

# St. Chad's C.E. (C) Primary School Health, Safety and Wellbeing Policy



We are a Church of England School and our policies are written with a commitment to our Christian Character, which is rooted in the Bible.

*All Scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness, that the person of God may be complete, thoroughly equipped for every good work. (2 Timothy 3:16-17)*

**This policy is available on our school website and is available on request from the school office. We also inform parents and carers about this policy when their children join our school and through our school newsletter.**

**The policy is provided to all staff (including temporary staff and volunteers) at induction alongside our Staff Code of Conduct.**

**This policy is based on Staffordshire's Model Policy for Health, Safety and Wellbeing.**

**This policy will be reviewed in full by the Governing Body on an annual basis. This policy was last reviewed and agreed by the Governing Body in March 2024 and is due for review in March 2025.**

<b>Signature</b>	<i>J Brennan</i> Joanne Brennan	<b>Headteacher</b>	<b>Date: 20<sup>th</sup> March, 2024</b>
<b>Signature</b>	<i>Z Comley</i> Zoe Comley	<b>Chair of Governors</b>	<b>Date: 20<sup>th</sup> March, 2024</b>
<b>Publication</b>	<b>Date: 21<sup>st</sup> March, 2024</b>	<b>Renewal</b>	<b>Date: 19<sup>th</sup> March, 2025</b>

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.

**Appendix 1** – record of maintenance checks

**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 Chad’s 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 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 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.

Z Comley	J Brennan
Zoe Comley	Mrs J Brennan
March 2024	March 2024

### 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

The school/academy obtains competent health and safety advice from	Staffordshire Health Safety and Wellbeing Service
The contact details are	<b>Steve Brown   Health and Safety Adviser (Schools)</b> Health, Safety and Wellbeing Service Corporate Services 1 Staffordshire Place Tipping Street, Stafford, ST16 2DH 01782 538758 / 07773 791 559 <a href="mailto:steve.brown@staffordshire.gov.uk">steve.brown@staffordshire.gov.uk</a>
In an emergency we contact: Duty Officer: 01785-355777 Email: <a href="mailto:shss@staffordshire.gov.uk">shss@staffordshire.gov.uk</a>	

#### Monitoring Health and Safety

Name of person(s) responsible for the overall monitoring of health and safety in school/academy:	Name: Mrs J Brennan
Our arrangements for the monitoring of health and safety: St. Chad's has a H&S lead in school (Mrs J Brennan) who has time allocated weekly through her management role to drive standards in H&S and to ensure that our practices are embedded. H&S is an agenda item in every meeting held such as staff meetings, SLT meetings, and all of the governor committee meetings. We have a separate health & safety and premises governor committee who meet once each term to ensure that H&S is being managed and to hold leaders to account. Our H&S link governor is Dave Grocott. They conduct H&S inspections and critically evaluate our school's practices. This information is then fed back at full governors meetings. Minutes of all committee meetings are taken, recorded and shared with staff. We communicate well with our H&S link Steve Brown and attend Headteacher Updates and training. All new staff undergo rigorous induction and receive all of the relevant documentation relating to their role.	
The school carries out formal evaluations and audits on the management of health and safety (frequency).	
The last audit took place	Date: 26 <sup>th</sup> Jan 2022 By: Steve Brown
Name of person responsible for monitoring the implementation of health and safety policies	Name: Mrs J Brennan
All staff are aware of the key performance indicators in part E and how they are monitored	
Workplace inspections - type and name of person who carries these out	See Appendix 1

### D. Detailed Health and Safety Arrangements

## 1. Accident Reporting, Recording & Investigation

Our arrangements for recording and investigating:	
Pupil accidents: We have members of staff who are first aid trained on site at all times. All pupil accidents that require first aid treatment are recorded on our accident reporting books. A copy is given to the child to take home in order to notify their parents/carers. A copy is kept in school for auditing purposes. If an accident is serious and requires further treatment the school acts appropriately by either contacting parents/carers to take their child to get checked by a medical professional or an ambulance is called by the office. The staff member administering first aid waits with the child at all times and accompanies them to hospital if their parents are not yet at the scene. A full report is then completed on 'My Health and Safety'. A full investigation is completed, as well as a post risk assessment if needed, and procedures amended in school.	
Staff accidents: We have members of staff who are first aid trained on site at all times. In emergency situations, a member of the office staff will contact an ambulance and their next of kin if needed. All staff accidents are recorded in our accident book and reported to 'My Health and Safety'. A full investigation is completed, as well as a post risk assessment if needed, and procedures amended in school.	
Visitor accidents: We have members of staff who are first aid trained on site at all times. In emergency situations, a member of the office staff will contact an ambulance and their next of kin if needed. All visitor accidents are recorded in our accident book and reported to 'My Health and Safety'. A full investigation is completed, as well as a post risk assessment if needed, and procedures amended in school.	
The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: The school business manager (L Hunt)	
Our arrangements for reporting to the Governing Body are: Termly Health and Safety governor's meetings are held where accidents, investigations and post risk assessments are shared. David Grocott is our H&S link governor and completes a comprehensive report after his termly inspections and shares this with the governing board on a termly basis during our full governors meetings.	
Our arrangements for reviewing accidents and identifying trends are: Accidents are analysed for trends and discussed at the termly H&S governor's meetings. Amendments to school procedures/building are made if needed and noted on the minutes. H&S is an agenda item on every meeting held in school and changes to H&S/school procedures are fed back to staff this way.	

## 2. Asbestos

Name of Premises Manager responsible for Managing Asbestos.	Name: Miss A Lowndes, Mrs J Brennan
Location of the Asbestos Management Log or Record System.	Location: On the Site Supervisor's shelves in the school office
Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are: All contractors are managed by Entrust. All contractors sign the asbestos folder before work commences and the hazard exchange forms are completed accordingly with Entrust. Our Site Supervisor has Asbestos Management training via Entrust.	
Our arrangements to ensure all school staff such as class teachers or caretakers have information about asbestos risk on the premises: Asbestos map and contents of the folder is shared with staff and all new staff upon arrival. This is refreshed regularly during staff meetings. Staff are made fully aware of where asbestos is located in their area. New staff will complete this action during their induction. Our Site Supervisor has completed asbestos awareness training and regularly checks the SLN for any updates/changes.	
Staff must report damage to asbestos materials to:	Name: Miss A Lowndes, Mrs J Brennan
Staff must not drill or affix anything to walls without first obtaining approval from the premises manager. The site supervisor completes annual visual checks of the areas in which asbestos	

is located. Asbestos is inspected by a County Council representative.

### 3. Communication

Name of SLT member who is responsible for communicating with staff on health and safety matters:	Name: Mrs J Brennan
Our arrangements for communicating about health and safety matters with all staff are: H&S is an agenda item on every staff meeting, governor meeting, pupil voice meeting, parent forum meeting and INSET day. Minutes are typed up and shared with staff. Emails are sent regularly about H&S updates.	
Staff can make suggestions for health and safety improvements by: Emailing Anna Lowndes (Site Supervisor) and ensuring the headteacher and business manager are also copied in to discuss the work needed during SLT weekly. They can also be raised under the H&S agenda items in staff meetings (weekly) and INSET days. All policies are handed to staff for a consultation period before being agreed at full governors.	

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

Name of person coordinating any construction work / acting as Client for any construction project.	Name: Mrs J Brennan
Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are: We pay into an Entrust service level agreement who employ premises development officers to manage the above on our behalf. Duty holders will be identified and named as part of any Construction project. If County Contractors are not used, the headteacher has completed Management of Contractors Training, and Premises Manager Training and will manage the process.	
Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: Hazard exchange forms are completed prior to any works carried out and stored in the file above the photocopier next to the staffroom.	
Our arrangements for the induction of contractors are fully managed by Entrust. The Headteacher has received Management of Contractors Training and Premises Manager Training for any contractors who are not on the County approved list.	
Staff should report concerns about contractors to: Miss A Lowndes & Mrs J Brennan	
Entrust will review any construction activities on the site. Miss Lowndes and Mrs Brennan will visually inspect and monitor safety procedures involving pupils, visitors and staff during projects and raise any concerns with Entrust. J Brennan and A Lowndes will fully review any construction activities that are not managed by Entrust.	

### 5. Consultation

Name of SLT member who is responsible for consulting with staff on health and safety matters:	Name: Mrs J Brennan
The name of the Trade Union Health and Safety Representative is:	Name NA
Our arrangements for consulting with staff on health and safety matters are: H&S is an agenda item during every weekly staff meeting and at any INSET/governors meetings. Consultation periods are given when implementing new policy/procedures and staff have the chance to feed back their views/input suggestions to Mrs J Brennan before anything is agreed at full governors.	
Staff can raise issues of concern by: Raising issues at any staff meeting under the H&S agenda item, speaking to or emailing Mrs Brennan or speaking to any member of the SLT. Staff can also raise concerns by emailing Anna Lowndes (site supervisor) and ensure the headteacher and Business Manager are also copied in.	

## 6. Contractor Management

Name of person responsible for managing and monitoring contractor activity – Site Supervisor	Name: Miss A Lowndes
Our arrangements for selecting competent contractors are fully managed through our service level agreement with Entrust. If County Contractors are not used, the headteacher has completed Management of Contractors Training, and Premises Manager Training and will manage the process.	
Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: Entrust and our school site supervisor complete the exchange of such information prior to works being carried out. If County Contractors are not used, the headteacher will complete the necessary H&S paper work and exchange of information.	
Our arrangements for the induction of contractors are: Managed as part of our service level agreement with Entrust. If County Contractors are not used, the headteacher will complete the induction.	
Staff should report concerns about contractors to: Miss A Lowndes and Mrs J Brennan	

## 7. Curriculum Areas – health and safety

Name of person who has overall responsibility for the St Chad's bespoke curriculum	Name: Mrs J Brennan
Risk assessments for these curriculum areas are the responsibility of:	Name: Mrs J Brennan and the subject leaders

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

The school assesses the risk of the use of computers/laptops by carrying out a DSE assessment for staff using this type of equipment continuously and regularly for over an hour.	
Our arrangements for carrying out DSE assessments are: The office and reprographic staff complete the DSE user assessments yearly and report back to Mrs J Brennan who then assesses the need for action.	
Name of person who has responsibility for carrying out Display Screen Equipment Assessments	Name: Mrs J Brennan
DSE assessments are recorded and any control measures required to reduce risk are managed by	Name: Mrs J Brennan

## 9. Early Years Foundation Stage (EYFS)

Name of person who has overall responsibility for EYFS	Name: Mrs J Brennan Mrs C McDonald
Our arrangements for the safe management of EYFS are: <b>Managing Risk</b> At St Chads, everyone working in the early years setting is responsible for maintaining health and safety of the workplace. Risk assessments are in place and are implemented daily to ensure the surroundings are safe from accidents and equipment/toys are in safe working order, clean and not damaged. The indoor and outdoor areas are risk assessed every morning and supporting paperwork is completed to show where risks are identified. If a risk is identified it is immediately reported to the Site Supervisor, Headteacher and Business Manager. In the instance of severe risk, the area is marked off and the Headteacher is informed immediately.  When activities are planned that are different to the usual day to day activities, a full risk assessment is carried out and provided to the school's health and safety lead. All staff are informed of the activity and contribute to the risk assessment.	

### Cleaning

The resources that are used in the classroom are cleaned daily. Where possible, the resources are cleaned in the dishwasher in washing bags. Other resources are cleaned using antibacterial products. The classrooms are also cleaned by the school cleaning staff daily. Separate sinks are used for the cleaning of cups etc and are kept separate from the paints and paint brushes.

### First Aid

The statutory framework states that there must be at least one paediatric first aider on site at all times. In our department 4 staff are paediatric first aid members of staff and a 'first aid at work' trained member of staff works in the department also. The member of staff who holds the 'first aid at work' qualification is our school lead for First Aid and is well equipped to deal with all situations that may arise. We also have one nursery staff member with 'emergency first aid'. In the instance of a child having an accident, the incident will be recorded in the accident book as per the rest of the school and accident procedures followed.

### Food Hygiene

Fridges are checked daily to ensure they are kept at the correct temperature. The temperature is recorded daily also. In the instance that the fridge was not the correct temperature, this will be adjusted, recorded and retested later on in the day. The contents of the fridge will be carefully checked and monitored and if necessary, disposed of. The fridge is deep cleaned weekly. Fruit is delivered throughout the week and staff make regular checks on the fruit to check that it is safe to eat. Separate sinks are used for food and for art/craft activities. Staff within the department have food hygiene certification within the department that is regularly updated.

### Safeguarding Concerns

If there is a concern surrounding a child the department follows the same reporting procedures as the rest of the school. As well as informing the safeguarding lead, the EYFS manager is always informed also. See Safeguarding Policy.

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

Name of person who has overall responsibility for Educational Visits	Name: Mrs J Brennan
The Educational Visits Coordinator is	Name: Mrs S Alcock
Our arrangements for the safe management of educational visits: Mrs Alcock has completed the EVOLVE training and we have implemented the Staffordshire County guidance, policy and risk assessments. Risk assessments are completed and the EVOLVE school visits forms are completed and sent for approval and scrutiny by the Educational Visits Lead and the Headteacher. Staffordshire approved outdoor education facilities are used.	

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

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	Name: The local authority contact us to arrange a date with the school office.
Fixed electrical wiring test records are located:	On the Site Supervisor's shelves in the school office. See Appendix 1 also.
All staff visually inspect electrical equipment before use.	
Our arrangements for bringing personal electrical items onto the school site are: No items are permitted on site that have not been PAT tested. If staff wish to use personal items, they must be brought into school on the day the tests are carried out or they will not be permitted on site.	

Name of person responsible for arranging the testing of portable electrical equipment (PAT):	Name: Mrs L Hunt
Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:	Name: Mrs L Hunt
Portable electrical equipment (PAT) testing records are located:	On the Site Supervisor's shelves in the school office. See Appendix 1 also.
Staff must take defective electrical equipment out of use and report to:	Name: Miss A Lowndes and Mrs L Hunt
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.	

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

Name of competent person responsible for undertaking & reviewing fire risk assessment in addition to any associated action planning	Name: Mrs J Brennan and SCC
On the Site Supervisor's shelves in the school office (yellow folder clearly labelled).	
When the fire alarm is raised the person responsible for calling the fire service is OR The site has a fire alarm which activates a response from (a 3rd party / listening service)	Name: Mrs J Brennan / Mrs J Goodson
Name of person responsible for arranging and recording of fire drills	Name: Mrs J Brennan
Name of person responsible for creating and reviewing Fire Evacuation arrangements	Name: Mrs J Brennan
Our Fire Evacuation Arrangements are published in our staff shared area and in our induction pack to all new staff. Office staff verbally brief visitors on our emergency procedures upon arrival.	
Our Fire Marshals are listed under 'arrangements' in our fire risk assessment	
Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located on the Site Supervisor's shelves in the school office.	
Name of person responsible for training staff in fire procedures	Mrs J Brennan
All staff and visitors are aware of the Fire Procedures in school and this is included in their induction.	

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

Name of person responsible for carrying out the First Aid Assessment	Name: Mrs McLawrence
The First Aid Assessment is located	In the policies folder in the shared area.
First Aiders are listed	In the first aid policy and on the wall in each classroom
Name of person responsible for arranging and monitoring First Aid Training	Name: Mrs J Brennan
Location of First Aid Box	First aid boxes are located in each classroom and in the school photocopier room in the main building. The first aid store room is located in the double cupboard by the staff toilet.
Name of person responsible for checking & restocking first aid boxes	Name: Mrs McLawrence
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:

**Pupils:**

We have members of staff who are first aid trained on site at all times. If an accident is serious and requires further treatment the school acts appropriately by either contacting parents/carers to take their child to get checked by a medical professional or an ambulance is called by the office. The staff member administering first aid waits with the child at all times and accompanies them to hospital if their parents are not yet at the scene. A full handover is given once the ambulance arrives and take over the scene. A full report is then completed on 'My Health and Safety'. A full investigation is completed, as well as a post risk assessment if needed, and procedures/policies amended in school.

**Staff:**

We have members of staff who are first aid trained on site at all times. In emergency situations, a member of the office staff will contact an ambulance and their next of kin will be contacted immediately. A staff member will accompany the injured party in the ambulance if their next of kin has not yet arrived on scene and meet them at the hospital. Their mobile number will be given to the next of kin. All staff accidents are recorded in our accident book and reported to 'My Health and Safety'. A full investigation is completed, as well as a post risk assessment if needed, and procedures amended in school.

**Visitors:**

We have members of staff who are first aid trained on site at all times. In emergency situations, a member of the office staff will contact an ambulance and their next of kin. A staff member will accompany the injured party in the ambulance if their next of kin has not yet arrived on scene and meet them at the hospital. Their mobile number will be given to the next of kin. All visitor accidents are recorded in our accident book and reported to 'My Health and Safety'. A full investigation is completed, as well as a post risk assessment if needed, and procedures amended in school.

Our arrangements for recording the use of First Aid are:

All first aid administered to pupils is recorded on our internal record forms. One copy is given to parents/carers and one retained by school for analysis. 'My Health and Safety' is completed for serious accidents, all staff and visitor accidents and a full investigation carried out and post risk assessment completed if needed with school procedures amended accordingly.

**14. Forest School**

Name of person in school who leads on Forest School activity	Mrs J Brennan is Level 3 Forest School Qualified with Outdoor Wisdom and Learning. We do not currently take part in Forest School activities.
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Our arrangements for developing, organising and running Forest School activity.  
We do not currently take part in Forest School activities.

### 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 16.4.13 and the record can be found in the headteacher's office

### 16. Hazardous Substances (COSHH)

Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)	Name: Mrs J Brennan
Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are: We employ Glen Group Cleaners who complete their own COSHH risk assessments. The Headteacher and Site Supervisor check to make sure they are fully aware that no substances should be on site without the relevant paperwork and risk assessments. Staff are not permitted to bring in any chemicals/substances without notifying the headteacher who can then complete the necessary paperwork. The Site supervisor conducts termly inspections of classrooms to ensure no substances are in rooms/cupboard and not on our COSHH register.	

### 17. Health and Safety Law Poster

The Health and Safety at Work poster is located:	Location: In the staffroom on the door.
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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: Newcastle Borough Council collect our waste – service level agreement in place. PHS also collect and empty our sanitary waste bins.
Our site housekeeping arrangements are: General classroom risk assessments are in place for general housekeeping. Visual H&S inspections are carried out daily by the Site Supervisor, and termly by the H&S and premises governor's committee and feedback given to staff. Cleaners empty internal bins into the general waste bins. Pupils in the Eco Council monitored by Miss A Lowndes empty our recycling bins regularly. Eco Councillors in each class ensure their environment is safe and that they turn off any appliances that are not in use. Classes have their own H&S monitors who ensure their areas is clean, tidy and safe.
Site cleaning is provided by: We employ Glen Group cleaners.
Cleaning staff have received appropriate information, instruction and training about the following and are competent: Glen Group training.
Work equipment – Managed by Glen Group
Hazardous substances – J Brennan has completed COSHH training but this is managed by Glen Group and monitored by J Brennan and L Hunt.
Waste skips and bins are located away from the school building.
All staff and pupils are 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) are aware of the risk assessments and control measures in place for their role.

### 19. Infection Control

Name of person responsible for managing infection control:	Name: Mrs J Brennan
Our infection control arrangements (including communicable diseases/hand hygiene standards) are: We follow the guidance from the 'Infectious Diseases in School' document. We keep up to date with relevant government guidance and amend our risk assessments and procedures when needed. Hand hygiene and appropriate donning and doffing of PPE has been shared with staff and pupils. We have infection outbreak risk assessments and an emergency plan if needed.	

### 20. Lettings

Name of Premises Manager or member of Leadership team responsible for Lettings	Name: Mrs J Brennan
Our arrangements for managing Lettings of the school/academy /rooms or external premises are: We have no active lettings and have no plans to do so in the near future.	
The health and safety considerations for Lettings are considered and reviewed annually.	
Hirers have in place their own risk assessments, first aid arrangements/ fire procedures and emergency procedures.	
Hirers are responsible for obtaining the necessary local authority licenses for their activities and these must be provided to the school on request.	
Hirers must provide a register of those present during a letting upon request.	

### 21. Lone Working

Our arrangements for managing lone working are outlined in our lone working risk assessment located in the staff shared area under risk assessments.
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### 22. Maintenance / Inspection of Equipment (including selection of equipment)

All internal and external maintenance and inspection lists, frequency and companies who conduct the inspections can be located in Appendix 1.	
Records of maintenance and inspection of equipment are retained and are located:	Location – On the Site Supervisor's shelves in the school office
Staff report any broken or defective equipment to:	Name: Miss A Lowndes and Mrs J Brennan
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.	

### 23. Manual Handling

Name of competent person responsible for carrying out manual handling risk assessments	Name: Mrs J Brennan
Our arrangements for managing manual handling activities are: Mrs J Brennan identifies the activities that pose a risk, risk assesses them if they do pose a risk and decides whether or not relevant training or instruction is needed for staff members following the risk assessment process.	
Staff are 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	Name: Mrs J Brennan
<p>Our arrangements for the administration of medicines to pupils are:            All parents who require staff members to administer medication must complete a 'Parental Request for School to Administer Medicine' form which must state the date, child's name, class, name and strength of medicine, expiry date, dosage, time, number of tablets/quantity given to the school, when the medicine should be stopped and any other instructions. Names and phone numbers of the parents and GP are also asked for on the form. We do not accept any medicines that are not in the original bottle or container that was dispensed by the pharmacist.</p> <p>Staff members who are permitted to administer medication are: Mrs Brennan and Mrs McLawrence. If the named staff members are unable to administer due to being off site, a member of the SLT will administer.</p> <p>The staff member then completes a 'Record of Medicines Administered to children' form which states the date, child's name, time, name of medicine, dose given, any reactions, staff signature, print name.</p> <p>Parents must then collect the medication when needed from school. It will not be allowed to go home with the child.</p>	
The names members of staff who are authorised to give / support pupils with medication are:	Mrs J Brennan & Mrs McLawrence,
Medication is stored:	Away from all pupils (in the fridge if needed), in the office in the grey medicines box clearly labelled with the child's name.
A record of the administration of medication is located:	Location: School office in the medicines file located in the long cupboard.
<p>Pupils who administer and/or manage their own medication in school are authorised to do so by Mrs J Brennan and provided with a suitable private location to administer medication/store medication and equipment.</p>	
<p>Staff are trained to administer complex medication by the school nursing service when required.</p>	
<p>Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are:            All pupils who require emergency medication have a medical care plan that has been completed in liaison with the parents, medical professionals if required and the first aid lead Mrs McLawrence.</p> <p>Training is provided by the school nursing team for specific medical needs such as epi pens and inhalers. The medication is stored in the child's classroom for easy and rapid access if they require it. The medication is also taken with them when they move classrooms, take part in outdoor activities and on school trips. The children's medication will remain in school and parents contacted ASAP if they do not have their medication in school. The children must be collected by their parents and remain at home if the school do not have their life saving medication such as an epi pen. All use of emergency medication is recorded on CPOMS and parents informed.</p>	
<p>Staff who are taking medication must keep this personal medication in a secure area in a staff only location.</p>	
<p>Staff must advise the school leaders if they are taking any medication which might impair their ability to carry out their normal work.</p>	

## 25. 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.	Name: Mrs J Brennan
Name of person responsible for the checking and maintenance of personal protective equipment provided for staff	Name: Miss A Lowndes
PPE provided for use in curriculum lessons is not "personal" as it is provided by pupils in classroom situations.	
Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for pupils.	Name: Mrs J Brennan
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.	Name: Mrs Brennan and curriculum leaders

## 26. Radiation

Name of the school Radiation Protection Supervisor (RPS)	Name: NA
Name of the Radiation Protection Adviser (RPA)	Name: NA

## 27. Reporting Hazards or Defects

All staff and pupils must report any hazards, defects or dangerous situations they see at school.
Our arrangements for the reporting of hazards and defects: All hazards and defects that need rapid attention are reported to the Headteacher immediately, or the deputy Headteacher in her absence. Hazards and defects that do not pose an immediate threat/hazard are recorded in and email to Anna Lowndes, and the headteacher and business manager are also copied in. This book is checked on the arrival of the site supervisor each morning she is in school and jobs completed are prioritised, recorded and dated.

## 28. Risk Assessments

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.	
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 school/academy Fire Risk Assessment Hazardous Substances Work Equipment Manual handling activities Risks related to individuals e.g. health issues	
All risk assessments can be found in the H&S folder in the shared area of our school network. All relevant risk assessments are share with new employees on induction and records kept.	
Name of person who has overall responsibility for the school risk assessment process and any	Name: Mrs Brennan

associated action planning	
<p>Our arrangements for carrying out, recording, communicating and reviewing risk assessments are:</p> <p>All risk assessments are completed by Mrs Brennan (risk assessment trained) in collaboration with those who are carrying out the tasks. The risk assessment process is owned by all staff and they contribute to the risk assessment process. All of our current risk assessments are on a review timeline and they are reviewed by the H&amp;S Governing body during each meeting (termly). Subject leaders monitor their risk assessments and feed back to Mrs Brennan to review them, discuss any issues with staff and amend them if necessary. Any new risk assessments are shared with staff during meetings as H&amp;S is on the agenda at every meeting in school.</p>	
<p>Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments. Mrs Brennan has received risk assessment training and supports staff if they are required to complete risk assessments for their subjects.</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/academy.
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**30. Shared use of premises/shared workplace**

Name of Premises Manager or member of Leadership team responsible for Premises Management	Name: Mrs J Brennan
The school premises are shared with another organisation (e.g.Contract caterer/public leisure centre).	Name: Edwards and Ward Catering Service Glen Group Cleaners Bee Active's Before and After School Club
<p>Our arrangements for managing health and safety in a shared workplace are: Edwards and Ward and Glen Group Cleaners complete their own risk assessments and safe working practices and this is included in our service level agreement. Bee Active also have their own safety arrangements in place however they do receive an induction upon arrival to ensure they understand our school procedures such as fire and safeguarding.</p>	

**31. Stress and Staff Well-being**

Name of person who has overall responsibility for the health and wellbeing of school staff	Name: Mrs J Brennan
<p>All staff have responsibility to take care of their own health and wellbeing and the school leaders help to do this do this by implementing the following arrangements: Reducing staff workload remains a priority and we have signed up to the Governments wellbeing charter. We have created a bespoke Staff Stress Risk assessment in consultation with ALL staff and it is also on the agenda at every meeting held in school. 1:1 wellbeing checks are carried out each term as well as during the performance management review cycle. H&amp;S is taken seriously at St Chad's and staff who are experiencing any mental health issues are aware that they can come and talk to the senior leadership team at any time with our open door policy. Individual staff stress risk assessments are completed where needed and staff are fully supported through this process. Contact numbers and names of organisations who provide mental health support to staff are shared with staff and are displayed in the staffroom.</p>	

The Staff Stress Risk Assessment has been written with the input of all staff and solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated. Staff contribute to all matters regarding H&S. Staff all have access to the SLN where they can also access H&S and wellbeing support. All matters arising in school to do with Health, safety and Wellbeing is reported back to the H&S governor's committee and the full governing body once every term. Our Deputy Headteacher is also trained and qualified in Adult Mental Health.

**32. Swimming Pool Operating Procedures (where applicable)**

Name of person who has overall responsibility for managing the swimming pool and it's environment.	Name: We have no swimming pool on site but we attend CCSC for swimming lessons.
The health and safety considerations within curriculum swimming are planned, supervised and managed by CCSC staff.	

**33. Training and Development**

Name of person who has overall responsibility for the training and development of staff.	Name: Mrs J Brennan
All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.	
Our arrangements for carrying out suitable and sufficient health and safety training for all staff are: Mrs J Brennan undertakes risk assessments for all activities on site and for all job roles. It is through the risk assessment process that training requirements are identified and actioned. We also use the training matrix to identify specific training requirements for certain job roles. Mrs J Brennan attends regular Headteacher H&S update meetings and Mrs J Brennan meets with the H&S adviser once a term on Teams for bespoke advice relevant to our school setting. All matters regarding H&S and updates are disseminated to staff via staff meetings, TA meetings, lunchtime supervisor meetings, INSET days and minutes are taken. All training is reviewed by the H&S governor committee each term.	
Training records are retained and are located in the training file in the school office and on the staff portal online.	
Training and competency as a result of training is monitored and measured by:	Name: Mrs J Brennan

**34. Vehicles owned or operated by the school/academy**

Name of person who has overall responsibility for the school vehicles	Name: We have no school vehicles
The school operates (no.of xx) minibus/coaches/cars/other vehicles (e.g. quad bikes/ride on mowers).	List: NA
Name of person who manages the driver medical examinations	NA
Name of person who manages the vehicle license requirements	Mrs J Brennan
Name of person who undertakes vehicle checks such as oil, water and routine roadworthiness.	NA
Name of person who arranges servicing and maintenance of the school vehicles	NA
Our arrangements for the safe use of school vehicles are: We use CCSC's minibuses occasionally and Miss A Lowndes is fully licensed to drive them. Visual inspection of all vehicles is completed prior to use.	

**35. Vehicle movement on site**

Name of Premises Manager responsible for the	Name: Mrs J Brennan
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management of vehicles on site	
Our arrangements for the safe access and movement of vehicles on site can be found on our car park risk assessment located in the shared drive, H&S, risk assessments.	

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

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.	
A risk assessment is carried out where staff are at increased risk of injury due to their work.	
Training, information and instruction is available to staff to help them manage the risk of violence and aggression where required. The police are called immediately if any member of the public are behaving in a way that becomes aggressive or intimidating. We have a Code of Conduct and Vexatious Complainers Policy for parents/carers in place which must be adhered to at all times. Failure to adhere to these policies will result in the person being banned from site.	
Staff and pupils must report all incidents of verbal & physical violence to:	Name: Mrs J Brennan and the chair of governors
Incidents of verbal & physical violence are investigated by:	Name: Mrs J Brennan and the chair of governors
Name of person who has responsibility for site security:	Name: Miss A Lowndes Daily site security when pupils are in school is the responsibility of the office staff and everyone who enters the building must be signed in, show ID and have a pre booked appointment.
Our arrangements for site security are: The gates at the back and front of the school are opened to allow pupils into and out of school at the following times: 8:40-9:00am and 3:00-3:25pm. During this time, staff are on hand to greet or dismiss each pupil. Only Y5 and 6 pupils will be permitted to walk home but this must be confirmed by the child's parents beforehand. During the times of 9-3pm the back and front gates are locked and any visitors on site must report to the main office to gain access to the school. The school office can they open the magnetic mechanical gates to grant them access if they have an appointment and relevant ID. No visitors without a DBS check will be permitted to be alone with pupils and they must not be granted access to classrooms without a chaperone. Fire procedures are shared with all visitors on site. No bins are placed near to the main building to prevent any pupils climbing out of the gates and the perimeter of the school is checked for the same issues outside of the grounds that may enable member of the public to enter over the fences. Lockdown procedures are in place and shared with all staff in case of an intruder. The site has an alarm system that is linked to the named contacts: Miss A Lowndes, Mrs L Hunt and Mrs J Brennan.	

### 37. Water System Safety

Name of Premises Manager responsible for managing water system safety.	Name: Miss A Lowndes
Name of contractors who have undertaken a risk assessment of the water system	Name: Concept
Name of contractors who carry out regular testing of the water system:	Name: HSL
Location of the water system safety manual/testing log	Location: On the Site Supervisor's shelves in the school office.
Our arrangements to ensure contractors have information about water systems are: On the Site Supervisor's shelves in the school office	
Our arrangements to ensure all school staff carrying out checks or testing or maintenance	



have information about the water system:

**38. Working at Height**

Name(s) of person responsible managing the risk of work at height on the premises:	Name: Mrs Brennan
Work at height is avoided where possible.	
Our arrangements for managing work at height are: All work at height activities that cannot be avoided are risk assessed in collaboration with the person carrying out the work.	
Appropriate equipment is provided for work at height where required.	
Staff who carry out work at height are trained to use the equipment provided	
Work at height equipment is regularly inspected, maintained and records are kept on the Site Supervisor's shelves in the school office. Termly checks of the ladders are completed and documented. Visual inspections carried out before each use.	

**39. Work Experience**

Name of person who has overall responsibility for managing work experience and work placements for school pupils.	Name: Mrs Durgan-Smith
Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are: Mrs Durgan-Smith liaises with the tutors and providers prior to the placement to assess whether we are the appropriate place to fulfil their needs. A full induction of the students is carried out by Mrs Brennan and records kept. Mrs Durgan-Smith is the tutor for all students and volunteers and meets weekly with them to ensure that they are completing tasks and that they have a person of contact to discuss any issues.	
The name of the person responsible for the health and safety of people on work experience in the school premises:	Name: Mrs J Brennan and Mrs Durgan-Smith
Our arrangements for managing the health and safety of work experience students in the school are: Mrs Durgan-Smith liaises with the tutors and providers prior to the placement to assess whether we are the appropriate place to fulfil their needs. A full induction of the work experience student is carried out by Mrs Brennan and records kept. Mrs Durgan-Smith is the tutor for all students and volunteers and meets weekly with them to ensure that they are completing tasks and that they have a person of contact to discuss any issues.	

**40. Volunteers**

Name of person who has overall responsibility for managing/coordinating volunteers working within the school:	Name: Mrs J Brennan
Volunteers are considered as a member of staff and all health and safety arrangements including induction and training apply.	

### 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.

KPI's	Success criteria	Evaluation
Ensure all accidents are investigate and reported within 10 days	The school will learn the reasoning behind all accidents and reduce the risk of any such accident happening again	
Ensure all fire and lockdown drills are completed termly	The school will learn from each fire/lockdown drill and improve the process each time. All drills to be recorded in the red log book above the photocopier	
Ensure all water hygiene checks are completed	The school will have safe water systems	
Reduce the number of D1's and respond promptly to immediate work required	The school and school building will be safe to pupils, staff and visitors	
Ensure 50% of risk assessments are reviewed annually on the review timeline	Risk will be reduced and risk assessments amended. Staff made aware	

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.

## Appendix 1

### Record of internal maintenance checks

	<b>Contractor</b>	<b>Frequency of check</b>
	<b>Contractor</b>	<b>Frequency of check</b>
Fire Alarm	Lantern	6 monthly
Gas	Keyls	5 years
Fire Risk Assessment	Firesafe 999	Annually
Fire Extinguisher	Chubb	Annually
Emergency Lighting	Logic Fire and Security	6 monthly
Intruder Alarm	Chubb	6 monthly
Electrics	MidWest	5 years
Boilers	Sure Maintenance	Annually
PAT Testing	Calbarrie	Annually
Water Hygiene	Concept	2 years
Water Test	HSL	6 monthly
Barrier/Shutter	SMD Electrical	6 monthly
Indoor PE Equipment	Sportsafe UK	Annually
Outdoor Play Equipment	Wickstead	Annually
Asbestos	Local Authority	Annually
Ladders	AL	Termly
Water temperate checks	AL	Weekly
Fire alarm	AL	Weekly
Asbestos	AL	Termly
Outdoor area	AL	Weekly
EYFS indoor and outdoor	EYFS team	Daily
First aid checks	S McL	Weekly
Guttering and grids	AL	Twice during winter months