

‘Committed to improving the life chances of all children, wherever they may be’



**Health, Safety and Wellbeing Policy**

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| **Approved by:** | Board of Trustees | **Date:**  |
| **Last reviewed on:** | 24th October 2024 |
| **Reviewed:**  | 2nd September 2025 |
| **Next review due by:** | 23rd October 2025 |

This policy has four parts

1. The Health and Safety Policy Statement
2. Management Arrangements
3. The detailed arrangements & procedures for Health, Safety and Wellbeing within Etruscan Primary School.
4. The Key Performance Indicators

**Part A: Orchard Community Trust Health Safety and Wellbeing Policy Statement**

Orchard Community Trust as a Multi Academy Trust recognises that the management of Health and Safety is regarded as being of the utmost importance for all pupils, employees and visitors to any of the Trust school sites and therefore accepts responsibility to set standards at least as high as the Health and Safety at Work Act 1974 and supporting regulations.

The Trust’s commitments are:

* To prevent injury and ill health associated with Trust activities
* To provide a healthy and safe working environment
* To promote a positive health and safety culture throughout the Trust
* To satisfy applicable legal and other requirements
* To engage employees in developing and implementing a joint approach to the management of health, safety and welfare

Through an approach of continuous improvement, the Trust will:

* Provide and maintain plant equipment and systems of work that are safe and without risks to health
* Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances
* Provide such information, instruction, training and supervision as necessary to ensure the health and safety at work of employees, pupils and visitors
* Maintain any place of work under the Trusts control in a condition that is safe and without risks to health and to provide and maintain means of access and exit that are safe
* Provide and maintain a working environment for employees and pupils that is safe and without risks to health and is adequate as regards facilities and arrangements for their welfare
* Provide such protective equipment as is necessary for the health and safety at work of employees and pupils
* Encourage staff to set high standards of health and safety by personal example

**The Trust has appointed Entrust Health and Safety as their competent person** in accordance with the Regulation 7 of the Management of Health and Safety at Work Regulations 1999. Contractors are responsible for their own health and safety protocols.

**Legislation**

This policy is based on advice from the Department of Education on Health and Safety in Schools and all applicable legislation.

**Part B: Management Arrangements**

**Who is the Policymakers, Planners, Implementers, Assisters and Employees in schools?**

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|   | **Policymakers** | **Planners** | **Implementers** | **Responsible for own Health and Safety** |
| **Trustees** | A&R Committee and FTB | Health and Safety Operational Committee |  |  |
| **School Governors** |  | Health and Safety Operational Committee |   |  |
| **Headteacher** |  | Health and Safety Operational Committee | Local Governing Board Health and Safety Committee inc. Headteacher |  |
| **Employees** |   | Health and Safety Operational Committee | Local Governing Board Health and Safety Committee inc. Headteacher |  |
| **Site Health and Safety Lead** |   | Health and Safety Operational Committee | Local Governing Board Health and Safety Committee inc. Headteacher |  |
| **All Employees** **(Safety is everyone’s responsibility)** |   |   | Local Governing Board Health and Safety Committee inc. Headteacher |  |

The following procedures and arrangements have been established within Etruscan 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**

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| *Etruscan Primary School obtains competent health and safety advice from*  | Health, Safety and Wellbeing ServiceStaffordshire County Council2 Staffordshire PlaceTipping Street, Stafford, ST16 2DH |
| *Advisor contact details are* | Duty Officer - 01785 355777Sarah-Jane Walmsley (H&S Advisor) Mobile: 07837 832584 e-mail: sarah-jane.walmsley@staffordshire.gov.uk |
| ***In an emergency we contact : Duty helpdesk 01785 355777*** |

**Monitoring Health and Safety**

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| Name of person(s) responsible for the overall monitoring of health and safety in school: | Christopher Crook- Headteacher Supported by Site lead for Health and Safety and Health and Safety Lead from Orchard Community Trust Central Team |
| Our arrangements for the monitoring of health and safety are as follows:* Health and Safety and Premises information is reported to the Governors termly.
* Accidents are reported and reviewed to ensure all staff and pupils remain safe in school.
* All works undertaken by external contractors are reported to Kim Bennett, Premises Manager for the Local Authority by completing Permission to Access forms and risk assessments.
* Premises checklists are completed by site staff weekly/monthly and discussed with the School Operations Manager.
* A Health, Safety and Wellbeing Self Audit is completed annually by the school and shared with the Health and Safety Advisor.
* A Health, Safety and Wellbeing Audit is completed by the Health and Safety Advisor and the frequency is determined by the maturity level achieved.
* An annual Health and Safety Evaluation Checklist is completed to allow managers to carry out a thorough and systematic evaluation of its activities and standards.
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| Etruscan Primary School organises formal evaluations and audits on the management of health and safety |
| The last audit took place  | Date: 7th March 2024By:Sarah-Jane Walmsley |
| Next audit due | Date: 7th March 2026By: Sarah-Jane Walmsley |
| Name of person responsible for monitoring the implementation of health and safety policies | Rachelle ButlerSchool Operations Manager |
| Work place inspections | Daniel Miller- Site Supervisor |

**Part C: Detailed Health and Safety Arrangements**

1. **Accident Reporting, Recording & Investigation**

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| Our arrangements for recording and investigating:  |
| * Pupil accidents: Details of all pupil accidents where first aid has been administered should be entered onto Medical Tracker and completed on the trust accident form which can be found in the staffroom on teams. All head injuries must also be recorded, and parents must be notified by telephone. If the person administering the first aid feels that the pupil needs to seek medical attention, a member of SLT must be informed and the parents contacted. This would then need to be recorded on My Health and Safety via the School Operations Manager.
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| * Staff accidents: All staff accidents must be reported to the Headteacher and recorded on an accident form and Medical Tracker. All staff accidents must be recorded on My Health and Safety via the School Operations Manager.
 |
| * Visitor accidents: All visitor accidents must be reported to the Headteacher and recorded on an accident form and Medical Tracker. All visitor accidents must be recorded on My Health and Safety via the School Operations Manager.
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| Our arrangements for reporting to the Governing Board are: * Reportable accidents are reported to the Governors on a termly basis.
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| Our arrangements for reviewing accidents and identifying trends are: * A termly SLT meeting. Where reportable accidents are reviewed.
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1. **Asbestos- Etruscan Primary School does not have any asbestos present in the school. The school was built in 2003, and a full certificate is available in the Health and Safety file which can be found in the Operations Managers office.**
2. **Communication**

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| Name of SLT member who is responsible for communicating with staff on health and safety matters: | Rachelle Butler- School Operations Manager |
| Our arrangements for communicating about health and safety matters with all staff are: * The Health and Safety Policy will be shared with staff annually.
* Health and safety is an agenda item on every SLT meeting
* Health and safety is an agenda item on every staff meeting
* Health and safety is an agenda item on every Governor meeting
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| Staff can make suggestions for health and safety improvements by: * Via email to School Operations Manager
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1. **Construction Work \*See also Contractor Management**

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| Name of person coordinating any construction work/ acting as Client for any construction project.  | Name: Chris Crook Executive Headteacher Karla Thorley Head of SchoolRachelle Butler School Operations Manager |
| Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are:* All work undertaken through the PFI agreement will be managed by Equans and the LA Premises Manager who will ensure that all relevant paperwork is completed before work commences. The contractor is responsible for their own health and safety standards and for ensuring that work practices do not put others at risk.
* If the school appoint contractors for works outside the PFI, a Permission to Access form, Method Statement and risk assessments should be completed and collated and sent to the Premises Officer at the LA before work commences.
* Documented pre-start meetings should take place for all work to be undertaken at school.
* Work will be monitored throughout by the Senior Leadership Team and any concerns will be raised with contractors on site or with the Project Manager. On completion, the Senior Leadership Team will review work before signing off as complete.
* Duty holders will be identified and named as part of any Construction project.
* In the event of an accident taking place on it should be investigated at school level and amendments to the Risk Assessment as required.
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| Our arrangements for the exchange of health and safety information/risk assessments/safe working arrangements/monitoring are: * All health and safety information/risk assessments/safe working arrangements are collated and discussed during the pre-start meeting.
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| Our arrangements for the induction of contractors are: * Contractors will be given information on fire safety and health and safety according to individual policies.
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| Staff should report concerns about contractors to: * Chris Cook Headteacher Karla Thorley Head of School Rachelle Butler School Operations Manager or any member of the Senior Leadership Team via e-mail
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| We will review any construction activities on the site by: * Daily check with contractors.
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1. **Consultation**

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| Name of SLT member who is responsible for consulting with staff on health and safety matters: | Rachelle Butler School Operations Manager. |
| Contact details for represented Trade Unions with regards to Health and Safety  | Trade Union Contact detailsNASUWT 01214536150NEU 0121 647 4397NAHT 08003030333Unison 0300 123 1891 |
| Our arrangements for consulting with staff on health and safety matters are: * Staff are able to raise issues of concern by emailing the School Operations Manager
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1. **Contractor Management**

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| Name of person responsible for managing and monitoring contractor activity | Rachelle Butler School Operations Manager |
| Our arrangements for selecting competent contractors are: * When contractors are being appointed by the school, recommended and competent contractors will be sourced from the Premises Manager at the LA or from recommendation from other schools where work has been completed to the required standard.
* A tendering process is implemented and, where appropriate, Trust involvement/consultation is sought.
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| Our arrangements for the exchange of health and safety information/risk assessments/safe working arrangements/monitoring are: * Outlined in point 4
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| Our arrangements for the induction of contractors are: * Outlined in point 4
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| Staff should report concerns about contractors to: * Outlined in point 4
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1. **Curriculum Areas – health and safety**

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| Name of subject leader who has overall responsibility for the curriculum areas as follows:Science- Hayley GoodwinD&T- Aminah SajidPE- Marc HawkesArt- Laura Jones | The Senior Leadership Team and subject leaders are responsible for their curriculum areas. They will create generic risk assessments for subject areas and save them on Teams. Class teachers will then need to amend as necessary. |
| Risk assessments for these curriculum areas are the responsibility of: | Subject leaders will create generic risk assessments for subject areas and save them on Teams. Class teachers will then need to amend as necessary. |

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

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| 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.  |
| Our arrangements for carrying out DSE assessments are:* All users are required to complete a DSE for their workstation and/or laptop use.
* The School Operations Manager will review the assessments and address any concerns.
 |
| Name of person who has responsibility for carrying out Display Screen Equipment Assessments  | Rachelle Butler School Operations Manager |
| DSE assessments are recorded and any control measures required to reduce risk are managed by  | Rachelle Butler School Operations Manager |

1. **Early Years Foundation Stage (EYFS)**

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| Name of person who has overall responsibility for EYFS | Tracy Durose |
| Our arrangements for the safe management of EYFS are: * The EYFS Lead ensures that they follow the EYFS statutory framework which sets the standards that school must meet to ensure that children learn and develop well, are kept healthy and safe and have knowledge and skills they need to start school. In addition to this the EYFS Lead ensures that the appropriate risk assessments are in place, monitored and reviewed regularly.
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1. **Educational visits / Off-Site Activities**

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| Name of person who has overall responsibility for Educational Visits  | Chris Crook Executive Headteacher Karla Thorley Head of School |
| The Educational Visits Coordinator is | Rachelle Butler School Operations Manager |
| Our arrangements for the safe management of educational visits: * The school uses the eVisit system to manage risk assessments for all trips.
* We have one trained EVC.
* School have sought advice from the LA and only use approved transport companies for trips.
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1. **Electrical Equipment** [fixed & portable]

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| Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required: | Equans (PFI Contractor), under the terms of the PFI contract. |
| Fixed electrical wiring test records are located:  | EPS Health and Safety, Premises channel Teams file |
| All staff visually inspect electrical equipment before use. |
| The use of socket covers are prohibited. |
| Our arrangements for bringing personal electrical items onto the school site are: * Staff are not permitted to bring their own electrical equipment into school.
* All electrical equipment in school should be PAT tested annually.
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| Name of person responsible for arranging the testing of portable electrical equipment (PAT): | Equans (PFI Contractor) under the terms of the PFI contract |
| Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing: | Equans (PFI Contractor) under the terms of the PFI contract. |
| Portable electrical equipment (PAT) testing records are located: | Equans undertake annual PAT testing and label all electrical items that have been tested. The records are held with Equans. |
| Staff must take defective electrical equipment out of use and report to: | Rachelle Butler School Operations Manager. |
| 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. |

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

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| Name of competent person responsible for undertaking & reviewing fire risk assessment in addition to any associated action planning | Dean Willetts (H&S Advisor)- CMIOSH IFSM TFRAR Tier 2 Fire Risk AssessorAndy Brookes Trust Estates Manager Orchard Community Trust |
| The Fire Risk Assessment is located …… | EPS Health and Safety- Fire Channel on Teams |
| The site has a fire alarm which activates a response from a monitoring service |  |
| Name of person responsible for arranging and recording of fire drills | Chris Crook Executive Headteacher, Karla Thorley Head of School and Rachelle Butler School Operations Manager |
| Name of person responsible for creating and reviewing Fire Evacuation arrangements | Chris Crook Executive Headteacher, Karla Thorley Head of School and Rachelle Butler School Operations Manager |
| Our Fire Evacuation Arrangements are published … | Teams- Staffroom- Fire Channel |
| Our Fire Marshals are listed  | All Staff have completed the Fire Marshall training. |
| Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Logbook located at | Front Reception Area of the school in a locked cupboard. |
| Name of person responsible for training staff in fire procedures | Rachelle Butler School Operations Manager |
| All staff must be aware of the Fire Procedures in school  |

1. **First Aid \*see also Medication**

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| Name of person responsible for carrying out the First Aid Assessment  | NameChris Crook Karla ThorleyRachelle Butler |
| *The First Aid Assessment is located*  | *Location**Health and Safety Channel*  |
| First Aiders are listed  | All Staff in school are first aid trained and EYFS Staff are paediatric first aid trained. |
| Name of person responsible for arranging and monitoring First Aid Training  | Rachelle Butler School Operations Manager |
| Location of First Aid Box | First Aid stock is kept in a filing cabinet in the storeroom. There are first aid boxes in all classrooms, the main office and the School Operations Managers office. Lunchtime Supervisors have ‘first aid bumbags’. |
| Name of person responsible for checking & restocking first aid boxes | All staff have a responsibility to check and restock their own classroom first aid boxes. Stephanie Emery School Admissions Officer is responsible for stock checking and re-ordering items in the filing cabinet in the store room. All staff should inform the School Operations Manager and office staff if they notice the stock is running low. |
|  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 are contacted and asked to come to school as a matter of urgency and are accompanied by a member of staff where necessary. |
| Staff | Next of kin to be contacted and a member of staff to accompany if necessary |
| Visitors | Contact next of kin and place of work. Staff member to accompany if necessary. |
| Our arrangements for recording the use of First Aid are: All incidents are recorded on medical tracker. If hospital is required the incident is also recorded on my health and safety. |

1. **Forest School- is not currently in operation at Etruscan Primary School.**
2. **Glass & Glazing**

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| All glass in doors and side panels are constructed of safety glass  |
| All replacement glass is of safety standard – Identified by British/European safety marking etching in the corner of the panel. |

1. **Hazardous Substances (COSHH)**

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| Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)  | Churchills are responsible for the necessary COSHH assessments for the cleaning materials. Rachelle Butler School Operations Manager is responsible for managing COSHH assessments used by the school. |
| Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are:All substances should be agreed before being used in school and stored in an appropriate place depending on the substance. Items should not be left within reach of children and locked in a store cupboard when not in use. Staff working with hazardous substances should complete the annual online COSHH training module.  |

1. **Health and Safety Law Poster**

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| The Health and Safety at Work poster is located: | In the staffroom |

1. **Housekeeping, cleaning & waste disposal**

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| All staff and pupils share the responsibility for keeping the school/academy site clean, tidy and free from hazards  |
| Our waste management arrangements are: Contracted to Stoke-on-Trent City Council and Browns. |
| Site cleaning is provided by: Chruchill   | Name and contact details ChurchillFirst Floor, Cedar House, Parkland Square, 750a Capability Green, Luton, LU1 3LU |
| Cleaning staff have received appropriate information, instruction and training about the following and are competent. Training and monitoring is undertaken by the management team at Churchill. COSHH assessments and PAT testing is managed by Churchill. |
| Waste skips and bins are located away from the school building. (Recommended 10M away) |
| All staff and pupils must be aware of the arrangements for disposing of waste and he 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. |

1. **Infection Control**

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| Name of person responsible for managing infection control: | Rachelle Butler School Operations Manager Chris Crook Executive HeadteacherKarla Thorley Head of School |
| * Our infection control arrangements (including communicable diseases/hand hygiene standards) are:
* A risk assessment has been shared with all staff and will be reviewed and updated annually.
* The Staffordshire Health and Well Being Service provide information and advice, when necessary, which is included in the risk assessment.
* Managers will take steps to isolate pregnant staff from pupils with conditions which might impact on their pregnancy, a pregnancy risk assessment is carried out and reviewed monthly.
* Managers will also follow advise for exclusion periods for those with particular infections for both staff and pupils.
* The cleaning resources for classrooms and community areas are monitored to ensure the staff can always undertake additional cleaning when necessary.
* Deep cleans may be commissioned as necessary.
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1. **Lettings**

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| Name of Premises Manager or member of Leadership team responsible for Lettings  | Rachelle Butler School Operations Manager. |
| Our arrangements for managing Lettings of the school/rooms or external premises are: * There is a separate lettings policy that outlines the procedure for lettings in school.
 |
| 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.  |

1. **Lone Working**

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| See Lone Working Policy for information. |

1. **Maintenance / Inspection of Equipment (including selection of equipment)**

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| NOTE Types of equipment to consider in this section:Ladders and steps, fume cupboards, other extraction systems, PE equipment, D&T machines, lifts & lifting equipment, pressure cookers, autoclaves, fire alarm and smoke detection, emergency lighting, fire extinguishers.This section **must include** the arrangements for school kitchens, science laboratories or Design and Technology rooms |
| Name of person responsible for the selection, maintenance/inspection and testing of equipment | PFI ProviderPE Equipment- Mercury Sports- 01782854577 |
| Records of maintenance and inspection of equipment are retained and are located: | Site Supervisor office and School Operations Manager office. |
| Staff report any broken or defective equipment to: | Chris Crook Executive Headteacher Karla Thorley Head of SchoolRachelle Butler School Operations Manager Site Supervisor |
| 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. |

1. **Manual Handling**

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| Name of competent person responsible for carrying out manual handling risk assessments | Rachelle Butler School Operations Manager |
| Our arrangements for managing manual handling activities are: Where possible, use lifting equipment to move items. All staff must complete the Manual Handling online training module annually. Specific manual handling risk assessments will be developed for specific lifting tasks.  |
| Staff must be aware of the requirement to avoid hazardous manual handling and carry out a risk assessment for that particular task if it 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 rents/carers/support staff). These lifting operations should only be carried out by appropriately trained staff |

1. **Medication**

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| Name of person responsible for the management of and administration of medication to pupils in school. | All Staff |
| * Our arrangements for the administration of medicines to pupils are:
* Only prescribed medication that needs to be taken 4 times per day will be administered in school.
* Parents must complete a medication consent via Medical Tracker at the school office and hand in the clearly labelled medication.
* Medication should be stored appropriately in a locked fridge or cupboard, out of reach of children. Two members of staff must be present when administering the medication and it should be logged on medical tracker and as a result a notification will be sent to parents.
 |
| The named members of staff who are authorised to give/support pupils with medication are:  | All Staff, who are first aid trained. |
| Medication is stored: | A locked fridge in the front office or a locked cupboard in the Deputy Head teachers office. |
| A record of the administration of medication is located: | Medical Tracker |
| Pupils who administer and/or manage their own medication in school are authorised to do so by a parent and the Headteacher/SENCO and provided with a suitable private location to administer medication/store medication and equipment.  |
| Staff are trained to administer complex medication by the school nursing service when required.  |
| Our arrangements for administering emergency medication (e.g. Asthma inhalers/EpiPen) are: * If children are unwell care plans will be referred to when administering emergency medication, such as inhalers or epi-pens.
* Records are kept of any emergency medication administered and parents are notified.
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| Staff who are taking medication must keep this personal medication in a secure area in a staff only location. |
| Staff must advise the school/academy leaders if they are taking any medication which might impair their ability to carry out their normal work.  |

1. **Personal Protective Equipment (PPE) (links to Risk Assessment)**

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| 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. | Rachelle Butler School Operations Manager |
| Name of person responsible for the checking and maintenance of personal protective equipment provided for staff | Staff with PPE should check and maintain their own and report any issues to the School Operations Manager |
| 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. | Subject Leaders or class teachers. |
| All PPE provided is kept clean, free from defects and replaced as necessary.  |
| Name(s) of person responsible for cleaning and checking PPE. | All Staff using the PPE.  |

1. **Reporting Hazards or Defects**

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| 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:Inform the headteacher or member of the Senior Leadership Team of any hazards, defects or dangerous situations immediately. |

1. **Risk Assessments**

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| 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/academy* *Fire Risk Assessment**Hazardous Substances**Work Equipment**Manual handling activities* *Risks related to individuals e.g. health issues* |
| Name of person who has overall responsibility for the school risk assessment process and any associated action planning | Chris Crook Headteacher |
| Our arrangements for carrying out, recording, communicating and reviewing risk assessments are: 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. Staff will be informed of the risk assessments applicable to their role and are expected to follow the control measures in the risk assessments. * All staff have responsibilities to develop risk assessments for their areas.
* All staff are expected to contribute to the review of applicable risk assessments and make suggestions to improve them.
* Training will be provided when a staff member has responsibility for developing risk assessments.
* The senior leadership team will monitor compliance with these assessments.
* Teaching staff are responsible for their classroom risk assessment.
* Expectant mothers will be supported by an individual risk assessment.
* Staff with health problems will be supported by an individual risk assessment/care plan.
* Other generic risk assessments are undertaken by the Senior Leadership team. · Pupil risk assessments will be created when there is a physical or medical need.
* Temporary risk assessments will be created by the relevant Staff member. Health Care Plans or long-term risk assessments will be created by the medical team involved and shared with school staff.
* Risk assessments will be reviewed annually unless any of the following occur: Any major changes Review following an accident – post-accident risk assessment.

To include any new activity a collection of risk assessments is held on Teams in the Staffroom channel. |
| 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.  |

1. **Smoking**

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

1. **Stress and Staff Well-being**

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| Name of person who has overall responsibility for the health and wellbeing of school staff | Chris Crook Headteacher |
| All staff have responsibility to take care of their own health and wellbeing and the school/academy supports staff to do this by implementing the following arrangements:Provision of well-being advice on the Staffordshire Learning Net and Schools Advisory Service which includes social, financial and physical health advice, a virtual gym and wellbeing webinars. Self-referral to SAS counselling. Supporting Attendance policy in place provided by the Local Authority and HR support also provided by Insight. Access to Occupational Health. Individual risk assessments developed for staff where needed. |
| 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.  |

1. **Training and Development**

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| Name of person who has overall responsibility for the training and development of staff.  | Chris Crook 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:* A Health and Safety training analysis will be undertaken, and this will include any statutory training requirements. Refresher training will be provided as required.
* Training is agreed with the Headteacher and arranged by the School Operations Manager.
* Records will be kept of all Health and Safety training.
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| The school has a health and safety training matrix to help in the planning of essential and development training for staff.  |
| Training records are retained and are located on Teams. |
| Training and competency as a result of training is monitored and measured by:  | Chris Crook Headteacher |

1. **Vehicles owned or operated by the school – (Also refer to Trust Driving for Work policy)**

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| Name of person who has overall responsibility for the school vehicles  | Chris Crook Headteacher |
| The school operates: minibus/coaches/cars/other vehicles (e.g. quad bikes/ride on mowers).  | 1 Minibus |
| Name of person who manages the vehicle license requirements |  Rachelle Butler School Operations Manager. |
| Name of person who undertakes vehicle checks such as oil, water and routine roadworthiness.  | Daniel Miller Site Supervisor |
| Name of person who arranges servicing and maintenance of the academy vehicles  | Daniel Miller Site Supervisor Rachelle Butler School Operations Manager |
| Our arrangements for the safe use of school vehicles are:* The minibus is checked weekly by the Site Supervisor to ensure it is road worthy and is also checked being taken out by the designated driver.
* Drivers must report any faults found immediately so they can be rectified.
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1. **Vehicle movement on site**

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| Name of Premises Manager responsible for the management of vehicles on site  | Chris Crook 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): * Staff and visitors can enter the school via a gate on Dundee Road.
* Speed is restricted on site.
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1. **Violence and Aggression and School Security**

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| 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: | Chris Crook Headteacher |
| Incidents of verbal & physical violence are investigated by: | Senior Leadership Team |
| Name of person who has responsibility for site security:  | Daniel Miller Site Supervisor |
| Our arrangements for site security are: * The perimeter of the school is secure during the school day.
* Visitors to the school are given access once they have made their presence known to office staff. Visitors are only given access to the school when they have signed in and their identification and DBS information has been checked.
* The school operates a CCTV system on the school grounds.
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1. **Water System Safety**

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| Name of Duty holder for Water quality in School (Delegated Responsible Person details below) | Chris Crook Headteacher |
| Name of person responsible for managing water system safety | Andrew Swain, Water Quality Manager, Equans |
| Name of contractors who have undertaken a risk assessment of the water system  | Andrew Swain, Water Quality Manager, Equans |
| Name of contractors who carry out regular testing of the water system: | Andrew Swain, Water Quality Manager, Equans |
| Location of the water system safety manual/testing log | Front office |
| Information about water systems within our school is located in the water hygiene log book and is available for contractors to refer to.  |
| Our arrangements to ensure all school staff carrying out checks or testing or maintenance have information about the water system: * All information regarding the school’s water systems is held in the ‘Water’ file in the front office.
* The school has responsibility for flushing on a weekly basis and during the school holidays.
* The school should monitor the completion of any remedial actions on the water system which is identified in the risk assessment.
* Chris Crook has Legionella Awareness Training.
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1. **Working at Height**

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| Name(s) of person responsible managing the risk of work at height on the premises:  | Rachelle Butler School Operations Manager |
| Work at height is avoided where possible.  |
| Our arrangements for managing work at height are: * The school have a legal responsibility to plan and develop a risk assessment for any work at height tasks to minimise risks of falls and falling objects.
* Those working off and using ladders and undertaking any work at height should receive competency training to work safely and to be able to competently inspect their equipment.

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| Appropriate equipment is provided for work at height where required.  |
| Staff who carry out work at height are trained to use the equipment provided |

1. **Work Experience and Trainee Staff**

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| Name of person who has overall responsibility for managing work experience and work placements for school pupils. | Chris Crook Headteacher |
| Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are: * Students contact the school to express their interest in a work placement, giving details of their current setting, their needs and the dates they require.
* Mr Crook offers a work placement when the school can accommodate students. The student is then informed of the outcome.
* On arrival at the school, an induction is completed, and relevant risk assessments are shared.
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| The name of the person responsible for the health and safety of people on work experience in the school premises:  | Chris Crook Headteacher. |
| Our arrangements for managing the health and safety of work experience students in the school are:* Educational settings send a Health and Safety questionnaire to us when a work placement is agreed so that we can provide information regarding welfare arrangements, insurance etc.
* Students have an induction on their first day at school and are introduced to the class teacher who will be supervising them.
* The relevant risk assessments are shared with the student.
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1. **Volunteers**

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| Name of person who has overall responsibility for managing/coordinating volunteers working within the school: | Chris Crook Headteacher |
| Volunteers are considered as a member of staff and all health and safety arrangements including induction and training must apply |

**Part D: 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.

Suggested KPI’s

1. Ensure the Health and Safety Policy is reviewed annually
2. Complete a Health and Safety self-audit each January. (Copies on the SLN)
3. Complete a Health and Safety Premises Checklist each October.(Copies on the SLN)
4. Ensure a minimum of three fire drills are completed, recorded and evaluated each year
5. Complete an annual Risk Assessment review
6. Ensure that all required Planned Preventative maintenance checks undertaken

Progress in achieving these performance indicators will be regularly reported to the Senior Leadership Team, Local Governing Board and Trustees.