

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



1. Success Indicators

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

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

2. Overview

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

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

3. Employer responsibilities

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

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

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

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

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

Occupiers Liability

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

5. Template for Health, Safety and Wellbeing Policy

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

Health, Safety and Wellbeing Policy

St Leonard's Primary

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 St Leonard's Primary

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 policy.

B. Policy Statement

The requirement to provide a safe and healthy working environment for all employees is acknowledged and the St Leonard's Primary School Governing Body/those in control of the St Leonard's Primary School recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work 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>
Neil Taylor- Chair of Governors	Helen Spearing- Headteacher
<i>2nd July 2018</i>	<i>2nd July 2018</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/academy obtains competent health and safety advice from</i>	Dean Willetts Health, Safety & Wellbeing Service Staffordshire County Council 2 Staffordshire Place Tipping Street, Stafford ST16 2dh
<i>The contact details are</i>	Tel: 01785 355777 Fax: 01785 355842 Mobile No: 07773 791499 e-mail: dean.willetts@staffordshire.gov.uk
<p><i>In an emergency we contact:</i></p> <p>PAGE THE COUNTY COUNCIL'S DIRECTOR ON CALL ON</p> <p>07623 910065</p>	

Monitoring Health and Safety

Name of person(s) responsible for the overall monitoring of health and safety in school/academy:	Helen Spearing and Charlotte Cooke
Our arrangements for the monitoring of health and safety are daily monitoring of health and safety whilst in school, weekly reminders/agenda point for all staff in briefings/meetings, annual evaluations and audits and an annual report to the Governing Body	
The school carries out formal evaluations and audits on the management of health and safety at least annually.	
The last audit took place	October 2017 By: Rachel Chandler-Rogers

Name of person responsible for monitoring the implementation of health and safety policies	Helen Spearing and Charlotte Cooke
All staff are aware (and have signed to say) of the key performance indicators in part E and how they are monitored	
<i>Workplace inspections including daily, weekly, termly and annual checks. These include Fire Alarm Call Point Tests, Water temperature tests, playground equipment check, premises checks etc.</i>	<i>Ian Ackroyd (Caretaker)</i>
	<i>Charlotte Cooke (H&S Co-ordinator)</i>
	<i>Helen Spearing (Headteacher)</i>

D. Detailed Health and Safety Arrangements

1. Accident Reporting, Recording & Investigation

Our arrangements for recording and investigating:
pupil accidents: pupil accident record to be completed and handed to office. These are collated, reported as necessary and stored appropriately.
staff accidents: accident record to be completed and handed to office. These are collated, reported as necessary and stored appropriately.
visitor accidents: accident record to be completed and handed to office. These are collated, reported as necessary and stored appropriately.
The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: Helen Spearing/ Charlotte Cooke
Our arrangements for reporting to the Governing Body are: annual health, safety and wellbeing report
Our arrangements for reviewing accidents and identifying trends are: termly review of accidents and recording of time/type or frequency trends. These are included in the Governors Report and are used by SLT to help to better manage risk.

2. Asbestos

Name of Premises Manager responsible for Managing Asbestos.	Helen Spearing and Charlotte Cooke
Location of the Asbestos Management Log or Record System.	School Office
Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are: they are asked to review, read and sign to say they have understood the asbestos log.	
Our arrangements to ensure all school/academy staff such as class teachers or caretakers have information about asbestos risk on the premises: they are asked to review, read and sign to say they have understood the asbestos log.	

Staff must report damage to asbestos materials to:	Charlotte Cooke
<i>Staff must not drill or affix anything to walls without first obtaining approval from the premises manager.</i>	

3. Communication

Name of SLT member who is responsible for communicating with staff on health and safety matters:	Helen Spearing and Charlotte Cooke
Our arrangements for communicating about health and safety matters with all staff are: agenda item at weekly briefings, handing out and signing for policies and updates as appropriate, staffroom communication board and class files	
Staff can make suggestions for health and safety improvements by: approaching Helen Spearing, Charlotte Cooke or raising them during weekly briefings	

4. Construction Work *See also Contractor Management

Name of person coordinating any construction work / acting as Client for any construction project.	Helen Spearing
<i>Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are managed through the LA currently by Duncan Bagnall. Intrusive work assessments, Hot Work Permits and hazard exchange forms are used as appropriate.</i>	
<i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are managed through the LA currently by Duncan Bagnall</i>	
<i>Our arrangements for the induction of contractors are managed through the LA currently by Duncan Bagnall</i>	
Staff should report concerns about contractors to: Helen Spearing and Charlotte Cooke	
<i>We will review any construction activities on the site by meeting with and liaising through the LA managed currently by Duncan Bagnall</i>	

5. Consultation

Name of SLT member who is responsible for consulting with staff on health and safety matters:	Helen Spearing and Charlotte Cooke
<i>Our arrangements for consulting with staff on health and safety matters are through weekly agenda item for H&S in staff briefing, dedicated staff meetings if necessary and updates for class H&S Files</i>	

Staff can raise issues of concern during weekly agenda item for H&S in staff briefing, dedicated staff meetings if necessary and emailing office, Charlotte Cooke or Helen Spearing

6. Contractor Management

<i>Name of person responsible for managing and monitoring contractor activity</i>	Helen Spearing and Charlotte Cooke
<i>Our arrangements for selecting competent contractors are managed through the LA currently by Duncan Bagnall</i>	
<i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are managed through the LA currently by Duncan Bagnall. Intrusive work assessments, Hot Work Permits and hazard exchange forms are used as appropriate.</i>	
<i>Our arrangements for the induction of contractors are managed through the LA currently by Duncan Bagnall</i>	
<i>Staff should report concerns about contractors to Charlotte Cooke or Helen Spearing</i>	

7. Curriculum Areas – health and safety

Name of person who has overall responsibility for the curriculum areas as follows:	PE/Maths; Anna Bird, Science/DT; Helen Watton, RE/SMSC; Claire Callaghan, English; Charlotte Cooke, History/Geography/Creative Curriculum; Laura Hitchen, EYFS/Music; James Gregory
Risk assessments for these curriculum areas are the responsibility of:	Individual leaders as listed above

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

The school/academy assesses the risk of the use of computers/laptops by carrying out a DSE assessment for staff using this type of equipment continuously and regularly for over an hour.	
Our arrangements for carrying out DSE assessments are: Individuals are aware of safe practice and assessments are carried out by individuals supported by Helen Spearing or Rachel Rogers as necessary	
Name of person who has responsibility for carrying out Display Screen Equipment Assessments	Overseen by Helen Spearing and Charlotte Cooke
DSE assessments are recorded and any control measures required to reduce risk are managed by	Helen Spearing and Charlotte Cooke

9. Early Years Foundation Stage (EYFS)

Name of person who has overall responsibility for EYFS	James Gregory
Our arrangements for the safe management of EYFS are: Daily risk assessments, risk assessments for activities and continuous provision. EY policies are included within the safeguarding policy and EY specific policies retained within the classroom as well as the school office.	

10. Educational visits / Off-Site Activities

Name of person who has overall responsibility for Educational Visits	Helen Spearing and Charlotte Cooke
The Educational Visits Coordinator is	Mary Jones/Anna Bird
Our arrangements for the safe management of educational visits: all educational visits must be agreed in principal with Helen Spearing before they can be booked. When booked, pre-visits must be completed (if appropriate), risk assessments obtained or written and Evolve must be completed and signed off at least 10 working days before the visit commences. On visits, recommended ratios must be adhered to, correct checks must be completed for staff and volunteers and the risk assessments/Evolve forms should be shared. The School first aid kit, school mobile phone and risk assessments must be carried.	

11. Electrical Equipment [fixed & portable]

<i>Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:</i>	<i>Mary Jones</i>
<i>Fixed electrical wiring test records are located:</i>	<i>In the office</i>
<i>All staff visually inspect electrical equipment before use. PAT Testing takes place every two years or annually as appropriate for hand-held items.</i>	
<i>Our arrangements for bringing personal electrical items onto the school site are that only pre-authorized new or PAT tested items are allowed</i>	
<i>Name of person responsible for arranging the testing of portable electrical equipment (PAT):</i>	<i>Mary Jones</i>
<i>Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:</i>	<i>Mary Jones</i>

<i>Portable electrical equipment (PAT) testing records are located:</i>	<i>In the office</i>
<i>Staff must take defective electrical equipment out of use and report to:</i>	<i>Mary Jones</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 as it is managed through the LA currently by Duncan Bagnall</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>Charlotte Cooke supported by Dean Willetts</i>
<i>The Fire Risk Assessment is located</i>	<i>In the office, in each classes H&S File</i>
<i>When the fire alarm is raised Emma Marston/Mary Jones or Helen Spearing will contact the Fire Brigade</i>	
<i>Name of person responsible for arranging and recording of fire drills</i>	<i>Charlotte Cooke</i>
<i>Name of person responsible for creating and reviewing Fire Evacuation arrangements</i>	<i>Charlotte Cooke</i>
<i>Our Fire Evacuation Arrangements are published At strategic points throughout the school</i>	
<i>Our Fire Marshals are listed In the office</i>	
<i>Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at The school office</i>	
<i>Name of person responsible for training staff in fire procedures</i>	<i>Charlotte Cooke</i>
<i>All staff must be aware of the Fire Procedures in school and this is supported by the Fire Emergency Plan.</i>	

13. First Aid *see also Medication

<i>Name of person responsible for carrying out the First Aid Assessment</i>	<i>Emma Marston</i>
<i>The First Aid Assessment is located</i>	<i>In the Office</i>
<i>First Aiders are listed</i>	<i>At Key points around the school including the school office</i>
<i>Name of person responsible for arranging and monitoring First Aid Training</i>	<i>Emma Marston</i>

<i>Location of First Aid Box</i>	<i>Office and Key points around the school</i>
<i>Name of person responsible for checking & restocking first aid boxes</i>	<i>Mary Jones/Emma Marston</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 the injured person is stabilised either in situ or if safe and appropriate to move them, in the medical room. SLT will be notified, the emergency services, parents or next of kin will be contacted as appropriate. If the person is transported to hospital they will be accompanied as follows:</i>	
<i>pupils</i>	<i>Helen Spearing/ Charlotte Cooke</i>
<i>staff</i>	<i>Helen Spearing/ Charlotte Cooke</i>
<i>visitors</i>	<i>Helen Spearing/ Charlotte Cooke</i>
<i>Our arrangements for recording the use of First Aid are through logs and accident/incident forms which are kept in the school office.</i>	

14. Glass & Glazing

<i>All glass in doors and side panels are NOT 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>In the school office</i>

15. Hazardous Substances (COSHH)

<i>Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)</i>	<i>Chartwells for cleaning products Charlotte Cooke for all other hazardous substances</i>
<i>Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are managed through Chartwells primarily. IN all other cases individual risk assessments are followed</i>	
<i>The school/academy uses CLEAPPS as a resource and all staff must be aware of how to access this information.</i>	

16. Health and Safety Law Poster

<i>The Health and Safety at Work poster is located:</i>	<i>In the Staff Room</i>
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17. 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 weekly bin collections by an outside</i>

<i>company.</i>	
<i>Our site housekeeping arrangements are managed through Chartwells</i>	
Site cleaning is provided by:	Chartwell Cleaners (External cleaning company)
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 building.	
<i>All staff and pupils must be 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) must be aware of the risk assessments and control measures in place for their role.</i>	

18. Infection Control

Name of person responsible for managing infection control:	Charlotte Cooke
<p><i>Our infection control arrangements are</i> The infection control poster is located (in the school office / sta Infection control. The infection control poster is control guidance in place. Staff have reviewed the Infection Control DVD – these can be accessed at the following link</p> <p>https://education.staffordshire.gov.uk/School-Admin/HealthSafetyWellbeing/Health-and-Safety/Procedures/Health/Communicable-Diseases/Communicable-Diseases-and-Infection-Control.aspx</p>	

19. Lettings

Name of Premises Manager or member of Leadership team responsible for Lettings	Helen Spearing/Chair of Governing Body
<i>Our arrangements for managing Lettings of the school/academy /rooms or external premises are through contracted arrangements which require all paperwork to be in place before a letting begins and regular review of the terms and conditions.</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>	

20.

21. Lone Working

Our arrangements for managing lone working are; No-one should be lone working on site other than the Caretaker, He has set times to be on site and this is managed by Chartwells. If anyone else needs to access the site and is unaccompanied they must inform Helen Spearing/ Charlotte Cooke before entering the site, at least hourly check-ins whilst on site and then inform them when they have left the site.

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

*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>Name of person responsible for the selection, maintenance / inspection and testing of equipment</i>	<i>Ian Ackroyd</i>
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<i>Records of maintenance and inspection of equipment are retained and are located:</i>	<i>In the Office</i>
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<i>Staff report any broken or defective equipment to:</i>	<i>Ian Ackroyd</i>
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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:

23. Manual Handling

<i>Name of competent person responsible for carrying out manual handling risk assessments</i>	<i>Charlotte Cooke</i>
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Our arrangements for managing manual handling activities are for staff to minimise the risk of manual handling through the safe use of trolleys or other equipment. Where possible staff should avoid manual handling and instead request that this be done safely by Ian Ackroyd,

Staff must aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided.

Staff who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task.

Staff are trained appropriately to carry out manual handling activities.

Where people handling takes place an Individual Manual Handling Plan must be in place and communicated to all parties (including where appropriate the young person/their parents/carers/support staff).

24. Medication

Name of person responsible for the management of and administration of medication to pupils in school	Emma Marston
Our arrangements for the administration of medicines to pupils are: Only Prescribed medicines which must be taken during the school day can be administered. Authorisation forms must be completed before any medicine is accepted on the site. The medicine must be dropped off to the school office by a parent in a named/prescribed container and stored either in the locked cabinet or the fridge as appropriate. These will be administered, the medicine administration sheet should be signed and the parent/carers is required to collect the medicine again at the end of the day.	
The names members of staff who are authorised to give / support pupils with medication are:	Emma Marston Any Named First Aider Charlotte Cooke /Helen Spearing
Medication is stored:	School Office
A record of the administration of medication is located:	School Office
Pupils who administer and/or manage their own medication in school are authorised to do so by a Helen Spearing and provided with a suitable private location to administer medication/store medication and equipment.	
Staff are trained to administer complex medication by the school nursing service when required.	
Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are: A member of staff MUST remain with the child at all times. The child's medication must be administered as per instructions and training. An ambulance should be called if necessary and Helen Spearing/Charlotte Cooke MUST be informed. Where possible a record of the amount and number of times medicine is administered and for how long, should be kept to hand to emergency services. Parent/Carer should be informed ASAP.	
Staff who are taking medication must keep this personal medication in a secure area in a staff only location.	
Staff must advise the school leaders if they are taking any medication which might impair their ability to carry out their normal work.	

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

<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>Ian Ackroyd or Charlotte Cooke</i>
<i>Name of person responsible for the checking and maintenance of personal protective equipment provided for staff</i>	<i>Ian Ackroyd or Charlotte Cooke</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>Staff responsible for the activity</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>Chartwells/ Charlotte Cooke</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.</i>
<i>Our arrangements for the reporting of hazards and defects: these must be logged in the caretaker’s book and Helen Spearing/ Charlotte Cooke should be immediately informed. Any action required in order to make the area/situation safe should be taken and all parties informed of the restrictions/arrangements in place.</i>

28. Risk Assessments

<i>The school has in place risk assessments for any identified significant risk. Control measures which are put in place to eliminate or reduce risk are communicated to staff, pupils and other who may be exposed to the risk.</i>
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<p>Risk assessments are in place for the following areas:</p> <p>Premises and grounds Curriculum / classrooms Hazardous activities or events Lettings or contract work which may affect staff or pupils in the school Fire Risk Assessment Hazardous Substances Work Equipment Manual handling activities Risks related to individuals e.g. health issues Use of equipment within school Staff and Children’s wellbeing Online Safety Visitors within School Use of Mobile Electronic Equipment</p>	
<p>Name of person who has overall responsibility for the school risk assessment process and any associated action planning</p>	<p>Name; Helen Spearing/ Charlotte Cooke</p>
<p>Our arrangements for carrying out, recording, communicating and reviewing risk assessments are: to create the document, save it to the staff shared area, share it with staff who sign to say they have received and communicate it appropriately to children or parents when needed. <i>All appropriate risk assessments are accessible to staff in the office, on the shared area or in class files.</i></p>	
<p>Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments.</p>	
<p>When an accident or incident occurs a post risk assessment takes place when a new hazard has been identified.</p>	
<p>Risk assessments are created or reviewed when something new is introduced or a change has occurred.</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 (NOT applicable)

31. Stress and Staff Well-being

<i>Name of person who has overall responsibility for the health and wellbeing of school staff</i>	Helen Spearing/ Charlotte Cooke
<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: all staff have regular PPA time, regular reminders of Thinkwell Services, support where necessary, extra time given as required during busy periods (ie: moderation) regular 'thank you's' and termly social gatherings.</i>	
Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated.	
All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work.	
Individual stress risk assessments take place when a member of staff requires additional individual support.	
<i>A team stress risk assessment has been completed involving all staff and this is reviewed regularly. September 2017-Review</i>	

32. Swimming Pool Operating Procedures (NOT applicable)**33. Training and Development**

<i>Name of person who has overall responsibility for the training and development of staff.</i>	Helen Spearing
All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.	
<i>Our arrangements for carrying out suitable and sufficient health and safety training for all staff are: weekly agenda item, dedicated staff meetings where necessary and H&S class files.</i>	
<i>The school/academy 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>	Charlotte Cooke

34. Vehicles owned or operated by the school (NOT applicable)**35. Vehicle movement on site**

<i>Name of Premises Manager responsible</i>	Helen Spearing and Charlotte Cooke
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for the management of vehicles on site	
Our arrangements for the safe access and movement of vehicles on site are speed limits and segregation of vehicles from pedestrian areas.	

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>Helen Spearing/ Charlotte Cooke</i>
<i>Incidents of verbal & physical violence are investigated by:</i>	<i>Helen Spearing/ Charlotte Cooke</i>
<i>Name of person who has responsibility for site security:</i>	<i>Ian Ackroyd</i>
<i>Our arrangements for site security are managed by Chartwells and LA</i>	

37. Water System Safety

<i>Name of Premises Manager responsible for managing water system safety.</i>	<i>Ian Ackroyd</i>
<i>Name of contractors who have undertaken a risk assessment of the water system</i>	<i>IWS, Fradley</i>
<i>Name of contractors who carry out regular testing of the water system:</i>	<i>IWS, Fradley</i>
<i>Location of the water system safety manual/testing log</i>	<i>School Office</i>
<i>Our arrangements to ensure contractors have information about water systems are files located in the school office</i>	
<i>Our arrangements to ensure all school/academy staff carrying out checks or testing or maintenance have information about the water system are the files located in the school office</i>	

38. Working at Height

<i>Name(s) of person responsible managing the risk of work at height on the premises:</i>	Charlotte Cooke
<i>Work at height is avoided where possible.</i>	
<i>Our arrangements for managing work at height are that no-one works alone, appropriate steps or ladders are used, staff have received working at height training in respect of the high level display boards within the school. Safe working at height practices should be followed by all.</i>	
<i>Appropriate equipment is provided for work at height where required.</i>	
<i>Staff who carry out work at height are trained to use the equipment provided</i>	
<i>Work at height equipment is regularly inspected, maintained and records are kept in the school office</i>	

39. Work Experience

<i>Name of person who has overall responsibility for managing work experience and work placements for school/academy pupils.</i>	Charlotte Cooke
<i>Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are within our volunteer code of conduct kept at the school office and made available to all volunteers</i>	
<i>The name of the person responsible for the health and safety of people on work experience in the school/academy premises:</i>	Charlotte Cooke
<i>Our arrangements for managing the health and safety of work experience students in the school are: all work experience placements must be considered as a member of staff and all health and safety arrangements including induction and training must apply.</i>	

40. Volunteers

<i>Name of person who has overall responsibility for managing/coordinating volunteers working within the school:</i>	Charlotte Cooke
<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)

Appendices:

1. Fire Safety/ Premises Plan
2. Premises Evaluation
3. Self Audit (TBC Oct 2017)
4. Annual Report to Governors (Summer)

Health, Safety and Wellbeing Management Arrangements

Appendix 1

Core | Consider | Complex

Fire Safety

St Leonard's Primary School



This document details the fire and emergency evacuation procedures for these premises. Staff must ensure that they are familiar with these procedures and act upon the requirements.

Premises Plan

Attached

Action on discovering a fire

Upon discovering a fire, appropriate action must be taken to alert others, where possible the fire alarm should be activated and the evacuation of the building should take place. The fire alarm can be activated from any of the call points (See premises Plan, Appendix 1). The person discovering the fire should make their way quickly and calmly out of the building to the evacuation point and make themselves available to provide any necessary information to Fire Marshalls/ Fire Officers.

Action when the fire alarm sounds

Everyone in the building will quickly and calmly evacuate via the nearest, safe exit and congregate on the playground. All doors should be closed as the last person leaves a room and fire marshals will ensure that this is the case and no-one remains in the building as they evacuate. In the event of the usual evacuation route being blocked, the nearest safe exit should be sought.

Summoning the fire & rescue service

Emma Marston is responsible for ringing 999 and requesting the assistance of the emergency services. In the event of her absence, *Helen Spearing* or *Charlotte Cooke* will carry this out.

Roll-call

All teaching or the staff member responsible for the class will carry out a register of their class, putting their hand in the air to indicate all children/volunteers and staff for that class are present. If anyone is missing the teacher will alert the Fire Marshalls immediately. No-



one will re-enter the building under any circumstances. The fire marshals will alert the fire brigade to any missing persons and their last known whereabouts upon their arrival. *Emma Marston* will account for all visitors/contractors that were on the premises.

Fire marshals

When the fire alarm sounds, the Fire Marshall (s) *Helen Spearing/Charlotte Cooke* and the deputy Fire Marshall *Emma Marston/Mary Jones* will ensure that the registers, visitors logs and emergency evacuation box are collected, the front gate is locked and closed, all doors for offices are shut and that all classes, staff and visitors have evacuated including checking toilets whilst making their own way out of the building and congregating at the evacuation point. *Emma Marston* is responsible for ringing 999 and requesting the assistance of the emergency services. Dynamic risk assessment will be undertaken where necessary to decide whether to exit the sight along the left hand side of the school, the right hand side of the school or be evacuated to the conservation area.

Staff absences

Mary Jones and Emma Marston act as cover for each other in the case of one of them being absent. In the event of both being absent, Helen Spearing or Charlotte Cooke will cover their role and vice versa.

Fire drills

Fire drills are carried out half-termly. During some of these drills, exit routes are 'blocked' to ensure all staff are able to access their next nearest exit quickly and safely.

Visitors and contractors

Fire Evacuation plans and procedures are displayed at key points around the school, including the school office. Any planned drills will be communicated upon their arrival. In the event of a real fire alarm visitors and contractors should exit via the nearest safe routes and congregate on the playground.



Fire alarm test

Our fire alarm tests are carried out from different call points weekly by Ian Ackroyd, caretaker. The log of these tests is kept in the school office.

This document should be communicated to premises occupants including visitors, any temporary staff and contractors as appropriate.

Review Date

July 2019



LARGE PLAYGROUND (Assembly Point)

