

Health, Safety and Wellbeing Management Arrangements

Core | Consider | Complex

Template

Health, Safety and Wellbeing Policy

Health, Safety and Wellbeing Service

Supporting you in managing Health, Safety & Wellbeing



1. Success Indicators

The school has a Health, Safety and Wellbeing policy which:

- Provides an overview of the school policy on health, safety, and wellbeing.
- Outlines the arrangements the school has in place for health, safety, and wellbeing.
- Assigns roles and responsibilities to key staff in the school.
- Is monitored and reviewed regularly by senior leaders.

2. Overview

All schools are required to have a Health, Safety and Wellbeing Policy in place.

The School's Health, Safety and Wellbeing Policy should be developed by the Headteacher, members of the School Leadership team in conjunction with the Governing Body/Trust/Academy Board.

3. Employer responsibilities

Where the school/sponsor/board of governors is the direct employer of school staff (such as in Academies, Trust Schools, Foundation Schools and Voluntary Aided (VA) Schools) the school must have a Health and Safety Policy in place to comply with the Health and Safety at Work Act. This can be in any format.

Where a County Council is the employer of school staff, such as in Maintained or Community Schools, Voluntary Controlled (VC) or Short Stay Schools it is recommended that schools use the Health, Safety and Wellbeing Policy template to develop their Health, Safety and Wellbeing Policy.

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

The organisation and arrangements which support the H, S and W Policy (day to day management of Health & Safety) are the responsibility of the Headteacher/Principal and the School Senior Leadership Team (supported and monitored by the Governing Body).

Note that the Management of Health and Safety at Work Regulations requires employers to appoint one or more competent people to support their management of health and safety. This may be done by appointing an external provider to provide this advice.

Occupiers Liability

Regardless of the status of the employer, all school governing bodies have health and safety responsibility as the **occupier** of the premises and therefore must take steps to ensure that the premises are managed effectively to reduce risk to those using, entering, or accessing the premises at any time for any reason.

5. Template for Health, Safety and Wellbeing Policy

The Staffordshire Health, Safety and Wellbeing Service provide a template Health, Safety and Wellbeing Policy for schools to customise and adapt for their own use. This is on the next page.

Health, Safety and Wellbeing Policy



Fradley Park Primary and Nursery School
September 2022

Implementation date: September 2022

Reviewed: September 2024

Annual Review Date: September 2025

The policy has 4 parts.

Part A - Introduction

Part B - The Health and Safety Policy Statement

Part C - Management Arrangements

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

Part E - The Key Performance Indicators.

A. Introduction

This policy statement complements (and should be read in conjunction with) the John Taylor Multi Academy Trust (JTMAT) Health, Safety and Wellbeing Policy.

[Health and Safety Policy Template 2017 \(jtmat.co.uk\)](https://www.jtmat.co.uk/Health-and-Safety-Policy-Template-2017)

It records the local organisation and arrangements for implementing the JTMAT policy.

B. Policy Statement

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


The Local 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 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 staff and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others.
- a healthy working environment is maintained including adequate welfare facilities.

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

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

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

	
<i>Chrissie Allen - Headteacher</i>	Hannah Sinnett – Chair of Governors
<i>September 2024</i>	September 2024

C. Management Arrangements – Fradley Park Primary and Nursery School

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

Competent Health and Safety Advice

The school/academy obtains competent health and safety advice from	Staffordshire County Council Health & Safety team
The contact details are	Charlotte Evans - (01785) 355777 Mobile: 07815826740 Duty Officer: (01785)355777 Email: shss@staffordshire.gov.uk Duty Officer is available 8:30–17:00 Mon–Thurs & 8:30-16:30 Fri
In an emergency we contact Charlotte Evans Duty Officer on 01785 355777 Mobile: 07815826740	

Monitoring Health and Safety

Name of person(s) responsible for the overall monitoring of health and safety in school/academy:	Mrs Chrissie Allen (Headteacher)
<p>Our arrangements for the monitoring of health and safety are (include here how performance is measured, reported upon when these are reported and how e.g., annual report to Governing Body):</p> <p>An annual report to the governing body is provided using the Staffs template.</p> <p>Close working and communication with Estates Manager for the JTMAT, Mark Harris.</p> <p>Daily and weekly monitoring is completed by the HT and Caretaker.</p> <p>Weekly and monthly checks including water flushing, emergency lighting, fire alarm take place by the Caretaker.</p> <p>Our Health, Safety and Wellbeing Governor also conducts a meeting with the Headteacher once per term.</p> <p>Link Governor H&S site walks with site staff.</p> <p>Health, Safety and Wellbeing is on the LGB agenda every half-term and reported on through the Head's Report and the Health and Safety Report during the Managing and Organising Committee.</p> <p>We buy into a service level agreement with Staffordshire to provide the appropriate health and safety checks e.g., legionella, fire alarm.</p>	
The school/academy carries out formal evaluations and audits on the management of health and safety annually.	
The last audit took place	Date: October 2024
Name of person responsible for monitoring the implementation of health and safety policies	Name: Mrs Chrissie Allen (Headteacher)

All staff are aware of the key performance indicators in part E and how they are monitored	
Workplace inspections - type	Name of person who carries these out
Fire alarm – weekly	Mr Alan Gee – Caretaker
Water Checks	HSL Compliance/ Mr Alan Gee – Caretaker
Security Alarm	Chubb (Monitor and Service)
Fire Alarm	Chubb (Monitor) and Lantern (Service)
<p>In-depth walkabout of site carried out every half-term by Headteacher, Caretaker and Office Manager or Link Governor for Health and Safety.</p> <p>Staff inspect their environment daily, through an indoor/outdoor risk assessment to check for hazards. Any urgent hazards are reported to Office Manager/Headteacher as well as to the Caretaker for action on the 'Site Task' online document on SharePoint.</p> <p>Fire exits, regular flushing, ladder checks, fire alarm, emergency lighting checks carried out by Caretaker and maintenance companies e.g. Chubb and Lantern to appropriate schedule.</p> <p>Caretaker checks fire-fighting equipment monthly.</p> <p>Risk assessments read and signed by staff annually and shared, reviewed and updated as appropriate.</p>	

D. Detailed Health and Safety Arrangements

1. Accident Reporting, Recording & Investigation

Our arrangements for recording and investigating:
Pupil accidents: All incidents requiring attention from First Aiders are recorded in the accident book. Accidents requiring referral to hospital are reported via the SCC My Health and Safety Portal. Risk assessments are annotated/amended as appropriate. All incidents are recorded and reported to Governors each half-term within the LGB (Local Governing Board) meetings.
Staff accidents: All staff accidents are reported in a Staff Accident Book (In Medical Room) and via the SCC My Health and Safety Portal. All incidents are recorded and reported to governors where appropriate.
Visitor accidents: All incidents would be recorded as per staff accidents.
The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is Mrs Chrissie Allen - Headteacher
Our arrangements for reporting to the Governing Body or Academy Board are H&S report to Governors by Headteacher each half-term.
Our arrangements for reviewing accidents and identifying trends are: Half-termly audit of records and report made to governors, noting trends and actions. Risk assessments are annotated/amended as appropriate.

2. Asbestos

Name of Premises Manager responsible for Managing Asbestos.	NOT APPLICABLE ASBESTOS free site
Location of the Asbestos Management Log or Record System.	NOT APPLICABLE ASBESTOS free site - assurance letter provided by Tomlinson.
Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are: NOT APPLICABLE	
Our arrangements to ensure all school/academy staff such as class teachers or caretakers have information about asbestos risk on the premises: NOT APPLICABLE	
Staff must report damage to asbestos materials to:	Name: NOT APPLICABLE
Staff must not drill or affix anything to walls without first obtaining approval from the premises manager.	

3. Communication

Name of SLT member who is responsible for communicating with staff on health and safety matters:	Name: Mrs Chrissie Allen (Headteacher)
Our arrangements for communicating about health and safety matters with all staff are: Relevant updates in staff meetings, Inset Days and Staff Bulletin, emails, newsletters	
Staff can make suggestions for health and safety improvements by speaking to the Headteacher or emailing them and at a MAT level by contacting the Estates Manager.	

4. Construction Work *See also Contractor Management

Name of person coordinating any construction work / acting as Client for any construction project.	Name: Mrs Chrissie Allen (Headteacher)
<p>Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are:</p> <p>Appropriate external advice sought.</p> <p>Relevant paperwork completed by contractors (i.e., Risk assessments, hazard exchange form) and reviewed.</p> <p>Regular checks by the Headteacher and Caretaker on work being completed to an acceptable standard and following health and safety expectations.</p> <p>Duty holders will be identified and named as part of any Construction project.</p>	

Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: Site meeting between Headteacher and contractor to exchange key information and agree monitoring arrangements and working conditions. Completion of hazard exchange form prior to commencement of work.
Our arrangements for the induction of contractors are: Headteacher or Caretaker goes through hazard exchange form and premises safety arrangements with contractor. Pre-work site visits where necessary to work being carried out.
Staff should report concerns about contractors to: Headteacher/Office Manager/Estates Manager for JTMAT
We will review any construction activities on the site by: Monitoring during works and final inspection before signing off.

5. Consultation

Name of SLT member who is responsible for consulting with staff on health and safety matters:	Name: Mrs Chrissie Allen (Headteacher)
The name of the Trade Union Health and Safety Representative is:	Name: None currently in place
Our arrangements for consulting with staff on health and safety matters are: Regular staff meetings, email updates, standing item in staff appraisals, comments and suggestions on risk assessments welcomed.	
Staff can raise issues of concern by: Speaking to Headteacher or Office Manager	

6. Contractor Management

Name of person responsible for managing and monitoring contractor activity	Name: Mrs Chrissie Allen (Headteacher)
Our arrangements for selecting competent contractors are: Via the Staffordshire CC approved list; by recommendation from Entrust Property Services or MAT Estates Manager.	
Our arrangements for the exchange of health and safety information/risk assessments/safe working arrangements/monitoring are Hazard exchange form completed before work starts; site meeting before work starts.	
Our arrangements for the induction of contractors are: See above and pre-site visits	
Staff should report concerns about contractors to: Headteacher/Office Manager	

7. Curriculum Areas – Health and Safety

Name of person who has overall responsibility for the curriculum areas as follows:	Subject Leads (See table below)
--	---------------------------------

Risk assessments for these curriculum areas are the responsibility of:	Subject Leads (See table below)
--	---------------------------------

Area of development	Governor	Staff member
Safeguarding	Hannah Sinnett	Chrissie Allen (Headteacher)
Antibullying	Hannah Sinnett	Chrissie Allen (Headteacher)
Online Safety	Hannah Sinnett	Chrissie Allen (Headteacher)
SEND	David Adams	Jess Pearson (Assistant Headteacher)
Pupil Premium	David Adams	Chrissie Allen (Headteacher)
Curriculum and Assessment	David Adams	Jess Pearson (Assistant Headteacher)
Health and Safety	Ben Reeves	Chrissie Allen (Headteacher)
EYFS	David Adams	Jess Pearson (Assistant Headteacher)
English		Chrissie Allen (Headteacher)
Maths		Jess Pearson (Assistant Headteacher)
Science		Jess Nicholson (Nursery Teacher)
PSHE/British Values/RSE		Chrissie Allen (Headteacher)
Physical Education		Jess Pearson (Assistant Headteacher)
Computing		Jess Nicholson (Nursery Teacher)
History/Geography		Loren Goode (Class Teacher)
RE/Collective Worship		Chrissie Allen (Headteacher)
Art		Chrissie Allen (Headteacher)
Design and Technology		Kirstie Raw (Class Teacher)
Music		Jess Pearson (Assistant Headteacher)
MFL		Kirstie Raw (Class Teacher)
Forest School		Stephen Clancy (Teaching Assistant)
Looked After Children	David Adams	Chrissie Allen (Headteacher)
Wellbeing		Chrissie Allen (Headteacher)

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

The school/academy assesses the risk of the use of computers/laptops by carrying out a DSE assessment for staff using this type of equipment continuously and regularly for over an hour.	
Our arrangements for carrying out DSE assessments are: Annual review for those staff who DSE assessment applies to.	
Name of person who has responsibility for carrying out Display Screen Equipment Assessments	Name: Mrs Chrissie Allen (Headteacher)
DSE assessments are recorded, and any control measures required to reduce risk are managed by	Name: Mrs Chrissie Allen (Headteacher)

9. Early Years Foundation Stage (EYFS)

Name of person who has overall responsibility for EYFS	Name: Miss Jess Pearson (Assistant Headteacher)
Our arrangements for the safe management of EYFS are: Day-to-day management is by class teachers, monitored by Assistant Headteacher. Regular meetings and updates as appropriate. Risk assessments in place for the EYFS environments including outdoor area. Risk Assessments take place daily and in addition as required.	

10. Educational visits / Off-Site Activities

Name of person who has overall responsibility for Educational Visits	Name: Mrs Chrissie Allen (Headteacher)
The Educational Visits Coordinator is	Name: Mrs Chrissie Allen (Headteacher)
Our arrangements for the safe management of educational visits: Risk assessments are completed on Evolve for school trips. Generic risk assessments are also in place for all trips. Liaison with Entrusts Outdoor Education team. Pre-visits for all visits. Current and updated training for EVC and visit leads. Training cascaded to staff through staff meetings and prior to trips.	

11. Electrical Equipment [fixed & portable]

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	Name: Mrs Chrissie Allen (Headteacher)
Fixed electrical wiring test records are located:	Reprographics Room
All staff visually inspect electrical equipment before use.	

Our arrangements for bringing personal electrical items onto the school site are: Must be PAT tested – annual testing takes place. All items are currently new and agreed with Headteacher prior to use.	
Name of person responsible for arranging the testing of portable electrical equipment (PAT):	Name: Mrs Liz Roberts (Office Manager)
Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:	Name: Mrs Chrissie Allen (Headteacher) Annual
Portable electrical equipment (PAT) testing records are located:	In School Office
Staff must take defective electrical equipment out of use and report to:	Name: Miss Liz Roberts (Office Manager)
The portable electrical equipment on the school/academy site owned and used by contractors is the responsibility of the contractor, who must provide records of this if requested:	

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: Mrs Chrissie Allen (Headteacher)
The Fire Risk Assessment is located	On SharePoint
When the fire alarm is raised the person responsible for calling the fire service is OR The site has a fire alarm which activates a response from (a 3rd party / listening service)	Name: Miss Liz Roberts (Office Manager) PROTEC
Name of person responsible for arranging and recording of fire drills	Name: Mrs Chrissie Allen (Headteacher)
Name of person responsible for creating and reviewing Fire Evacuation arrangements	Name: Mrs Chrissie Allen (Headteacher)
Our Fire Evacuation Arrangements are published	Location: in every room and on SharePoint

Our Fire Marshals are listed	Location: within the Fire Evacuation Arrangements in every room and on SharePoint Mrs Chrissie Allen (Headteacher)
Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Logbook	Location: Fire Logbook in Reprographics Room
Name of person responsible for training staff in fire procedures	Name: Mrs Chrissie Allen (Headteacher)
All staff must be aware of the Fire Procedures in school	

13. First Aid *see also Medication

Name of person responsible for carrying out the First Aid Assessment	Name: Mrs Chrissie Allen (Headteacher)
The First Aid Assessment is located	Location: SharePoint and Medical Room (Base 1)
First Aiders are listed	On posters around the school and in the Medical Room (Base 1)
Name of person responsible for arranging and monitoring First Aid Training	Name Mrs Chrissie Allen (Headteacher)
Location of First Aid Boxes	Map of locations of First Aid Boxes can be found in the Medical Room (Base 1)
Name of person responsible for checking & restocking first aid boxes	Miss Liz Roberts (Office Manager)
In an emergency staff are aware of how to summon an ambulance	
Our arrangements for dealing with an injured person who must go to hospital are (who is contacted/ who accompanies staff or children to hospital):	
pupils	Miss Liz Roberts (Office Manager) contacts parent/carer SLT staff member as appropriate accompanies to hospital if parents are unable to attend
staff	SLT staff member contacts family member/next of kin if appropriate Family member or SLT member accompanies to hospital if appropriate
visitors	Individual case assessed and responded to Family member or SLT staff member accompanies to hospital if appropriate.

Our arrangements for recording the use of First Aid are: First Aid Accident Books stored in the Medical Room (Base 1) and then filed into pupil's confidential files; appropriate reporting channel for more serious incidents - My Health and Safety/RIDDOR.

14. Forest School

Name of person in school who leads on Forest School activity	Mr Stephen Clancy
<p>Our arrangements for developing, organising, and running Forest School activity. Include here any details regarding risk assessment, communication, and supervision etc.</p> <p>Up to date Risk Assessment in place, Forest School Procedure in place, appropriate levels of supervision always maintained; staff leading the FS session have appropriate qualifications; additional risk assessments carried on, if necessary, e.g., fires; any issues raised promptly with SLT.</p>	

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	<p>New Build September 2022</p> <p>The systems used at Fradley are being Hydro/Technal aluminium, the systems are tested and approved by the CWCT (Centre for Window & Cladding Technology)</p> <p>The security rating on the systems is to PAS24. PAS24 security testing is the most advanced security testing method used on residential windows and doors. It is also the base testing method for windows and doors classed as 'Secured by Design'</p> <p>The glass used on the project was also a particularly high spec, the double-glazed units consisted of one pane of 6mm toughened glass with the other pane being a 7.5mm laminated pane.</p>

16. Hazardous Substances (COSHH)

Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)	<p>Kindred cleaning company for cleaning materials.</p> <p>Mellors catering company for cooking /cleaning materials.</p> <p>Alan Gee for any substances used in school.</p> <p>All RA checked with Mrs Chrissie Allen (Headteacher) at the beginning of the school year and more regularly if changes occur.</p>
--	--

Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are:
Mellors and Kindred manage the use of cleaning products, and they are stored appropriately in kitchen and locked cupboards.

17. Health and Safety Law Poster

The Health and Safety at Work poster is located:	Staff room
--	------------

18. Housekeeping, cleaning & waste disposal

All staff and pupils share the responsibility for keeping the school/academy site clean, tidy, and free from hazards	
Our waste management arrangements are: Waste collections by Lichfield DC Sanitary waste collected by	
Our site housekeeping arrangements are: All bins have lids. Caretaker collects paper waste from within school ready for recycling. Catering team recycle their waste appropriately e.g., cans, cardboard using appropriate bins.	
Site cleaning is provided by: Kindred	Name and contact details Mark Ratcliffe Regional Manager 01707 256 666
Cleaning staff have received appropriate information, instruction, and training about the following and are competent: All carried out by Kindred.	
work equipment	
hazardous substances	
Waste skips and bins are located away from the school/academy building.	
All staff and pupils must be aware of the arrangements for disposing of waste and the location of waste bins and skips.	
Staff in all Depts. who generate waste (e.g., catering/cleaning/curriculum areas) must be aware of the risk assessments and control measures in place for their role.	

19. Infection Control

Name of person responsible for managing infection control:	Name: Mrs Chrissie Allen (Headteacher)
Our infection control arrangements (including communicable diseases/hand hygiene standards) are: Follow the HSE infection and illness guidance, keep updated with Government guidance and relevant notifications, use expertise across JTMAT and take advice from Mark Harris (JTMAT Estates Manager) if necessary.	

20. Lettings

Name of Premises Manager or member of Leadership team responsible for Lettings	Name Chrissie Allen
Our arrangements for managing Lettings of the school/academy /rooms or external premises are Lettings Policy in place alongside Risk Assessments and HEF.	
The health and safety considerations for Lettings are considered and reviewed annually.	
Hirers have in place their own risk assessments, first aid arrangements/ fire procedures and emergency procedures.	
Hirers are responsible for obtaining the necessary local authority licenses for their activities and these must be provided to the school/academy on request.	
Hirers must provide a register of those present during a letting upon request.	

21. Lone Working

Our arrangements for managing lone working are Risk assessment in place. Lone working is discouraged for H&S reasons, but if unavoidable, staff let Headteachers know if in school as lone worker and start and finish times. Staff are also requested to inform their own contact at home of their location. Only regular lone worker is our Caretaker, Mr Alan Gee, who is lone working for 30 minutes every day from 7.00-7.30am.

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

<p>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.</p> <p>This section must include the arrangements for school/academy kitchens, science laboratories or Design and Technology rooms</p>	
Name of person responsible for the selection, maintenance / inspection and testing of equipment	<p>Name: Mrs Chrissie Allen (Headteacher) and Miss Kelly Adnams (Office Manager) liaise with contractors to book in compliance testing.</p> <p>Mr Alan Gee (Caretaker) to inspect any equipment that does not require 3rd party checks e.g., bikes</p>
Records of maintenance and inspection of equipment are retained and are located:	Reprographics Room/School Office/Share Point
Staff report any broken or defective equipment to:	Name: Mr Alan Gee (Caretaker), Miss Liz Roberts (Office Manager) or Mrs Chrissie Allen (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.	

23. Manual Handling

Name of competent person responsible for carrying out manual handling risk assessments	Name: Mrs Chrissie Allen (Headteacher)
Our arrangements for managing manual handling activities are Risk Assessment in place, individual risk assessments if required, staff briefing on manual handling plus online training course completed by staff.	
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/academy	Name: Mrs Chrissie Allen (Headteacher) (Assistant Headteacher in her absence)
Our arrangements for the administration of medicines to pupils are: Clear 'Administering Medicines Procedure' in place, only prescription medication is administered, consent forms completed for all medication given, medication kept securely and appropriately. Record kept when any medicine is administered.	
The names members of staff who are authorised to give / support pupils with medication are:	Mrs Chrissie Allen (Headteacher) Miss Liz Roberts (Office Manager) Mrs Kirstie Raw (T) Miss Jess Nicholson (T) Miss Emily Yates (T) Mrs Sandy James (HLTA) Miss Loren Goode (T) Miss Jess Pearson (T) Miss Louise Deakin (TA) Mrs Gemma Whiston (TA) Mr Stephen Clancy (TA)
Medication is stored:	Location: Medical Room (Base 1) fridge or first aid box. Both storage spaces are lockable, and the room is only used under adult supervision.
A record of the administration of medication is located:	Location: Medical Room (Base 1) when is use. Classroom if inhaler/epi pen. Records stored in pupils' confidential file, in School Office, when no longer required.

Pupils who administer and/or manage their own medication in school are authorised to do so by the Headteacher and provided with a suitable private location to administer medication/store medication and equipment.
Staff are trained to administer complex medication by the school nursing service when required.
Our arrangements for administering emergency medication (e.g., Asthma Inhalers/Epi Pen) are Care plans in place completed by parent and stored in classroom with medication. Copy is kept on child's confidential file. These are reviewed annually or when a change is required. If other emergency, then follow 999 advice and keep a log of actions. Any emergency medication administered is recorded.
Staff who are taking medication must keep this personal medication in a secure area in a staff only location – Staff room in a locker.
Staff must advise the school/academy 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/academy staff.	Name: Mrs Chrissie Allen (Headteacher)
Name of person responsible for the checking and maintenance of personal protective equipment provided for staff	Name: Mrs Chrissie Allen (Headteacher)
PPE provided for use in curriculum lessons is not "personal" as it is provided for pupils in classroom situations.	
Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for pupils.	Name: Mrs Chrissie Allen (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: Class Teachers or TA of the child requiring PPE if 1-1

26. Radiation

Name of the school/academy Radiation Protection Supervisor (RPS)	Name N/A
Name of the Radiation Protection Adviser (RPA)	Name N/A

27. Reporting Hazards or Defects

All staff and pupils must report any hazards, defects, or dangerous situations they see at school/academy.
Our arrangements for the reporting of hazards and defects: Report directly to Headteacher, Caretaker or Office Manager. On-going concerns are reported to Mark Harris (JTMAT Estates Manager).

28. Risk Assessments

The school/academy has in place risk assessments for any identified significant risk. Control measures which are put in place to eliminate or reduce risk are communicated to staff, pupils and other who may be exposed to the risk. Care plans in place for children with particular risk factors. Risk assessments available to all staff in school via SharePoint	
Risk assessments are in place for the following areas: Premises and grounds Classroom areas/activities - daily risk assessments Hazardous activities or events e.g. faith centre visit, FOFP school disco Fire Risk Assessment Hazardous Substances Risks related to individuals e.g., Health issues Forest School	
Name of person who has overall responsibility for the school/academy risk assessment process and any associated action planning	Name: Mrs Chrissie Allen (Headteacher)
Our arrangements for carrying out, recording, communicating, and reviewing risk assessments are Risk Assessments are stored on SharePoint so that they can be read and accessed when necessary or when updated. RAs are emailed to staff when under review. Staff PLT/INSET days are used to review and update RAs.	
Appropriate training and support is provided for staff who are creating, reviewing, or implementing risk assessments.	
When an accident or incident occurs a post risk assessment takes place when a new hazard has been identified.	
Risk assessments are created or reviewed when something new is introduced or a change has occurred.	

29. Smoking

No smoking or vaping is permitted on site or in vehicles owned or operated by the school/academy. Signs in the workplace reinforce this for visitors.

30. Shared use of premises/shared workplace

Name of Premises Manager or member of Leadership team responsible for Premises Management	Name: Mrs Chrissie Allen (Headteacher)
The school/academy premises are shared with another organisation (e.g., Contract caterer/public leisure centre).	N/A
Our arrangements for managing Health and Safety in a shared workplace are: N/A	

31. Stress and Staff Well-being

Name of person who has overall responsibility for the health and wellbeing of school/academy staff	Name: Mrs Chrissie Allen (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: 1 qualified mental health first-aider among staff; risk assessment in place; Occupational Health SLA; 'Open door' policy operated by Headteacher; school have just started their journey towards the Wellbeing Award which will help to support and embed a healthy well-being culture in school; wellbeing is featured on weekly staff bulletin; wellbeing discussion as part of performance appraisal reviews with Headteacher and with Governors: Coaching Culture is being introduced this year with all staff accessing coaching in 2024-2025.	
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 annually.	

32. Swimming Pool Operating Procedures (where applicable)

Name of person who has overall responsibility for managing the swimming pool and its environment.	Name: N/A
Our arrangements for carrying out suitable swimming pool management (including minimum supervision standards, how to summon assistance in emergency, what to do if problem identified with pool water quality, supervision in changing areas, max numbers of swimmers, conditions of hire to outside organisations, first aid provision, training plant operators): N/A	

Staff operating the swimming pool have received appropriate training and information. N/A
Emergency procedures are in place for the use of the swimming pool and all staff who supervise swimming activities are trained appropriately in these procedures. N/A
The health and safety considerations within curriculum swimming must be planned, supervised, and managed by staff who include in their lesson planning. N/A

33. Training and Development

Name of person who has overall responsibility for the training and development of staff.	Name: Mrs Chrissie Allen (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 Induction for new staff and volunteers; email updates as relevant; training matrix completed; staff development needs met through online training package tailored to all staff individually; proactive and responsive to staff needs and requests.	
The school/academy has a health and safety training matrix to help in the planning of essential and development training for staff through 'ClickHSE'.	
Training records are retained and are located: on SharePoint in the form of a training matrix and in individual staff folders.	
Training and competency as a result of training is monitored and measured by:	Name Mrs Chrissie Allen (Headteacher) Courses recorded centrally in a matrix.

34. Vehicles owned or operated by the school/academy

Name of person who has overall responsibility for the school/academy vehicles	Name N/A
The school/academy operates (number of xx) minibus/coaches/cars/other vehicles (e.g., quad bikes/ride on mowers).	List N/A
Name of person who manages the driver medical examinations	N/A
Name of person who manages the vehicle license requirements	N/A
Name of person who undertakes vehicle checks such as oil, water, and routine roadworthiness.	N/A
Name of person who arranges servicing and maintenance of the academy vehicles	N/A

Our arrangements for the safe use of school/academy vehicles are N/A
--

35. Vehicle movement on site

Name of Premises Manager responsible for the management of vehicles on site	Name: Mrs Chrissie Allen
Our arrangements for the safe access and movement of vehicles on site are: Children's areas are separated from vehicle access by locked gate. Car Park is for staff, visitors, and deliveries only. Marked spaces away from pedestrian walkway and paths. Children and families have a separate entrance away from the car park for main drop off and pick up. Catering and large deliveries have a separate drop off point.	

36. Violence and Aggression and School/Academy Security

The school/academy provides a place of work which is designed and managed to minimise the risk of violence and aggression to staff, pupils and visitors.	
A risk assessment is carried out where staff are at increased risk of injury due to their work.	
Training, information, and instruction is available to staff to help them manage the risk of violence and aggression where required.	
Staff and pupils must report all incidents of verbal & physical violence to:	Name: Mrs Chrissie Allen (Headteacher)
Incidents of verbal & physical violence are investigated by:	Name: Mrs Chrissie Allen (Headteacher)
Name of person who has responsibility for site security:	Name: Mrs Chrissie Allen (Headteacher)
Our arrangements for site security are Site Supervisor unlocks and Repton Security lock up. School is alarmed and key holders are limited. Boundary fences and walls are inspected regularly (weekly) and are well-maintained. Automated gates and intercom system for entry. Other pedestrian gates are locked during the day. CCTV in place. Signing in system in place. Evacuation and Lockdown procedures practised with pupils.	

37. Water System Safety

Name of Premises Manager responsible for managing water system safety.	Name: Mrs Chrissie Allen
Name of contractors who have undertaken a risk assessment of the water system	Name: Concept
Name of contractors who carry out regular testing of the water system:	Name: HSL Compliance

Location of the water system safety manual/testing log	Reprographics Room
Our arrangements to ensure contractors have information about water systems are Pre-work meeting with Headteacher/Site Supervisor/Office staff and sharing of site plans.	
Our arrangements to ensure all school/academy staff carrying out checks or testing or maintenance have information about the water system: Information contained in Waterlog Book in Reprographics Room.	

38. Working at Height

Name(s) of person responsible managing the risk of work at height on the premises:	Name: Mrs Chrissie Allen (Headteacher)
Work at height is avoided where possible.	
Our arrangements for managing work at height are: Work at height is avoided where possible. Risk assessment for working at height and staff reminded to only use step ladders provided. 6-monthly ladder checks carried out. For maintenance at height, specialist contractors are used. Suitable training provided.	
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 (Location)	

39. Work Experience

Name of person who has overall responsibility for managing work experience and work placements for school/academy pupils.	Name: Miss Jess Pearson
Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are: AHT oversees induction and sharing of relevant policies and procedures. Liaising with schools and colleges and induction for students on work experience.	
The name of the person responsible for the health and safety of people on work experience in the school/academy premises:	Name: Mrs Chrissie Allen
Our arrangements for managing the health and safety of work experience students in the school/academy are: Liaising with supervisory staff from school and colleges. Mentoring. Ensuring thorough induction and ensuring key health and safety documents are shared and understood by students.	

40. Volunteers

Name of person who has overall responsibility for managing/coordinating volunteers working within the school/academy:	Name: Miss Jess Pearson (AHT)
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 to determine where progress is being made and where further actions and resources may be required.

	Success Criteria		
Academic Year HSW Targets	Autumn Term	Spring Term	Summer Term
HSW - Evacuation Drill			Summer 2: Aspects of BCP to be practiced through scenarios. Whole school evacuation to a safe place.