



Health, Safety and Well-Being Policy
Last reviewed: Autumn Term 2018
Next Review date: Autumn Term 2019

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 SCC Health and Safety 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 St Michael's CE (C) Primary School, Lichfield Governing Body recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc. Act 1974.

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

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

<i>[Signature]</i>	<i>[Signature]</i>
Mrs Helen Crooks Chair of Governors	Mrs Helen Robertson Headteacher
<i>[Insert date]</i>	<i>[Insert date]</i>

C. Management Arrangements

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

<i>The school obtains competent health and safety advice from</i>	<i>LA Health and Safety Team</i>
<i>The contact details are</i>	<i>Health, Safety and Well Being Service Wedgwood Building Tipping Street Stafford ST16 2DH</i>
<i>In an emergency we contact the Health and Safety Help Desk: 01785 355842</i>	

Monitoring Health and Safety

<i>Name of person(s) responsible for the overall monitoring of health and safety in school:</i>	<i>Mrs Helen Robertson</i>
<p><i>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:</i></p> <ul style="list-style-type: none"> <i>• The Health and Safety Policy is reviewed on an annual basis by the Governing Body</i> <i>• The school has adopted the County Council review cycle and the Headteacher undertakes the Annual Health and Safety Evaluation Checklist – Premises (October annually) and the Annual Health, Safety and Welfare Audit Tool (January annually).</i> 	

<ul style="list-style-type: none"> • The outcomes of these processes are shared with the Governing Body and the school's Leadership Team • An annual report is completed for the Governing Body 	
The school carries out formal evaluations and audits on the management of health and safety annually.	
The last audit took place	Date: 11 th January 2018 By: Helen Robertson, Tony Martinez and key school leaders
Name of person responsible for monitoring the implementation of health and safety policies	Mrs Helen Robertson
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
Termly site inspection	Tony Martinez (Caretaker) and Penny Kain (Health and Safety Governor)
Annual Asbestos Inspection	Tony Martinez
Weekly, monthly and quarterly Water Hygiene inspections	Tony Martinez
Weekly fire alarm testing	Tony Martinez
Emergency lighting testing	Tony Martinez
Outdoor play areas	Foundation Stage Team and Tony Martinez

D. Detailed Health and Safety Arrangements

Adapt this list of arrangements as appropriate for your school.
 For further information from the Health, Safety and Wellbeing Service in any of these areas you may also wish to view the information on the SLN
<https://education.staffordshire.gov.uk/School-Admin/HealthSafetyWellbeing/Health-Safety-and-Wellbeing-Service.aspx> or consult with your Health and Safety Adviser / Other Specialist Adviser.

1. Accident Reporting, Recording & Investigation

Our arrangements for recording and investigating:
<p>pupil accidents:</p> <ul style="list-style-type: none"> • An accident report book is held for accidents involving children • All accidents involving additional treatment / further investigation are reported on the LA on-line reporting system.
staff accidents:

<ul style="list-style-type: none"> • Accidents are reported on the LA on-line reporting system and the Health and Safety Executive form (BI510).
<p>visitor accidents:</p> <ul style="list-style-type: none"> • Accidents are reported on the LA on-line reporting system and the Health and Safety Executive form (BI510).
<p>The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: Mrs Helen Robertson (Headteacher).</p> <p>In the first instance accidents are reported to our LA Health and Safety Advisor who reports on the school's behalf to the Health and Safety Executive (under RIDDOR).</p>
<p>Our arrangements for reporting to the Governing Body are:</p> <ul style="list-style-type: none"> • Through the Health and Safety Governor's termly report, where appropriate • Annually through the Health and Safety Report to Governors
<p>Our arrangements for reviewing accidents and identifying trends are:</p> <ul style="list-style-type: none"> • All accidents are considered to determine the cause and establish what could be done, if anything, to prevent recurrence. Records are kept for 7 years (adults) and until a child has reached the age of 25. • Any accident resulting in fatality or specified major injury is reported on the day, by telephone, to the LA Health and Safety team. • The Headteacher monitors any trends emerging and seeks advice from the LA Health and Safety Team to change practice / procedure or address physical defects or adaptations required to the premises.

2. Asbestos

Name of Premises Manager responsible for Managing Asbestos.	Mr Tony Martinez
Location of the Asbestos Management Log or Record System.	School Office
<p>Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are:</p> <ul style="list-style-type: none"> • A site meeting takes place between our Caretaker and the contractor before any work starts. • A hazard exchange sheet is completed, which includes sharing of information in our Asbestos Management Log. • Contractors are also expected to sign the Asbestos Management Log • Work cannot be undertaken on site without the appropriate hazard exchange sheet being completed and the Asbestos Management Log being signed. 	
<p>Our arrangements to ensure all school/academy staff such as class teachers or caretakers have information about asbestos risk on the premises:</p> <ul style="list-style-type: none"> • Caretaker has an annual meeting with the LA designated Asbestos Lead • Caretaker ensures that staff have a copy of the asbestos register for their classroom 	
Staff must report damage to asbestos materials to:	Mr Tony Martinez

Staff must not drill or affix anything to walls without first obtaining approval from the premises manager.

3. Communication

<i>Name of SLT member who is responsible for communicating with staff on health and safety matters:</i>	<i>Mrs Helen Robertson</i>
<i>Our arrangements for communicating about health and safety matters with all staff are:</i>	
<ul style="list-style-type: none"> • A termly Health and Safety newsletter for staff • Regular staff meeting agenda items as required 	
<i>Staff can make suggestions for health and safety improvements by:</i>	
<ul style="list-style-type: none"> • Raising issues under any other business in team meetings • Making suggestions when policy / practice is reviewed during staff training / team meetings • Making suggestions to the Caretaker or School Bursar for consideration 	

4. Construction Work *See also Contractor Management

<i>Name of person coordinating any construction work / acting as Client for any construction project.</i>	<i>Mr Tony Martinez in partnership with Entrust Property Surveyors</i>
<i>Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are led by one of our designated Entrust Property Surveyors</i>	
<i>Duty holders will be identified and named as part of any Construction project.</i>	
<i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are:</i>	
<ul style="list-style-type: none"> • A site meeting prior to the commencement of any work to complete the hazard exchange sheet and any relevant manuals (e.g. Fixed electrical testing, water hygiene, asbestos) 	
<i>Our arrangements for the induction of contractors are:</i>	
<ul style="list-style-type: none"> • A site meeting prior to the commencement of any work which will include completion of the hazard exchange sheet and agreement of access to site. This will normally be undertaken by the Caretaker 	
<i>Staff should report concerns about contractors to:</i>	
<i>Caretaker or School Bursar</i>	
<i>We will review any construction activities on the site by:</i>	
<ul style="list-style-type: none"> • Monitoring of the contractors on site • Liaising on a daily basis with the designated Entrust Property Surveyor 	

5. Consultation

<i>Name of SLT member who is responsible for consulting with staff on health and safety</i>	<i>Mrs Helen Robertson</i>
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<i>matters:</i>	
<i>The name of the Trade Union Health and Safety Representative is:</i>	<i>Mr Mat Hayward</i>
<i>Our arrangements for consulting with staff on health and safety matters are:</i>	
<ul style="list-style-type: none"> • Raising issues under any other business in team meetings • Making suggestions when policy / practice is reviewed during staff training / team meetings • Making suggestions to the Caretaker or School Bursar for consideration 	
<i>Staff can raise issues of concern by talking to the Caretaker, Bursar or Headteacher</i>	

6. Contractor Management

<i>Name of person responsible for managing and monitoring contractor activity</i>	<i>Mr Tony Martinez</i>
<i>Our arrangements for selecting competent contractors are seeking the advice of our Entrust Property Surveyors</i>	
<i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are:</i>	
<ul style="list-style-type: none"> • A site meeting prior to the commencement of any work to complete the hazard exchange sheet and any relevant manuals (e.g. Fixed electrical testing, water hygiene, asbestos) 	
<i>Our arrangements for the induction of contractors are:</i>	
<ul style="list-style-type: none"> • A site meeting prior to the commencement of any work which will include completion of the hazard exchange sheet and agreement of access to site. This will normally be undertaken by the Caretaker 	
<i>Staff should report concerns about contractors to:</i> <i>Caretaker or Bursar</i>	

7. Curriculum Areas – health and safety

<i>Name of person who has overall responsibility for the curriculum areas as follows:</i> <i>e.g.</i> <i>Science</i> <i>D&T</i> <i>PE</i> <i>Early Years</i>	<i>Mrs Pippa Steele</i> <i>Mrs Rachel Haber</i> <i>Miss Becky Lewis</i> <i>Mrs Lyn Elcock</i>
<i>Risk assessments for these curriculum areas are the responsibility of:</i> <i>Science</i> <i>D&T</i> <i>PE</i> <i>Early Years</i>	<i>Mrs Pippa Steele</i> <i>Mrs Rachel Haber</i> <i>Miss Becky Lewis</i> <i>Mrs Lyn Elcock</i>

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

<i>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.</i>	
<i>Our arrangements for carrying out DSE assessments are:</i>	
<i>Name of person who has responsibility for carrying out Display Screen Equipment Assessments</i>	<i>Mrs Siobhan Manton</i>
<i>DSE assessments are recorded and any control measures required to reduce risk are managed by</i>	<i>Mrs Siobhan Manton</i>

9. Early Years Foundation Stage (EYFS)

<i>Name of person who has overall responsibility for EYFS</i>	<i>Mrs Lyn Elcock</i>
<i>Our arrangements for the safe management of EYFS are:</i>	
<ul style="list-style-type: none"> <i>• All EYFS specific risk assessments are reviewed annually at the start of the academic year and signed off</i> <i>• Foundation Stage Lead monitors the completion of the daily and weekly equipment checks and reports any defects / concerns to the Caretaker</i> 	

10. Educational visits / Off-Site Activities

<i>Name of person who has overall responsibility for Educational Visits</i>	<i>Mrs Helen Robertson</i>
<i>The Educational Visits Coordinator is</i>	<i>Mrs Emma Friend</i>
<i>Our arrangements for the safe management of educational visits:</i>	
<ul style="list-style-type: none"> <i>• The school subscribes to EVOLVE which ensures that all trips are appropriately planned, staffed and risk assessed</i> <i>• See also Educational Visits Policy</i> 	

11. Electrical Equipment [fixed & portable]

<i>Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:</i>	<i>Mrs Siobhan Manton in partnership with Mr Tony Martinez</i>
<i>Fixed electrical wiring test records are located:</i>	<i>School Office</i>
<i>All staff visually inspect electrical equipment before use.</i>	
<i>Our arrangements for bringing personal electrical items onto the school site are:</i>	
<ul style="list-style-type: none"> <i>• Staff are dissuaded from bringing personal electrical items onto the school site.</i> <i>• Should this be necessary the appliance concerned must have been PAT tested or a receipt provided to demonstrate that the appliance is new / less than 12</i> 	

<i>months old</i>	
<i>Name of person responsible for arranging the testing of portable electrical equipment (PAT):</i>	<i>Mrs Siobhan Manton</i>
<i>Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:</i>	<i>Mrs Siobhan Manton</i>
<i>Portable electrical equipment (PAT) testing records are located:</i>	<i>School Office</i>
<i>Staff must take defective electrical equipment out of use and report to:</i>	<i>Mr Tony Martinez</i>
<i>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:</i>	

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

<i>Name of competent person responsible for undertaking & reviewing fire risk assessment in addition to any associated action planning</i>	<i>Mrs Helen Robertson</i>
<i>The Fire Risk Assessment is located</i>	<i>School Office</i>
<i>When the fire alarm is raised the person responsible for calling the fire service is</i>	<i>Mrs Siobhan Manton Mrs Emma Friend (Friday)</i>
<i>Name of person responsible for arranging and recording of fire drills</i>	<i>Mrs Siobhan Manton and Mr Tony Martinez</i>
<i>Name of person responsible for creating and reviewing Fire Evacuation arrangements</i>	<i>Mrs Helen Robertson</i>
<i>Our Fire Evacuation Arrangements are published ...</i>	<i>In each room and communal areas</i>
<i>Our Fire Marshals are listed</i>	<u><i>Caretaker (or Headteacher in absence):</i></u> <i>Responsible for liaising with Fire and Rescue Service once on site</i> <u><i>Bursar / Headteacher (or Administrative Assistant / Deputy Head in their absence):</i></u> <i>Responsible for checking the building to establish the location of the fire and that everyone has safely evacuated</i> <u><i>Administrative Assistant / Clerical Assistant:</i></u> <i>Responsible for the Grab Pack and walkie talkies, ensuring the gates are opened for emergency vehicle access and identifying</i>

	<p>everyone is accounted for <u>Classteachers (Named Lunchtime Supervisors if at lunchtime):</u> Responsible for ensuring children leave the building and line up at designated evacuation points. Roll call to be taken and notify Administrative Assistant / Clerical Assistant if anyone unaccounted for <u>Teaching Assistants:</u> Responsible for being the last to leave the classroom ensuring that everyone has safely left and closing doors behind them.</p>
Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at	School Office
Name of person responsible for training staff in fire procedures	Mr Tony Martinez
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	Mrs Helen Robertson
The First Aid Assessment is located	School Office
First Aiders are listed	Medical Room
Name of person responsible for arranging and monitoring First Aid Training	Mrs Siobhan Manton
Location of First Aid Box	Medical Room First Aid Area in the Key Stage 2 corridor First Aid Area in the Foundation Stage / Year 1 corridor First Aid Area in the mobile
Name of person responsible for checking & restocking first aid boxes	Mrs Carol Glass
In an emergency staff are aware of how to summon an ambulance	
Our arrangements for dealing with an injured person who has to go to hospital are (who is contacted/ who accompanies staff or children to hospital):	
pupils	<ul style="list-style-type: none"> • Office notified to call an ambulance and then parents • SIMS contact information

	<p><i>printed out for the injured child, ready to hand to paramedics attending</i></p> <ul style="list-style-type: none"> • <i>If parent hasn't arrived at school a member of staff will accompany the child to hospital</i> • <i>If a parent is extremely distressed a member of staff will accompany the child and parent to hospital</i>
<i>staff</i>	<ul style="list-style-type: none"> • <i>Office notified to call an ambulance and then identified named contact / next of kin</i> • <i>SIMS contact information printed out for the member of staff, ready to hand to paramedics attending</i> • <i>If named contact / next of kin hasn't arrived at school a member of staff will accompany the staff member to hospital</i>
<i>visitors</i>	<ul style="list-style-type: none"> • <i>Office notified to call an ambulance and then identified named contact / next of kin if information available</i>
<p><i>Our arrangements for recording the use of First Aid are</i></p> <ul style="list-style-type: none"> • <i>An 'Accident' Book is kept in the three First Aid areas along with an 'Incident' Book.</i> • <i>Any injuries / incidents are recorded in books</i> • <i>If the injury is above the shoulders a head injury letter is completed and given to the child together with a head injury sticker to be given to their parent.</i> • <i>If the injury is a cause for concern the parent will be notified and perhaps an ambulance called.</i> • <i>Advice is provided on what details need to be included when completing information in the books.</i> • <i>If a children goes to hospital then the accident should be logged on the LA on-line accident reporting system</i> • <i>If an adult goes to hospital then a BI510 form should be completed and the details logged on the LA on-line accident reporting system</i> 	

14. Forest School

Name of person in school who leads on Forest School activity	Mrs Louise Tranter
<p>Our arrangements for developing, organising and running Forest School activity. Include here any details with regard to risk assessment, communication and supervision etc.</p> <ul style="list-style-type: none"> • A specific risk assessment is in place for Forest School which is reviewed annually. • A parents' information meeting is held prior to children starting in Foundation Stage and medical forms are given out. • Children cannot participate in Forest School without a completed medical and consent form. • Staff pupil ratio is 15 children per session with 3 adults • Forest School Lead has specific First Aid training • Specific risk assessment is in place for high risk activities • Medical forms are filled out for all parent helpers 	

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 (year) and the record can be found	6 th March 2013 and is located in the School Office

16. Hazardous Substances (COSHH)

Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)	Mr Tony Martinez
<p>Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are:</p> <ul style="list-style-type: none"> • We have a list, compiled by the Site Supervisor, of approved chemicals that we use. Safety data sheets have been obtained for all and these are kept in the COSHH folder along with form HR59 (Hazardous Substances), which is the risk assessment for all our hazardous chemicals. • All chemicals deemed hazardous are kept in the chemical store which is locked and not accessible from main school. The only exception to this is the First Aid sanitizer which is kept in a locked metal wall mounted cabinet in the First Aid area. • If a task requires a chemical not on the list we research the options and use the least hazardous after consulting with the S & S team at the LA. PPE is bought if required when a new chemical is ordered. • Regular sweeps of the building are done to ensure staff compliance with our policy. 	

The school/academy uses CLEAPPS as a resource and all staff must be aware of how to access this information.

17. Health and Safety Law Poster

<i>The Health and Safety at Work poster is located:</i>	<i>Staffroom</i>
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18. Housekeeping, cleaning & waste disposal

All staff and pupils share the responsibility for keeping the school site clean, tidy and free from hazards

Our waste management arrangements are:

- The school has a contract with Briers for waste collection. The bins are stored adjacent to the building by the kitchen, in line with guidance from our LA Health and Safety Advisor.*
- Cleaning staff empty bins within the school building on a daily basis and remove rubbish to the main bins, just before lock up at the end of each day.*
- The school has a small number of blue recycling bins provided by the District Council. These are filled by pupil monitors and staff.*
- Yellow medical waste bins, sharp boxes, nappy bins are provided. These, along with sanitary bins are collected in accordance with our contract. New bins are provided when the bins are collected. During times of sickness bugs additional collections are requested to ensure that bins are not health hazards and appropriate bin space is available.*
- All staff are responsible for ensuring that their work space is tidy and clear from debris.*

Our site housekeeping arrangements are:

- The school has a SLA with Entrust Cleaning Services. The building is cleaned daily with stand-by hours used for deep cleaning in the school holidays.*

<i>Site cleaning is provided by: Entrust Cleaning Services</i>	<i>Entrust Cleaning Services Contact details are maintained in the black book in the school office</i>
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Cleaning staff have received appropriate information, instruction and training about the following and are competent:

work equipment

hazardous substances

Waste skips and bins are located away from the school/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

<i>Name of person responsible for managing infection control:</i>	<i>Mrs Helen Robertson</i>
<i>Our infection control arrangements (including communicable diseases/hand hygiene standards) are:</i> <ul style="list-style-type: none"><i>• Clear guidelines for clearing up and disposing of bodily fluids</i><i>• Classrooms and toilets are provided with soap and gel is available</i><i>• The school office have sight of the communicable diseases guidance and notify the appropriate agency when necessary. Where appropriate parents are also notified.</i>	

20. Lettings

<i>Name of Premises Manager or member of Leadership team responsible for Lettings</i>	<i>Mrs Siobhan Manton and Mr Tony Martinez</i>
<i>Our arrangements for managing Lettings of the school/academy /rooms or external premises are:</i> <ul style="list-style-type: none"><i>• See our Letting Policy, which is reviewed annually</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</i> <ul style="list-style-type: none"><i>• Working alone is not prohibited, but individuals are only expected to work alone when to do so will create no unusual risk or where identified risks can adequately be controlled.</i><i>• If working alone in the mobiles staff are expected to notify someone in main school that they are alone and should use the phone in the mobile in an emergency.</i><i>• Staff should follow the agreed risk assessment for Lone Working. A separate risk assessment exists for lone working.</i><i>• From time to time the Caretaker, Bursar and Senior Leaders may need to be on site outside of core hours. If lone working they should notify a senior colleague that they have entered the premises and provide an expected timescale for their time on site. On completion of the task (e.g. essential maintenance, completion of payroll) they should notify the senior colleague that they have safely secured the building and are accounted for.</i>
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22. Maintenance / Inspection of Equipment (including selection of equipment)

<p><i>NOTE Types of equipment to consider in this section: Ladders and steps, fume cupboards, other extraction systems, PE equipment, D&T machines, lifts & lifting equipment, pressure cookers, autoclaves, fire alarm and smoke detection, emergency lighting, fire extinguishers. This section must include the arrangements for school/academy kitchens, science laboratories or Design and Technology rooms</i></p>	
<p><i>Name of person responsible for the selection, maintenance / inspection and testing of equipment</i></p>	<p><i>Mr Tony Martinez</i></p>
<p><i>Records of maintenance and inspection of equipment are retained and are located:</i></p>	<p><i>School Office</i></p>
<p><i>Staff report any broken or defective equipment to:</i></p>	<p><i>Mr Tony Martinez</i></p>
<p><i>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:</i></p>	

23. Manual Handling

<p><i>Name of competent person responsible for carrying out manual handling risk assessments</i></p>	<p><i>Tony Martinez in consultation with Helen Robertson</i></p>
<p><i>Our arrangements for managing manual handling activities are:</i></p> <ul style="list-style-type: none"> • <i>Identified activities are identified by Caretaker</i> • <i>The sack trolley must be used for moving heavy items and supervised by the Caretaker</i> • <i>Large deliveries should be broken down into manageable items before being moved.</i> • <i>Furniture should be moved by at least two people</i> • <i>Lunchtime supervisors are responsible for</i> <ul style="list-style-type: none"> ○ <i>stacking chairs in piles of 8 and using the chair carriers to transport them</i> ○ <i>ensuring that they bend at the knees when setting up and taking down the lunchtime tables</i> • <i>All staff should seek advice from the Caretaker before moving any heavy item. Caretaker will seek advice from LA Health and Safety Advisor if a task requires further risk assessment.</i> 	
<p><i>Staff must aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided.</i></p>	
<p><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></p>	
<p><i>Training is planned for staff to be able to appropriately to carry out manual handling activities.</i></p>	
<p><i>Where people handling takes place an Individual Manual Handling Plan must be in</i></p>	

place and communicated to all parties (including where appropriate the young person/their parents/carers/support staff).

24. Medication

<i>Name of person responsible for the management of and administration of medication to pupils in school/academy</i>	<i>Mrs Helen Robertson</i>
<i>Our arrangements for the administration of medicines to pupils are:</i>	
<ul style="list-style-type: none"> • <i>That no prescribed or bought medication should be brought to school.</i> • <i>In exceptional cases the school will administer medicines where prescribed medication is required to control a pre-existing, known medical condition, about which the school asks to be kept fully informed. A medical protocol is drawn up between school and parents for children with such conditions.</i> • <i>Parents or their representatives may, by prior arrangement with the school, administer antibiotics to children who, whilst well enough to be in school, are completing a course of antibiotics.</i> • <i>All parents may ask to see a copy of the school's First Aid and Use of Medicines in Schools Policies, which are available from the school office and on the school's website.</i> • <i>Class green bags include the First Aid / Health information relevant to the class. This is revised as necessary and reviewed in the annual Health and Safety Evaluation Checklist – Premises (October annually) and the Annual Health, Safety and Welfare Audit Tool (January annually)</i> 	
<i>The named members of staff who are authorised to give / support pupils with medication are:</i>	<i>Identified in individual support plans</i>
<i>Medication is stored:</i>	<i>School Office</i>
<i>A record of the administration of medication is located:</i>	<i>In books in individual class green first aid bags or on forms for diabetic children Accident / incident files</i>
<i>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.</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 in accordance with individual care plans</i>	
<i>Staff who are taking medication must keep this personal medication in their personal lockers</i>	
<i>Staff must advise the school 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/academy staff.</i>	<i>Mrs Siobhan Manton</i>
<i>Name of person responsible for the checking and maintenance of personal protective equipment provided for staff</i>	<i>Mrs Siobhan Manton</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>Mrs Jayne Webster and Mrs Emma Wakefield</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>Mrs Jayne Webster and Mrs Emma Wakefield or delegated Teaching Assistant</i>

26. Radiation

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

27. Reporting Hazards or Defects

<i>All staff and pupils must report any hazards, defects or dangerous situations they see at school/academy.</i>
<i>Our arrangements for the reporting of hazards and defects are that staff should notify Mr Tony Martinez, via the Caretaker's job book in the school office.</i>

28. Risk Assessments

<i>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.</i>
<i>Risk assessments are in place for the following areas: Asbestos Management Boiler House Management Caretaker Tasks Community Use of Premises Contractors and Building Works</i>

<p><i>Curriculum and Vocational</i> <i>Educational Visits</i> <i>Electrical Safety</i> <i>EYFS</i> <i>Fire Safety</i> <i>Classroom Safety</i> <i>Managing Accidents</i> <i>Office Environment</i> <i>Premises External</i> <i>Premises Internal</i> <i>Pupil Wellbeing</i> <i>Science</i> <i>Sporting Activity</i> <i>Staff Wellbeing</i> <i>Water Safety</i></p>	
<p><i>Name of person who has overall responsibility for the school/academy risk assessment process and any associated action planning</i></p>	<p><i>Mrs Helen Robertson</i></p>
<p><i>Our arrangements for carrying out, recording, communicating and reviewing risk assessments are:</i></p> <ul style="list-style-type: none"> • <i>Headteacher, Caretaker and identified staff review annually at the start of the Summer Term</i> • <i>Risk assessments to be shared with staff following annual review for them to read and sign to say they accept their responsibilities</i> • <i>Risk assessments will be reviewed mid-cycle if an accident or incident in school requires the risk assessment to be revised or changed.</i> 	
<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

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

30. Shared use of premises/shared workplace

<p><i>Name of Premises Manager or member of Leadership team responsible for Premises Management</i></p>	<p><i>Helen Robertson</i></p>
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<p><i>The school/academy premises are shared with another organisation (e.g. Contract caterer/public leisure centre).</i></p>	<p><i>'Humpties at St Michael's' (Nursery provision) Beacon Badgers (before and after school care and holiday club)</i></p> <p><i>Contact details are maintained in the black book in the school office</i></p>
<p><i>Our arrangements for managing health and safety in a shared workplace are:</i></p> <ul style="list-style-type: none"> • <i>Sharing of key documents such as Safeguarding and Health and Safety Policies</i> • <i>Termly meeting between Headteacher, Bursar and key staff from 'Humpties at St Michael's' / Beacon Badgers</i> • <i>Exchange of key information on a day to day basis between Bursar and Lead Staff on site.</i> 	

31. Stress and Staff Well-being

<p><i>Name of person who has overall responsibility for the health and wellbeing of school staff</i></p>	<p><i>Mrs Helen Robertson</i></p>
<p><i>All staff have responsibility to take care of their own health and wellbeing and the school supports staff to do this by implementing the following arrangements:</i></p> <ul style="list-style-type: none"> • <i>Annual opportunity to complete the LA Stress Survey</i> • <i>Annual review of the team stress risk assessment</i> • <i>Access to Occupational Health and other LA services (e.g. physiotherapy, counselling)</i> • <i>Access to support from the Well-Being Governor</i> 	
<p><i>Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated.</i></p>	
<p><i>All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work.</i></p>	
<p><i>Individual stress risk assessments take place when a member of staff requires additional individual support.</i></p>	
<p><i>A team stress risk assessment has been completed involving all staff and this is reviewed regularly. Currently under review following staff survey in October 2017 and Well-Being Governor interviews (April – October '18)</i></p>	

32. Swimming Pool Operating Procedures (not applicable)

33. Training and Development

<p><i>Name of person who has overall responsibility for the training and development of staff.</i></p>	<p><i>Mrs Helen Robertson</i></p>
<p><i>All new staff receive an induction which includes health and safety, fire procedures,</i></p>	

<i>first aid and emergency procedures.</i>	
<i>Our arrangements for carrying out suitable and sufficient health and safety training for all staff are:</i>	
<ul style="list-style-type: none"> • <i>Headteacher and Caretaker liaise with LA Health and Safety Advisor to keep abreast of training requirements</i> • <i>Headteacher attends termly Health and Safety briefings</i> • <i>Staff are encouraged to identify training needs as part of their annual performance management process</i> • <i>Additional training may be organised following an accident / incident review</i> 	
<i>The school has 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 school office</i>	
<i>Training and competency as a result of training is monitored and measured by:</i>	<i>Siobhan Manton</i>

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

35. Vehicle movement on site

<i>Name of Premises Manager responsible for the management of vehicles on site</i>	<i>Mr Tony Martinez</i>
<i>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):</i>	
<ul style="list-style-type: none"> • <i>Car parking is available for staff and visitors during the school day within designated areas.</i> • <i>The school car park is secured by electronic gates which are kept closed during the school day.</i> • <i>Parents are able to access the car park to drop off and collect their children from before and after school activities such as Beacon Badgers</i> • <i>All pedestrian entrances are secured during the school day. Any visitors must use the Cherry Orchard pedestrian gate when visiting during the school day, using the intercom to gain entry.</i> • <i>Where possible, large deliveries are discouraged at entry and leaving times.</i> • <i>On occasions classes need to leave school via the Sturgeons Hill pedestrian gate during the school day. School staff must ensure that the gate is padlocked as soon as the children have left the site.</i> 	

36. Violence and Aggression and School/Academy Security

<i>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.</i>
<i>A risk assessment is carried out where staff are at increased risk of injury due to their work.</i>

<i>Training, information and instruction is available to staff to help them manage the risk of violence and aggression where required.</i>	
<i>Staff and pupils must report all incidents of verbal & physical violence to:</i>	<i>Mrs Helen Robertson</i>
<i>Incidents of verbal & physical violence are investigated by:</i>	<i>Mrs Helen Robertson</i>
<i>Name of person who has responsibility for site security:</i>	<i>Mr Tony Martinez</i>
<p><i>Our arrangements for site security are:</i></p> <ul style="list-style-type: none"> • <i>All external gates are locked during the school day. External doors should be closed shut, other than during break time.</i> • <i>Visitor access is via the main entrance. All visitors are expected to sign in and wear visitor badges. There is a clearly identifiable signing in station adjacent to the office hatch.</i> • <i>All visitors not wearing a badge are politely challenged.</i> • <i>All staff are expected to report incidents of verbal and physical violence to the Headteacher and these are recorded and reported to the LA Health and safety Team as appropriate.</i> • <i>Parents collecting children for specific purposes (e.g. appointment with dentist) are asked to wait in the entrance lobby whilst a staff member collects the child.</i> • <i>Parents are required to sign their children in when late at the office and a member of staff will oversee the child getting to their class</i> • <i>Classteachers will secure their classroom windows, lower blinds and lock doors when they leave at the end of the school day.</i> 	

37. Water System Safety

<i>Name of Premises Manager responsible for managing water system safety.</i>	<i>Mr Tony Martinez</i>
<i>Name of contractors who have undertaken a risk assessment of the water system</i>	<i>IWS</i>
<i>Name of contractors who carry out regular testing of the water system:</i>	<i>IWS</i>
<i>Location of the water system safety manual/testing log</i>	<i>Safe Cupboard</i>
<p><i>Our arrangements to ensure contractors have information about water systems are:</i></p> <ul style="list-style-type: none"> • <i>All contractors are required to liaise with the Caretaker before commencing any work and where required and Hazard Exchange sheet will be completed</i> 	
<p><i>Our arrangements to ensure all school/academy staff carrying out checks or testing or maintenance have information about the water system:</i></p> <ul style="list-style-type: none"> • <i>Our Caretaker has day to day responsibility for the maintenance of the water system and uses the Water Hygiene manual and handbook to support him with this.</i> • <i>Routine testing is also carried out by the approved LA contractor and all records</i> 	

<p>are maintained in the Water Hygiene manual and handbook</p> <ul style="list-style-type: none"> • In the event of any concerns the Caretaker will liaise with the LA Health and Safety Advisor.
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38. Working at Height

Name(s) of person responsible managing the risk of work at height on the premises:	Tony Martinez
Work at height is avoided where possible.	
Our arrangements for managing work at height are: <ul style="list-style-type: none"> • Our Caretaker undertakes routine inspections of the school roof. A member of the office team will supervise whilst he climbs and descends the ladder. Our Caretaker takes a mobile phone with him on the roof to call for assistance should he require. • A 6 monthly ladder check is undertaken by our Caretaker • Contractors are not permitted to use the school's ladders • Staff must use the appropriate steps when putting up displays. Staff must not stand on chairs or tables. 	
Appropriate equipment is provided for work at height where required.	
Training is planned for staff who carry out work at height to use the equipment provided	
Work at height equipment is regularly inspected, maintained and records are kept in the school office	

39. Work Experience

Name of person who has overall responsibility for managing work experience and work placements for school/academy pupils.	Mrs Siobhan Manton
Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are: <ul style="list-style-type: none"> • Any requests for work experience are dealt with by our Bursar who liaises with staff to allocate placements • Prior to beginning any work experience or placement an induction is provided by the Bursar • Induction for School Direct trainees will be undertaken by their Learning Coach. The Learning Coach will signpost the trainee to the Bursar or Caretaker for additional information. 	
The name of the person responsible for the	Mrs Siobhan Manton

<i>health and safety of people on work experience in the school/academy premises:</i>	
<i>Our arrangements for managing the health and safety of work experience students in the school/academy are:</i>	
<ul style="list-style-type: none"><i>Staff who have any concerns about the conduct of work experience students should report the concerns directly to the Bursar, unless it is a safeguarding matter when they should contact one of the DSLs (Designated Safeguarding Leads)</i>	

40. Volunteers

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

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.

At St Michael's these are identified each October through the undertaking of the Annual Health and Safety Evaluation Checklist – Premises and each January through the Annual Health, Safety and Welfare Self Audit Tool.

The Health Safety and Wellbeing Service may also request feedback on certain KPI's more details of these can be obtained from your Health and Safety Adviser.