loss of life will be reported to the Health and Safety Team via the Health and Safety portal and/or by telephone depending on the nature of the injury. Major accidents are investigated by the Support Services Manager. Staff accidents and more major pupil accidents are reviewed by the Support Services Manager on the portal.
All staff accidents are reported to the Health and Safety Team via the Health and Safety portal. A form is completed to be retained in school.
All visitor accidents are reported to the Health and Safety Team via the Health and Safety portal. A form is completed to be retained in school.
The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is the Health and Safety Team at Stafford.
Our arrangements for reporting to the Governing Body are Half Termly.
Our arrangements for reviewing accidents and identifying trends are annually through the annual report. When more significant accidents occur, the accident is reviewed immediately.

### 2. Asbestos

Name of Premises Manager responsible for Managing Asbestos.	Name: Sarah Thompson
Location of the Asbestos Management Log or Record System.	Location: Both school offices
Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are to give the contractors the Asbestos Register, ensure they check the relevant section and sign the register.	
Our arrangements to ensure all school staff such as class teachers or caretakers have information about asbestos risk on the premises are to ensure the processes are included in induction and remind staff periodically.	
Staff must report damage to asbestos materials to:	Name: Sarah Thompson
Staff must not drill or affix anything to walls without first obtaining approval from the premises manager.	

### 3. Communication

Name of SLT member who is responsible for communicating with staff on health and safety matters:	Name: Lee Smith
Our arrangements for communicating about health and safety matters with all staff are: via staff meetings, briefing, INSET days.	
Staff can make suggestions for health and safety improvements by: speaking to Sarah Thompson or Sue Gough.	

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

Name of person coordinating any construction work / acting as Client for any construction project.	Name: Sarah Thompson If using Entrust, Nigel Birch.
Our arrangements for managing construction projects within the scope of the Construction	

Design and Management Regulations are: Entrust. 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: meeting between the Premises Manager and the project leader/leaders and any contractors. Completion of the Hazard Exchange form.
Our arrangements for the induction of contractors are: Briefing on Health and Safety at Reception on day 1 to all staff members. Identification of specifics on the Hazard Exchange form.
Staff should report concerns about contractors to: Sarah Thompson /Sue Gough
We will review any construction activities on the site on a daily basis.

## 5. Consultation

Name of SLT member who is responsible for consulting with staff on health and safety matters:	Name: Lee Smith
Our arrangements for consulting with staff on health and safety matters are: via staff meetings, working groups.	
Staff can raise issues of concern by: Raising the issue with Lee Smith or Sarah Thompson	

## 6. Contractor Management

Name of person responsible for managing and monitoring contractor activity	Name: Sarah Thompson
Our arrangements for selecting competent contractors are: Staffs County Council preferred supplier; Entrust sub contractor, recommendations by other schools within our cluster.	
Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: Use of weekly briefing, weekly staff meeting, emails, warning signs,	
Our arrangements for the induction of contractors are: Briefing prior to a project with lead person and then individual discussions as staff arrive; information sheets on office reception explaining information such as safeguarding.	
Staff should report concerns about contractors to: Entrust Property services (if their contractor); direct to company manager; Support Services Manager.	

## 7. Curriculum Areas – health and safety

Name of person who has overall responsibility for the curriculum areas as follows:	Head of Dept. or Curriculum Lead Name
Science D&T PE	Sheryl Turner Rachael Cranley Beth Brooks
Risk assessments for these curriculum areas are the responsibility of the lead Teacher.	Name(s): As above

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

The school/academy assesses the risk of the use of computers/laptops by carrying out a DSE assessment for staff using this type of equipment continuously and regularly for over an hour.	
Our arrangements for carrying out DSE assessments are: Updated as appropriate by Carole Devine	
Name of person who has responsibility for carrying out Display Screen Equipment Assessments	Name: Sarah Thompkinson /Sue Gough

DSE assessments are recorded and any control measures required to reduce risk are managed by	Name: Sarah Thompson
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## 9. Early Years Foundation Stage (EYFS)

Name of person who has overall responsibility for EYFS	Name: Gabriella Marchini
Our arrangements for the safe management of EYFS are: via the Governors Audit and General Purpose group.	

## 10. Educational visits / Off-Site Activities

Name of person who has overall responsibility for Educational Visits	Name: Lee Smith
The Educational Visits Coordinator is	Name: Helen Keyworth Edwards
Our arrangements for the safe management of educational visits: Use of risk assessments and the EVOLVE system.	

## 11. Electrical Equipment [fixed & portable]

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	Name: Entrust organise the Fixed Electrical tests. Sarah Thompson is the person responsible in school to ensure that any remedial work is carried out.
Fixed electrical wiring test records are located:	School Offices (both sites)
All staff visually inspect electrical equipment before use.	
Our arrangements for bringing personal electrical items onto the school site are: not allowed unless proof of receipt within the last 12 months is shown to Sarah Thompson or Sue Gough.	
Name of person responsible for arranging the testing of portable electrical equipment (PAT):	Name: Sue Gough
Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:	Name: Lee Smith/Governors
Portable electrical equipment (PAT) testing records are located:	School Offices (both sites)
Staff must take defective electrical equipment out of use and report to:	Name: Sarah Thompson or Sue Gough
The portable electrical equipment on the school site owned and used by contractors is the responsibility of the contractor, who must provide records of this if requested:	

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

Name of competent person responsible for undertaking & reviewing fire risk assessment in addition to any associated action planning	Name: Sarah Thompson
The Fire Risk Assessment is located	In the Health and Safety master file on the Office shared drive
When the fire alarm is raised the person responsible for calling the fire service is OR The site has a fire alarm which activates a response from (a 3rd party / listening service)	Any member of staff
Name of person responsible for arranging and recording of fire drills	Name: Sue Gough

Name of person responsible for creating and reviewing Fire Evacuation arrangements	Name Sarah Thompkinson /Sue Gough
Our Fire Evacuation Arrangements are published	Location: In each room
Our Fire Marshals are listed	Location: All staff are responsible
Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at	Location: Both school offices
Name of person responsible for training staff in fire procedures	Name Sarah Thompkinson during induction
All staff must be aware of the Fire Procedures in school	

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

Name of person responsible for carrying out the First Aid Assessment	Name Donna Stubbs
The First Aid Assessment is located	Location: Health and Safety file in the office shared drive
First Aiders are listed	Both sites
Name of person responsible for arranging and monitoring First Aid Training	Support Services Manager
Location of First Aid Box	Locations across both school sites
Name of person responsible for checking & restocking first aid boxes	Samantha Jones
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	Parents are called in the first instance.
Staff	Accompanied by a colleague or family member
Visitors	Family member called
Our arrangements for recording the use of First Aid are via the Medi Tracker on line system	

### 14. Forest School

Name of person in school who leads on Forest School activity	
Our arrangements for developing, organising and running Forest School activity. Include here any details with regard to risk assessment, communication and supervision etc. Risk assessment in place Communication via e mail with staff and school office and in staff meetings	

### 15. 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 survey took place in 22.01.2013 (VR) and August 2015 (Orchard) and the record can be found in the health and safety file.	Date and Location 22.01.2013 – H&S File

## 16. Hazardous Substances (COSHH)

Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)	Sue Gough
Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are: through the risk assessment process.	

## 17. Health and Safety Law Poster

The Health and Safety at Work poster is located:	Location: Orchard- Staff room corridor; Victoria Road Staff room.
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## 18. 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: Through East Staffs Borough Council – fortnightly collections of general waste and recycling.	
Our site housekeeping arrangements are: Daily removal of waste by cleaning staff.	
Site cleaning is provided by: In house cleaners	Name and contact details Sandra Williams, Lead cleaner
Cleaning staff have received appropriate information, instruction and training about the following and are competent.	
work equipment- is in good working order and is replaced/repaired as required.	
hazardous substances- COSHH risk assessment in place	
Waste skips and bins are located away from the school building.	
All staff and pupils are aware of the arrangements for disposing of waste and the location of waste bins and skips.	
All staff in all Depts. who generate waste are aware of the risk assessments and control measures in place for their role.	

## 19. Infection Control

Name of person responsible for managing infection control:	Name: Lee Smith
Our infection control arrangements (including communicable diseases/hand hygiene standards) are: Contacting Public Health England where appropriate. Using information from Staffordshire CC/Public Health England, informing parents, teaching children good hygiene standards.	

## 20. Lettings

Name of Premises Manager or member of Leadership team responsible for Lettings	Name: Sarah Thompson
Our arrangements for managing Lettings of the school/or external premises are: Laid out in our Lettings Policy (see school website)	
The health and safety considerations for Lettings are considered and reviewed annually.	
Hirers have in place their own risk assessments, first aid arrangements/ fire procedures and emergency procedures.	
Hirers are responsible for obtaining the necessary local authority licenses for their activities and these must be provided to the school/academy on request.	
Hirers must provide a register of those present during a letting upon request.	

## 21. Lone Working

Our arrangements for managing lone working are outlined in the Lone Working Policy.
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## Maintenance / Inspection of Equipment (including selection of equipment)

Ladders and steps, PE equipment, fire alarm and smoke detection, emergency lighting, fire extinguishers.	
Name of person responsible for the selection, maintenance / inspection and testing of equipment	Name; Sarah Thompson
Records of maintenance and inspection of equipment are retained and are located:	Location: School offices
Staff report any broken or defective equipment to:	Name; Sarah Thompson /Sue Gough
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

Name of competent person responsible for carrying out manual handling risk assessments	Name: Sarah Thompson /Sue Gough
Our arrangements for managing manual handling activities are: Briefing staff, use of risk assessments, training relevant staff.	
Staff must aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided.	
Staff who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task.	
Staff are trained appropriately to carry out manual handling activities.	

## 23. Medication

Name of person responsible for the management of and administration of medication to pupils in school	Name: Donna Stubbs
Our arrangements for the administration of medicines to pupils are: Recorded in the Medical Conditions Policy	
The names members of staff who are authorised to give / support pupils with medication are:	All Teaching Assistants
Medication is stored:	Location: Classroom first aid boxes, medical room fridge.
A record of the administration of medication is located:	Location: Classrooms
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.	
Staff are trained to administer complex medication by the school nursing service when required.	
Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are: Staff are trained by the school nursing service. Medication is easily accessible.	
Staff who are taking medication must keep this personal medication in a secure area in a staff only location.	
Staff must advise the school leaders if they are taking any medication which might impair their ability to carry out their normal work.	



## 24. Reporting Hazards or Defects

All staff and pupils must report any hazards, defects or dangerous situations they see at school.
Our arrangements for the reporting of hazards and defects: Staff can record hazards and defects in the caretaking books; report to Sarah Thompson or Sue Gough, report to a member of the Senior Management Team.

## 25. 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/ Trip and visits Lettings or contract work which may affect staff or pupils in the school 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 risk assessment process and any associated action planning	Name: Sarah Thompson
Our arrangements for carrying out, recording, communicating and reviewing risk assessments are: Producing risk assessments for activities falling into the categories listed above, the risk assessment is then signed by the Headteacher and by any other adult involved in that activity. Following the activity, the RA is reviewed. RAs are held centrally and reviewed as appropriate.	
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.	

## 26. Smoking

No smoking or vaping is permitted on site or in vehicles owned or operated by the school.
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## 27. Stress and Staff Well-being

Name of person who has overall responsibility for the health and wellbeing of school staff	Name: Lee Smith
All staff have responsibility to take care of their own health and wellbeing and the school supports staff to do this by implementing the following arrangements:	
Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated.	
All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work.	
Individual stress risk assessments take place when a member of staff requires additional individual support.	
A team stress risk assessment has been completed involving all staff and this is reviewed regularly. Date Completed: January 2020. To be reviewed: January 2023	

## 28. Training and Development

Name of person who has overall responsibility for the training and development of staff.	Name Lee Smith
All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.	
Our arrangements for carrying out suitable and sufficient health and safety training for all staff are: Training identified in the performance management process and training then organised.	
The school has a health and safety training matrix to help in the planning of essential and development training for staff.	
Training records are retained and are located on the office shared drive	
Training and competency as a result of training is monitored and measured by:	Name: Lee Smith

## 29. Vehicle movement on site

Name of Premises Manager responsible for the management of vehicles on site	Name Sarah Thompkinson
Our arrangements for the safe access and movement of vehicles on site are outlined in the Orchard site risk assessment	

## 30. Violence and Aggression and School Security

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.	
A risk assessment is carried out where staff are at increased risk of injury due to their work.	
Training, information and instruction is available to staff to help them manage the risk of violence and aggression where required.	
Staff and pupils must report all incidents of verbal & physical violence to:	Name Lee Smith
Incidents of verbal & physical violence are investigated by:	Name Lee Smith
Name of person who has responsibility for site security:	Name Lee Smith/ Sarah Thompkinson
Our arrangements for site security are: Working with our caretaking services (G Taylors), working with security systems (Chubb and Lantern) and with overnight security company (Force 1).	

## 31. Water System Safety

Name of Premises Manager responsible for managing water system safety.	Name Sarah Thompkinson
Name of contractors who have undertaken a risk assessment of the water system	Name: G Taylors/IWS
Name of contractors who carry out regular testing of the water system:	Name: G Taylors/IWS
Location of the water system safety manual/testing log	Location Both school offices
Our arrangements to ensure contractors have information about water systems are: Holding central information folder.	
Our arrangements to ensure all school staff carrying out checks or testing or maintenance have information about the water system: N/A	

### 32. Working at Height

Name(s) of person responsible managing the risk of work at height on the premises:	Name: Sarah Thompson /Sue Gough
Work at height is avoided where possible.	
Our arrangements for managing work at height are: No member of staff is allowed to work at height. Caretaking Services do all work at height.	
Appropriate equipment is provided for work at height where required.	
Staff who carry out work at height are trained to use the equipment provided	
Work at height equipment is regularly inspected, maintained and records are kept in both school offices.	

### 33. Work Experience

Name of person who has overall responsibility for managing work experience and work placements for school/academy pupils.	Name: Helen Keyworth Edwards
Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are: Discussion within Headteacher	
The name of the person responsible for the health and safety of people on work experience in the school/academy premises:	Name: Sarah Thompson /Sue Gough
Our arrangements for managing the health and safety of work experience students in the school are completing the high schools pre-experience health and safety check, briefing pupil on day 1.	

### 34. Volunteers

Name of person who has overall responsibility for managing/coordinating volunteers working within the school/academy:	Name: Helen Keyworth Edwards supported by Sarah Thompson on the induction/Health and Safety briefing.
Volunteers are considered as a member of staff and all health and safety arrangements including induction and training must apply. All volunteers complete a Volunteer application form.	

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

Section	Progress Required	Actions to be taken	Responsible Person	Target Date	Date completed
28	Completion of a Team Stress Risk Assessment	<ul style="list-style-type: none"><li>- Working group set up</li><li>- Issues identified</li><li>- Risk assessment created</li></ul>	Carole Devine	February 2024	March 2024
33	Risk assessments	Mrs Wilkinson to take over management of Risk assessments to ensure they are updated regularly.	Sue Wilkinson	From November 2023 onwards	