

Health, Safety and Wellbeing Management Arrangements

Core | Consider | Complex

Template

# Health, Safety and Wellbeing Policy

Health, Safety and Wellbeing Service

Supporting you in managing Health, Safety & Wellbeing



## 1. Success Indicators

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

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

## 2. Overview

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

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

## 3. Employer responsibilities

The school board of governors is the direct employer of school staff and therefore 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.

## 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 and the School Senior Leadership Team (supported and monitored by the Governing Body).

## 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

## *Ridgeway Primary School (inc. Ridgeway Rainbow Tots, Sunbeams Nursery & Sunny Days Nursery)*

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 Ridgeway Primary School and associated settings.

**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 Ridgeway Primary School Governing Board 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 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.

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

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

<i>[Signature]</i>	<i>[Signature]</i>
<i>Pam Potter <b>Chair of Governors</b></i>	<i>Joanne Jelves <b>Headteacher</b></i>
<i>August 2020</i>	<i>August 2020</i>

## C. Management Arrangements

The following procedures and arrangements have been established within **Ridgeway Primary 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>	<b>Staffordshire County Council Health, Safety &amp; Well Being Service</b>
<i>The contact details are</i>	<b>Sarah Jane Walmsley (H&amp;S Advisor)</b> <b>07837 832584</b> <a href="mailto:sarah-jane.walmsley@staffordshire.gov.uk">sarah-jane.walmsley@staffordshire.gov.uk</a>
<i>In an emergency we contact:</i> <b>The Duty Officer</b> <b>01785 355777</b> <a href="mailto:shss@staffordshire.gov.uk">shss@staffordshire.gov.uk</a>	

### Monitoring Health and Safety

<i>Name of person(s) responsible for the overall monitoring of health and safety in school</i>	<b>Mrs Joanne Jelves</b>
<i>Our arrangements for the monitoring of health and safety are:</i> <ul style="list-style-type: none"> <li>• <b>Termly report to Resources Committee;</b></li> <li>• <b>Termly site walk by Resources Committee;</b></li> <li>• <b>Annual report to Governing Body/ Resources Committee;</b></li> </ul>	
<i>The school carries out formal evaluations and audits on the management of health and safety: Termly by the Resources Committee</i>	
<i>The last audit took place</i>	<b>Date: November 2018</b> <b>By: Sarah Jane Walmsley</b>

<p><i>Name of person responsible for monitoring the implementation of health and safety policies</i></p>	<p><b>Joanne Jelves</b></p>
<p><b>All staff are aware of the key performance indicators in part E and how they are monitored</b></p>	

## 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-](https://education.staffordshire.gov.uk/School-Admin/HealthSafetyWellbeing/Health-Safety-and-Wellbeing-Service.aspx)

[Admin/HealthSafetyWellbeing/Health-Safety-and-Wellbeing-Service.aspx](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:*

#### ***Pupil accidents:***

- ***All accidents are reported on CPOMS; the schools internal reporting system***
- ***Any accident that results in a child being taken to hospital for advice or treatment will be recorded on the My H&S Portal by the Site Supervisor & the member of staff who observed the incident/ accident. A member of the school leadership team will be present while the report is being made;***
- ***The Site Supervisor will submit the school response to the incident on the portal in line with his requirements.***
- ***Any accident which results in an ambulance needing to be called, a member of the school leadership team must be called to the scene immediately.***

#### ***Staff accidents:***

- ***All staff accidents will be recorded on the My H&S Portal by the Site Supervisor and injured member of staff. Where the injured member of staff is not able to this, the member of staff who delivered the first aid will aid the Site Supervisor to submit the report. A member of the schools leadership team will be present when the report is being made.***
- ***Any accident which results in an ambulance needing to be called, a member of the school leadership team must be called to the scene immediately.***

**Visitor accidents:**

- **All visitor accidents will be recorded on the My H&S Portal by the Site Supervisor and injured visitor. Where the injured visitor is not able to this, the member of staff who delivered the first aid will aid the Site Supervisor to submit the report. A member of the schools leadership team will be present when the report is being made.**
- **Any accident which results in an ambulance needing to be called, a member of the school leadership team must be called to the scene immediately.**

**The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: The Site Supervisor: Mr Robert Jelves**

**Our arrangements for reporting to the Governing Board are:**

- **Termly to the Resources Committee;**
- **Annually through the Annual Report to Governors**

**Our arrangements for reviewing accidents and identifying trends are:  
Under Review – this was due to be looked at in 19-20 but with COVID -19 this has not been possible.**

## 2. Asbestos

<b>Name of Premises Manager responsible for Managing Asbestos.</b>	<b>Mrs Joanne Jelves under the advice of Mr Robert Jelves</b>
<b>Location of the Asbestos Management Log or Record System.</b>	<b>Main School Office</b>
<b>Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are:</b>	
<ul style="list-style-type: none"> <li>• <b>All contractors are asked to read and sign the asbestos register prior to undertaking any work in school</b></li> </ul>	
<b>Our arrangements to ensure all school staff such as class teachers or caretakers have information about asbestos risk on the premises:</b>	
<ul style="list-style-type: none"> <li>• <b>School Staff are reminded on an annual basis of any likelihood of asbestos and where the risks could be.</b></li> </ul>	
<b>Staff must report damage to asbestos materials to:</b>	<b>Mr Robert Jelves</b>
<ul style="list-style-type: none"> <li>• <b>Staff must not drill or affix anything to walls and ceilings without first obtaining approval from the Site Supervisor.</b></li> </ul>	

### 3. Communication

<i>Name of SLT member who is responsible for communicating with staff on health and safety matters:</i>	<b>Mrs Joanne Jelves / Miss Laura Gray</b>
<i>Our arrangements for communicating about health and safety matters with all staff are:</i>	
<ul style="list-style-type: none"> <li><b>Through weekly phase meetings and termly staff meetings</b></li> </ul>	
<i>Staff can make suggestions for health and safety improvements by:</i>	
<ul style="list-style-type: none"> <li><b>Recording information on CPOMS which alerts the Site Supervisor of any concerns</b></li> </ul>	

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

<i>Name of person coordinating any construction work / acting as Client for any construction project.</i>	<b>Mr Robert Jelves</b>
<i>Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are:</i>	
<ul style="list-style-type: none"> <li><b>Such requirements would fall under large scale projects;</b></li> <li><b>A project of this size would be run by Entrust Property Services as part of the SLA that school holds with them and would be their responsibility.</b></li> </ul>	
<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"> <li><b>All contractors complete a Hazard Exchange Form, including where necessary a 'Hot Works Permit', with Site Supervisor prior to starting any work</b></li> </ul>	
<i>Our arrangements for the induction of contractors are:</i>	
<ul style="list-style-type: none"> <li><b>A face to face meeting with Site Supervisor who informs them of expected behaviour on site to maintain safety and security of site and pupils.</b></li> </ul>	
<i>Staff should report concerns about contractors to: Mr Robert Jelves</i>	

### 5. Consultation

<i>Name of SLT member who is responsible for consulting with staff on health and safety matters:</i>	<b>Mrs Joanne Jelves / Miss Laura Gray</b>
<i>The name of the Trade Union Health and</i>	<b>NA</b>

<i>Safety Representative is:</i>	
<i>Our arrangements for consulting with staff on health and safety matters are:</i>	<ul style="list-style-type: none"> <li><b>Through weekly phase meetings and termly staff meetings</b></li> </ul>
<i>Staff can raise issues of concern by:</i>	<ul style="list-style-type: none"> <li><b>Recording issues on CPOMS which alerts Site Supervisor</b></li> </ul>

## 6. Contractor Management

<i>Name of person responsible for managing and monitoring contractor activity</i>	<b>Mr Robert Jelves</b>
<i>Our arrangements for selecting competent contractors are:</i>	<ul style="list-style-type: none"> <li><b>School uses contractors recommended by the Local Authority and those who have carried out work on school previously to a good standard</b></li> </ul>
<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"> <li><b>Contractors must comply with the school's Health and Safety Policy and will be required to carry out and provide details of risk assessments where required;</b></li> <li><b>Contractors, service engineers and visitors, etc. who enter the school's premises to conduct business are the responsibility of the Site Supervisor;</b></li> <li><b>All contractors will complete a Hazard Exchange Form with Site Supervisor prior to starting any work</b></li> </ul>
<i>Our arrangements for the induction of contractors are:</i>	<ul style="list-style-type: none"> <li><b>A face to face meeting with Site Supervisor who informs them of expected behaviour on site to maintain safety and security of site and pupils</b></li> </ul>
<i>Staff should report concerns about contractors to: <b>Mr Robert Jelves</b></i>	

## 7. Curriculum Areas – health and safety

<i>Name of person who has overall responsibility for the curriculum areas as follows:</i> <i>Science</i> <i>D&amp;T</i> <i>PE</i>	<b>Mrs Gemma Middleton / Miss Chloe Light</b>  <b>Mr Matt Harding</b> <b>Miss Lucy Sanderson</b> <b>Mr John Lane</b>
<i>Risk assessments for these curriculum areas are the responsibility of:</i>	<b>Mr Robert Jelves in consultation with the subject leader</b>

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

- In compliance with the Health and Safety (Display Screen Equipment) Regulations (Northern Ireland) 1992, the Governors will ensure that users of display screen equipment are identified and workstation assessments conducted where required.*
- Eye tests will be made available to users on request and in line with Local Authority's display screen equipment policy.*

*Our arrangements for carrying out DSE assessments are:  
On an annual basis by the Headteacher*

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

## 9. Early Years Foundation Stage (EYFS)

<i>Name of person who has overall responsibility for EYFS</i>	<i>Miss Laura Gray</i>
<i>Our arrangements for the safe management of EYFS are: Daily Risk assessments of the area both inside and outside</i>	

## 10. Educational Visits / Off-Site Activities

<i>Name of person who has overall responsibility for Educational Visits</i>	<i>Miss Laura Gray</i>
<i>The Educational Visits Coordinator is</i>	<i>Miss Laura Gray</i>
<i>Our arrangements for the safe management of educational visits:</i>	
<ul style="list-style-type: none"> <li><i>Risk Assessments using the EVOLVE system are carried out for all visits</i></li> </ul>	

## 11. Electrical Equipment [fixed & portable]

<i>Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:</i>	<i>Mr Robert Jelves</i>
<i>Fixed electrical wiring test records are located:</i>	<i>Site Supervisors Office</i>
<ul style="list-style-type: none"> <li><i>The Governors will ensure compliance with the Electricity at Work Regulations (Northern Ireland) 1991.</i></li> <li><i>The inspection of portable electrical appliances will be undertaken as</i></li> </ul>	

<p><b>required and fixed wiring tests every five years.</b></p> <ul style="list-style-type: none"> <li><b>Only suitably qualified electrical contractors will be employed for all electrical work which includes wiring, installing and repairing electrical equipment.</b></li> <li><b>All staff will visually inspect electrical equipment before use.</b></li> </ul>	
<p><b>Our arrangements for bringing personal electrical items onto the school site are:</b></p> <ul style="list-style-type: none"> <li><b>Personal electrical equipment is not permitted on site</b></li> </ul>	
<p><b>Name of person responsible for arranging the testing of portable electrical equipment (PAT):</b></p>	<p><b>Mr Robert Jelves</b></p>
<p><b>Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:</b></p>	<p><b>Mr Robert Jelves</b></p>
<p><b>Portable electrical equipment (PAT) testing records are located:</b></p>	<p><b>Site Supervisors Office/ on line portal</b></p>
<p><b>Staff must take defective electrical equipment out of use and report to:</b></p>	<p><b>Mr Robert Jelves</b></p>
<ul style="list-style-type: none"> <li><b>The portable electrical equipment on the school site owned and used by contractors is the responsibility of the contractor, who must provide records of this if requested:</b></li> </ul>	

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

<p><b>Name of competent person responsible for undertaking &amp; reviewing fire risk assessment in addition to any associated action planning</b></p>	<p><b>Mrs Joanne Jelves / Mr Robert Jelves</b></p>
<p><b>The Fire Risk Assessment is located:</b></p>	<p><b>Site Supervisors Office</b></p>
<p><b>When the fire alarm is raised the person responsible for calling the fire service is</b></p>	<p><b>Mr Robert Jelves</b></p>
<p><b>Name of person responsible for arranging and recording of fire drills</b></p>	<p><b>Mrs Joanne Jelves</b></p>
<p><b>Name of person responsible for creating and reviewing Fire Evacuation arrangements</b></p>	<p><b>Mrs Joanne Jelves</b></p>
<p><b>Our Fire Evacuation Arrangements are published:</b></p>	<p><b>In all rooms</b></p>
<p><b>Our Fire Marshals are listed</b></p>	<p><b>In the Fire Policy</b></p>

<i>Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at</i>	<b>Site Supervisors Office</b>
<i>Name of person responsible for training staff in fire procedures</i>	<b>Mrs Joanne Jelves / Mr Robert Jelves</b>
<ul style="list-style-type: none"> <li><b>All staff must be aware of the Fire Procedures in school</b></li> </ul>	

### 13. First Aid \*see also Medication

<i>Name of person responsible for carrying out the First Aid Assessment</i>	<b>Miss Laura Gray</b>
<i>The First Aid Assessment is located</i>	<b>Medical Room</b>
<i>First Aiders are listed</i>	<b>Medical Room</b>
<i>Name of person responsible for arranging and monitoring First Aid Training</i>	<b>Miss Laura Gray</b>

<i>Location of First Aid Box</i>	<b>Rainbow Tots Nursery School Office Staff Room Sunny Days</b>
<i>Name of person responsible for checking &amp; restocking first aid boxes</i>	<b>Mrs Julie Lunn</b>
<ul style="list-style-type: none"> <li><b>In an emergency staff are aware of how to summon an ambulance</b></li> </ul>	
<i>Our arrangements for dealing with an injured person who has to go to hospital:</i>	
<i>pupils</i>	<ul style="list-style-type: none"> <li><b>In an emergency, an ambulance will be called and parents notified. Parents will be requested to attend school to meet the ambulance and travel with their child to hospital. If parents cannot be contacted or are delayed, arrangements will be made to meet them at the hospital and a member of school support staff will travel in the ambulance with the child</b></li> </ul>
<i>staff</i>	<ul style="list-style-type: none"> <li><b>In an emergency, an ambulance will be called and a staff member's next of kin notified. They will be requested to attend school to meet the ambulance and travel with the staff member to hospital. If next of kin cannot be contacted or are delayed, arrangements will be made to meet them at the hospital and a member of school support staff will travel in the ambulance with the staff member</b></li> </ul>

<i>visitors</i>	<ul style="list-style-type: none"> <li><i>In an emergency, an ambulance will be called and a visitor's next of kin notified. Arrangements will be made to either meet the injured visitor at the school or at the hospital depending on the time it will take to arrive at school;</i></li> </ul>
<p><i>Our arrangements for recording the use of First Aid are:</i></p> <ul style="list-style-type: none"> <li><i>All first aid administered is recorded on CPOMS</i></li> </ul>	

#### 14. Glass & Glazing

<i>All glass in doors and side panels are constructed of safety glass</i>	
<i>All replacement glass is of safety standard</i>	
<i>A glass and glazing assessment took place: in and the record can be found:</i>	<p><i>Date: March 2013</i></p> <p><i>Location: Site Supervisors Office</i></p>

#### 15. Hazardous Substances (COSHH)

<i>Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)</i>	<i>Mr Robert Jelves</i>
<p><i>Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are:</i></p> <ul style="list-style-type: none"> <li><i>The Control of Substances Hazardous to Health Regulations (2003 and 2005 amendment) require an employer to undertake an assessment of health risks within work areas where substances deemed to be hazardous to health are in use and to take any necessary actions required to control and monitor employees' exposure to those substances. The Site Supervisor has undertaken this assessment of substances used in school to date and has implemented controls to eliminate risk, so far as is reasonably practicable;</i></li> <li><i>A set of COSHH risk assessment data sheets are in place which are communicated to staff and will be adhered to;</i></li> <li><i>It is the aim of the Governors to replace substances hazardous to health with safer alternatives;</i></li> </ul>	

#### 16. Health and Safety Law Poster

<i>The Health and Safety at Work poster is located:</i>	<i>In the staff rooms in school and Sunny Days Nursery</i>
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#### 17. Housekeeping, cleaning & waste disposal

<i>Our waste management arrangements are:</i>	<i>Bins are emptied weekly by LDC</i>
<p><i>Our site housekeeping arrangements are:</i></p> <ul style="list-style-type: none"> <li><i>All staff and pupils share the responsibility for keeping the school site clean,</i></li> </ul>	

<p><i>tidy and free from hazards</i></p> <ul style="list-style-type: none"> <li>• <i>School employs 6 cleaners.</i></li> <li>• <i>All areas are cleaned daily</i></li> <li>• <i>The safe condition of floors, passageways and stairs;</i></li> <li>• <i>The provision of unobstructed corridors and passageways;</i></li> <li>• <i>The proper storage and stacking of materials;</i></li> <li>• <i>The proper disposal of waste materials;</i></li> <li>• <i>Adequate access and egress to stored materials, packing, passageways and emergency exits;</i></li> <li>• <i>The safe condition and positioning of furniture and equipment;</i></li> <li>• <i>The identification and rectification of potential hazards;</i></li> <li>• <i>The general cleanliness/tidiness of work areas, toilets and washrooms.</i></li> <li>• <i>Site cleaning is provided by in house cleaners who have received appropriate information, instruction and training about their role and use of equipment;</i></li> <li>• <i>Waste skips and bins are located away from the school building</i></li> </ul>
<p><i>work equipment: Floor Buffer (Senior Cleaner)</i></p>
<p><i>hazardous substances - TBA</i></p>

### 18. Infection Control

<p><i>Name of person responsible for managing infection control:</i></p>	<p><i>Mrs Susan Brookes</i></p>
<p><i>Our infection control arrangements (including communicable diseases/hand hygiene standards) are:</i></p> <ul style="list-style-type: none"> <li>• <i>Regular teaching of good hygiene standards;</i></li> <li>• <i>Appropriate exclusion for communicable diseases as recommended by NHS</i></li> <li>• <i>Deep Cleaning where necessary to eliminate bugs</i></li> <li>• </li> </ul>	

### 19. Lettings

<p><i>Name of Premises Manager or member of Leadership team responsible for Lettings</i></p>	<p><i>Mr Robert Jelves</i></p>
<p><i>Our arrangements for managing Lettings of the school/academy /rooms or external premises are:</i></p> <ul style="list-style-type: none"> <li>• <i>Letting Agreements are completed and signed prior to a letting taking place;</i></li> <li>• <i>The health and safety considerations for Lettings are considered and reviewed annually by the Resources Committee;</i></li> <li>• <i>Hirers have in place their own risk assessments, first aid arrangements/ fire procedures and emergency procedures;</i></li> </ul>	

- *Hirers are responsible for obtaining the necessary local authority licenses for their activities and these must be provided to the school on request;*
- *Hirers will keep a register of those present during a letting;*

## 20. Lone Working

*Our arrangements for managing lone working are:*

- *Lone workers would have access to a mobile phone*

## 21. Maintenance / Inspection of Equipment (including selection of equipment)

*Types of equipment to consider in this section:*

*Ladders and steps, PE equipment, D&T machines, lifting equipment, fire alarm and smoke detection, emergency lighting, fire extinguishers.*

*This section must include the arrangements for school kitchens*

*Name of person responsible for the selection, maintenance / inspection and testing of equipment*

*Mr Robert Jelves*

*Records of maintenance and inspection of equipment are retained and are located:*

*Site Supervisors Office*

*Staff report any broken or defective equipment to:*

*Mr Robert Jelves*

- *In line with the Provision and Use of Work Equipment Regulations (Northern Ireland) 1999, the Governors will ensure that all machinery and equipment used on its premises is suitable and fit for purpose.*
- *All employees will be provided with adequate information and training to enable them to operate any specialist equipment safely.*
- *The Site Supervisor will be responsible for ensuring that equipment is maintained in good order and repair.*
- *The Site Supervisor will ensure all equipment is regularly inspected and all defective equipment will be withdrawn from use until faults are rectified or the equipment is replaced.*
- *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:*

## 22. Manual Handling

*Name of competent person responsible for carrying out manual handling risk assessments*

*Mr Robert Jelves*

<i>Our arrangements for managing manual handling activities are:</i>
<i>Always seek advice when carrying equipment for the first time</i>
<i>Staff must aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided.</i>
<i>Staff who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task.</i>
<i>Staff are trained appropriately to carry out manual handling activities.</i>
<i>Where people handling takes place an Individual Manual Handling Plan must be in place and communicated to all parties (including where appropriate the young person/their parents/carers/support staff).</i>

### 23. Medication

<i>Name of person responsible for the management of and administration of medication to pupils in school</i>	<b>Mrs Julie Lunn</b>
<i>Our arrangements for the administration of medicines to pupils are:</i>	
<ul style="list-style-type: none"> <li><b>Parents bring medication to school office and complete a form identifying the dosage required and time to be administered. An administering medication the form is signed by the staff member administering medicine and witnessed by a second. See Administering Medication Policy for further information.</b></li> </ul>	
<i>The names members of staff who are authorised to give / support pupils with medication are:</i>	<b>All staff with first aid training</b>
<i>Medication is stored:</i>	<b>Meeting Room fridge Sunny Days kitchen fridge</b>
<i>A record of the administration of medication is located:</i>	<b>School Office Sunny Days Office</b>
<ul style="list-style-type: none"> <li><b>Pupils who administer and/or manage their own medication in school are authorised to do so by a teacher and provided with a suitable private location to administer medication/store medication and equipment.</b></li> <li><b>Staff are trained to administer complex medication by the school nursing service when required</b></li> </ul>	
<b>Staff are trained to administer complex medication by the school nursing service when required.</b>	
<i>Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are:</i>	
<ul style="list-style-type: none"> <li><b>Procedures are outlined in the administering medications policy</b></li> </ul>	

- *Staff who are taking medication will keep their personal medication in a secure area in a staff only location*
- *Staff will advise the school leaders if they are taking any medication which might impair their ability to carry out their normal work.*

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

*PPE is provided free of charge where a risk assessment identifies this is needed to control a risk and the risk cannot be controlled by another means.*

*Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for school staff*

*Mr Robert Jelves*

*Name of person responsible for the checking and maintenance of personal protective equipment provided for staff*

*Mr Robert Jelves*

- *The Governors are committed to ensuring that the duties enshrined in the Personal Protective Equipment at Work Regulations (Northern Ireland) 1993 (PPE) are met.*
- *Suitable and sufficient PPE will be made available to employees carrying out operations and activities where the risk assessment has identified a need for this.*
- *All users of PPE will be provided with information and instruction as to the correct use of the equipment.*
- *PPE must comply with current regulations and meet European standards. All instances of damage or loss to PPE should be notified to the relevant manager who will arrange for repair or replacement.*

*Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for pupils.*

*Class Teachers as appropriate*

- *All PPE provided for use in a classroom environment is kept clean, free from defects and replaced as necessary.*

*Name(s) of person responsible for cleaning and checking pupil PPE.*

*Class Teachers as appropriate*

#### **25. Reporting Hazards or Defects**

*Our arrangements for the reporting of hazards and defects:*

- *All staff and pupils will report any hazards, defects or dangerous situations they see at school using the H&S category on CPOMS which alerts the Site Supervisor*

## 26. Risk Assessments

- The school has in place risk assessments for any identified significant risk. Control measures that are put in place to eliminate or reduce risk are communicated to staff, pupils and other who may be exposed to the risk.*

*Risk assessments are in place for the following areas:*

*Premises and grounds*

*Curriculum / classrooms*

*Hazardous activities or events*

*Lettings or contract work which may affect staff or pupils in the*

*Fire Risk Assessment*

*Hazardous Substances*

*Work Equipment*

*Manual handling activities*

*Visits*

*Name of person who has overall responsibility for the school/academy risk assessment process and any associated action planning*

*Mrs Joanne Jelves / Mr Robert Jelves*

*Our arrangements for carrying out, recording, communicating and reviewing risk assessments are:*

- Risk assessments are reviewed and updated biannually or sooner if changes take place within school which increases or changes the risk*
- Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments*
- When an accident or incident occurs, a post risk assessment takes place when a new hazard has been identified.*
- Risk assessments are created or reviewed when something new is introduced or a change has occurred*

## 27. Smoking

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

## 28. Stress and Staff Well-being

*Name of person who has overall responsibility for the health and wellbeing of school/academy staff*

*Mrs Joanne Jelves*

*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:*

- **A Stress Policy is in place. Staff have access to the Health Safety and Well Being Service and Think Well, its counselling service. Free Food Friday and other staff benefits and perks are designed to raise staff well-being. School is considering workload reduction measures to ensure staff well-being remains a priority**
- **Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated.**
- **All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work.**
- **Individual stress risk assessments take place when a member of staff requires additional individual support.**
- **A team stress risk assessment has been completed involving all staff and this is reviewed regularly. Date Completed: November 2018**

## 29. Training and Development

<i>Name of person who has overall responsibility for the training and development of staff.</i>	<b>Mrs Joanne Jelves</b>
<ul style="list-style-type: none"> <li>• <b>All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.</b></li> </ul>	
<p><i>Our arrangements for carrying out suitable and sufficient health and safety training for all staff are:</i></p> <ul style="list-style-type: none"> <li>• <b>Annual H&amp;S Refresher training; termly staff meeting focusing upon a specific aspect of H&amp;S</b></li> <li>• <b>The school/academy has a health and safety training matrix to help in the planning of essential and development training for staff.</b></li> </ul>	
<i>Training records are retained and are located</i> <b>Headteachers Office</b>	
<i>Training and competency as a result of training is monitored and measured by:</i>	<b>Mrs Joanne Jelves</b>

## 30. Vehicle movement on site

<i>Name of Premises Manager responsible for the management of vehicles on site</i>	<b>Mr Robert Jelves</b>
<ul style="list-style-type: none"> <li>• <b>Our arrangements for the safe access and movement of vehicles on site include restriction on vehicle movement at certain times, speed limits, segregation vehicles from pedestrian areas, restrictions on reversing vehicles</b></li> </ul>	

### 31. Violence and Aggression and School/Academy Security

<ul style="list-style-type: none"> <li><i>The school provides a place of work which is designed and managed to minimise the risk of violence and aggression to staff, pupils and visitors.</i></li> <li><i>A risk assessment is carried out where staff are at increased risk of injury due to their work</i></li> <li><i>Training, information and instruction is available to staff to help them manage the risk of violence and aggression where required.</i></li> </ul>	
<i>Staff and pupils must report all incidents of verbal &amp; physical violence to:</i>	<i>Mrs Joanne Jelves</i>
<i>Incidents of verbal &amp; physical violence are investigated by:</i>	<i>Mrs Joanne Jelves</i>
<i>Name of person who has responsibility for site security:</i>	<i>Mr Robert Jelves</i>
<p><i>Our arrangements for site security are:</i></p> <ul style="list-style-type: none"> <li><i>An intruder alarm is in placed which is monitored by a call centre. Out of hours security is provided by Proguard Security who would attend site if the alarm sounded.</i></li> <li><i>During the school day all doors remain locked. Access to the premises is restricted to the main office. All visitors to site must sign in and wear an identification badge. Internal doors into the school and nursery care by card or coded entry.</i></li> </ul>	

### 32. Water System Safety

<i>Name of Premises Manager responsible for managing water system safety.</i>	<i>Mr Robert Jelves</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>Site Supervisors Office</i>
<p><i>Our arrangements to ensure contractors have information about water systems are:</i></p> <p><i>Via the Hazard Exchange form and the water risk assessment manual</i></p>	
<p><i>Our arrangements to ensure all school staff carrying out checks or testing or maintenance have information about the water system:</i></p> <p><i>Via the water risk assessment manual</i></p>	

### 33. Working at Height

<i>Name(s) of person responsible managing the risk of work at height on the premises:</i>	<i>Mr Robert Jelves</i>
<i>Work at height is avoided where possible.</i>	
<i>Our arrangements for managing work at height are:</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 Site Supervisors Office</i>	

### 34. Volunteers

<i>Name of person who has overall responsibility for managing/coordinating volunteers working within the school/academy:</i>	<i>Mrs Jane Homer</i>
<ul style="list-style-type: none"> <li><i>Volunteers are considered as a member of staff and all health and safety arrangements including induction and training must apply.</i></li> </ul>	

### E. Health and Safety Key Performance Indicators (KPI's)

To enable school leaders and governors to monitor the health and safety performance of the school in order to determine where progress is being made and where further actions and resources may be required the following Key Performance Indicators have been identified:

#### **Health and Safety KPI 1: Number of Reported Accidents & Incidents**

This gives a high-level benchmark to the school in terms of knowing if safety is improving or worsening. In addition to monitoring the number of accidents/incidents, school can convert this number to a ratio per employee - i.e. 0.001 accidents per employee. Keep an extra close eye on this Health & Safety KPI during times of change - new processes, new machines, etc.

#### **Health and Safety KPI 2: Equipment Breakdowns**

By measuring the number of equipment breakdown and creating a goal to improve this number, school affects both safety and production. Since often when critical equipment breaks down, there is a loss of activity. Most importantly, this is a strong lead indicator that will play a huge role in the reduction of incidents, since a large percentage of incidents happen due to the state of the equipment used

### Health and Safety KPI 3: Average Overtime Hours Per Person

This average is a great KPI to help measure the average time worked by someone beyond their normal working hours. The idea is that if school can keep this number low, it can mean that employees are successfully managing workload and reducing the chance of fatigue in the workplace.

### Health and Safety KPI 4: Productive Days %

This is a nice twist on the more negative approach of measuring things like sick days and time off work due to accidents. It flips those KPIs into a more positive approach of celebrating the number of days of productive work that were successfully delivered as a percentage of the total available working time.

These KPIs will be added to each year

August 2020  
Joanne Jelves  
Headteacher

### Document History

June 2011	Adopted at Full Governors Meeting 20th March 2012
13th March 2013	Presented for adoption at the Full Governors Meeting on 20th March 2013
June 2014	Presented for re-adoption with no changes at the Sites & Buildings Committee Meeting on 2nd July 2014
June 2015	Presented for re-adoption with changes to Personnel only at the Sites & Buildings Committee Meeting on 3rd June 2015
June 2016	Presented for re-adoption with changes to the Governors with responsibility for H&S at the Sites & Buildings Committee Meeting on 15 <sup>th</sup> June 2016
June 2017	Presented for re-adoption with changes to Resources Committee being responsible for H&S matters – June 2017
June 2018	Presented for re-adoption with no changes to Resources Committee 22 <sup>nd</sup> May 2018
June 2019	Reviewed using the new H&S Policy template. Clearer guidance for staff on reporting accidents. Presented for to Resources Committee 2nd July 2019;
August 2020	Reviewed and shared with staff for discussion in September 2020. Presented for to Resources Committee 12 <sup>th</sup> November 2020;