



THE FOREST FEDERATION

## Health, Safety and Wellbeing Policy

Health, Safety and Wellbeing Management Arrangements

Core | Consider | Complex

Health, Safety and Wellbeing Policy

Health, Safety and Wellbeing Service

Supporting you in managing Health, Safety & Wellbeing



**During COVID please read in conjunction with our Covid policy and Risk assessments.**

### 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.

**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 Staffordshire County Council (SCC) Health, Safety and Wellbeing Policy. It records the local organisation and arrangements for implementing the SCC policy.

### B. Policy Statement

The requirement to provide a safe and healthy working environment for all employees is acknowledged and 'The Forest Federation's' Governing Body/those in control of our schools recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc. Act 1974.


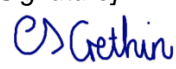
The Governing Body will ensure so far as is reasonably practicable that:

- all places and premises where staff and pupils are required to work and engage in school/academy 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/academy 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.

[Signature] 	[Signature] 
[Name], <b>Chair of Governors/Board</b> <b>Mrs Selena Tye</b>	[Name], <b>Mrs Charlene Gethin/Principal</b> <b>Mrs Charlene Gethin</b>
[Insert date] 4.11.19	[Insert date] 4.11.19

**Full review due either, when new policy released by LA or, November 2020 BUT please read in conjunction with COVID Risk assessment and plans at this time.**

### C. Management Arrangements

The following procedures and arrangements have been established within our schools in The Forest Federation 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	SCC health and safety advisory service. Bought in ENTRUST training (often same team)  <a href="https://education.staffordshire.gov.uk/School-Admin/HealthSafetyWellbeing/Health-Safety-and-Wellbeing-Service.aspx">https://education.staffordshire.gov.uk/School-Admin/HealthSafetyWellbeing/Health-Safety-and-Wellbeing-Service.aspx</a>		
The contact details are	<b>Individual Contacts</b>		
	Responsibilities	<b>Contact</b>	<b>Telephone</b>
	Senior Health and Safety Adviser	Annette Allen	01785 355777
	<b>Duty Officer - 8:30-17:00 hrs. (16:30 on Fridays)</b>	<a href="#">Duty Officer</a>	01785 355777
	Health & Safety Adviser - (Stafford Borough & Lichfield District)	<a href="#">Dean Willetts</a>	07773 791499
	Health & Safety Adviser - (Tamworth Borough & East Staffs District)	<a href="#">Wendy Sears</a>	07773 791557
	Health & Safety Adviser - (Cannock Chase District & South Staffs District)	<a href="#">John Burdett</a>	07773 791520
	Health & Safety Adviser - (Staffs Moorlands & Newcastle Borough)	<a href="#">Steve Brown</a>	01782 538758 07773 791559
	Health & Safety Adviser	<a href="#">Sarah Jane Walmsley</a>	07837 832584
	<b>Occupational Health</b>		01785 277400
	<b>ThinkWell</b>		01785 276284
	<b>Design &amp; Technology Service</b>		01782 399697
In an emergency we contact:			
<b>Duty Officer - 8:30-17:00 hrs. (16:30 on Fridays)</b>		01785 355777	
<b>COUNTY COUNCIL BUILDINGS OUT OF HOURS EMERGENCY NUMBER 01785278499</b>			

#### Monitoring Health and Safety

Name of person(s) responsible for the overall monitoring of health and safety in our schools:	Name <b>Mrs Charlene Gethin.</b>
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: <ul style="list-style-type: none"> <li>- Where relevant, performance management targets and appraisal review.</li> <li>- Appropriate checks measures (see checks), monitored by the Mrs Charlene Gethin and Health and Safety Governor.</li> <li>- Annual report to Governors.</li> </ul>	
The schools carry out formal evaluations and audits on the management of health and safety	

<i>(frequency).</i>	
<i>The last audit took place</i>	<i>Date: January 2018 By: Mrs Charlene Gethin, supported by Mrs Caroline Goring, Mr Rob Taylor and H&amp;S Governor.</i>
<i>Name of person responsible for monitoring the implementation of health and safety policies</i>	<i>Name Mrs Charlene Gethin supported by Senior leadership team, office managers and Premises staff (responsibility of all, but formal monitoring Mrs C Gethin.</i>
<i>All staff are aware of the key performance indicators in part E and how they are monitored</i>	
<i>Workplace inspections - type</i>	<i>Name of person who carries these out</i>
<p><b>See all monitoring / checks and balances documentation. These are carried out by named personnel.</b></p> <p><i>E.g. ALL site safety checks, water testing, fire testing, emergency lighting, ladders, asbestos etc. See documentation - all monitored by Mrs Charlene Gethin.</i></p> <p><i>Needwood - Mrs Caroline Goring - Site Technician</i> <i>All Saints - Mr Rob Taylor and team - Contracted Site Technicians.</i></p> <p><b>First aid kits -</b> <i>Needwood - Mrs Helen Neeson</i> <i>All Saints - Mrs Elaine Hunt</i></p> <p><b>Fridge testing</b> <i>Needwood - Mrs Caroline Goring</i> <i>All Saints - Mrs Dawn Brinkley and Mrs Alison Evans</i></p> <p><b>Accident analysis</b> <i>Needwood - Mrs Helen Neeson</i> <i>All Saints - Mrs Elaine Hunt</i></p> <p><b>Risk assessment review</b> <i>Mrs Charlene Gethin and Mrs Claire Jones.</i></p>	

## D. Detailed Health and Safety Arrangements

### 1. Accident Reporting, Recording & Investigation

<i>Our arrangements for recording and investigating:</i>
<i>pupil accidents: – in accident book (folder) Separate form for EYFS to rest of school. Analysed half termly and annual. Notify Mrs Charlene Gethin of more serious accidents such as those who need to go to doctors or hospital, alternative form to complete. Accident investigation form to be completed and send to LA. If remedial action needs to be taken i.e. buildings please put on site technician clip board / email.</i>
<i>staff accidents: - In staff accident book in office, analysed termly and end of year. Adult accidents in accident book in office. Notify Mrs Charlene Gethin. Analysed half termly and annually. Again, if more serious, LA notified using investigation form.</i>
<i>visitor accidents: Adult accidents in accident book in office. Notify Mrs Charlene Gethin. Analysed half termly and annually. Again, if more serious, LA notified using investigation form.</i>
<i>The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: Mrs Charlene Gethin.</i>
<i>Our arrangements for reporting to the Governing Body are: Through Health and Safety link Governor meetings and annual reports to Governors.</i>
<i>Our arrangements for reviewing accidents and identifying trends are: Half termly analysis of pupil accidents. Formal reporting. Half termly review of staff / visitor accidents and annual formal reporting. Accident analysis file. Annual report to Governors.</i>

## 2. Asbestos

Name of Premises Manager responsible for Managing Asbestos.	Name Mrs Charlene Gethin
Location of the Asbestos Management Log or Record System.	Location t is located in the school office within easy reach for the office manager to share with contractors.
Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are: Mrs Charlene Gethin / office manager / Admin assistant will ensure contractors and others such as site supervisors etc. have sight of manual prior to starting any work on the premises.	
Our arrangements to ensure all school/academy staff such as class teachers or caretakers have information about asbestos risk on the premises: All staff with relevant responsibilities have sight of the asbestos record and sign it annually. Staff know not to drill or affix anything to walls without first obtaining approval from premises manager/checking manual.	
Staff must report damage to asbestos materials to:	Name: Mrs Charlene Gethin / Site staff / Office managers
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 Charlene Gethin
Our arrangements for communicating about health and safety matters with all staff are: Every agenda of all meetings Email of documentation and discussions. debriefing Induction pack	
Staff can make suggestions for health and safety improvements by: Speaking with the Mrs Charlene Gethin, senior leaders or office / site staff.	
Communication with parents: Newsletter, information sessions. Communication with children Worship (assembly), lessons, debriefs.	

## 4. Construction Work \*See also Contractor Management

Name of person coordinating any construction work / acting as Client for any construction project.	Name Mrs Charlene Gethin Office Managers
Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are: We use county advice on selecting contractors and appropriate financial practices. They are provided with health and safety information on entry and appropriate forms are completed. If staff or contractors have any concerns they should report them to the Mrs Charlene Gethin. We may purchase a project manager or have a named member of staff to hold this duty. 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: An appointment is made with the Mrs Charlene Gethin Office manager (usually both) and appropriate considerations are made and paperwork shared / forms are completed.	
Our arrangements for the induction of contractors are: a formal meeting with the Mrs Charlene Gethin and Office manager.	
Staff should report concerns about contractors to: Mrs Charlene Gethin and Office manager or H&S Governor.	
We will review any construction activities on the site by: regular review, meetings and monitoring or communication with project manager.	

## 5. Consultation

Name of SLT member who is responsible for consulting with staff on health and safety matters:	Name Mrs Charlene Gethin
The name of the Trade Union Health and Safety	Name: NA on our sites.

<i>Representative is:</i>	
<i>Our arrangements for consulting with staff on health and safety matters are:</i> Assigned formal time in staff meeting and utilising it as an agenda item on the standing agenda item of all meetings	
<i>Staff can raise issues of concern by:</i> Mrs Charlene Gethin and Office manager or H&S Governor.	

#### 6. Contractor Management

<i>Name of person responsible for managing and monitoring contractor activity</i>	<i>Name Mrs Charlene Gethin and Office managers.</i>
<i>Our arrangements for selecting competent contractors are:</i> We use county advice on selecting contractors and appropriate financial practices.	
<i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are:</i> An appointment is made with the Mrs Charlene Gethin Office manager (usually both) and appropriate considerations are made and paperwork shared / forms are completed.	
<i>Our arrangements for the induction of contractors are:</i> a formal meeting with the Mrs Charlene Gethin and Office manager.	
<i>Staff should report concerns about contractors to:</i> Mrs Charlene Gethin and Office manager or H&S Governor.	

#### 7. Curriculum Areas – health and safety

<i>Name of person who has overall responsibility for the curriculum areas as follows:</i>	<i>PLEASE SEE ROLES AND RESPONSIBILITIES DOCUMENT .</i>
<i>Risk assessments for these curriculum areas are the responsibility of:</i>	<i>Name(s):</i> <i>ALL STAFF WHEN UNDERTGAKING A NEW ACTIVITY OR ONE WHICH THEY FEEL NEEDS ADDITIONAL RISK MANAGEMENT TO THE STANDING RISK ASSESSMENT.</i>  <i>Mrs Charlene Gethin and Mrs Claire Jones</i> <i>All found in Risk assessment file an on Headteachers, backed up laptop.</i>  <i>PE activities, Whiteboards, Cooking or Science Equipment form a few examples.</i> <i>Staff should undertake suitable (written) risk assessments prior to commencing hazardous activities and submit them to the headteacher for verification and adding to risk assessment file.</i>

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

<i>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.</i>	
<i>Our arrangements for carrying out DSE assessments are:</i> Annual, all staff as part of INSET in September. New staff as part of new staff induction. All papers are analysed and risk planned for with the alteration / purchase of station equipment where relevant.	
<i>Name of person who has responsibility for carrying out Display Screen Equipment Assessments</i>	<i>Name</i> Staff are encouraged to complete their own in teams and are formally reviewed by Mrs Charlene Gethin.
<i>DSE assessments are recorded and any control measures required to reduce risk are managed by</i>	<i>Name Mrs Charlene Gethin and Office managers.</i>

#### 9. Early Years Foundation Stage (EYFS)

<i>Name of person who has overall responsibility for EYFS</i>	<i>Name</i> Needwood: Mrs Jane Maia All Saints: Mrs Alison Evans
<i>Our arrangements for the safe management of EYFS are:</i>	

Please see full and detailed assessment and papers.  
Minimum daily checks of site and equipment planned use through to termly formal risk assessment as a zone.

#### 10. Educational visits / Off-Site Activities

Name of person who has overall responsibility for Educational Visits	Name Mrs Charlene Gethin and Deputy Headteachers.
The Educational Visits Coordinator is	Name Mrs Charlene Gethin.
Our arrangements for the safe management of educational visits: We use the EVOLVE system and standardised risk assessment forms with formalised checklists and expectations. Please review them.	

#### 11. Electrical Equipment [fixed & portable]

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	Name Mrs Charlene Gethin supported by Office managers with formalised school calendar and Site staff.
Fixed electrical wiring test records are located:	In Headteachers Office
All staff visually inspect electrical equipment before use.	
Our arrangements for bringing personal electrical items onto the school site are: Staff are not to do this unless PAT has been secured.	
Name of person responsible for arranging the testing of portable electrical equipment (PAT):	Name Office managers
Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:	Name: Headteacher based on expected practice from SCC advice / Board of Governors - where a change would be recommended to.
Portable electrical equipment (PAT) testing records are located:	In Headteachers Office
Staff must take defective electrical equipment out of use and report to:	Name: Office manager for formal inventory write off with Governors.
The portable electrical equipment on our schools' sites 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 Charlene Gethin with support of site managers.
The Fire Risk Assessment is located .....	Main school office in Fire Safety Log Book.
When the fire alarm is raised the person responsible for calling the fire service is	Name <b>Ultimately any member of staff</b> however, office managers and Headteacher, senior leaders.
Name of person responsible for arranging and recording of fire drills	Name Mrs Charlene Gethin
Name of person responsible for creating and reviewing Fire Evacuation arrangements	Name Mrs Charlene Gethin in consultation with staff.
Our Fire Evacuation Arrangements are published ...	Location: Fire Safety Log Book Every room by the door.
Our Fire Marshals are listed	Location Main office and Headteachers office.
Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at	Location: Main office.
Name of person responsible for training staff in fire procedures	Name: Mrs Charlene Gethin.
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 Charlene Gethin.
The First Aid Assessment is located	Location Headteachers office, Health and

	<i>safety file under F.</i>
<i>First Aiders are listed</i>	<i>Location In all rooms.</i>
<i>Name of person responsible for arranging and monitoring First Aid Training</i>	<i>Name Mrs Charlene Gethin.</i>
<i>Location of First Aid Box</i>	<i>All Saints: Main office, Headteachers office, all classes, medial room.  Needwood: Staff room - medical cupboard, all classes.</i>
<i>Name of person responsible for checking &amp; restocking first aid boxes</i>	<i>All Saints: Mrs Hunt Needwood: Mrs Neeson</i>
<i>In an emergency staff are aware of how to summon an ambulance</i>	
<i>Our arrangements for dealing with an injured person who has to go to hospital are (who is contacted/ who accompanies staff or children to hospital):</i>	
<i>pupils</i>	<i>Wherever necessary an ambulance is to be called without hesitation however from time to time a hospital visit is necessary without an emergency vehicle. Ideally parents should take their child to hospital however, should this not be possible, whilst not ideal, a member of staff who a. has business insurance and b. is known well to the child can take the child with the support of another adult. A copy of the pupil's health care plan must accompany them it is communicated to the hospital as soon as possible.</i>
<i>staff</i>	<i>As above: if possible 2 members of staff to travel with a member of staff, one to stay with them whilst the other parks.</i>
<i>visitors</i>	<i>As above: if possible 2 members of staff to travel with a member of staff, one to stay with them whilst the other parks.</i>
<i>Our arrangements for recording the use of First Aid are accident books for both children and staff / visitors and, we have specific paperwork for more serious accidents and records of first aid treatment given and accident investigation forms.</i>	

#### 14. Forest School

<i>Name of person in school who leads on Forest School activity</i>	<i>Currently not in place.</i>
<i>Our arrangements for developing, organising and running Forest School activity. Include here any details with regard to risk assessment, communication and supervision etc.</i>	
<i>We have a large number of risk assessments and expected ratios and procedures. These can be viewed separately.</i>	

#### 15. Glass & Glazing

<i>All glass in doors and side panels are constructed of safety glass</i>	
<i>All replacement glass is of safety standard</i>	
<i>A glass and glazing assessment took place and the record can be found ....</i>	<i>Date and Location Both schools have internal annual checks led by site technician staff. SCC glazing survey is filed in the Headteachers office under Glazing and is held with office staff.</i>

#### 16. Hazardous Substances (COSHH)

<i>Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)</i>	<i>Mrs Charlene Gethin.</i>
<i>Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are: New products have data sheets and a school / internal risk assessment created. All maintained in COSHH file in Main offices.  Our schools use CLEAPPS as a resource and all staff must be aware of how to access this information. <a href="http://www.cleapss.org.uk/">http://www.cleapss.org.uk/</a></i>	

#### 17. Health and Safety Law Poster

<i>The Health and Safety at Work poster is located:</i>	<i>Location: staffroom in both schools.</i>
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### 18. Housekeeping, cleaning & waste disposal

<i>All staff and pupils share the responsibility for keeping the school/academy site clean, tidy and free from hazards</i>	
<i>Our waste management arrangements are: Contracted services for regular collection. Recycling is: Collected and removed by G Taylor at All Saints. Staff ensure relevant bins are filled at Needwood at regular intervals. Waste bins are at the furthest point available in both schools. We have sanitary waste disposal by PHS. Larger works require skip hire.</i>	
<i>Our site housekeeping arrangements are: The site team and contracted cleaner are responsible for ensuring premises are kept clean, to minimise accumulation of rubbish. Any member of staff who identifies wet floors are responsible to mop / organise for someone to mop and put out signs for wet floor cleaning to minimise risks of slips. Glass / sharp objects are disposed of carefully being wrapped protectively and placed in outside bins. The site team are responsible for snow clearing.</i>	
<i>Site cleaning is provided by: External cleaning company</i>	<i>Name and contact details: Capita cleaning services.</i>
<i>Cleaning staff have received appropriate information, instruction and training about the following and are competent:</i>	
<i>work equipment</i>	
<i>hazardous substances</i>	
<i>Waste skips and bins are located away from the school/academy building.</i>	
<i>All staff and pupils are aware of the arrangements for disposing of waste and the location of waste bins and skips.</i>	
<i>Staff in all Depts. who generate waste (e.g.catering/cleaning/curriculum areas) are aware of the risk assessments and control measures in place for their role.</i>	

### 19. Infection Control

<i>Name of person responsible for managing infection control:</i>	<i>Name Mrs Charlene Gethin.</i>
<i>Our infection control arrangements (including communicable diseases/hand hygiene standards) are: Taken from Public Health England / Gov.uk information, public health agency poster, advice from SCC and internal risk assessments in event of specific outbreak, including epidemic.</i>	

### 20. Lettings

<i>Name of Premises Manager or member of Leadership team responsible for Lettings</i>	<i>Name Mrs Charlene Gethin and Governors.</i>
<i>Our arrangements for managing Lettings of the schools are: Please see lettings policy and appendix documentation. Specific /formalised paperwork is completed and approved by governors for lettings. Extended school provider at All Saints has a licence agreement.</i>	
<i>The health and safety considerations for Lettings are considered and reviewed annually.</i>	
<i>Hirers have in place their own risk assessments, first aid arrangements/ fire procedures and emergency procedures.</i>	
<i>Hirers are responsible for obtaining the necessary local authority licenses for their activities and these must be provided to the school on request.</i>	
<i>Hirers must provide a register of those present during a letting upon request.</i>	

### 21. Lone Working

<i>Our arrangements for managing lone working are for staff to make hourly contact with a named person. We have specific policy with more detail. Information is provided in induction.</i>
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### 22. Maintenance / Inspection of Equipment (including selection of equipment)

<i>NOTE Types of equipment to consider in this section: Ladders and steps, fume cupboards, other extraction systems, PE equipment, D&amp;T machines, lifts &amp; lifting equipment, pressure cookers, autoclaves, fire alarm and smoke detection, emergency lighting, fire extinguishers.</i>
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Name of person responsible for the selection, maintenance / inspection and testing of equipment	Name All Saints: Mr R Taylor and team Needwood Mrs C Goring (selection includes H&S Governor and Headteacher).
Records of maintenance and inspection of equipment are retained and are located:	Location main office
Staff report any broken or defective equipment to:	Name Site team through the main office / clipboard of works / email.
The equipment on the school/academy site owned and used by contractors is the responsibility of the contractor, who must provide records of testing , inspection and maintenance if requested:	

\*we need to book even if external person.

5 YEARLY		
Check	Contractor	Internal
Asbestos Survey	✓	
Health and Safety Audit	X LA health and safety team	
Fixed Electrical	✓	
Site Survey - For AMP	✓	

2 YEARLY		
Check	Contractor	Internal
Portable Electrical	✓*	
Water Risk Assessment	✓	
Water systems	✓	

Annual		
Check	Contractor	Internal
Health and Safety Policy (and other relevant policies such as medications).		✓
Training checks Food hygiene First aid Manual handling (inc. People) Level 1 children protection Asthma/Epi Pen		✓
Emergency Procedures		✓
Business continuity Plans		✓
<b>Self Evaluation of H&amp;S (Step 1 of Audit and Evaluation Process)</b> Annual review of day to day health and safety activities. To take place in <b>OCTOBER</b> each year, results retained in school		✓
<b>Self Audit (Step 2 of Audit and Evaluation Process)</b> Annual review in <b>JANUARY</b> of health and safety management within the school. Level of achievement in each category agreed and action plan to be created. Send overview and action plan to Strategic Health and Safety Service.		✓

<b>Fire Risk assessment</b>		✓
Risk assessments		✓
PPE (papers and if we have equipment)		✓
Boilers	✓	
Fire Extinguishers	✓	
Emergency lighting	✓	
Asbestos visual		✓
PE equipment	✓	
Playground Condition FULL CHECK		✓
Glazing		✓
Staff accident final review		✓
Driving for work / claiming site travel. -Drivers Licence MOT Road tax Business Insurance.		✓
Insurance certificate displayed (Employer Liability and Public Liability)		✓
Public entertainment licence		✓
Wellbeing survey and actions		✓
Violent incident monitoring		✓
DSE training / checks		✓
Inventory checks		✓
<b>Annual reminders for staff</b>		

<b>6 Monthly</b>		
<b>Check</b>	<b>Contractor</b>	<b>Internal</b>
Intruder Alarm	✓	
Water Hygiene	✓	
Hoists (lifting equipment)	✓*	
Fire Alarm	✓	
Water filters etc	✓	
<i>Visual checks gas tank - no definitive outline so even though we have visual checks from Gas provider when attending site, we will do 6 monthly visual checks NW only.</i>		✓

<b>3 Monthly</b>		
<b>Check</b>	<b>Contractor</b>	<b>Internal</b>
Fire detection and fire warning systems	✓	
Smoke alarms –manual test	✓	

<b>Termly</b>		
<b>Check</b>	<b>Contractor</b>	<b>Internal</b>
School Zone risk assessments and analysis		✓
Fire detection and fire warning systems Fire Drills		✓

<b>Half Termly</b>		
<b>Check</b>	<b>Contractor</b>	<b>Internal</b>
Accident analysis (children and staff/visitors)		✓
Spray tap cleaning		✓
Guttering / Grids		✓
First Aid boxes		✓ (with additional measures for replenishment once used)
Checks of the fridge testing records		✓

<b>Monthly</b>		
<b>Check</b>	<b>Contractor</b>	<b>Internal</b>
Water temperature checks -Cold water systems – temperature checks -Hot water systems – temperature checks for scalding prevention -Hot water system – temperature checks for Legionella prevention		✓
Emergency lighting		✓
Fire-fighting equipment - visual checks		✓
Behaviour and attendance monitoring (prevent bullying / absenteeism)		✓

<b>Weekly</b>		
<b>Check</b>	<b>Contractor</b>	<b>Internal</b>
Playground Condition		✓
Fire detection and fire warning systems		✓
Flush of underused taps		✓
Fridge Testing		✓

<b>DAILY VISUAL CHECKS</b>		
<b>Check</b>	<b>Contractor</b>	<b>Internal</b>
Paths and access routes		✓ (site staff / duty staff)
Playground / field / equipment		✓ (staff on duty)
EYFS outdoor area		✓ (EYFS staff)
EYFS class area		✓ (EYFS staff)
Site safety / classrooms		✓ (site staff / all staff)
Lifting equipment		✓ (staff using)
Work equipment, e.g. sports, office etc.		✓ (all staff)

<b>When necessary / relevant</b>		
<b>Check</b>	<b>Contractor</b>	<b>Internal</b>
Visual pre checks of ladders etc.		✓ as and when used.
Contact forms	✓	

COSHH - new items COSH statements updated. Annual checks of info to staff.		✓
Ensure forms from gas provider are received re visual checks when delivering gas.	✓	
Add to inventory when new item is received. Governor write off of equipment.		

### 23. Manual Handling

<i>Name of competent person responsible for carrying out manual handling risk assessments</i>	<i>Name Mrs C Gethin in consultation with SCC support and relevant staff.</i>
<i>Our arrangements for managing manual handling activities are: Formally risk assessed. - see papers CPD provided - see logs and papers.</i>	
<i>Staff must aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided.</i>	
<i>Staff who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task.</i>	
<i>Staff are trained appropriately to carry out manual handling activities.</i>	
<i>Where people handling takes place an Individual Manual Handling Plan must be in place and communicated to all parties (including where appropriate the young person/their parents/carers/support staff).</i>	

### 24. Medication

<i>Name of person responsible for the management of and administration of medication to pupils in school/academy</i>	<i>Name Mrs Charlene Gethin.</i>
<i>Our arrangements for the administration of medicines to pupils are: Found in our Supporting Pupils with Special Medical Needs And Medicines in School policy. Formal forms must be completed and logs are kept.</i>	
<i>The names members of staff who are authorised to give / support pupils with medication are:</i>	<i>On a case by case basis. Specific health care plan medicines are administered by trained and named staff.</i>
<i>Medication is stored:</i>	<i>Location All saints: Medical room Needwood: staff room</i>
<i>A record of the administration of medication is located:</i>	<i>Location All saints: Medical room Needwood: staff room</i>
<i>Pupils who administer and/or manage their own medication in school are authorised to do so by a person with parental responsibility in discussion with the headteacher or senior leader and are provided with a suitable private location to administer medication/store medication and equipment.</i>	
<i>Staff are trained to administer complex medication by the school nursing service when required.</i>	
<i>Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are: All staff are trained annually by the nursing team.</i>	
<i>Staff who are taking medication keep this personal medication in a secure area in a staff only location.</i>	
<i>Staff advise leaders if they are taking any medication which might impair their ability to carry out their normal work.</i>	

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

<i>PPE is provided free of charge where a risk assessment identifies this is needed to control a risk and the risk cannot be controlled by another means.</i>	
<i>Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for school staff.</i>	<i>Name NA at this time.</i>
<i>Name of person responsible for the checking and maintenance of personal protective equipment provided for staff</i>	<i>Name Site staff monitored by Headteacher.</i>
<i>PPE provided for use in curriculum lessons is not "personal" as it is provided by pupils in classroom situations.</i>	
<i>Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for pupils.</i>	<i>Name Class teacher supported by senior leaders.</i>

<i>All PPE provided for use in a classroom environment is kept clean, free from defects and replaced as necessary.</i>	
<i>Name(s) of person responsible for cleaning and checking pupil PPE.</i>	<i>Name Class teacher supported by senior leaders.</i>

## 26. Radiation NA

<i>Name of the school/academy Radiation Protection Supervisor (RPS)</i>	<i>Name</i>
<i>Name of the Radiation Protection Adviser (RPA)</i>	<i>Name</i>

## 27. Reporting Hazards or Defects

<i>All staff and pupils must report any hazards, defects or dangerous situations they see at our schools.</i>
<i>Our arrangements for the reporting of hazards and defects: Immediately to the office manager, Headteacher and through recording with site staff.</i>

## 28. Risk Assessments

<i>The schools have in place risk assessments for any identified significant risk. Control measures which are put in place to eliminate or reduce risk are communicated to staff, pupils and other who may be exposed to the risk.</i>
<b>Risk Assessment</b>
Accidents
Administration of drugs and medicines
Animals in school (inc Eggs hatching)
Asbestos
Bat Walk
Bouncy Castles
Catering
Churchyard
Circulatory routes
Cleaning
Clubs (pre and after school, organised by the school)
Contractors
Cooking lessons
Danger Areas
Design and Technology lessons
Drama Lessons / productions
DSE
Educational Visits
Electricity
Farm visits (Inc. Byrkley gardens animal enc).
Fire Precautions / Emergency evacuation
First Aid
Forest School
Fuel storage – petrol and oil
Gardening Lessons
General Classroom lesson
General Evacuation of School
General Site Maintenance
Glazing / Windows
Hazardous substances
Helicopter landing
Host school for cleaning / catering
ICT lessons
Interactive Whiteboard and Data Projector use.
Iron use
Lettings
Lighting
Local Environment walking (woods / Byrkley / village)
Lone working

Lunchtime Supervision	
Manual Handling If we admit a child who needs manual handling relevant staff have refresher training).	
Mobile Phones	
Music Lessons	
Noise	
Office Safety	
Personal Protective Equipment	
Pets in school	
Physical Education - see separate activity RAs also	
Playing Field	
Ponds	
Pressure vessels	
Pregnant Workers	
Science lessons	
Security	
Segregation of pedestrians and vehicles	
Sharp tools and equipment	
Slips, trips and falls.	
Snow and ice	
Sparklers	
Staff Wellbeing	
Storage	
Sun Safety	
Supplying Food –	
Swimming Lessons	
Taize	
Temperature	
Theatre visit	
Training (provision of)	
Transport (Staff travel between sites)	
Ventilation	
Violence	
Voice care	
Welfare facilities	
Wheelchairs	
Work Experience	
Working at height	
<i>Name of person who has overall responsibility for the academy risk assessment process and any associated action planning</i>	<i>Name Mrs Charlene Gethin</i>
<p><i>Our arrangements for carrying out, recording, communicating and reviewing risk assessments are: Cycles of review are in place.</i></p> <p><i>Itemised RAs are termly. Standing items are formally annual but are often reviewed half yearly.</i></p> <p><i>Individual pupil risk assessments are completed where necessary and reviewed regularly with all relevant staff.</i></p> <p><i>Staff delegated to complete them to support Headteacher.</i></p> <p><i>Communication through staff meeting agenda and email.</i></p> <p><i>Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments.</i></p> <p><i>When an accident or incident occurs a post risk assessment takes place when a new hazard has been identified.</i></p> <p><i>Risk assessments are created or reviewed when something new is introduced or a change has occurred.</i></p>	

## 29. Smoking

<i>No smoking or vaping is permitted on site or in vehicles owned or operated by our schools</i>
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## 30. Shared use of premises/shared workplace

<i>Name of Premises Manager or member of Leadership team responsible for Premises Management</i>	<i>Name Mrs Charlene Gethin</i>
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<i>The school premises are shared with another organisation (e.g.Contract caterer/public leisure centre).</i>	<i>Name ENTRUST / CAPITA catering and cleaning.</i>
<i>Our arrangements for managing health and safety in a shared workplace are: Effective communication / cpd of school expectations and procedures which compliment ENTRUST expectations. Shared paperwork and expectations. Risk assessment of shared workplace.</i>	

### 31. Stress and Staff Well-being

<i>Name of person who has overall responsibility for the health and wellbeing of Federation staff</i>	<i>Name Mrs Charlene Gethin.</i>
<i>All staff have responsibility to take care of their own health and wellbeing and the Federation supports staff to do this by implementing the following arrangements: Annual wellbeing and leadership questionnaire which feeds into stress risk assessment and annual action plan of development in consultation with staff. Monthly wellbeing meeting. Agenda item on all staff meetings - all staff (support and teaching). Information re think well and OH.</i>	
<i>Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated.</i>	
<i>All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work.</i>	
<i>Individual stress risk assessments take place when a member of staff requires additional individual support.</i>	
<i>A team stress risk assessment has been completed involving all staff and this is reviewed regularly. Summer 2016.</i>	

### 32. Swimming Pool Operating Procedures (where applicable) NA

<i>Name of person who has overall responsibility for managing the swimming pool and it's environment.</i>	<i>Name</i>
<i>Our arrangements for carrying out suitable swimming pool management (including minimum supervision standards, how to summon assistance in emergency, what to do if problem identified with pool water quality, supervision in changing areas, max numbers of swimmers, conditions of hire to outside organisations, first aid provision, training plant operators):</i>	
<i>Staff operating the swimming pool have received appropriate training and information.</i>	
<i>Emergency procedures are in pace for the use of the swimming pool and all staff who supervise swimming activities are trained appropriately in these procedures.</i>	
<i>The health and safety considerations within curriculum swimming must be planned, supervised and managed by staff who include in their lesson planning.</i>	

### 33. Training and Development

<i>Name of person who has overall responsibility for the training and development of staff.</i>	<i>Name Mrs Charlene Gethin.</i>
<i>All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.</i>	
<i>Our arrangements for carrying out suitable and sufficient health and safety training for all staff are: Reviewed on an annual basis using the rolling calendar of review, SCC matrix and role considerations / changes. New staff induction provides briefing about H&amp;S arrangements by the Headteacher and identifies CPD need. See training list and evaluations with feedback notes. See Performance management logs with objectives which outline CPD needs</i>	
<i>The schools have a health and safety training matrix to help in the planning of essential and development training for staff.</i>	
<i>Training records are retained and are located in the termly Headteacher's report to Governors, annual Health and safety reports to Governors / CPD section of H&amp;S files, online log. t</i>	
<i>Training and competency as a result of training is monitored and measured by evaluations which are reviewed after 6 months. Discussions and role monitoring.</i>	<i>Name Mrs Charlene Gethin.</i>

### 34. Vehicles owned or operated by the school/academy NA

Name of person who has overall responsibility for the school/academy vehicles	Name
The school/academy operates (no. of xx) minibus/coaches/cars/other vehicles (e.g. quad bikes/ride on mowers).	List
Name of person who manages the driver medical examinations	
Name of person who manages the vehicle license requirements	
Name of person who undertakes vehicle checks such as oil, water and routine roadworthiness.	
Name of person who arranges servicing and maintenance of the academy vehicles	
Our arrangements for the safe use of school/academy vehicles are:	

### 35. Vehicle movement on site

Name of Premises Manager responsible for the management of vehicles on site	Name Mrs Charlene Gethin.
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): Clear signage on all gates. <b>No movement</b> of vehicles on site during the following times: <b>8.40am — 4.30am</b> BETWEEN 4.30pm— 6.00pm Liaison with Office regarding clubs / extended school is necessary.	

### 36. Violence and Aggression and Federation Security

Our schools provide 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 Charlene Gethin or senior leaders.
Incidents of verbal & physical violence are investigated by:	Name Mrs Charlene Gethin or senior leaders.
Name of person who has responsibility for site security:	Name Mrs Charlene Gethin or senior leaders.
Our arrangements for site security are: Please view our security policy. Please view our procedures for violence and aggression. RPI training and paperwork. Individual pupil risk assessments. Records are kept regarding violence and aggression.	

### 37. Water System Safety

Name of Premises Manager responsible for managing water system safety.	Name Mrs Charlene Gethin.
Name of contractors who have undertaken a risk assessment of the water system	Name <ul style="list-style-type: none"> <li>• Hsl Compliance (formerly Hertel) undertake the risk assessments</li> <li>• Integrated water Services (IWS) carry out the biannual servicing &amp; testing</li> </ul> <p>Needwood: Mrs Caroline Goring All Saints: Mr Rob Taylor and Team</p>
Name of contractors who carry out regular testing of the water system:	Name As above.



Location of the water system safety manual/testing log	Location Main office
Our arrangements to ensure contractors have information about water systems are: Folders with logs and papers readily available.	
Our arrangements to ensure all school staff carrying out checks or testing or maintenance have information about the water system: if new staff, effective induction with SCC team / or water hygiene contractors. Current staff, effective paperwork and files available. CPD where relevant.	

### 38. Working at Height

Name(s) of person responsible managing the risk of work at height on the premises:	Name Mrs Charlene Gethin
Work at height is avoided where possible.	
Our arrangements for managing work at height are: We have regularly tested ladders, kick stools available. Staff avoid working at height. Staff do not work at height alone. Staff are regularly reminded about working at eight expectations.	
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 in the main office.	

### 39. Work Experience

Name of person who has overall responsibility for managing work experience and work placements for school/academy pupils.	Name Mrs Charlene Gethin (supported by office managers and senior leaders)
Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are: A formalised risk assessment reviewed annually. Specific placement personnel are vetted dependent on placement lead - i.e. high school Risk assessments and papers completed with each provider (high schools / universities etc). A full induction is provided A timetable is created for all staff and students Expectation are clear.	
The name of the person responsible for the health and safety of people on work experience in the schools premises:	Name Mrs Charlene Gethin or designated staff.
Our arrangements for managing the health and safety of work experience students in the school/academy are: A formalised risk assessment reviewed annually. Risk assessments and papers completed with each provider (high schools / universities etc). A full induction is provided A timetable is created for all staff and students Expectation are clear.	

### 40. Volunteers

Name of person who has overall responsibility for managing/coordinating volunteers working within the schools:	Name Mrs Charlene Gethin and supported by office managers and senior leaders.
Volunteers are considered as a member of staff and all health and safety arrangements including induction and training must apply. Induction is formal and clear. Checks are rigorous.	

### 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.

Our success is measured using:

- The maturity statements which are reviewed on an annual basis.
- Annual and external audit outcomes and review of next steps - linked to maturity statements
- Analysis of areas of health and safety - for example: number / frequency of accidents demonstrating improvements.

*These are outlined in our annual report to Governors as well as a wealth of evidence in all area of health and safety management.*