



Health, Safety and Wellbeing Management Arrangements Core | Consider | Complex

Moor First School Health, Safety and Wellbeing Policy V5 2023 SCC

Health, Safety and Wellbeing Service



Supporting you in managing Health, Safety & Wellbeing



Chair of Governors

Print: Sign:

Health and Safety Link Governor

Print: Sign:

Head Teacher:

Print: Sign:

Written 30th October 2024

SCC Version control

Version	Date Approved	Changes	Reasons for Alterations
Issue 1	2008	Model Framework for a School Health and Safety Policy	

Issue 2	2011		Update of layout
Issue 3	2014		Review
Issue 4	2017		Review and HSW branding
Issue 5	2023	Change of branding. Template separate document. Increased responsibilities section.	Review to ensure reflects updated HSW Policy.
	2024	<p>Changed Headteacher to Headteacher Updated to new SCC template</p> <p>Updated school logo, asbestos details, Caretaker roles, KPI's, DSE user, Bomb threat guidance, COSHH updates, dining table checks. Classroom risk checklist/fire risk assessment training, wellbeing, working at height.</p>	<p>Following County Audit in July 2024</p>

Health, Safety and Wellbeing Policy

Moor First School

The policy has 5 parts;

Part A - Introduction

Part B - The Health and Safety Policy Statement

Part C - Responsibilities (delegation of tasks)

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

Part E - The Key Performance Indicators.

A. Introduction

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

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

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

B. Policy Statement

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

The Governing Body will comply with all relevant health and safety legislation and ensure so far as is reasonably practicable that:

- all places and premises where employees and pupils are required to work and engage in school activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on the premises or taking part in educational activities elsewhere.)
- all plant and equipment are safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
- appropriate safe systems of work exist and are maintained.
- sufficient information, instruction, training, and supervision is available and provided to ensure that employees and pupils can avoid hazards and



contribute in a positive manner towards their own and others health, safety and wellbeing.

- a healthy working environment is maintained including adequate welfare facilities.

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

Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representatives form part of this policy. All employees are expected to accept their responsibility to work safely by ensuring that they take reasonable care of their own health, safety, and wellbeing and that of other people who may be affected by their acts or omissions.

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

		
<i>[Jim Garvey], Chair of Governors</i>	<i>[Vicki Chapman], Health and Safety Governor</i>	<i>[Victoria Atherton], Headteacher</i>
<i>[30th October 2024]</i>	<i>[30th October 2024]</i>	<i>[30th October 2024]</i>

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

C. Responsibilities (Delegation of Duties)

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

In addition to their general responsibilities:

The **Governing Body** will:

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

- Review and monitor the effectiveness of this policy.

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

- Promote a positive, open health, safety and wellbeing culture in the school.
- Report key health and safety issues to the Governing Body.
- Seek advice from other organisations or professionals as required.
- Ensure that all employees co-operate with this policy.
- Appoint appropriate persons with areas of responsibility within the school to implement this policy.
- Develop and implement safety procedures.
- Undertake Health and safety inductions and keep records of these.
- Ensure there is a suitable system and process for developing risk assessments and that risk assessments are completed and reviewed on a regular basis.
- Ensure employees have access to appropriate training for their role.

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

Caretaker/secretary will support the headteacher in their role.

They will:

- Monitor and schedule the matrix of staff health and safety training, ensuring that their own training is regularly updated
- Attend caretaker training across the Creative Learning Partnership Trust
- Liaise with the Headteacher and contractors.
- Support the headteacher with the review/implementation of risk assessments.
- Keep up to date daily, weekly, 3 monthly, 6 monthly and annual checks.
- Prioritise tasks to reduce risk and also focus on school improvement tasks

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

They will:

- Implement and monitor the school's health and safety arrangements.
- Manage any hazardous practices, equipment or building issues and report to the Head Teacher if they remain unresolved.
- Provide a good example, guidance and support to employees on health, safety and wellbeing issues.

Subject Leaders will within their area(s) of responsibility:

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

Teachers will:

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

All **employees** will:

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

Competent Health and Safety Advice

The school obtains competent health and safety advice from

Health and Safety Advisor Health,
Safety and Wellbeing Service
Staffordshire County Council, 2
Staffs Place, Tipping Street, Stafford
ST16 2DH

The contact details are shss@staffordshire.gov.uk
In an emergency we contact SCC Duty Officer
Dean Willetts: 07773791499 01785 355777
Admin support officer: Kerris Jones 01785 355777
kerris.jones@staffordshire.gov.uk
Or the relevant authorities.

Field Code Changed

Monitoring Health and Safety

Name of person(s) responsible for the
overall monitoring of health and safety in
school: Mrs Victoria Atherton
(Headteacher)

Our arrangements for the monitoring of health and safety are:

- HT/Caretaker to complete termly classroom H&S checklists.
- Headteacher and Caretaker to complete whole school premises H&S evaluation checklist.
- Headteacher to complete H&S self-audit.
- Headteacher to complete Staffordshire County Audit 2024 Action plan.
- Standalone health and safety walkaround completed by governors/Caretaker
- Headteacher, SLT, Staff and Governors to develop H&S action plan.
- Headteacher, SLT, Staff and Governors to implement new and updated H&S policies.
- Headteacher and Governors to monitor and analyse accident report.
- Headteacher to provide regular H&S reports to governors and forms part of the governing body committee agenda termly
- Headteacher to ensure that staff are kept up to date with H&S information.
- Headteacher and governors to ensure that some KPI's are identified as part of the school improvement plan.
- Nominated Governor for H&S to visit school to monitor H&S management

Formatted: Not Highlight

Formatted: Not Highlight

arrangements and procedure.

- Staff meeting agenda weekly

The school carries out formal evaluations and audits on the management of health and safety annually.

The last audit took place

Date: January 2024

By: Mrs V Atherton

July 2024 - Allison Dawson (SCC)

Formatted: Not Highlight

Name of person responsible for monitoring the implementation of health and safety policies: Mrs Victoria Atherton (Headteacher)

All employees are made aware of the key performance indicators in part E and how they are monitored

*Weekly staff meetings/Inset days
SIEP plans
Regular emails
Performance review meetings*

*Workplace inspections
Annual Health and Safety Evaluation
Checklist, caretaker checks, premises walks, performance development reviews.
etc.*

Name of person(s) who does these

HT

Caretaker

H&S Link Governor

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

D. Health and Safety Management Arrangements

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to

comply with minimum legal requirements.

1. Accident Reporting, Recording and Investigation:

Our arrangements for recording and investigating:
For trained first aiders see wall notice, who should be consulted in the case of an accident. In their absence the Headteacher or Senior Leadership Team should be consulted.
<p>Pupil accidents: All accidents requiring first aid must be entered in the accident file. The pupil accident file is in the First Aid Room and the lunchtime one is in the office. Text messages sent home to all parents of children in EYFS regardless of minor injury. If any child receives a bump to the head or nose bleed parents should be informed by telephone/text message or personally and a note made in the accident file. For more serious accidents, they require a more detailed form to be completed and logged on the H&S Tracker portal. This is monitored by V. Atherton.</p> <p>In general, it is the duty of parents to make arrangements for pupils who have an accident or become unwell at school, by collecting them to take them home or to the doctor or to the hospital.</p> <p>If parents or relatives are not available when a pupil becomes seriously unwell or injured; staff are not advised to take the pupil to hospital, except in exceptional circumstance. Medical advice should be sought and if necessary, the ambulance service should be used. In such circumstances staff will accompany pupils in the ambulance if no parent is available. N.B. Staff accidents to follow similar procedure.</p> <p>If necessary accident investigation is carried out by the Headteacher.</p>
Staff accidents: Staff accident forms are held in the office and are completed in the case of an accident and logged on the H&S Tracker portal.
Visitor accidents: As per staff accidents
The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: V Atherton via the H&S Tracker Portal
Our arrangements for reporting to the Governing Body are: Headteacher to contact Chair of Governors by telephone in the first instance. Update on the accident via Headteacher report to governors.

Our arrangements for reviewing accidents and identifying trends are: by regularly checking the content of the accident books records and tracking the number of accidents that are being recorded. Trends identified from the nature of accident. Reported annually in governors reports.

2. Asbestos.

Name of Premises Manager responsible for managing Asbestos: V. Atherton (Headteacher)
Location of the Asbestos Management log/record: Office above computers – on the shelf.

Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are: All contractors and others working on site will be shown the asbestos manual prior to starting any work on the premises – this should then be signed by them on the appropriate sheet. In the absence of the caretaker, the office staff ensure this occurs.

Staff must report damage to asbestos materials to: V. Atherton or Caretaker
Staff are advised that all asbestos has been removed from the site, however an intrusive work process is still required where the fabric or condition of the building may be disturbed.

3. Communication

Name of SLT member who is responsible for consulting with staff on health and safety matters: V. Atherton

Our arrangements for communicating about health and safety matters with employees, pupils, visitors, contractors are:

Staff

- At staff meetings/briefings/INSET day agenda's
- Email.
- H&S noticeboard in staffroom.
- Staff inductions/Code of conduct
- Staff handbook.

- CPD

Pupils

- *Assemblies*
- *Workshops*

Visitors

- *Secretary shares information*
- *Risk assessments shared i.e. PTFA events/trips*
- *Code of Conduct for Visitors*

Contractors

- Managing contractors meeting - permit to work/hazardous work.

Staff can raise issues of concern:

- At staff meetings/briefings.
- Email to Headteachers.
- Speaking to premise manager or Caretaker.
- Making an entry in the Defects Book which is kept in the office – behind the door.

4. Construction Work *See also Contractor Management

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

SLA purchased with Entrust. Senior Property Surveyor for Moor First is Jason Kingston. Day to day contractor management is by the caretaker

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

Contractors used in school are either contractors on the register of approved LA contractors, known to the school or recommended by another school. If the contractors are not LA approved, then the necessary detailed checks, e.g. insurance and financial details, are made to confirm competence.

All contractors attending the school site sign in the visitors' book and are issued with a visitors' badge.

The school and contractors representative must complete a hazard exchange

form prior to any work commencing.

Our arrangements for the exchange of health and safety information/risk assessment/safe working of contractors are discussed through induction meetings. Ensure they understand the building layout, the fire exits, first aid procedures and where to gather in the event of a building evacuation. The contractors must read and sign the Asbestos Record Book. The contractors are asked to sign out before leaving the premises.

If the work being undertaken involves a significant period of time, e.g. building improvements/alterations, then the Caretaker liaises with the contractors on a daily basis to address any issues, which may arise. It may be appropriate to complete a Hazard Identification Checklist and/or obtain written method statements and/or safe system of work.

Recommended Forms to be completed:

- Control of Contractors working on County Council Premises.
- AM and PD Surveyors and Premises Managers.
- Hazard identification check list.
- Hot work permit.
- Intrusive work survey - asbestos

Formatted: Not Highlight

Employees should report concerns about contractors to: Any staff who have concerns should report those concerns to the Caretaker or premises manager. Staff should report any concerns to the Senior Leadership Team in her absence.

We will review any construction activities on the site:

Contractors should not be permitted to use any equipment that is owned by the school. All equipment used by contractors should be provided by themselves, be suitable for purpose and in good condition. Electrical equipment should be either new or PAT tested if more than 12 months old.

Current LA guidance on DBS checks for contractors is followed and the contractors without DBS are not left unaccompanied in areas where there are pupils present unattended.

5. Consultation

Name of SLT member who is responsible for consulting with employees on health and safety matters: Victoria Atherton

Commented [e1]: This section 5. Consultation and section 6. Contractor management are not in March document

Our arrangements for consulting with employees on health and safety matters are:
 Employees can raise issues of concern by: weekly health and safety minutes, caretaker log book, liaising with the health and safety governors, contacting SCC duty officer.

6. Contractor Management

Name of person responsible for managing and monitoring contractor activity: V. Atherton

Our arrangements for selecting competent contractors are: We only use SCC authorised contractors DBS etc.

Employees should report concerns about contractors to: V. Atherton

7. Curriculum Areas – health and safety

Name of person who has overall responsibility for the curriculum areas as follows:

Curriculum Leader for Physical Education: V Atherton

Curriculum Leader for computing and forest school.
 V.Wood

Curriculum Leader for Science
 A.Rotherham

Curriculum Leader for D & T
 A.Watson Lazowski

Note that all school zones have an individual risk assessment too	
EVOLVE Visits	Evolve visits co-ordinator N.Kirby Headteacher overseeing: V. Atherton

Risk assessments for these curriculum areas are the responsibility of:

Subject leaders: V. Atherton and caretaker oversee.

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

The school assesses the risk of the use of computers/laptops by carrying out a

DSE assessment for any employees using this type of equipment continuously and regularly for over an hour.

Our arrangements for carrying out DSE assessments are:

- DSE users have been highlighted and assessed and copies of the assessments kept on file. This can be completed on the MY H&S portal. All users are notified of their entitlement to free eye testing.
- Arrangements are made for administrative staff to have advice and training of correct use of VDUs.
- It is ensured that staff understand the rest period requirements when working with VDUs.
- The staff are encouraged to report any health concerns to the Headteacher.
- It is ensured that staff are aware that eyesight testing is necessary and that if glasses are needed by the VDU user when operating systems the purchase cost may be claimed back.
- VDU workstation self-audit will be repeated every 3 years.

Formatted: Not Highlight

Name of person who has responsibility for carrying out Display Screen Equipment Assessments: V. Atherton

DSE assessments are recorded, and any control measures required to reduce risk are managed by: V. Atherton

9. Early Years Foundation Stage (EYFS)

Name of person who has overall responsibility for EYFS: V. Atherton in liaison with the EYFS Class Teacher

Our arrangements for the safe management of EYFS are:

- Adult supervision in outdoor area required at all times.
- Staff ratios to comply with Early Years Foundation Stage Statutory Framework.
- Tyres in playground and outdoor area on soft play and grassed area, climbing equipment on soft play area of playground.
- At least one member of staff in the EYFS to have Paediatric First Aid training.

- Parents who have access to the online learning journal 'Seesaw' to all sign acceptable use policy for the programme.
- Through risk assessment and continual monitoring of the department. Morning checks and any faulty equipment / issues identified are reported to the caretaker.

SEE ALSO EARLY YEARS FOUNDATION STAGE POLICY

10. Educational visits / Off-Site Activities

Name of person who has overall responsibility for Educational Visits V. Atherton
The Educational Visits Coordinator is N.Kirby

Our arrangements for the safe management of educational visits are:

- Approval for all school trips must be obtained from V. Atherton and the risk assessment completed using "EVOLVE".
- Checklist provided for staff when planning trips.
- All transport is arranged through the main school office and appropriate staff to pupil ratios should be observed.
- Staff leading the visit must produce a letter for parents giving full details of the visit including costs. This letter must include a section for parents to sign approving that their child can participate in the visit and detailing charges/voluntary contributions as appropriate.
- Where coach travel is involved, then companies providing transport must have all insurance and safeguarding procedures in place.
- EVC evaluates trips and edits risk assessments in response.

See EVC Policy

11. Electrical Equipment [fixed & portable]

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required: The LA: Entrust property services arrange this every five years and the report is then passed to V. Atherton who formulates an action plan with the aid of the Caretaker in order to resolve any faults/issues.

Fixed electrical wiring test records are located: Office – online record send by the testing company

All employees are required to visually inspect electrical equipment before use.

Our arrangements for bringing personal electrical items onto the school site are:

All private electrical equipment brought into school must be PAT tested.

Name of person responsible for arranging the testing of portable electrical equipment (PAT): V. Atherton

Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing: Portable electrical equipment is tested every two years – Staffordshire County Council Office

Portable electrical equipment (PAT) testing records are located:

Each item is marked with a sticker stating when tested and when next due. The full report is available by logging on to the Calbarrie website.

Employees must take defective electrical equipment out of use and report to: V. Atherton/Office Staff Record in the Equipment and Building Defects Book in the office.

In the event of an electrical emergency: Children and staff follow procedure for fire drill, Headteacher/ office staff / Senior Leadership Team to isolate area and turn off electricity at the mains (cupboard in year 3/4 classroom and corridor).

Audio visual equipment Caretaker complete weekly checks of brackets etc. following guidance sent from County.

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. Emergency Preparedness

Name of SLT member who is responsible *Victoria Atherton*
for developing and maintaining the school's response to major risks Business Continuity Plan (BCP).

Our arrangements for communicating emergency arrangements to all employees are: Annual refresher of fire, bomb evacuation and invaccuation plans. There is a security policy and plan in place which is shared annually.

Commented [e2]: Can't see this section 12 on March template to copy over so needs filling in

Formatted: Not Highlight

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

Name of competent person responsible for undertaking and reviewing the fire risk assessment in addition to any associated action planning: V. Atherton (annually)

All members of staff will complete a fire risk assessment for their classroom/working areas annually.

The Fire Risk Assessment is located

Headteacher's office/fire-log book folder in the office

The Fire Risk Assessment is shared with other employers who share the site.

Annually read by all staff but also *Bee Active, Little Athletes and Play group*

When the fire alarm is raised the person responsible for calling the fire service is: (include out of hours arrangements) OR

Laura Derricott – school day
The site has a fire alarm which activates *a response from (a 3rd party / listening service).*

Formatted: Not Highlight

Name of person responsible for arranging and recording of fire drills:

V. Atherton/ Caretaker

Once a term plus Lettings

A record must be kept of all fire drills. Time and date, and the total evacuation time, together with any

problems encountered. This must be noted in the Fire Book which is located in the office. All staff must have been included annually. Fire drills include external providers.

Name of person responsible for creating, communicating and reviewing Fire Evacuation arrangements:

V. Atherton

Our Fire Evacuation Arrangements are displayed: In classrooms and corridors around school – near any fire door.

All staff must be aware of the Fire Evacuation Procedures in school – this is covered at induction, in the Staff Handbook, by fire drills and regular reminders.

All occupants must be fully accounted for. Where visitors and other members of the public are on the premises, staff in charge of those areas must see that they have been safely led outside before the building is declared clear.

All staff – including non-teaching – should be included in fire drills at least once a year

- Office staff member brings out Registers, Visitors' Book and First Aid Box.
- All walkie talkies located in classrooms to be also taken out. Alongside medicines such as inhalers. Headteacher/Teaching Assistants check the toilets.
- Fire Extinguishers are checked annually under county contract.
- In the event of fire, bomb alert, the Headteacher (or in

her absence Senior Leadership) is responsible for calling the emergency services - Staff follow the security plan which is shared annually.

Our Fire Marshals are:

V. Atherton/Scott Reynolds and teaching assistants support.

Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Logbook located at:

School's Main Office

Name of person responsible for training employees in fire procedures:

V. Atherton – annual fire safety certification.

In the face of a sudden bomb alert the following procedure should be adopted as stated within the security policy and plan.

Formatted: Not Highlight

Take the advice of the local security forces – usually the police.

- Recognise that it may not be possible to return to the building, once evacuated for some time – perhaps not until the following day.
- All staff and pupils should take all their belongings with them, together with their outer clothing, although books may be left on desks. Removal of bags etc. that would not normally happen in a fire drill expedites the subsequent search for suspicious packages.
- Arrange for pupils to assemble at a safe distance from the school buildings (at the far side of the field given access to the recreation ground). In the event of total evacuation from the school and grounds, the children will be taken in an orderly way to the Village Hall.

School staff also take part in invacuation drills annually.

14. First Aid *see also Medication

Name of person responsible for carrying out the First Aid Assessment:

V. Atherton

The First Aid Assessment is located:

Headteacher Office

Part of the H & S Annual Report to Governors

First Aiders are shown on posters around school.

Office, staff room, headteacher office and medical room.

The trained First Aiders (see wall notice) should be consulted in the event of an accident. In their absence Headteacher or Senior Leadership should be consulted.

Name of person responsible for arranging and monitoring First Aid Training:

V. Atherton and Office staff

Training of First Aiders is carried out as is required:-

- *Paediatric First Aid Training every two years*
- *Emergency First Aid for Childcare Workers every three years.*
- *First Aid at Work every three years*
- *Asthma, epilepsy and anaphylaxis training*
- *Back awareness*
- *Diabetes as and when needed*
- *Administering medication*

Location of First Aid Box(es):

There is a First Aid box situated in the Medical Room and one in every classroom (lockdown). A travel kit is available for use on visits.

Name of person responsible for checking and restocking first aid box(es):

Mrs Roach and Miss Derricott are responsible for checking and re-ordering First Aid supplies. Report any needs when stocks are low. Report any use of body packs or eye

wash so that they can be replaced immediately.

Body spillage packs and protective packs are labelled and located in the medical room.

Arrangements on how to summon an ambulance in an emergency are:

- Remain with injured child whilst ensuring all others are safe.
- Send another child for another adult on the premises e.g. First Aider, Headteacher or member of the Senior Leadership Team.
- Use First Aid procedures and if needs be call for:
 - parents/emergency contact
 - Ambulance

Formatted: Not Highlight

Our arrangements for dealing with an injured person who has to go to hospital are: parents / emergency contact are called following the 999 call. Next of kin should accompany the child / adult, but if they are not at school by the time the ambulance leaves, the Headteacher will decide which adult is appropriate to accompany.

Our arrangements for recording First Aid provided are:

Information recorded inside the accident book in the medical room/office

15. Forest School

Name of person in school who leads on

Forest School activity/ outdoor learning:

Victoria Wood

Our arrangements for developing, organising and running Forest School activity. Risk assessments are devised for each block and shared with all staff working alongside.

Commented [e3]: No Forest School section in March document so can't copy over.

16. 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 Office – September 2021

17. Hazardous Substances (COSHH)

Name of person responsible for carrying Cleaners - Glen Group

out risk assessment for hazardous substances (COSHH Assessments):

Caterers - Edward and Ward
V. Atherton – other

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

The school uses CLEAPPS as a resource

Cleaning materials are selected and managed by the cleaners/caterers and are kept in a locked store within school. Caretaker manages paint etc. Classroom resources which may require COSHH alongside general cleaning products are stored away from children in a locked cupboard. Listed items are checked and assessments are based on how the article is used rather than the material on its own.

Formatted: Not Highlight

Guidance from Cleaning Services taken regarding:

- Risk Assessments.
- Selection and use of protective clothing.
- Storage N.B. inaccessible by the children/locked cabinets
- Cleaning products also have risk assessments.

Only authorised substances should be used. Staff must not use any personally owned substances in the workplace.

Suspected Oil Leaks –

- Caretaker /Headteacher–pushes the button in the cellar to the oil stop valve, which isolates the oil tank from the school to ensure that no more oil enters the premises.
- If necessary school follows the fire drill procedures to evacuate the building.
- Advice asked from county re: further procedures.

18. Health and Safety Law Poster

The Health and Safety at Work poster is displayed: Medical Room/reprographics

Health and Safety advice obtained from:

- Health, Safety and Wellbeing Team, Staffordshire County Council. Tel: 01785 355777
shss@staffordshire.gov.uk
- Occupational Health Unit – includes proactive health assessments.
- Coordinators Attendance at County Courses.
- Fire Service.
- School Nurse

19. Housekeeping, cleaning and waste disposal

All employees and pupils share the responsibility for keeping the school site clean, tidy and free from hazards.

Our waste management arrangements are:

Our site housekeeping arrangements are:

Site cleaning is provided by:

In house cleaners/contractors

Name and contact details

Glen Group

Commented [e4]: Contact details needed

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

Our arrangements for disposing of waste and the location of waste bins and skips are communicated to employees and pupils at INSET and within weekly staff meeting notes if required.

- Waste bins are situated in all areas of the site and these are emptied daily by cleaners and taken to the large waste bins by the caretaker. These large bins are emptied weekly by Staffordshire Moorlands District Council. The large waste bins are located as far away as possible from the school buildings.
- Caretaker conducts daily checks of the building and empties external bins as required. Regular litter pick of external areas to ensure everywhere is clean and tidy.
- Liquid spills onto floors are dealt with immediately by the Caretaker and warning cones are placed around the area until it is dry and safe. Wet floor cleaning is carried out outside school hours – appropriate signs are displayed.
- Staff are aware that glass and other sharp objects must be disposed of in double bags/padded enveloped and placed in the large waste bins.
- Snow shifting and salting the footpath access is carried out by the Caretaker as required.
- Yellow bags used for some medical disposal.

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

20. Infection Control

Name of person responsible for managing infection control: V. Atherton

Our infection control arrangements (including communicable diseases/hand hygiene standards) are:

We adhere to the Public Health England "Guidance on Infection Control in Schools and Other Childcare Settings". Our infection control arrangements (including communicable diseases/hand hygiene standards) are: monitoring absence calls to ensure contagious illnesses are managed appropriately, e.g. 48 hour absence from school for sickness. Use the guidance provided by HSE Public Health for managing infection. Where there is an increase in cases of illness, advise the cleaners to undertake a more thorough clean of the building / door handles. Vulnerable pupils and staff are liaised with.

21. Lettings

Name of Premises Manager or member of Leadership team responsible for Lettings: V. Atherton

The school has a comprehensive Lettings Policy incorporating a section on Emergency Procedures and follows the recommended Guidance on H&S for Lettings.

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

Following the Staffordshire guidelines for lettings. Ensuring appropriate public liability insurance is in place and risk assessments are conducted regularly. Fire evacuation procedures are provided to hirers and drills are conducted on a regular basis.

Rooms and outside play areas (as stated on agreement) let on a weekly basis to:

- Playgroup

Caretaker opens and closes. PTFA events held in school are subject to risk assessments undertaken by a representative of the group and V. Atherton prior to the event. Licences will be obtained by them as necessary.

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

Hirers must have in place their own risk assessments, first aid arrangements/ fire procedures and emergency procedures.

Hirers are responsible for obtaining the necessary local authority licenses for their activities and these must be provided to the school on request.

Hirers must provide a register of those present during a letting upon request.

22. Lone Working

Our arrangements for managing lone working are:

- All staff have been issued with guidance on lone working including what hazards are involved, the effects of illness and the use of equipment. Individual risk assessments are completed for staff who work alone for significant periods of time, e.g. site staff.
- Teaching staff and the Caretaker should not use step-ladders when alone in school.
- When working alone in school staff should ensure that the security lock is on the main entrance.
- The Caretaker, who is normally the last person to leave the building should ensure that someone at home is aware of what time they should be returning.
- Mobile phones to be kept on the workers person at all times in case of emergency.

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

Ladders and steps

PE equipment,

Fire alarm and smoke detection,

emergency lighting,

Fire extinguishers.

Electrical equipment

AV checks

Doors/fingerguards

Dining tables

Formatted: Font color: Auto

Details of LA contracts are maintained and records kept of all visits by LA contractors. The caretaker undertakes regular checks and records all details. All staff are requested to make visual checks of equipment prior to use.

Name of person responsible for the selection, maintenance / inspection and testing of equipment: Entrust Property Services support with the testing cycle using appropriately qualified companies / personnel.

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

Employees report any broken or defective equipment to: Caretaker/V. Atherton

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

24. Manual Handling

Name of person responsible for carrying out manual handling risk assessments: V. Atherton

Our arrangements for managing manual handling activities are:

Risk assessments carried out to identify potential risks. Further assessments are undertaken in new situations. Manual handling of P.E. apparatus – staff briefed.

Activities which involve lifting and handling should be kept to a minimum. Staff are made aware of the requirement to avoid hazardous manual handling and to carry out a risk assessment where the task cannot be avoided and/or request assistance from the Caretaker. Where possible, mechanical aids, i.e. trolleys, are used in preference to manual handling.

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. All staff complete Back Awareness Training every three years.

Commented [e5]: Is red text the same as paragraph below?

Employees are trained appropriately to carry out manual handling activities. Where people handling takes place an Individual Manual Handling Plan must be

in place and communicated to all parties (including where appropriate the young person/their parents/carers/support employees).

25. Medication

Name of person responsible for the management of and administration of medication to pupils in school: V. Atherton

Our arrangements for the administration of medicines to pupils are stated in the medicine policy:

- Under no circumstance will any member of the staff administer to any child medication that has not been prescribed by a doctor.
- Medicine to be administered should be in the original container and show the pharmacy label with instructions and the child's name. Parents must supply an accurate measure.
- Medicine forms, which are kept in the office; must be filled in by parents each time a new medicine is to be administered. The forms are kept in the medical file in the office.
- Staff must record the administration of all medications.
- Staff must only administer medication in accordance with any information, instruction or training provided.
- Staff must report any missing medications.
- Medicine is provided with a second member of staff to witness.
- Diabetic children have individual care plans created with help from the diabetic nurse

The names members of employees who are authorised to give / support pupils with medication are:

Office staff or adults specifically trained in an individual's medication plan/administering medication certificate will administer the medicine. Teachers cannot be directed to administer medicine.

Medication is stored:

All medicine will be kept in the staff room, in the small medicine refrigerator if necessary and the office medicine cabinet. Some medicines are kept in locked

classroom cupboards if stated in care plans.
Inhalers stored within classrooms.

A record of the administration of medication is located:

Medical File

Pupils who administer and/or manage their own medication in school are authorised to do so by V. Atherton and provided with a suitable private location to administer medication/store medication and equipment.

Employees 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:

Employees who are taking medication must keep their personal medication in a secure area in an employee's only location.

Employees must advise the school leaders if they are taking any medication which might impair their ability to carry out their normal work.

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

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.

- Cleaner in charge – overalls etc. provided by Cleaning Service.
- Caretaker – as needed.
- Catering staff – overalls etc. provided by Catering Services.
- Classrooms – aprons; wet play overalls provided. Children bring in own protective shirts.
- ECO Committee and helpers – gloves and mechanical aids are provided by the school for litter picks.

Covid-19 – masks, gloves etc. available if needed

Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for school employees:

V. Atherton – for staff
Caron Hall for cleaners
Anna Dowley for catering

Formatted: Not Highlight

Name of person responsible for the checking and maintenance of personal protective equipment provided for employees:

V. Atherton – for staff
Caron Hall for cleaners
Anna Dowley for catering

Name(s) of person responsible for cleaning and checking pupil PPE. V. Atherton – for staff
Caron Hall for cleaners
Anna Dowling for catering

27. Reporting Hazards or Defects

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

Our arrangements for the reporting of hazards and defects:

- Notice of all hazardous equipment or building defects should be reported in the Equipment and Buildings Defect Book kept in the office and reported to the Caretaker, who may then refer to V. Atherton, who will put in interim measures prior to the problem/s being rectified.
- V. Atherton will arrange for necessary remedial work to be done and may do this with help of office staff.

28. Risk Assessments

The school has in place risk assessments for any identified significant risk. Control measures which are put in place to eliminate or reduce risk are communicated to employees, pupils and other who may be exposed to the risk.

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
 - Fire Risk Assessment
 - Hazardous Substances
 - Work Equipment
 - Manual handling activities
 - Risks related to individuals e.g. health issues
 - Covid-19
 - Hot weather

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

All staff complete an annual Fire Safety Training and V. Atherton completes fire risk assessment training every 3 years.

Formatted: Not Highlight

HSE provide guidance for general classrooms (Risk management: Health and Safety checklist for teaching and support staff in classrooms (hse.gov.uk)). This enables an overarching risk assessment to be in place which is then supported by a suitable checklist. The checklist is customised to reflect the needs of the classrooms and monitored termly.

Formatted: Not Highlight

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

Annual review of risk assessments at the start of the school year and staff sign. Update risk assessment following any incidents throughout the year or deliver through induction. Risk assessments for school trips are completed by the trip leader on the Evolve system and signed off by the Headteacher.

Archive obsolete risk assessments -KEEP FOR A MINIMUM OF 5 YEARS.

All staff are made aware of the school's general risk assessments and they are all requested to sign annually and for any updates.

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

When an accident or incident occurs a post incident risk assessment is developed when a new hazard has been identified and/or new additional controls are needed.

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 or state locations where it is allowed. All outside lettings are made on the understanding that they adhere to our policy.*

30. Stress and Employees Well-being

Name of person who has overall responsibility for the health and wellbeing of school employees: V. Atherton (Senior Mental Health Lead)

All employees have responsibility to take care of their own health and wellbeing and the school supports employees to do this by implementing the following arrangements:

- There is a workload and wellbeing committee in place with representatives of all staff – they review termly.

- The staff follow a workload and wellbeing charter plan.
- Team stress risk assessment shared with staff.
- All staff who return to work after any period of illness receive a return to work interview with the Headteacher.
- The school will subscribe to the Occupational Health Unit when required and management referrals will be made as appropriate.
- Staff are advised of the Think Well counselling service
- Staff are encouraged to complete annual stress and wellbeing surveys and workload and wellbeing surveys.
- Staff wellbeing is monitored by the Headteacher/governors through performance management discussions (personal wellbeing plans)
- The Headteachers have an open-door policy and staff are aware that they can discuss any issues in confidence.
- Staff are invited to welfare meetings if appropriate.
- Social events are organised during the year.
- The school has a generous attitude towards staff requests for absence for child illness, graduations, moving house, etc.
- Various wellbeing initiatives take place – peer to peer support.
- Staff are invited to take up physical activity sessions such as yoga
- MHST provide staff training to support their own mental health and wellbeing/offer drop ins.
- Mental Health leaders completes up to date training.
- CLPT network meeting for mental health
- Governors review HT wellbeing
- Staff wellbeing day granted where cover does not incur cost

Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated.

All employees 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 employees requires additional individual support.

A team stress risk assessment has been completed involving all employees and this is reviewed regularly. Sept 2023

31. Swimming Pool Operating Procedures (not applicable)

32. Training and Development

Name of person who has overall responsibility for the training and

development of employees: V.

Atherton

All new employees 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 employees are:

The school has a health and safety training matrix to help in the planning of essential and development training for employees.

Training records are retained and are located:

Held by office staff and Headteacher

Training and use of new competency

training/skills is monitored and measured

by: Laura Derricott and V. Atherton

Commented [e6]: Yellow text not in march document

33. Vehicle movement on site

Name of Premises Manager responsible

for the management of vehicles on site: V.

Atherton

Our arrangements for the safe access and movement of vehicles on site are

- Restrictions on vehicle movement operate at certain times. No vehicles to drive on site between 8.30 and 9.00 a.m. and between 3.00-3.30 p.m. unless supervised.
- Electric gates are set to a timer to prevent the movement of cars at busy times and a staff member can supervise should a vehicle need to enter at times when children/adults are on the playground.
- The times for admittance by delivery vehicles/official visitors are clearly shown at the front of the school by the gate.
- Two distinctly separate ways for access operate at the school i.e. for pedestrians and for vehicles.
- Staff vehicles are parked in a clearly marked area.
- The vehicle access is kept clear at all times for emergency service access.
- If vehicles are allowed on site at other times, they must go no more than 5mph and be guided on and off site by either a contractor or member of staff.

34. 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 employees, pupils and visitors.

A risk assessment is carried out where employees are at increased risk of injury due to their work.

Training, information, and instruction is available to employees to help them manage the risk of violence and aggression where required.

Employees and pupils must report all incidents of verbal & physical violence to: Headteacher Mrs Atherton

Incidents of verbal & physical violence are investigated by: Headteacher Mrs Atherton

Name of person who has responsibility for site security: Headteacher Mrs Atherton but all staff have responsibility to be vigilant

Our arrangements for site security are:

- All visitors and contractors should report to the Headteacher /Office Staff or Caretaker
- A daily log is kept of visitors to the school.
- Visitors and contractors should be asked for identification.
- All staff are aware of the Local Government (Miscellaneous Provisions) Act 1982 under which it is an offence for any person, without lawful authority to be present on educational premises and cause or permit nuisance of disturbance to the annoyance of those who lawfully use the premises.
- The Headteachers or Senior Leadership Team may ask such trespassers to leave the premises. It is recommended that the police are called in a situation which may lead to violence.
- Security locks on main door to be in force at all times.
- Badges are to be worn by visitors / helpers and staff.
- The electronic gates are to be kept closed during school hours.

Intruders :

- Ask to see the identity of any unknown visitors
- If unavailable or visitor not expected, ask person to leave ensuring one's own safety at all times i.e. ensure security system is still in force.
- Seal off area.
Inform Headteachers/person in charge who will :

- Call the police.
- Ensure all children remain in their classes under the supervision of the class teacher.
- No one leaves the building until they are told to do so by the police/person in charge.

If an intruder enters the playground/field areas during any period when children are playing outside and exhibits unfavourable behaviour:

- Do not approach
- Send a child for the Headteachers/person in charge
- Usher the children into the main school building
- Ensure security locks are in place
- Supervise the children
- Headteacher or Senior Leadership in charge will call the police
- Do not leave the building until told to do so by the police/person in charge.
- Moor First follow an evacuation plan which is shared annually with staff.

The pedestrian gates into school have an intercom system for us to identify who needs access. The main front door to school is locked and has a number coded lock – the lock is changed regularly. Visitors to school must press a bell for entry and this is controlled by the Office Staff.

Visitors to school sign in at reception and are given a visitor's badge. All visitors are asked to leave any mobile devices at reception. Visitors are either collected by a member of staff or escorted to the appropriate member of staff. It is the member of staff's responsibility to look after their visitor whilst on site and then return them to reception to sign out as they leave.

The school is protected by fencing and gates and all external doors are kept locked or closed.

The governors and staff of the school refuse to accept acts of violence of any kind in school and will work to ensure that violence does not occur and, if it does, they will take all necessary lawful steps to prevent it happening again, bring about the punishment of those responsible whilst at the same time advising and counselling those who have been affected.

35. Water System Safety

Name of Premises Manager responsible for managing water system safety. V. Atherton/ Site manager

Name of contractors who have undertaken a risk assessment of the water system HSL

Name of contractors who carry out regular testing of the water system: HSL

Location of the water system safety manual/testing log School Office

Caretaker trained on the maintenance of the water systems and make use of the water system manual. S. Reynolds

Our arrangements to ensure contractors have information about water systems are shared within induction – location or taps etc.

Our arrangements to ensure all school employees carrying out checks or testing or maintenance have information about the water system: Up to date training, water file latest reports.

Commented [e7]: No info on March document to answer text in yellow

36. Working at Height

Name(s) of person responsible managing the risk of work at height on the premises: V. Atherton

Work at height is avoided where possible.

Our arrangements for managing work at height are:

- Two Kick stools are stored in the baking area.
- Step ladders are kept in the baking area and should only be used if steadied by a second person. Whenever a member of staff works at height their first consideration should be the use of the step ladders (before chairs and tables etc.)
- Step ladders must not be used by children.

- All staff are responsible for visually checking equipment before use and reporting any defects to the Headteacher (ladders must therefore be taken out of use immediately)
- Long ladder only to be used by trained staff.
- Contractors should bring their own equipment.
- Caretaker to avoid working at height and if required training must be completed first.

*Appropriate equipment is provided for work at height where required.
Employees 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 the Office.*

37. Work Experience

Name of person who has overall responsibility for managing work experience and work placements for school pupils: V. Atherton

*Our arrangements for assessing potential work placements, arrangements for induction and supervision of our students on work placement are:
Health and safety induction checklist.
Sharing of policies/risk assessments
Liaise with University/college – public liability insurance*

The name of the person responsible for the health and safety of people on work experience in the school premises: V. Atherton

Our arrangements for managing the health and safety of work experience students in the school are:

- Initially there will be correspondence from the students/place of study with V. Atherton who will give permission for the placement and signatures given to be compliant with health and safety induction. Sometimes this is done via Unifrog – sharing risk assessments and public liability details.
- Induction with V. Atherton on or before commencement of placement.
- Tour of School

Students to be supervised by the Class Teacher that they are allocated to.

Commented [e8]: No info in March document to answer text in yellow.

38. Volunteers

Name of person who has overall responsibility for managing/coordinating volunteers working within the school: V. Atherton

Volunteers are considered as a member of employees and all health and safety arrangements including induction and training apply.

E. Performance Indicators

Formatted: Not Highlight

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

The school's key performance indicators are:

- 100% of staff complete the fire safety training before Dec 2024
- 100% of staff and governors complete the ACT security E learning – counter terrorism training before April 2024 (complete alongside prevent training)
- The volume of classroom monitoring in terms of risk assessment checklists will increase in order to reduce classroom related injury.
- H&S self-audit completed annually in January
 - H&S action plan created as a result of self-audit
 - Fire risk assessment completed annually in February
 - LA H&S planning meetings and reports
 - External H&S audits completed by LA H&S representative
 - H&S reports to governors
 - H&S monitoring by nominated governor for H&S

Staff mentioned in the policy:

Headteacher	Mrs Victoria Atherton (SLT)
Senior Leadership Team Member	Mrs Amanda Crowcroft (SLT)

Caretaker	Mr Scott Reynolds
Office staff	Miss Laura Derricott
Curriculum Leaders:	
PE	Mrs Victoria Atherton
Computing	Mrs Victoria Wood
Science	Mrs Alison Rotherham
Design Technology	Mrs Alex Watson Lazowski
EYFS Class Teacher	Mrs Alex Watson Lazowski and Mrs Amanda Crowcroft (classroom support – Miss Roach)
Evolve	Mrs Nicky Kirby

