



THE FOREST FEDERATION

Health, Safety and Wellbeing Policy

Our policy has 4 parts;

- Part 1** - The Health and Safety Policy Statement
- Part 2** - Information on organising for health and safety and the responsibilities of key people within our schools.
- Part 3** - The detailed arrangements & procedures in place for Health, Safety and Wellbeing.
- Part 4** – Key Performance Indicators which should be collated to ensure that health and safety performance is monitored.

1. This policy statement complements (and should be read in conjunction with) the Staffordshire County Council Health, Safety and Wellbeing Policy, it records our school’s local organisation and arrangements for implementing the County Policy.
2. The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Governing Body and 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.
3. In compliance with the Health and Safety at Work etc. Act, our Federation 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 our schools activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on our schools’ premises or taking part in school 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 wellbeing facilities.
4. In addition to the above our schools will ensure that so far as is reasonably practicable that the health and safety of non employees is not adversely affected by its’ activities.
5. 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.
6. This policy statement and the accompanying organisational arrangements supersede any previously issued.

[Insert signature]

[Insert signature]

Selena Tye Chair of Governors

Charlene Gethin Headteacher

October 2016

Part 2
Health, Safety and Wellbeing Policy – Organisation and Responsibility

Overall responsibility for health and safety in schools rests with the employer. Who the employer is, depends upon the type of school.

Type of School	Who is the Employer?	Comments
Voluntary Controlled (VC) Schools – ALL SAINTS RANGEMORE	The County Council.	Governors of schools in this category have an obligation to ensure that the County Council Health, Safety and Wellbeing Policy/Management Arrangements are implemented.

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Voluntary Aided (VA) Schools NEEDWOOD PRIMARY	The Governing Body.	The employer must ensure that suitable policies and health and safety management arrangements are developed and implemented.
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Regardless of anything stated above, all school governing bodies have health and safety responsibility as the **occupier** of the premises.

Headteachers must make arrangements for ensuring the implementation of the health and safety policies of their employer and/or any Governing Body arrangements arising out of their health and safety responsibilities.

Organisation and Responsibilities for Health, Safety and Wellbeing

Duties and responsibilities for health and safety have been assigned to Staff and Governors based upon the following roles outlined in the County Council's Health, Safety and wellbeing Policy

Policy-makers	Devise and produce policy on health, safety and Wellbeing at a strategic level. Preserve, develop, promote and maintain the School's and the Council's health and safety management system. Ensure that health and safety matters are taken into account when organisational decisions are made.
Planners	Develop the local plans to achieve corporate/school health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area
Implementers	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively
Assisters	Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field
Employees	Irrespective of their position within the County Councils structure, everyone is regarded as an employee and therefore the employee duties within the H&S Policy apply to them.

Who are the Policy-makers, Planners, Implementers, Assisters and Employees in our Federation schools?

	Policy-makers	Planners	Implementers	Assisters	Employees
School Governors					
Headteacher CO ORDINATOR / PREMISES MANAGER					
School Leadership Team					
Deputy/Assistant Headteacher					
Teachers					
Teaching and Classroom Assistants					
Admin Staff					
Site Supervisor or Caretaker					
Council Health and Safety Forum					
Health, Safety and					

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Wellbeing Advisors and Occupational Health Professionals					
Other Assisters Council Strategic Property Officers Insurance services Entrust Asbestos Management Team Property Services HR					Excluding Entrust Assisters

The responsibilities of Policy Makers, Planners, Implementers, Assisters and Employees within the Policy

Policy-makers	
School Governors Headteacher CC H&S Policy Group H&S Advisers	Devise and produce policy on health, safety and wellbeing at a strategic level. Preserve, develop, promote and maintain the School's and the Council's health and safety management system. Ensure that health and safety matters are taken into account when organisational decisions are made.

The Policy makers;

- Will be familiar with the overall responsibilities laid down for **Policy Makers** in the County Council Health, Safety and Wellbeing Policy.
- Must ensure that the school has a structure in place to manage health and safety which includes; planning, implementation of these plans, monitoring, and reviewing and auditing. This must be integrated into general day to day management.
- Will ensure that plans for continuous improvement in health and safety management are developed and reviewed regularly.
- Must ensure that all school activities are organised and have sufficient arrangements and resources; to ensure that health and safety can be managed effectively.

As Policy Makers the Governing Body;

- Must ensure that those who have been assigned specific responsibilities in school for H&S have been identified, this has been communicated, and adequate training or instruction has been given.
- Must ensure that sufficient competent persons are in place to advise the school on H&S issues.
- Will set H&S targets (with Planners) to improve H&S performance.
- Is required to monitor that the H&S targets are being met and the school is meeting health and safety obligations by checking that policies and procedures are implemented in accordance with requirements, and by reviewing Key Performance Indicators (KPI) of health and safety performance on a regular basis.
 - *Some annual KPIs are required by the County Council, the GB can also identify other indicators they wish to monitor.*
 - *The H&S Coordinator may be delegated the responsibility to collate these KPI's on the Headteachers' behalf (see **Assisters** below)*
- Seek advice from and receive reports from the County Council Health, safety & Wellbeing Service and their School H&S Coordinator as appropriate and take actions as necessary.
- Ensure that the auditing of H&S takes place and that action plans are developed as a result of audit.
- The GB will ensure that all their decisions reflect the commitment of this policy and promote a positive culture towards health, safety and Wellbeing issues.
- The GB will inform the Commissioner for Education and Diocese of any issue which has significant health and safety implications which cannot be resolved satisfactorily without their support and involvement.

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Planners	
Headteacher Members of the School Leadership Team School Governors Deputy/ Headteacher Health and Safety Coordinator Headteacher Premises Manager Headteacher	Develop the local plans to achieve corporate/school health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area

The Planners will;

- Be familiar with the overall responsibilities laid down for **Planners** in the County Council Health, Safety and Wellbeing Policy.
- Take overall responsibility for the day to day health and safety management of the school and school activities taking place outside school premises.
- Determine the resources and arrangements needed to manage health and safety effectively as part of the school planning process.
- Delegate duties to other members of staff any or all of the duties associated with the management of health and safety. *(It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day to day responsibilities for health and safety within the establishment.)*
- As part of their management of health and safety;
 - appoint a Premises Manager (see **Implementers** below)
 - identify a member of staff who can act as a Health and Safety Coordinator (see **Assisters** below)
- Ensure that these staff receive appropriate H&S training.
- Ensure that all staff within the school are aware of their responsibilities with regard to Health and Safety issues. Where staff have specific duties in health and safety matters (e.g. First Aid/Fire Marshal), this should be identified clearly to everyone in the premises.
- Keep up to date with changes or updates in health and safety management by using the County Council or other resources and communications.
- Ensure that suitable and sufficient training, instruction and information is provided when required
- Set health and safety objectives as part of the school planning process.
- Include health and safety in staff objectives where appropriate and assess their performance against these objectives regularly.
- Advise Governors of the resources and arrangements needed to manage health and safety effectively as part of the school planning process.
- Communicate any health and safety actions outlined in the school planning process to relevant staff and governors.
- Develop management arrangements for the identification of hazards and control of risks (risk assessments), ensure these take place and that results are communicated to staff.
- Develop local policies and procedures as necessary for health and safety and ensure they reflect the overall CC Policy.
- Seek help from the CC H&S Adviser or other specialist to ensure that H&S Policy can be implemented effectively and advise the GB and/or the County Council (as necessary) where issues arise which cannot be managed at a local level, need additional resources or require external support.
- Ensure that an annual **Health and Safety Evaluation checklist** (inspection) of the premises is carried out, in line with the County Council Audit arrangements. (This duty may be delegated to other members of school staff)
- Ensure that an **Annual Health, Safety and wellbeing Self Audit** of the management of H&S is carried out, in line with the County Council Audit arrangements. (This duty may be shared with other staff such as SLT)
- Draw up any Action Plans required from the results of Health and Safety Evaluation checklist and Annual Self Audit and monitor these regularly.
- Take part in and cooperate with any **Health and Safety Audit** which may be carried out by the Council's Health, Safety and Wellbeing Service
- Advise the GB and others of the results of any H&S monitoring (including KPI information) which takes place and of any actions required as a result of this.
- Consult with staff as necessary on matters of health and safety which may affect them at work.

Health and Safety Committee

The school has chosen not to have a Health and Safety Committee but has delegated these tasks to the finance and staffing committee and named health and safety Governor. The finance and strategy committee ensure they consider health and safety planning and organisation, the implementation of policies and review and monitor performance. H&S is a regular agenda item in these meetings.

An annual report to the Governing Body outlining achievements against the H&S plan and annual KPI's are considered
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by Planners and Implementers, the school's Health and Safety Coordinator may be responsible for collating this information (see **Assisters**) for their consideration. As a minimum, the report will contain a summary of accident and ill health statistics for the current year and will suggest health and safety targets and priorities for the forthcoming year.

Implementers	
<i>Headteacher (also Policy maker, Planner)</i> <i>School Leadership Team (also planners)</i> <i>Teaching Staff [Including supply teachers]</i> <i>Premises Managers (headteacher)</i> <i>Teaching Assistants</i> <i>Admin Staff</i> <i>Site Supervisor/Caretaker</i>	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively

The Implementers will;

- Maintain an understanding of the Health and Safety Policies of the County Council and those developed within school
- Demonstrate commitment to the management of health and safety by:
 - Setting a good example to others
 - Promoting good practice
 - Identifying H&S problems and rectifying them if possible
 - Challenging poor H&S performance or attitudes
 - Communicating regularly about H&S
- Be responsible for and take the lead on implementation of health and safety policies and any arrangements which have been developed by the Policy makers and Planners.
- Understand and own the plans in place for H&S as part of the overall school planning process monitor progress in these areas and advise planners of the results or any deficiencies.
- Ensure that any personal targets set by Planners are achieved, feedback any issues identified in this process.
- Ensure that individuals have health and safety objectives as part of their annual review process (these may reflect the overall H&S plans)
- Encourage participation in H&S and ensure that communication about H&S issues takes place.
- Assess new and existing work activities for hazards, ensuring that risk assessments are in place, control measures implemented (safe methods of work/Personal Protective Equipment etc) and the results of risk assessments communicated.
- Ensure that, where responsibilities for health and safety have been delegated to staff members, these roles are properly assigned and understood by employees in their teams/areas.
- Ensure that staff in these roles have received appropriate training.
- Ensure that there is sufficient information, instruction and training and resources available for staff in order for them to do their job
- Consult with staff as necessary on matters of health and safety which may affect them at work and receive health and safety reports from Health and Safety Representatives, responding as necessary.
- Supervise work adequately to ensure that good health and safety standards are maintained.
- Ensure that adequate monitoring of H&S takes place e.g. by taking part on Premises H&S Evaluations and carrying out own inspection of work areas.
- Carry out any reactive monitoring required such as investigation of accidents, near misses and occupational illness and ensure the information gained is used to improve H&S in the future.
- Avoid allocating "blame" to individuals who report accidents, illness or near misses, and ensure that all reports of this nature are managed effectively.
- Monitor H&S standards at the local level by retaining statistics to identify patterns and trends in events.
- Seek advice from the CC H&S Adviser or other specialist as required.
- Make use of other resources provided by the County Council to promote H&S at work (e.g. intranet/Newsletters)
- *In addition to the above, Teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site e.g. classrooms, laboratories, workshops etc., and off site e.g. school trips.*

Premises Managers

In addition to the responsibilities above Premises Managers have specific duties laid down in the County Council Health Safety and Wellbeing policy. These are reproduced here;

1. To maintain an understanding of County Council health and safety policy arrangements and the premise manager responsibilities detailed within them, and an awareness of relevant premise related health and safety legislation, issues and procedures and operating within these requirements;

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2. To control contractors working on the premises, and ensure that hazard information has been exchanged and suitable risk control measures implemented;
3. Ensuring adequate security arrangements are maintained;
4. Ensuring the general cleanliness of the premises and that adequate wellbeing facilities are provided;
5. Arranging for regular inspection of the areas of the premises for which they are responsible to monitor that workplace health and safety standards are in effective working order and that a safe means of access and egress is maintained;
6. Ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained;
7. Ensuring that plant and equipment is adequately maintained;
8. Arranging for the regular testing and maintenance of electrical equipment;
9. Maintaining records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance;
10. Ensuring adequate first aid requirements for the premises are formally assessed and adequate provision is made;
11. Ensuring that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored;
12. Undertaking thorough investigation of all premise related accidents/incidents. Ensure the availability of an accident book at each premise ;
13. Ensuring the adequate provision of health and safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations;
14. Ensuring that a copy of the Health and Safety Law Poster is displayed in an accessible location and the information on the poster kept up to date;
15. Maintaining a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations and make this available to contractors upon requests;
16. Ensuring that adequate systems are in place for the management of asbestos and control of legionella and excessive water temperatures;
17. To respond promptly to 'D1 Notifications' that is notification of a defect that could affect the health and safety of building occupants/visitors, informed to them by County Strategic/Entrust Property Services as a result of a maintenance contract visit.

Assisters	
<i>Health and Safety Coordinators(Headteacher)</i> <i>Health and Safety Advisors</i> <i>Occupational Health Professionals</i>	Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives).

Assisters act in a supportive role to managers and may use their authority, independence and competence to advise when required to do so

The Health and Safety Coordinator;

- Is familiar with the responsibilities of Assisters laid down in the County Council Health, Safety and Wellbeing Policy.
- Has the core duty to ensure that there is a system established for the management of health and safety – this planning and organisation must take place with the Planner(s) and Policy makers as necessary.
- Will keep up to date with Health and Safety issues and changes by making use of resources provided by the County Council to promote H&S at work (e.g. intranet/Newsletters)
- May take on certain functions such as communication, collation of statistics, coordination of H&S Evaluation/Audits as directed, but the overall responsibility rests with the Head of Establishment.
- May collate and produce an **annual report on Health and Safety performance including essential KPIs** (see Part 4) for Governing Bodies to view as part of their monitoring process. A template is available for this on the SLN at <http://education.staffordshire.gov.uk/School-Admin/HealthSafetyWellbeing/Health-and-Safety/Key-Documents/Key-Health-and-Safety-Documents.aspx>

Employees
Irrespective of their position within the County Councils structure, everyone is regarded as an employee and therefore the employee duties within the H&S Policy apply to them.

Employees [including temporary & volunteers]

Employees – Irrespective of their position within the County Councils structure, All staff are employees and therefore all the employee responsibilities within the County Council Health, Safety and wellbeing Policy apply to everyone. All employees in the establishment are aware of the responsibilities of Employees laid down in the County Council Health, Safety and wellbeing Policy.

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All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the governing body and senior management of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises.

Pupils/students [This section should be drawn to attention of all pupils]

All pupils must be encouraged to follow all safe working practices and observe all school safety rules.

All pupils will:

- follow all instructions issued by any member of staff in the case of an emergency;
- ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- inform any member of staff of any situation which may affect their safety.

Staff Safety Representatives

Health and safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the governing body is notified in writing of such an appointment, the safety representative shall have the following functions:

- to investigate potential hazards and to examine the causes of accidents in the workplace;
- to investigate complaints by any employee he represents relating to that employees health and safety or wellbeing at work;
- to make representations to the Headteacher via the Deputy Headteacher on general matters affecting the health, safety and wellbeing of employees;
- to carry out workplace health, safety and wellbeing inspections;
- to attend any safety committee meetings;
- to co-operate with employers in promoting health and safety at work.

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

Part 3

Arrangements & Procedures for Health, Safety and wellbeing

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

- 1. Accident Reporting, Recording & Investigation**
Pupil accidents – in accident book – analysed half termly. Notify headteacher of more serious accidents. 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 caretakers clipboard / email. Adult accidents in accident book in office. Notify headteacher. Again, if more serious, LA notified using investigation form.
- 2. Asbestos**
Mrs. C. Gethin is responsible for the Asbestos Record System Manual. It is located in the school office within easy reach for the office manager to share with contractors. Headteacher / office manager will ensure contractors and others such as site supervisors etc. have sight of manual prior to starting any work on the premises. Staff know not to drill or affix anything to walls without first obtaining approval from premises manager/checking manual.
- 3. Contractors**
We use county advice on selecting contractors. 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 headteacher.
- 4. Curriculum Safety [including out of school learning activity/study support]**
We have several up to date risk assessments for lessons and activities in the local area as well as Interactive Whiteboards, Cooking or Science Equipment. Staff should undertake suitable (written) risk assessments prior to commencing hazardous activities and submit them to the headteacher for verification and adding to risk

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assessment file.

5. Drugs & Medications

Person with Parental responsibility requests for medicines to be administered are required. Medicines are stored in the first aid boxes. In EYFS we have a fridge where necessary. We have specific forms for recording administration, a paragraph about medicines is in the school prospectus, the policy is provided and discussed with the new intake parents and is available online.

6. Electrical Equipment [fixed & portable]

Before use there is always a visual inspection by users, annual PAT testing and recoding is completed. Staff request to bring personal items in school, this is rare. Who undertakes examination of fixed installation, how to report defective equipment. Who inspects equipment in different or more specialised parts of the site such as school kitchens, science laboratories or Design and Technology rooms]

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

The Headteacher is responsible for undertaking & reviewing the fire risk assessment, Drills are termly but include extras for lunchtime and out of hours. Please see written procedures including information about fire marshal (warden) etc, assembly points. Maintenance of fire exits /escape routes is of contractors. Inspections made by headteacher or brought to the attention by staff. Maintenance of fire extinguishers is annual and automatically actioned by SCC. Testing of the fire alarm is weekly by the caretaking team..

Fire Risk Assessment

Found in Risk assessment file in heads office, action planning in health and safety file. Reviewed 6 monthly.

8. First Aid

We have a large number of other paediatric first aid trained staff – lists in all rooms. She is located in class 1. First aid boxes are in the medical room and in class 2. location of first aid boxes. Mrs. Coxon is responsible for checking & restocking. Anyone can summon an ambulance. Ideally the headteacher or a teaching assistant can accompany children to hospital although this is not limited and anyone can cover in the event of absence. Mrs. Coxon's training record is kept on file and retrained when appropriate.

9. Glass & Glazing

Survey completed - see paperwork.

10. Hazardous Substances (COSHH)

County Cleaning are responsible for the selection and use of substances, safety data sheets, risk assessments, staff training in safe use, selection & use of protective equipment. Storage arrangements are left to the school, they are kept in the cleaning cupboard. School holds its own COSHH file with risk assessments and coshh sheets for school bought items. Staff are informed not to bring in their own products.

11. Health and Safety Advice

We utilise competent health and safety advice from the Health & Safety Team, Individual contact details are as follows:

Wendy Sears	07773791557 / 01785 355777
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12. Housekeeping, cleaning & waste disposal

The site team and 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. Waste bins are at the furthest point.

13. Handling & Lifting

See manual handling RA. If children need lifting people training is provided. Needwood has a ceiling and manual hoist which is serviced / reviewed 6 monthly

14. Jewellery

Children are discouraged from wearing earrings (if they have to be worn, only studs are permitted) no other jewellery is allowed.

15. Lettings/shared use of premises

See lettings policy and forms.

16. **Lone Working**
See risk assessment and policy.

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

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		✓
Self Evaluation of H&S (Step 1 of Audit and Evaluation Process) Annual review of day to day health and safety activities. To take place in OCTOBER each year, results retained in school		✓
Self Audit (Step 2 of Audit and Evaluation Process) Annual review in JANUARY 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.		✓
Fire Risk assessment		✓
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		✓
Annual reminders for staff		

6 Monthly		
Check	Contractor	Internal
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>		✓

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

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

Half Termly		
Check	Contractor	Internal
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		✓

Monthly		
Check	Contractor	Internal
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)		✓

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

DAILY VISUAL CHECKS		
Check	Contractor	Internal
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)

When necessary / relevant

Check	Contractor	Internal
Visual pre checks of ladders etc.		✓ as and when used.
Contractor 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.		

18. Monitoring the Policy and results

The Headteacher carries out the H&S checklist and self audit tool.

The Headteacher monitors accident reports/trends, complaints.

The school's health and safety performance is measured using the maturity model and actions against the action plan. Key Performance Indicators are reported upon in the Headteacher's report to governors in the summer term. Other reports have a health and safety section.

The Headteacher is responsible for siting this poster and keeping it up to date. It has currently gone missing, a new one has been produced and it is on order.

19. Personal Protective Equipment (PPE)

SCC are responsible for the school cleaner. The site team identify if PPE is necessary for their role otherwise N/A.

20. Reporting Defects

Hazards should be reported to the Headteacher and logged by the person reporting on the clipboard in the office or on an email to the caretaking team. Interim measures are taken to secure position pending rectification. The person reporting if they can, any member of staff, the Headteacher or office manager.

21. Risk Assessments

The headteacher is responsible for ensuring RA's are undertaken. We have a structure for review (zones of responsibility and a cycle of review of all RAs we have – see file. The headteacher and staff undertake special RA's as and when they arise.

22. School Trips/ Off-Site Activities

Please see School visits file and information on server / EVOLVE

23. School Transport – e.g. minibuses

N/A Please see information on volunteer drivers in Health and Safety file.

24. Smoking

NO SMOKING ON THE PREMISES.

25. Staff Consultation and Communication

H&S is regular agenda item for all meetings.

Staff to see Headteacher / site team or use clipboard / email to caretaking team to raise issues of concern and make suggestions for health and safety improvements.

Staff are communicated to via agenda item or e-mail .

All information about health and safety can be found in the heads office. (some files i.e. asbestos / water testing are found in the school offices)

26. Stress and staff Well-being

See risk assessment and policy, questionnaire analysis and action plans and wellbeing team and team meetings.

27. Supervision [including out of school learning activity/study support]

Supervision requirements for pupils during curriculum time - pupils must not be left unattended and all other times when in care of school,

See school visits file for agreed ratios for school trips.

All staff and voluntary workers are subject to criminal conviction clearance.

- 28. Swimming Pool Operating Procedures (where applicable)**
N/A
- 29. Training and Development**
*New staff induction provides briefing about H&S arrangements by the Headteacher.
See training list with feedback notes.
See Performance management logs with objectives which outline CPD needs*
- 30. Use of VDU's / Display Screens / DSE**
Annual self assessment is provided and analysed. We use the PPT and HSE DSE booklet to train staff in the use of VDUs. Staff report defects in workstation and health concerns to the headteacher. Regular breaks should be taken:
- 31. Vehicles on Site**
Staff may park on the school carpark or the village carpark over the road. There is a restriction on vehicle movement at the beginning and end of school from the school drive wherever possible. See RA on segregation of vehicles from pedestrian areas. Parents are requested not to use the school drive on a regular basis. Deliveries park outside the school gates.
- 32. Violence to Staff / School Security**
Please see policy, RA and violent incident reporting (thinish file)
- 33. Working at Height**
Please see RA and notices.
- 34. Water Hygiene**
The site team completes the water hygiene tests and hands them to the headteacher who analyses and actions and inappropriate data. The headteacher updates the manual.
- 36. Work Experience**
*Please see specific RA. RA for the high school / college are completed and sent. See student file.
Headteacher is responsible for induction of students including health and safety information. See induction booklet.*

Part 4

Local Health and Safety Key Performance Indicators (KPI's)

It is important that managers can monitor the health and safety performance of their premises in order to determine where progress is being made and where further actions and resources may be required.

Both of our school's KPI maturity statement docs available for your scrutiny. Please ask.

The County Council Health Safety and Wellbeing Policy also requires feedback on certain KPI's more details of these can be obtained from your Health and Safety Adviser.