

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

Langdale Primary School

The policy has 4 parts;

Part A - Introduction

Part B - The Health and Safety Policy Statement

Part C - Management Arrangements

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

Part E - The Key Performance Indicators.

A. Introduction

This policy statement complements (and should be read in conjunction with) the SCC Health and Safety Policy. It records the local organisation and arrangements for implementing the SCC policy.

B. Policy Statement

The requirement to provide a safe and healthy working environment for all employees is acknowledged and the **Langdale Primary** 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.

<i>Caroline Brunt</i> Chair of Governors/Board	<i>Claire Nadin, Deputy Headteacher</i> H and S Lead
<i>Oct 2023</i>	<i>Feb 2020</i> <i>Oct 2021</i> <i>July 2022</i> <i>October 2023</i> <i>October 2024</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>Dean Willetts SCC</i>
<i>The contact details are</i>	<i>Dean.willetts@staffordshire.gov.uk</i>
<i>In an emergency we contact the duty officer 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>Nicky/Cartwright/Claire Nadin/Kieran Cawley</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>The school carries out formal evaluations and audits on the management of health and safety (frequency).</i>	
<i>The last audit took place</i>	<i>Date: 24/1/24 – self audit By: Claire Nadin</i>
<i>Name of person responsible for monitoring the implementation of health and safety policies</i>	<i>Claire Nadin/Nicky Cartwright</i>
<i>All staff are aware of the key performance indicators in part E and how they are monitored</i>	
<i>Workplace inspections - type</i>	<i>Name of person who carries these out</i>
<i>Termly Audit</i>	<i>Claire Nadin</i>
<i>18 month Audit</i>	<i>Dean Willetts</i>

D. Detailed Health and Safety Arrangements

Adapt this list of arrangements as appropriate for your school.

For further information from the Health, Safety and Wellbeing Service in any of these areas you may also wish to view the information on the SLN <https://education.staffordshire.gov.uk/School-Admin/HealthSafetyWellbeing/Health-Safety-and-Wellbeing-Service.aspx> or consult with your Health and Safety Adviser / Other Specialist Adviser.

1. Accident Reporting, Recording & Investigation

<i>Our arrangements for recording and investigating:</i>
<i>pupil accidents: accident log books located in all classrooms, KS1 first aid room/KS2 corridor/Nursery building for minor accidents. All other accidents recorded on 'My Health and Safety'</i>
<i>If children have a bump on the head of any kind then parents are informed either via a telephone call or at the end of the day depending on severity of the bump.</i>
<i>staff accidents: recorded on 'my health and safety'</i>
<i>visitor accidents: recorded on 'my health and safety'</i>
<i>The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: Claire Nadin (via the duty officer/my health and safety)</i>
<i>Our arrangements for reporting to the Governing Body or Academy Board are: termly as part of HT report</i>
<i>Our arrangements for reviewing accidents and identifying trends are: termly via analysis of the accident log books. Any accident that is reported via my health and safety will be reviewed immediately and any actions if needed are taken within a week.</i>

2. Asbestos

<i>Name of Premises Manager responsible for Managing Asbestos.</i>	<i>Nicky Cartwright</i>
<i>Location of the Asbestos Management Log or Record System.</i>	<i>Location office</i>

Our arrangements to ensure contractors have information about asbestos risk

A copy of the results of the asbestos survey is retained in the main office (at the front of the school), in the RSM (Record System Manual). No one, staff or visitors, must carry out invasive work without reference to the survey. Site Supervisors, Contractors and others must read and sign the RSM before commencing any work on the fabric of the building. Where there is any doubt about whether a substance or structure may contain asbestos, then no work can be undertaken. The Property and Estates Division (PED) must be contacted for verification. Only approved asbestos consultants and contractors can take samples and remove asbestos. If there is any suggestion of contamination of a particular area then (1) inform the premises manager, (2) evacuate the area, (3) seal it off and (4) contact Health and Safety and PED. Contractors must not be allowed to start work unless a full risk assessment and a Hazard Exchange Form has been completed. The School Caretaker will check on the state of the asbestos and this is carried out annually. Any signs of deterioration should be reported to the Asbestos Management Team. The RSM will be updated accordingly.

Our arrangements to ensure all school/academy staff such as class teachers or caretakers have information about asbestos risk on the premises:

All staff have signed the asbestos register to make sure it has been read.

A copy of the results of the asbestos survey is retained in the main office (at the front of the school), in the RSM (Record System Manual). No one, staff or visitors, must carry out invasive work without reference to the survey. Site Supervisors, Contractors and others must read and sign the RSM before commencing any work on the fabric of the building. Where there is any doubt about whether a substance or structure may contain asbestos, then no work can be undertaken. The Property and Estates Division (PED) must be contacted for verification. Only approved asbestos consultants and contractors can take samples and remove asbestos. If there is any suggestion of contamination of a particular area then (1) inform the premises manager, (2) evacuate the area, (3) seal it off and (4) contact Health and Safety and PED. Contractors must not be allowed to start work unless a full risk assessment and a Hazard Exchange Form has been completed. The School Caretaker will check on the state of the asbestos and this is carried out annually. Any signs of deterioration should be reported to the Asbestos Management Team. The RSM will be updated accordingly.

Staff must report damage to asbestos materials to:

Kieran Cawley

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:

Claire Nadin

Our arrangements for communicating about health and safety matters with all staff are: termly staff meetings to review policies/risk assessments. Regular emails with updates/reminders. Feedback from audits shared. H and S info shared on staff room notice board.

Staff can make suggestions for health and safety improvements by: contacting Clare Nadin/Kieran Cawley

4. Construction Work *See also Contractor Management

Name of person coordinating any construction work / acting as Client for any construction project.

*site supervisor
Kieran Cawley*

Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are:

Contractors should be chosen from the County approved list. Where this is not possible, contractors must be thoroughly vetted to satisfy selection criteria eg (have H&S Policy and adequate insurance etc.), and be competent to undertake the tasks for which they are commissioned. Where an unapproved contractor has to be used, then a copy of their Health & Safety policy and their insurance must be seen before work commences. Where works are complex and/or involve significant H&S risks, Contractors may be required to provide a copy of written method statements regarding work to be undertaken prior to work commencing. These may be requested by the Headteacher and/or County Property Services. There must be an exchange of the school's "contractors pack", containing a copy of the Health and Safety Policy, emergency procedures including evacuation and first aid, a plan of the school including the situation of fire fighting equipment, fire break glass points and fire exits, contact information, details of signing in and out requirements, badge wearing, photographic ID requirements, if applicable, asbestos manual, list 99 or CRB requirements and a copy of our 'visitors policy'. The Hazard Exchange Form must be used to pass this essential information between parties. The Headteacher must provide all relevant information to enable contractors to control risks e.g. underground/over ground cabling, storage of equipment, hours of work. Where invasive work is being carried out (i.e. work which involves the fabric of the building, pipe work or services) contractors must read and sign the RSM, asbestos manual, prior to commencing the work. Contractors must sign in and out of the premises. For larger projects (over 30 days or 500 person days), the Construction, Design and Management Regulations (CDM Regulations) must be adhered to. If commissioned through Schools Property Unit, the Head must liaise with SPU. The Head retains responsibility for monitoring the work of the contractors and have regular liaison meetings. The contractor must have written risk assessments to ensure pupil and staff safety during their work. Construction work should be undertaken out of normal working hours wherever reasonably practicable or in a separate secure area. Managers may need to change access routes or close areas (e.g. doors and corridors) whilst contract work is carried out. If this is the case, all staff (and parents if necessary) may need to be informed. The Headteacher retains the responsibility to stop work on their site if they feel work is unsafe or inappropriate.

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: hazard exchange meeting prior to work starting

Our arrangements for the induction of contractors are: meeting with Kieran Cawley/Nicky Cartwright/Laura Austen (CLPT)

Staff should report concerns about contractors to: Nicky Cartwright

We will review any construction activities on the site by: daily observations by site supervisor

5. Consultation

<i>Name of SLT member who is responsible for consulting with staff on health and safety matters:</i>	<i>Name Claire Nadin</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: H and S is an agenda item on weekly SLT meetings/ fortnightly MLT meetings and weekly Friday morning meetings</i>	
<i>Staff can raise issues of concern by: informing Claire Nadin or Kieran Cawley</i>	

6. Contractor Management

<i>Name of person responsible for managing and monitoring contractor activity</i>	<i>Name Kieran Cawley/Laura Austen</i>
<i>Our arrangements for selecting competent contractors are: See 'construction work' above</i>	
<i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: See 'construction work' above</i>	
<i>Our arrangements for the induction of contractors are: meeting with Kieran Cawley before starting any work</i>	
<i>Staff should report concerns about contractors to: Kieran Cawley</i>	

7. Curriculum Areas – health and safety

<i>Name of person who has overall responsibility for the curriculum areas as follows:</i>	<i>Head of Dept. or Curriculum Lead Name</i>
<i>Science</i>	<i>Ellis Warrillow</i>
<i>D&T</i>	<i>Trish Hall</i>
<i>PE</i>	<i>Katy Fudger</i>
<i>Computing</i>	<i>Sarah Connor</i>
<i>Risk assessments for these curriculum areas are the responsibility of:</i>	<i>Curriculum leaders</i>

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

<i>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.</i>
<i>Our arrangements for carrying out DSE assessments are:</i> All users must be provided with general training about the risks of computer use and how to minimise the risks. Assessments must be undertaken of all users and risks identified and reduced. The assessments must be recorded and kept for reference. Workstations must be properly established for all users, with appropriate supportive seating and a desk large enough to accommodate the work. All equipment must meet minimum standards, but must in any event be appropriate to the needs of the individual. The lighting must be appropriate (between 300-500 Lux) with blinds provided on windows to reduce glare and reflection. Users must be made aware of their entitlement to eye tests and payment towards glasses. Users must be encouraged to take regular breaks away from the screen. Users must be encouraged to report any

faults with equipment or any medical problems. Equipment must be sited so as to avoid tripping hazards. Supplementary equipment such as foot rests, document holders etc. Must be provided if needed. All electrical equipment must be PAT tested – see Reference GRA014. Adequate ventilation must be maintained, see Reference GRA054.	
<i>Name of person who has responsibility for carrying out Display Screen Equipment Assessments</i>	<i>Claire Nadin</i>
<i>DSE assessments are recorded and any control measures required to reduce risk are managed by</i>	<i>Claire Nadin</i>

9. Early Years Foundation Stage (EYFS)

<i>Name of person who has overall responsibility for EYFS</i>	<i>Emma Ray</i>
<p><i>Our arrangements for the safe management of EYFS are:</i></p> <p>Staffing ratios adhered to at all times</p> <p>Statutory policies and procedures are in place</p> <p>Daily risk assessments undertaken</p> <p>All staff working in EYFS have paediatric first aid training</p> <p>Daily risk assessments are carried out</p>	

10. Educational visits / Off-Site Activities

<i>Name of person who has overall responsibility for Educational Visits</i>	<i>Claire Nadin/Nicky Cartwright</i>
<i>The Educational Visits Coordinator is</i>	<i>Nicky Cartwright</i>
<p><i>Our arrangements for the safe management of educational visits:</i></p> <p>All school visits are reported through Evolve which is an online system for processing the planning, approval and management of school visits.</p> <p>Mrs Cartwright is the schools trained Educational Visits Co-ordinator (EVC). All staff must be familiar with the LA Policy on Educational Visits. A separate risk assessment is undertaken for each educational visit well in advance. The control measures to be put in place are shared with all staff, parents and helpers involved. Permission for educational visits must be obtained from the Headteacher. Advice of the local authority or authorised source must be obtained where necessary. Proposed visits to new venues must be preceded by a pre-visit where possible. The school must be satisfied that the host organisation or centre has a current Health and Safety Policy, risk assessments and safe systems of work. Places to be visited must have appropriate employee and public liability insurance. The school must ensure this prior to the visit and advice sought from Insurance Services where there is uncertainty. Risk assessments must take into consideration the ability, age, fitness and behaviour of pupils. The supervisory ratios must be determined and contingency plans must be known to all staff. Visit Leaders must be competent. The school must verify competence through an examination of training, experience, qualifications and personal qualities. Parental consent must be obtained before pupils are permitted to undertake an educational visit. Local area walks are authorised at the beginning of a</p>	

child entering the school. Local area walk risk assessments are carried out. The school will inform parents of a local area trip but further consent is not required. Any relevant information about medical conditions etc must be obtained at this point. The first aid arrangements must be agreed prior to the visit taking place. The school secretary will provide the trip leader with up to date information on any child who has special medical requirements. For transport to the visit, see item 23 School Transport. The school must take in to account the weather forecasts for the area to be visited to ensure that the most appropriate clothing is taken.

11. Electrical Equipment [fixed & portable]

<i>Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:</i>	<i>Kieran Cawley</i>
<i>Fixed electrical wiring test records are located:</i>	<i>School office</i>
<i>All staff visually inspect electrical equipment before use.</i>	
<i>Our arrangements for bringing personal electrical items onto the school site are: Staff are not allowed to bring in items from home that haven't been PAT tested</i>	
<i>Name of person responsible for arranging the testing of portable electrical equipment (PAT):</i>	<i>Kieran Cawley</i>
<i>Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:</i>	<i>Kieran Cawley</i>
<i>Portable electrical equipment (PAT) testing records are located:</i>	<i>School office</i>
<i>Staff must take defective electrical equipment out of use and report to:</i>	<i>Kieran Cawley</i>
<i>The portable electrical equipment on the school/academy site owned and used by contractors is the responsibility of the contractor, who must provide records of this if requested:</i>	

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

<i>Name of competent person responsible for undertaking & reviewing fire risk assessment in addition to any associated action planning</i>	<i>Claire Nadin/Nicky Cartwright CLPT external review bi annually</i>
<i>The Fire Risk Assessment is located</i>	<i>In Health and Safety folder on shared staff area of school network</i>
<i>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)</i>	<i>Sarah Fox Fire alarm connects to a listening service which calls Andy Perry (Janitor)</i>
<i>Name of person responsible for arranging and recording of fire drills</i>	<i>Kieran Cawley</i>
<i>Name of person responsible for creating and reviewing Fire Evacuation arrangements</i>	<i>Claire Nadin</i>
<i>Our Fire Evacuation Arrangements are published ...</i>	<i>In Health and Safety folder on shared staff area of school network and displayed beside every fire exit. In entrance hall beside signing in sheet</i>

<i>Our Fire Marshals are listed</i>	<i>In school office</i>
<i>Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at</i>	<i>Location Site supervisor office</i>
<i>Name of person responsible for training staff in fire procedures</i>	<i>Claire Nadin</i>
<i>All staff must be aware of the Fire Procedures in school</i>	

13. First Aid *see also Medication

<i>Name of person responsible for carrying out the First Aid Assessment</i>	<i>Claire Nadin/Sarah Fox</i>
<i>The First Aid Assessment is located</i>	<i>Health and Safety/shared area</i>
<i>First Aiders are listed</i>	<i>Location In first aid policy</i>
<i>Name of person responsible for arranging and monitoring First Aid Training</i>	<i>Sarah Fox</i>
<i>Location of First Aid Box</i>	<i>Various places around school site.</i>
<i>Name of person responsible for checking & restocking first aid boxes</i>	<i>Sarah Fox</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>Parents contacted. Accompanied by member of SLT</i>
<i>staff</i>	<i>Accompanied by member of SLT</i>
<i>visitors</i>	<i>Accompanied by member of SLT</i>
<i>Our arrangements for recording the use of First Aid are First aid log books in all classrooms, KS1 first aid room/KS2 corridor/nursery building/Little Learners</i>	

14. Forest School

<i>Name of person in school who leads on Forest School activity</i>	<i>Margaret Ellison/Nicky Cartwright</i>
<i>Our arrangements for developing, organising and running Forest School activity. Please see outdoor learning policy. Risk Assessments in Forest School planning file on shared area.</i>	

15. Glass & Glazing

<i>All glass in doors and side panels are constructed of safety glass</i>	
<i>All replacement glass is of safety standard</i>	
<i>A glass and glazing assessment took place in 2021 and the record can be found in health and safety folder on staff share</i>	<i>Health and safety folder in staff share</i>

16. Hazardous Substances (COSHH)

<i>Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)</i>	<i>Kieran Cawley</i>
<p><i>Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are:</i></p> <p>All hazardous substances are identified. Any substance that is no longer in use must be disposed of safely, and in accordance with information on the Hazard Data Sheet (HDS). A HDS must be obtained for every hazardous material retained/generated within the school. These records are kept by the cleaning staff. The need to use hazardous substances must be eliminated wherever possible. Substitute any substance with an equally effective but less hazardous material wherever possible. A written COSHH risk assessment must be completed for any hazardous substances retained in the school. Where processes generate dusts, fumes or gases which are hazardous to health, exposure should be controlled using engineering control measures such as dust extraction, fume cupboards etc. Where processes generate dusts, fumes or gases which are hazardous to health, exposure should be controlled using engineering control measures such as dust extraction. Staff must be aware of, and adhere to the control measures on the risk assessment. The risk assessments need to be reviewed on a regular basis. Contractors must not be allowed to bring chemicals onto the premises unless they have undertaken an assessment of risk and have adequate control measures in place to reduce those risks</p> <p><i>The school/academy uses CLEAPPS as a resource and all staff must be aware of how to access this information.</i></p>	

17. Health and Safety Law Poster

<i>The Health and Safety at Work poster is located:</i>	<p><i>Location</i></p> <p><i>In the staffroom. Updated by Mrs Nadin when necessary</i></p>
---	--

18. 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>	
<p><i>Our waste management arrangements are: general waste is collected by the borough council weekly. Paper/cardboard/plastic are in separate bins and collected fortnightly.</i></p> <p><i>Large items which can't be put in the bin are stored safely and disposed of by the site supervisor safely.</i></p>	
<p><i>Our site housekeeping arrangements are:</i></p> <p><i>All members of staff are responsible for keeping their own classrooms tidy. Each member of staff has responsibility for ensuring that certain areas of the school are tidy. Housekeeping is evaluated during Elite inspections termly.</i></p> <p><i>There is a rota for staff to keep the kitchen tidy.</i></p>	
<i>Site cleaning is provided by:</i>	<i>In house cleaning team</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>	

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.

19. Infection Control

Name of person responsible for managing infection control:

Nicky Cartwright

Our infection control arrangements (including communicable diseases/hand hygiene standards) are: we adhere to the guidance produced by the Public Health agency 'guidance on infection control in schools and other childcare settings.

20. Lettings

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

Nicky Cartwright

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

There must be an exchange of information between the school and the organisation seeking to use the premises, prior to any agreement being signed (see the school's 'Lettings Policy'). The school provides details of their safety arrangements and must determine the nature of the activities to be undertaken by the organisation using the premises. The school insists on receipt of risk assessments and/or a method statement from the organisation seeking to use the premises, so that there is a clear indication of the risks involved and the control measures to be implemented. Written details of first aid arrangements should be exchanged – whether the school or organisation is providing first aiders, kits, telephone for emergency use etc.

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

Staff members should let someone else (e.g. their partner/close friend) know where they are and how long they are likely to be in the building. If they will be in school all day, they should phone this person at lunchtime to let them know that they are fine. Lone workers should always have some means of communication available to contact another person in the event of an emergency. Staff members should ensure that they are locked into the school building themselves, so that no-one else has unauthorised access. Staff should be fully aware of where the nearest fire exit is (displayed in classrooms and included in Staff Handbook) and the location of first aid equipment. Staff should avoid doing any high risk activities such as working at height, when

working by themselves. Work of this nature should be planned so that a second person is present (see Working at Height risk assessment and the 'Langdale Dos and Don'ts' guidelines). Any member of staff who has a health condition or who is pregnant should avoid working alone, in case there is a change in their condition and they become ill.

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

NOTE Types of equipment to consider in this section:

Ladders and steps, fume cupboards, other extraction systems, PE equipment, D&T machines, lifts & lifting equipment, pressure cookers, autoclaves, fire alarm and smoke detection, emergency lighting, fire extinguishers.

*This section **must include** the arrangements for school/academy kitchens, science laboratories or Design and Technology rooms*

Name of person responsible for the selection, maintenance / inspection and testing of equipment

Kieran Cawley

Records of maintenance and inspection of equipment are retained and are located:

Location site supervisors office

a). PE equipment is tested annually, every May, by Sports safe Equipment Ltd, (file kept in admin drawer in office).

b). Fire alarm and smoke detection is tested by Trinity Protection Systems, quarterly, file in admin drawer, secretary's office.

c). Fire extinguishers, tested annually (Feb), by Chubb. File in admin drawer, secretary's office.

Staff report any broken or defective equipment to:

Kieran Cawley

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:

23. Manual Handling

Name of competent person responsible for carrying out manual handling risk assessments

Nicky Cartwright

Our arrangements for managing manual handling activities are:

Eliminate manual handling activities where possible. Appropriate equipment is provided to reduce or eliminate the need to undertake manual handling activities. Where manual handling activities cannot be eliminated then a risk assessment must be undertaken, taking into consideration the weight being lifted, the environment, the task itself and the capabilities of the individual. Assessments must be undertaken by people competent to do so ie. They must have the appropriate training, knowledge and skill to do so. The site supervisor, Mr Cawley is the only member of staff to undertake significant manual handling activities and receives appropriate training. A separate specific risk assessment must be completed for pregnant staff members.

<p>Where items need to be accessed above shoulder height then a step ladder or kick step must be provided and used. All step ladders or kick steps must be safe to use – see Reference GRA059. Wherever possible adequate storage facilities must be provided for pupils to store equipment, books, coats etc to reduce the need to constantly carry items. Information must be given to parents about back safety in relation to pupils eg using rucksacks on the back in preference to shoulder bags. Items carried by pupils should be minimised. PPE must be provided and worn if necessary. PPE must be provided and worn if necessary. The school must ensure that staff have access to the manual handling guidance. The manual handling of pupils must only be conducted if staff have had specific training to do so. Pupils are permitted to help move equipment eg gym equipment, where it is in their capability and they receive adequate instruction and supervision.</p>
<p><i>Staff must aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided.</i></p>
<p><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></p>
<p><i>Staff are trained appropriately to carry out manual handling activities.</i></p>
<p><i>Where people handling takes place an Individual Manual Handling Plan must be in place and communicated to all parties (including where appropriate the young person/their parents/carers/support staff).</i></p>

24. Medication

<p><i>Name of person responsible for the management of and administration of medication to pupils in school/academy</i></p>	<p><i>Danielle Blundred/Sarah Fox</i></p>
<p><i>Our arrangements for the administration of medicines to pupils are: See administering medicines policy</i></p> <p>The school's administering medicines policy includes the school's agreed arrangements (Administering Drugs Policy) for managing the administration of drugs and medications. The pupils must not be permitted to bring non-prescription medication into the school. Pupils will not be given aspirins or paracetamol. No prescription medication must be permitted into the school unless there is written parental consent stating the name of the pupil, the medication, and the frequency and dosage to be administered. All medication must be kept in a secure place (main office), and labelled with the name of the appropriate pupil. A log must be kept of all medication administered. No one must provide invasive treatment unless they have had suitable training. Where the pupil has more significant health care needs the school must consider how those needs can be best met before the pupil is admitted to the school. Where necessary a health care plan must be drawn up with input from medical practitioners, the parents and the school. Any written agreements between the parents and the school must be reviewed periodically to ensure it remains accurate. Contact information for parents must be reviewed annually.</p>	
<p><i>The names members of staff who are authorised to give / support pupils with medication are:</i></p>	<p><i>All staff.</i></p>

<i>Medication is stored:</i>	<i>Fridge In school office</i>
<i>A record of the administration of medication is located:</i>	<i>In school office</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 school nursing service when required.</i>	
<i>Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are:</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>	

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

<i>PPE is provided free of charge where a risk assessment identifies this is needed to control a risk and the risk cannot be controlled by another means.</i>	
<i>Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for school staff.</i>	<i>Kieran Cawley/Nicky Cartwright</i>
<i>Name of person responsible for the checking and maintenance of personal protective equipment provided for staff</i>	<i>Nicky Cartwright</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>Nicky Cartwright</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>Nicky Cartwright</i>

26. Radiation

<i>Name of the school/academy Radiation Protection Supervisor (RPS)</i>	<i>None</i>
<i>Name of the Radiation Protection Adviser (RPA)</i>	<i>None</i>

27. 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: Claire Nadin or Steve Cawley via the hazard report form which is found in the staff room</i>	

28. 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>
--

Risk assessments are in place for the following areas:

Premises and grounds – internal and external

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

Lone working

contractors

Manual handling activities

Visits within the local area (library/church)

Risks related to individuals e.g. health issues

PTFA events

Animals in school

External visitors

Staff stress

Menopause

Mental health and wellbeing

Individual if needed

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

Claire Nadin

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

Mrs Nadin is responsible for ensuring risk assessments are undertaken. Mrs Nadin is responsible for making arrangements to undertake special risk assessments, (such as for staff who are pregnant or who have health problems), and arrangements for periodic reviews of risk assessments.

Risk assessments are reviewed following a visit or activity on evolve. General risk assessments are reviewed on a rolling programme led by Mrs Nadin but involving all of the staff responsible.

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.

29. Smoking

No smoking or vaping is permitted on site or in vehicles owned or operated by the school/academy.

30. Shared use of premises/shared workplace

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

Nicky Cartwright

<i>Management</i>	
<i>The school premises are shared with another organisation (e.g.Contract caterer/public leisure centre).</i>	<i>AIP</i>
<p><i>Our arrangements for managing health and safety in a shared workplace are:</i></p> <p>There must be an exchange of information between the school and the organisation sharing the premises. The school provides details of their safety arrangements and must determine the nature of the activities to be undertaken by the organisation using the premises. The school insists on receipt of risk assessments and/or a method statement from the organisation seeking to use the premises, so that there is a clear indication of the risks involved and the control measures to be implemented. Written details of first aid arrangements should be exchanged – whether the school or organisation is providing first aiders, kits, telephone for emergency use etc.</p>	

31. Stress and Staff Well-being

<i>Name of person who has overall responsibility for the health and wellbeing of school/academy staff</i>	<i>Claire Nadin</i>
<p><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:</i></p> <p>(a) Stress:</p> <ul style="list-style-type: none"> -The leaflet “Stress in the Workplace guidance” is available to all staff and is situated on the staff noticeboard. -All senior leaders within school must have attended stress awareness sessions. - All staff must be encouraged to report feelings of stress or lack of well-being either to supervisors or alternatively one of a number of confidential sources that are available to them. - Managers must be strongly encouraged to be sympathetic towards colleagues who approach them with stress concerns. -All attempts must be made to resolve any work related difficulties felt by a member of staff by involving external agencies if necessary, eg Personnel, Occupational Health etc. - All attempts must be made to resolve issues within a reasonable time scale. -Discussions must remain confidential between parties unless otherwise agreed. <p>(b) Voice Care:</p> <ul style="list-style-type: none"> -All teachers, support staff and others who need to project their voice in the workplace should be aware of the voice care information here and the advice available from sources such as the Voice Care Network. www.voicecare.org.uk -Teachers have to use their voices all day, often with rapid changes in volume, pace and tone. <p>Other voice hazards include throat clearing, failure to lubricate the throat and mouth, singing in too high or too deep a pitch or using a forced whisper. Another hazard; talking too quickly, can lead to inadequate breathing, tension in the chest and strain on the voice.</p> <ul style="list-style-type: none"> -Relax and rest the voice whenever possible – introduce non-verbal signs when circumstances allow. -Try to monitor the volume of your voice, vary the tone and the speed at which you speak, as these things can help to avoid voice strain. Avoid shouting. 	

- Breathe deeply from the abdomen rather than the chest.
- Keep the mouth and throat hydrated by taking regular sips of water throughout the day.
- Take the designated breaks away from the classroom throughout the day; speaking with colleagues in a different environment can benefit the voice.
- Classroom size and acoustics can influence how you use your voice. Where and when possible, rearrange the classroom (or pupils) to suit your vocal needs and reduce background noise.
- Think about the body's posture when talking in a classroom -stand or sit upright when speaking.
- "Warm up" the voice and body by using simple stretching exercises and simple techniques like humming before you start the day.
- Take throat problems seriously – if voice loss or persistent throat problems occur, advice from a doctor should be sought. Staff who experience voice problems or are worried about their voice should report symptoms to their manager as soon as possible.

Other things which can have an adverse effect on the voice may be:

- Strong cough sweets or medicated lozenges
- Extreme or sudden temperature change
- Breathing continually through the mouth
- Hot spicy food and very hot drinks
- Milk and dairy foods as they can produce thicker mucus
- Medication which has a drying effect such as antihistamines
- Alcohol or caffeinated drinks which can be dehydrating
- Gargling with aspirin

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 / reviewed

32. Swimming Pool Operating Procedures (where applicable)

<i>Name of person who has overall responsibility for managing the swimming pool and it's environment.</i>	<i>N/A</i>
---	------------

Our arrangements for carrying out suitable swimming pool management (including minimum supervision standards, how to summon assistance in emergency, what to do if problem identified with pool water quality, supervision in changing areas, max numbers of swimmers, conditions of hire to outside organisations, first aid provision, training plant operators):

Staff operating the swimming pool have received appropriate training and information.

Emergency procedures are in place for the use of the swimming pool and all staff who supervise swimming activities are trained appropriately in these procedures.

The health and safety considerations within curriculum swimming must be planned, supervised and managed by staff who include in their lesson planning.

33. Training and Development

<i>Name of person who has overall responsibility for the training and development of staff.</i>	<i>Claire Nadin</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:</i>	
<p>Individual's training needs are identified through Performance Management Reviews and staff meetings when Health and Safety issues are discussed. Records of individual's training they have received are kept in the office. Training is periodically reviewed and must be carried out by competent people, ensuring that it is relevant to the needs of the individual. All new staff, including all supply staff, receive an induction covering health and safety, emergency procedures etc. (Langdale Primary School 'Staff Handbook').</p> <p>Health and Safety developments are communicated to all staff during full staff meetings and TA meetings. Staff sign to acknowledge that they have received relevant documentation and are made aware of any disciplinary measures, e.g. 'Working at Height'.</p>	
<i>The school/academy 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 school office</i>	
<i>Training and competency as a result of training is monitored and measured by:</i>	<i>Claire Nadin</i>

34. Vehicles owned or operated by the school/academy

<i>Name of person who has overall responsibility for the school/academy vehicles</i>	<i>Not applicable</i>
<i>The school/academy operates (no.of xx) minibus/coaches/cars/other vehicles (e.g. quad bikes/ride on mowers).</i>	
<i>Name of person who manages the driver medical examinations</i>	
<i>Name of person who manages the vehicle license requirements</i>	
<i>Name of person who undertakes vehicle checks such as oil, water and routine roadworthiness.</i>	
<i>Name of person who arranges servicing and maintenance of the academy vehicles</i>	
<i>Our arrangements for the safe use of school/academy vehicles are:</i>	

35. Vehicle movement on site

<i>Name of Premises Manager responsible for the management of vehicles on site</i>	<i>Kieran Cawley</i>
<i>Our arrangements for the safe access and movement of vehicles on site are</i>	

Vehicle access to the site is kept to the absolute minimum. Staff arrive and leave the site before and after the pupils. Deliveries are made whilst the children are in school. There is a separate pedestrian and vehicle access to the school and improvements in this respect are regularly looked into. Where there is a risk of vehicles and pedestrians coming in to contact with each other - appropriate barriers have been erected along the side of paths and this point is constantly reviewed. Children's play areas are sited away from parked cars. Rules for controlling vehicle access/movement are communicated to parents and regular site users. Buses do not enter the school grounds to pick up children. Deliveries and refuse collection are arranged at times when there are no pedestrians in the vicinity. Speed restrictions are clearly displayed on entry to property. There is access and egress for emergency vehicles at all times via the Earls Drive entrance. A key to open the gate onto the playground is kept in the secretary's office.

36. Violence and Aggression and School/Academy Security

The school/academy 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:

Claire Nadin and it is reported on my health and safety

Incidents of verbal & physical violence are investigated by:

Claire Nadin

Name of person who has responsibility for site security:

Nicky Cartwright/Claire Nadin/Kieran Cawley

Our arrangements for site security are:

The school's perimeter fencing is secure and well maintained at all times. The height of the fencing ensures that easy access is difficult. Mr. Cawley regularly ensures that all external gates are locked. Members of the public cannot gain access to the school building without permission from the office staff. Full/part time staff use a FOB device to gain entry at any time. Signage is present to steer visitors to the main entrance. The janitor is responsible for locking doors and windows after school, and ensures that those locks are well maintained. Access to the school roofs is only possible with permission from Mrs Nadin or Mrs Cartwright. For working alone see Reference GRA058 and the schools risk assessment. The reception is clearly signed, secure and permanently monitored. Visitors must always sign in and out and wear a visitor's badge. Supply teachers should wear specific badges. All staff must wear identification badges at all times, which outline their name and role within the school. Visitors must be asked for proof of identity and not allowed to wander around the school alone. Items that attract thieves eg money computers should be kept out of sight. Staff must be discouraged from holding open security doors for visitors out of politeness. Sky lights on flat roofs must be fitted with grills to prevent unauthorised access. Procedures for dealing with break ins must be in place and brought to the attention of all staff. Intruder alarms must be tested regularly and results recorded. Emergency out of hours telephone contacts are available to staff. All staff and others who have substantial access to children must have had advanced DBS clearance. A record is kept

in the office. All visitors to the school must have a minimum of “list 99” clearance and in order to do this it is necessary for all visitors to provide the school with photographic identification, containing their name and date of birth.

37. Water System Safety

<i>Name of Premises Manager responsible for managing water system safety.</i>	<i>Kieran Cawley</i>
<i>Name of contractors who have undertaken a risk assessment of the water system</i>	<i>IWS</i>
<i>Name of contractors who carry out regular testing of the water system:</i>	<i>IWS</i>
<i>Location of the water system safety manual/testing log</i>	<i>Site supervisor’s office</i>
<i>Our arrangements to ensure contractors have information about water systems are:</i>	
<i>Our arrangements to ensure all school/academy staff carrying out checks or testing or maintenance have information about the water system: Kieran Cawley carries out checks termly which are recorded in his log. Flush tests carried out after each holiday.</i>	

38. Working at Height

<i>Name(s) of person responsible managing the risk of work at height on the premises:</i>	<i>Claire Nadin/Nicky Cartwright</i>
<i>Work at height is avoided where possible.</i>	
<i>Our arrangements for managing work at height are:</i> When putting up displays, refer to Staffordshire LA’s guidance in using ladders/footstools and the school’s relevant documentation (risk assessment and the school’s ‘Dos and Don’ts for Working at Height’. For very high displays (above 2.7 metres), assistance from the School Caretaker must be requested. Complete displays as far as possible before putting them up. Ensure that staff are instructed never to climb on chairs/tables or other furniture to access displays or storage & provide steps or stools designed for the purpose. Staff should wear appropriate footwear (low heeled shoes with non-slip soles). Review storage regularly so that frequently needed items are easily accessible. Heavy and loose items should be stored on low shelving. Display posters and leaflets on safe work at height in staffrooms and classrooms. People should be trained in the safe use of equipment used for access to storage or displays. Floors, especially aisles corridors and circulation areas should be kept clear of obstacles. Any floor spillages should be cleared away promptly. Building entrances should be fitted with adequate matting/carpet to absorb any moisture from shoes to minimise slipping on hard flooring. Also see GRA059 Working at Height. In delivering Physical Education, the school’s risk assessment should be followed. Failure to comply with the school’s ‘Working at Height’ regulations will result in disciplinary action.	

<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 in Kieran Cawleys office</i>

39. Work Experience

<i>Name of person who has overall responsibility for managing work experience and work placements for school/academy pupils.</i>	<i>Trish Hall</i>
<i>Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are:</i>	
<p>All work experience placements receive an induction pack containing 'Who's Who', a plan of the school, any necessary policy documents, school timetable, fire evacuation procedures, first aid points and details of the first aiders, information of our expectations, including confidentiality, how and when to inform the school of absences, punctuality and reliability and lunch time arrangements and details of the activities they are to undertake. The pack is presented to the placements as part of a group induction meeting, which takes place when placements first arrive at the school. The placements are supervised by the class teacher they are working with. Also, further meetings are carried out throughout placements by Mrs. Nadin or Mrs Cartwright. The placements must not be permitted to handle equipment unless training has been given and there is adequate supervision. The placement must not be permitted to handle chemicals unless training has been given and there is a risk assessment undertaken with regard to the chemicals. The school must take into account the placement's age, capability and behaviour when considering duties to be undertaken. Any concerns that members of staff may have about a placement are referred to Mrs Nadin or Mrs Cartwright.</p>	
<i>The name of the person responsible for the health and safety of people on work experience in the school/academy premises:</i>	<i>Claire Nadin</i>
<i>Our arrangements for managing the health and safety of work experience students in the school/academy are: see above</i>	

40. Volunteers

<i>Name of person who has overall responsibility for managing/coordinating volunteers working within the school/academy:</i>	<i>Claire Nadin/Nicky Cartwright</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.

Key Performance Indicators	How Measured?
100% of caretaker checks completed	Termly meeting with the Caretaker (formal review of performance)
3 fire drills per year	Fire log book
Risk register regularly reviewed	Return to COO/LA person of responsibility
Respond to D1 notices within required timescale	Records made of remedial action
80% of risk assessments reviewed each year	Set up review schedule record
100% of educational visits approved	Recorded on Evolve
Half yearly trend analysis	Health & Safety Report
Completion of premises checklist (Oct)	Confirm on return to the COO (Oct)
Completion of self-audit (Jan)	Confirm on return to the SCC/COO (Jan)
Review fire risk assessment annually	Confirmed on return to SCC/COO
Completion of any internal action plan	(See below)

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.