



ST. ANNE'S C.E.(VC) PRIMARY SCHOOL



HEALTH, SAFETY AND WELLBEING POLICY
'Together with God, Making Learning a Life Long Friend'

Approved:	2 nd December 2024
Review Date:	End of Autumn Term 2025

We are a Church of England School and our policies are written with a commitment to our Christian Character, which is rooted in the Bible.

Start children off on the way they should go and even when they are old they will not turn from it (Proverbs 22:6)

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 employees in the school.
- Is monitored and reviewed regularly by senior leaders.

2. Overview

Schools must have a Health and Safety Policy in place. This should be an integral part of the school's culture, values, and performance standards.

The School's Health and Safety Policy should be developed by the Headteacher, and members of the School Leadership Team in conjunction with the Governing Body.

The DfE Guidance [Health and safety: responsibilities and duties for schools](#) provides information on the elements of a Health and Safety Policy.

3. Employer responsibilities

In **community schools, community special schools and voluntary controlled schools** statutory health and safety responsibilities fall on the Local Authority (LA) (as the employer) and on the headteacher and other school employees.

As the management body, the governing body must ensure that school employees and premises follow policies and procedures set by the Local Authority for health and safety (e.g., reporting accidents, first aid provision) irrespective of who provides their competent health and safety advice.

The governing body, and headteacher, must comply with any direction given to them by the Local Authority concerning the health and safety of persons on the school's premises or taking part in any off-site school activities.

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

The organisation and arrangements which support the Health, Safety and Wellbeing Policy (day to day management of health and safety) are the responsibility of the Headteacher and the School Senior Leadership Team (supported and monitored by the Governing Body).

Schools must appoint one or more competent people to support their management of health and safety. A competent person is someone with the necessary skills, knowledge, and experience to give sensible guidance about managing the health and safety risks at the school. This may be one or more of its employees or an external provider.

4. Employee Responsibilities (in any school)

Employees must take reasonable care of their own health and safety, and that of anyone else who may be affected by what they do at work. They must also cooperate with others who have duties for health and safety by carrying out instructions and reporting unsafe practices. The headteacher, who has delegated responsibility for the day-to-day management of the school, has a role of making sure that the governing body's health and safety policies and procedures are carried out.

5. 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.

A. Introduction St Anne's C.E. (V.C.) Primary School

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

B. Policy Statement

The requirement to provide a safe and healthy working environment for all employees is acknowledged and the St Anne's C.E. (V.C.) Primary School Governing Body recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc. Act 1974.

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

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

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

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

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

Mrs Sarah Rose and Mrs Lynne Bennett	Mr Edward Hobson
Co-Chairs of Governors/Board	Headteacher
2/12/2024	27/11/2024

C. Management Arrangements

The following procedures and arrangements have been established within our St Anne's C.E. (V.C.) Primary 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

St Anne's C.E. (V.C.) Primary School obtains	Entrust Health, Safety and Wellbeing
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competent health and safety advice from	Service.
The contact details are	Health, Safety and Wellbeing Service Wedgwood Building Tipping Street Stafford ST16 2DH 01785 355777 (Duty Officer)
In an emergency we contact THE COUNTY COUNCIL'S DIRECTOR ON CALL ON 07623 910065	

Monitoring Health and Safety

Name of person(s) responsible for the overall monitoring of health and safety at St Anne's C.E. (V.C.) Primary School:	Name: Mr Edward Hobson Headteacher
Our arrangements for the monitoring of health and safety are: H+S Evaluation Checklist completed in October every year. H+S self-audit in January every year. Annual report to governors.	
St Anne's C.E. (V.C.) Primary School carries out formal evaluations and audits on the management of health and safety annually.	
The last audit took place	Date: 23 rd February 2021 By: Sarah-Jane Walmsley SCC
Name of person responsible for monitoring the implementation of health and safety policies	Name: Mr E. Hobson
All staff are aware of the key performance indicators in part E and how they are monitored	
Workplace inspections - type	Mr W.Holdcroft

D. Detailed Health and Safety Arrangements

1. Accident Reporting, Recording & Investigation

<p>Our arrangements for recording and investigating: (see policy on reporting)</p> <ul style="list-style-type: none"> • All accidents should be recorded in accident books which are kept in each classroom and outside the main school office. • Incidents of accidents are communicated to parents via text and / or email • Parents telephone phoned, where it is thought appropriate • Adult accident book kept in office • Completed forms to be filed in office. • HT signs and reports to LA. • Investigation carried out by Leadership Team • For staff, visitor accidents or severe pupil accidents these are reported on My Health and Safety.
The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: Mrs Dawn Rosson
Our arrangements for reporting to the Governing Body or Board are: annual reports provided to Governing Body.

Our arrangements for reviewing accidents and identifying trends are: reviewed once a year by SLT

2. Asbestos

Name of Premises Manager responsible for Managing Asbestos.	Name: Mr. Hobson Headteacher
Location of the Asbestos Management Log or Record System.	•Asbestos manual kept inside main school office.
Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are: All contractors to have access prior to starting work. All contractors must refer to use of asbestos register and intrusive work RA before any work	
Our arrangements to ensure all school staff such as class teachers or caretakers have information about asbestos risk on the premises: Policy shared with all staff. Regular H+S items on meeting's agenda.	
Staff must report damage to asbestos materials to:	Mr Holdcroft Site Supervisor
Staff must not drill or affix anything to walls without first obtaining approval from the premises manager, Mr W. Holdcroft Site Supervisor	

3. Communication

Name of SLT member who is responsible for communicating with staff on health and safety matters:	Mr Edward Hobson Headteacher
Our arrangements for communicating about health and safety matters with all staff are: H+S items are an agenda item on all meetings.	
Staff can make suggestions for health and safety improvements by: Raising suggestions at meetings or morning briefings	

4. Construction Work *See also Contractor Management

Name of person coordinating any construction work / acting as Client for any construction project.	Mr Jason Kingston Entrust
Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are: <ul style="list-style-type: none"> • Refer to policies for-Contractors, Tendering and Risk Management • All contractor complete risk assessments with the HT / SBM All contractors must refer to use of asbestos register and intrusive work RA before any work 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: All contractor complete risk	

assessments with the HT / SBM
Our arrangements for the induction of contractors are: Formal meeting before project with Mr Will Holdcroft
Staff should report concerns about contractors to: Mr Edward Hobson Headteacher

5. Consultation

Name of SLT member who is responsible for consulting with staff on health and safety matters:	Name: Mr Edward Hobson Headteacher
Our arrangements for consulting with staff on health and safety matters are: Staff are encouraged to raise issues and report to the Head. Specific issues can be raised at staff meetings.	
Staff can raise issues of concern by: Raising these at meetings under the H+S agenda item.	

6. Contractor Management

Name of person responsible for managing and monitoring contractor activity	Name: Mrs Dawn Rosson SBM
Our arrangements for selecting competent contractors are: We use the Staffordshire County Council approved list.	
Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: Formal meeting held before commencement of works All contractors must refer to use of asbestos register and intrusive work RA before any work	
Our arrangements for the induction of contractors are: Induction carried out at pre-works meeting.	
Staff should report concerns about contractors to: Mr Edward Hobson (Headteacher)	

7. Curriculum Areas - health and safety

Name of person who has overall responsibility for the curriculum areas as follows: Science D&T PE	Mr Anthony Jones Miss Grace Murray Mr Anthony Jones
Staff should refer to the following documents: Health and Safety of pupils on Ed.visits Safety in PE-Staffordshire guidelines Acceptable Use Agreement (computing)	
Risk assessments for these curriculum areas are the responsibility of:	Mr Edward Hobson (Headteacher)

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 staff using this type of equipment continuously and regularly for over an hour.
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Our arrangements for carrying out DSE assessments are: This is included on our H+S training matrix and updated every year. This is an on-line assessment that DSE users have to carry out. Staff carry out a VDU assessment form annually.	
Name of person who has responsibility for carrying out Display Screen Equipment Assessments	Name Mr Edward Hobson Headteacher
DSE assessments are recorded and any control measures required to reduce risk are managed by	Name Mr Edward Hobson (Headteacher)

9. Early Years Foundation Stage (EYFS)

Name of person who has overall responsibility for EYFS	Name Miss Aimee Rosson
Our arrangements for the safe management of EYFS are: Early Years carry our daily checks in their area and risk assessments are in place for all activities. Staff are encouraged to raise H+S issues with Early Years lead.	

10. Educational visits / Off-Site Activities

Name of person who has overall responsibility for Educational Visits	Name Mr Edward Hobson (Headteacher)
The Educational Visits Coordinator is	Name Miss Aimee Rosson
Our arrangements for the safe management of educational visits: Please refer to the school's Visits Policy. All visits are registered on the county EVOLVE system and all risk assessments checked by Miss Aimee Rosson (Visits Co-ordinator) and Mr Edward Hobson (Headteacher)	

11. Electrical Equipment [fixed & portable]

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	Name Mrs Dawn Rosson SBM
Fixed electrical wiring test records are located:	Filing cabinet Boiler House
All staff visually inspect electrical equipment before use.	
Our arrangements for bringing personal electrical items onto the school site are: These must be PAT tested before use.	
Name of person responsible for arranging the testing of portable electrical equipment (PAT):	Name Mrs Dawn Rosson SBM
Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:	Name Mr Edward Hobson Headteacher
Portable electrical equipment (PAT) testing records are located:	Available online and a printed copy is located in the General Maintenance file in the school office.
Staff must take defective electrical equipment out of use and report to:	Name Mr Will Holdcroft Site Supervisor
The portable electrical equipment on the school site owned and used by contractors is the	

responsibility of the contractor, who must provide records of this if requested:

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

Name of competent person responsible for undertaking & reviewing fire risk assessment in addition to any associated action planning	Name Mr Edward Hobson Headteacher The Fire Risk assessment is carried out annually. The Head teacher reviews fire risk assessment with the Business Resources committee. Drills take place termly witnessed by Governors on occasion. Procedures are on display throughout the school-(SEE PROCEDURES) Fire extinguishers are maintained annually by Chubb The site supervisor tests the alarm and emergency lighting and keeps a record - kept in 'Fire' file outside office.
The Fire Risk Assessment is located	In 'Fire' File outside office
The site has a fire alarm which activates a response from (a 3rd party / listening service	
Name of person responsible for arranging and recording of fire drills	Name Mr Edward Hobson Headteacher
Name of person responsible for creating and reviewing Fire Evacuation arrangements	Name Mr Edward Hobson Headteacher
Our Fire Evacuation Arrangements are published ...	These are located in all rooms. Copies can be found on the website.
Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at	Main Foyer area. Different areas are tested weekly.
Name of person responsible for training staff in fire procedures	Name Mr Edward Hobson Headteacher
All staff must be aware of the Fire Procedures in school	
Invacuation: The school has a Lockdown procedure in place that is tested annually. As the Civil Contingencies Unit/counter terrorism police own this guidance rather than the H&S team, it is not appropriate to include it in H&S policy.	

13. First Aid *see also Medication

Name of person responsible for carrying out the First Aid Assessment	Name Mr Anthony Jones (First Aid Lead)
First Aiders are listed	Main Reception area and classrooms
Name of person responsible for arranging and monitoring First Aid Training	Name Mr Edward Hobson Headteacher
Location of First Aid Box	Each classroom has its own First Aid box. There is also one in the lockers for KS1 playground and in the reception area for KS2.
Name of person responsible for checking & restocking first aid boxes	Mrs Tracey Brown
In an emergency staff are aware of how to summon an ambulance	

Our arrangements for dealing with an injured person who has to go to hospital are (who is contacted/ who accompanies staff or children to hospital):	
pupils	Parents / Carers or emergency contact numbers contacted immediately. At least one adult will always accompany the pupil to hospital.
staff	Emergency contacts contacted immediately and the member of staff accompanied to hospital.
visitors	School is reliant on visitors providing emergency contacts. A member of staff will accompany them to hospital.
Our arrangements for recording the use of First Aid are accident books are kept updated to record all use of First Aid. This is then sent home to parents / carers. Where a child has received a head blow a text is also sent home. If a staff member receives any injury or a child requires hospital visit this is recorded on My Health and Safety by Mrs Dawn Rosson.	

14. Forest School

Name of person in school who leads on Forest School activity	Mrs Janet Bailey
<p>FS is held on the school premises, within the nature area, and is attended by learners from the school.</p> <p>The FS leader is responsible for the safe running of FS and has the primary duty of care for the learners however, all support staff are required to take all reasonable steps to ensure learners are safe. Before a session commences all support staff involved in, the sessions have access to activity plans and risk assessments associated with the activities. The FS leader is responsible for all planning and assessment. The FS leader is responsible for keeping an up to date register including any medical needs and contact details.</p> <p>Site Risk Assessment</p> <p>Before a site is used, a FS Leader will carry out a risk assessment. The site risk assessment will be approved by Mr. Edward Hobson and updated as and when there are any permanent or seasonal changes to the site that are not recorded on the daily site assessment below.</p> <p>Daily site risk assessment</p> <p>A daily site risk assessment will be carried out before use to ensure that there are no changes that could cause harm. Extra caution will be taken following high winds and other bad weather. The FS leader will make the decision whether Personal Protective Equipment (PPE) should be worn when carrying out checks. Following the daily site risk assessment the FS leader will carry out anything that is needed to make the site safe (e.g. remove any hazards, mark off any unsafe areas), at the same time, they will consider specific circumstances that make it appropriate to cancel a FS session.</p> <p>Activity risk assessment</p> <p>When planning sessions for FS, any hazards associated with an activity that are at risk of</p>	

causing harm, should be considered. These will be recorded on an activity risk assessment with suitable measures taken to control and minimize the risk. Due to the nature of FS, the learners may come up with a new activity during a session and therefore reasonable steps will be taken to ensure that it is safe. An activity risk assessment form will be completed following the session and prior to the next session.

15. Glass & Glazing

All glass in doors and side panels are constructed of safety glass	
All replacement glass is of safety standard	
A glass and glazing assessment took place in 2011 and the record can be found	Boiler House 2011

16. Hazardous Substances (COSHH)

Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)	Mr Will Holdcroft Site Supervisor
Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are: Risk Assessment carried out by Mr Will Holdcroft. All COSHH items to be stored out of height from children and / or behind a locked cupboard / door. The school/ uses CLEAPPS as a resource and all staff must be aware of how to access this information.	

17. Health and Safety Law Poster

The Health and Safety at Work poster is located:	Staff room
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18. Housekeeping, cleaning & waste disposal

All staff and pupils share the responsibility for keeping the school/ site clean, tidy and free from hazards	
Our waste management arrangements are: All bins are emptied daily, and waste put into external closed containers. Broken glass is wrapped in paper and disposed of.	
Our site housekeeping arrangements are: The site technician grits paths and removes snow before pupils arrive. Paths are checked by Site Technician for access.	
Site cleaning is provided by: Glenn Group External cleaning company	Glenn Group Beth Davies BethanyDavies@glengroupltd.com
Cleaning staff have received appropriate information, instruction and training about the following and are competent:	
work equipment	
hazardous substances	
Waste skips and bins are located away from the school 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:	Mr Edward Hobson Headteacher
Our infection control arrangements (including communicable diseases/hand hygiene standards) are: All wash areas have hand washing facilities and children are encouraged to wash hands before all meals and when going to the toilet. A 'deep' clean takes place twice a year and following an outbreak of infection advice can be sought from the Health and Safety service that the school signs up to as an SLA.	

20. Lettings

Name of Premises Manager or member of Leadership team responsible for Lettings	Name Mrs Dawn Rosson SBM
Our arrangements for managing Lettings of the school / rooms or external premises are: An application form is completed and insurance indemnity details are given.	
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 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 are strongly encouraged not to work alone in school. Staff working alone in school should ensure that all doors are locked and that no-one is allowed entry to the school that is not known to them. The risks of working alone must be judged. The member of staff should inform a relative or friend of their attendance at school. Alarms must be activated on leaving the building.

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

Ladders and steps, fume cupboards, other extraction systems, PE equipment, lifts & lifting equipment, pressure cookers, autoclaves, fire alarm and smoke detection, emergency lighting, fire extinguishers. This section must include the arrangements for school kitchens.	
Name of person responsible for the selection, maintenance / inspection and testing of equipment	Name Mr Edward Hobson Headteacher
Records of maintenance and inspection of equipment are retained and are located:	Location School office
Staff report any broken or defective equipment to:	Name Mr Edward Hobson Headteacher
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:	

It is the responsibility of all staff to visually inspect all equipment prior to use. In the event of any defect being found, the equipment must be withdrawn and faults reported. P.E. equipment is also inspected through an annual contract. Electrical testing of equipment is carried out annually. The site supervisor tests the emergency lighting and fire alarms on a regular basis. Fire extinguishers are tested on an annual basis through a contract with Chubb. Records are kept of all these procedures

23. Manual Handling

Name of competent person responsible for carrying out manual handling risk assessments	Name Mr Edward Hobson Headteacher
Our arrangements for managing manual handling activities are: Staff are discouraged from lifting heavy objects and should always seek advice and assistance when having to move large objects. Training in manual handling is available from Cleaning Services for site supervisor and LTS. Refer to County document-Manual Handling Guidelines 2002.	
Staff must be aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided.	
Staff who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task.	
Staff are trained appropriately to carry out manual handling activities.	
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).	

24. Medication

Name of person responsible for the management of and administration of medication to pupils in school/	Name Mrs Dawn Rosson SBM
Our arrangements for the administration of medicines to pupils are: In the event of school administering medication, it must be labelled, clearly outlined as to dose, kept in fridge. Parents sign a form to give permission. Staff sign that medicine has been given. See also Supporting Pupils with medical conditions Policy	
The names members of staff who are authorised to give / support pupils with medication are:	Mrs Dawn Rosson, Mrs Tracey Brown, Mr Anthony Jones
Medication is stored:	In the Office locked cupboard or the kitchen fridge.
A record of the administration of medication is located:	In the School Office.
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. N/A	
Staff are trained to administer complex medication by the school nursing service when required.	
Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are: Spare inhalers are kept in school and a record is kept of when they are used. Parents / carers are informed upon usage. See also Supporting Pupils with medical conditions Policy	
Staff who are taking medication must keep this personal medication in a secure area in a staff only location.	

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

25. 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.	
Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for school/ staff.	Name Mr Edward Hobson Headteacher
Name of person responsible for the checking and maintenance of personal protective equipment provided for staff	Name Mr Edward Hobson Headteacher
PPE provided for use in curriculum lessons is not "personal" as it is provided by pupils in classroom situations.	
Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for pupils.	Name Mr Edward Hobson Headteacher
All PPE provided for use in a classroom environment is kept clean, free from defects and replaced as necessary.	
Name(s) of person responsible for cleaning and checking pupil PPE.	Name Mr Edward Hobson Headteacher

26. Radiation

Name of the school/ Radiation Protection Supervisor (RPS)	Name Mr Edward Hobson Headteacher
Name of the Radiation Protection Adviser (RPA)	Name Mr Edward Hobson Headteacher

27. Reporting Hazards or Defects

All staff and pupils must report any hazards; defects or dangerous situations they see at school/.
Our arrangements for the reporting of hazards and defects: All defects should be reported to the head or deputy. Minor repairs are reported to the site supervisor either through the head or by leaving a note on the site supervisor's book located in the main office. Remedial works will then be carried out either by the site supervisor or via an approved contractor brought in by the Head. Health and safety is an agenda item at all meetings.

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 staff, pupils and other who may be exposed to the risk.
Risk assessments are in place for the following areas: Premises and grounds Curriculum / classrooms Hazardous activities or events Lettings or contract work which may affect staff or pupils in the school/

Fire Risk Assessment Hazardous Substances Work Equipment Manual handling activities Risks related to individuals e.g. health issues	
Name of person who has overall responsibility for the school/ risk assessment process and any associated action planning	Name Mr Edward Hobson Headteacher
Our arrangements for carrying out, recording, communicating and reviewing risk assessments are: It is the responsibility of the lead member of staff to identify risk for different activities. A formal risk assessment is completed and shared with SLT and all adults who are taking part in the activity. This is then placed on the Staff shared area for monitoring by SLT.	
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/.

30. Shared use of premises/shared workplace

Name of Premises Manager or member of Leadership team responsible for Premises Management	Name Mr Edward Hobson Headteacher
The school/ premises are shared with another organisation (e.g. Contract caterer/public leisure centre).	Name Contract Caterer Edwards and Ward. Contract Cleaners Glenn group Contract IT suppliers Staffs Tech
Our arrangements for managing health and safety in a shared workplace are: Risk assessments and Health and Safety are required from contractors before shared use commences.	

31. Stress and Staff Wellbeing

Name of person who has overall responsibility for the health and wellbeing of school/ staff	Name Mr Edward Hobson Headteacher
All staff have responsibility to take care of their own health and wellbeing and the school/ supports staff to do this by implementing the following arrangements: The school seeks to promote the wellbeing of the staff and pupils and regards this aspect very highly. Open channels exist for staff to talk. Pupils can readily approach staff and pupil voice representatives. Circle time is used to promote discussion of issues. The LA has councillors available as do the teaching unions, and staff are aware of the 'Think Well' counselling service. Staff have the opportunity to complete the stress survey.	
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 3 rd September 2018

32. Swimming Pool Operating Procedures (Not applicable)

33. Training and Development

Name of person who has overall responsibility for the training and development of staff.	Name Mr Edward Hobson Headteacher
All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.	
Our arrangements for carrying out suitable and sufficient health and safety training for all staff are: Health and Safety training matrix identifies areas and what staff need to be trained in different areas. New staff are presented with a copy of the Health and Safety Policy. Training is provided where appropriate. Cleaning staff and caretaker/site supervisor can access training through the county. Other training and development will be made available when needed.	
The school has a health and safety training matrix to help in the planning of essential and development training for staff.	
Training records are retained and are located by the headteacher in Headteacher's office.	
Training and competency as a result of training is monitored and measured by:	Name Mr Edward Hobson Headteacher

34. Vehicles owned or operated by the school/ (Not applicable)

35. Vehicle movement on site

Name of Premises Manager responsible for the management of vehicles on site	Name Mr Edward Hobson Headteacher
Our arrangements for the safe access and movement of vehicles on site are (include restriction on vehicle movement at certain times, speed limits, segregation vehicles from pedestrian areas, restrictions on reversing vehicles, special arrangements for deliveries etc): Restrictions exist for vehicles moving on and off site. Staff should not arrive after 8:40. Vehicles are discouraged from entering or leaving the premises during these times: 8:45 -9:10, and 3:00-3:30. Contractors should consult the policy and discuss arrangements with the head. Parents seeking special arrangements should discuss with the Head. Large vehicles reversing should sound an alarm. Deliveries should avoid the times identified. The school regularly reminds parents over parking responsibly and closely involves the Community Police Officers.	

36. Violence and Aggression and School/ Security

The school provides a place of work which is designed and managed to minimise the risk of violence and aggression to staff, pupils and visitors.
A risk assessment is carried out where staff are at increased risk of injury due to their

work.	
Training, information and instruction is available to staff to help them manage the risk of violence and aggression where required.	
Staff and pupils must report all incidents of verbal & physical violence to:	Name Mr Edward Hobson Headteacher
Incidents of verbal & physical violence are investigated by:	Name Mr Edward Hobson Headteacher
Name of person who has responsibility for site security:	Name Mr Edward Hobson Headteacher
Our arrangements for site security are: The school has recently improved security and has appointed a senior member of staff to take responsibility. Mr. Snape reports to the Governing Body annually following consultation with the Head. To maintain site security doors should be kept closed. Visitor access is monitored and all visitors are asked to sign the visitor's book on entry and exit. Any incidents of physical or verbal abuse should be reported to the Head teacher. Staff are referred to the DFES booklet Dealing with Troublemakers published in 1997. This is located in the Heads' office.	

37. Water System Safety

Name of Premises Manager responsible for managing water system safety.	Name Mr Will Holdcroft Site Technician
Name of contractors who have undertaken a risk assessment of the water system	Name IWS
Name of contractors who carry out regular testing of the water system:	Name IWS
Location of the water system safety manual/testing log	Boiler House
Our arrangements to ensure contractors have information about water systems are: These are shared in pre-visit meetings.	
Our arrangements to ensure all school/ staff carrying out checks or testing or maintenance have information about the water system: Site Supervisor has recently undertaken training regarding Water System Safety. Regular checks are carried out by Mr Will Holdcroft	

38. Working at Height

Name(s) of person responsible managing the risk of work at height on the premises:	Name Mr Edward Hobson Headteacher
Work at height is avoided where possible.	
Our arrangements for managing work at height are: Care should always be taken when using ladders and appropriate support and protection taken. Children should never use ladder. Contractors usually bring their own ladders. Proof that they are authorised to work at height will be sought from the contractor.	
Appropriate equipment is provided for work at height where required.	
Staff who carry out work at height are trained to use the equipment provided	
Work at height equipment is regularly inspected, maintained and records are kept Boiler House	

39. Work Experience

Name of person who has overall responsibility for managing work experience and work placements for school/ pupils.	Name Miss Alexa Turner DHT
Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are: Everyone must apply in writing to the headteacher.	
The name of the person responsible for the health and safety of people on work experience in the school/ premises:	Name Mr Edward Hobson Headteacher
Our arrangements for managing the health and safety of work experience students in the school/ are: All work experience pupils should familiarise themselves with the Health and Safety Policy and related documents.	

40. Volunteers

Name of person who has overall responsibility for managing/coordinating volunteers working within the school/:	Name Mrs Dawn Rosson SBM
Volunteers are considered as a member of staff and all health and safety arrangements including induction and training must apply.	

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.

Part No	Section No	Item No	What action is required? If action required is outside sphere of responsibility also detail interim controls to reduce the risk identified.	Action to be Taken By		Unable to take action as beyond sphere of responsibility (Please tick as appropriate)	Target date	Outcomes
				Person Responsible	Job Title			
B12 C11	a a	12345	COSHH risk assessment training and list of COSHH substances assessments reviewed and completed	WH EH DR	Site Supervisor		July 2025	
A5	c	1	Updated emergency preparedness training to be completed by key members of staff from gov.uk	WH EH DR TB	Site Supervisor, Premises Manager, Office Staff		July 2025	
B6	b	3	Updated Hazard Exchange and Intrusive Works form to be completed from SLN when needed	WH EH DR	Site Supervisor		Immediately	
B6	a	12	Asbestos Management Plan to be completed Updated training to be attended by Site Supervisor and HT All staff to receive level of training	WH EH DR	Site Supervisor		Feb 2025	

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.