



Health & Safety Policy

Hempstalls Primary School



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| Approved by: | Amy Bell | Date: September 2025 |
| Last reviewed on: | September 2025 | |
| Next review due by: | September 2026 | |

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 Hempstalls Primary School

Part E - The Key Performance Indicators.

Part A- Introduction

This policy statement complements (and should be read in conjunction with) The Creative Learning Partnership Trust Health and Safety Policy. It records the local organisation and arrangements for implementing the Trust policy.

Part B -Policy Statement

The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Hempstalls Primary School Governing Body of the school 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.

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.

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| Mrs Amanda Evans – Chair of Governors | Miss Amy Bell – Head Teacher |
| Date: September 2025 | Date: September 2025 |

Part 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

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| The school/academy obtains competent health and safety advice from: | Staffordshire Health, Safety & Well Being Service |
| The contact details are: | Duty Line: 01785 355777 |
| School Advisor: | Dean Willetts Email: dean.willetts@staffordshire.gov.uk |
| In an emergency we contact the Health & Safety Team or relevant authorities. | |

Monitoring Health and Safety

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| Name of person(s) responsible for the overall monitoring of health and safety in school/academy: | Miss Amy Bell Head Teacher Mrs J Hemmings Deputy Head Teacher |
| Our arrangements for the monitoring of health and safety are; <ul style="list-style-type: none"> • Termly Finance, Premises & H&S Committee Meetings • Head Teacher's Report to Governors • Premises Walk About (School H&S Team) • Review of accident/incident forms • Weekly monitoring log via OneDrive | |
| The school/academy carries out formal evaluations and audits on the management of health and safety on an annual basis. | |
| The last audit took place: | Date: June 2025 By: Dean Willetts |
| Name of person responsible for monitoring the implementation of health and safety policies: | A Bell |
| All staff are aware of the key performance indicators in part E and how they are monitored | |
| Workplace inspections: <ul style="list-style-type: none"> • Daily checks of premises and grounds • Playground equipment inspections • Supervision of contractors • Ladders / equipment checks • Premises Termly Walk Abouts • Updated monitoring log via OneDrive | L Ecclestone Premises Termly Walk – Miss A Bell, Mr L Ecclestone, Miss L Franks, Mrs J Hemmings |

Accident Reporting, Recording & Investigation

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| Our arrangements for recording and investigating: | |
| Pupil Accidents: Person administering First Aid completes carbonised Accident Slip. Top copy goes home with pupil and original kept in medical room. Pupil accidents requiring a visit to the hospital are recorded on 'My Health & Safety' portal. Access to portal is via Lucy Franks. | |
| Staff Accidents: Staff accident book is located in the finance office. Should a hospital visit be necessary then this is recorded on 'My Health & Safety' portal. Access to portal is via Lucy Franks. | |
| Visitor Accidents: as per staff accident procedure above. | |
| The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: Amy Bell/Julie Hemmings/Lucy Franks via 'My Health & Safety' portal. Access to portal is via Lucy Franks. | |
| Our arrangements for reporting to the Governing Body or Academy Board are: <ul style="list-style-type: none"> • HT contacts Chair of Governor by telephone in the first instance in the case of a severe accident occurring. • HT's report to Governors. | |
| Our arrangements for reviewing accidents and identifying trends are: <ul style="list-style-type: none"> • Regular checks of accident slips and staff accident book. • Trends identified and addressed accordingly | |

Asbestos

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| Name of Premises Manager responsible for Managing Asbestos: | L Ecclestone |
| Location of the Asbestos Management Log or Record System: | Main Office |
| Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are: | |
| <ul style="list-style-type: none"> • Ensure contractors have viewed asbestos register prior to work commencing • Contractors sign the register confirming they have viewed the register. | |
| Our arrangements to ensure all school/academy staff such as class teachers or caretakers have information about asbestos risk on the premises: | |
| <ul style="list-style-type: none"> • Staff are aware of the location of the asbestos register • Staff receive H&S updates at weekly staff briefings, INSET days, SMT meetings | |
| Staff must report damage to asbestos materials to: | Mr L Ecclestone |
| Staff must not drill or affix anything to walls without first obtaining approval from the premises manager. | |

Communication

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| Name of SLT member who is responsible for communicating with staff on health and safety matters: | A Bell |
| Our arrangements for communicating about health and safety matters with all staff are: | |
| <ul style="list-style-type: none"> • Part of induction process • Texting service (for immediate notice of information) • Weekly staff briefings for teaching and non-teaching staff • Staff meetings • INSET days | |
| Staff can make suggestions for health and safety improvements by: | |
| <ul style="list-style-type: none"> • Speaking to Miss Bell, Mrs Hemmings, Miss Franks or Mr Ecclestone. • Raising an issue at weekly briefings • Staff meetings • SLT meetings | |

Construction Work *See also Contractor Management

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| Name of person coordinating any construction work / acting as Client for any construction project: | Service Level Agreement purchased with Entrust which provides expert guidance and control. School Surveyor: Jason Kingston |
| Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are: | |
| <ul style="list-style-type: none"> • Purchase expertise via Entrust Service Level Agreement to ensure that regulations are adhered to and monitored. | |
| Duty holders will be identified and named as part of any Construction project. | |
| Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: | |
| <ul style="list-style-type: none"> • Meeting with contractor prior to work commencing with Entrust Property Surveyor, HT, Caretaker and Bursar to exchange and discuss documents. | |
| Our arrangements for the induction of contractors are: | |
| <ul style="list-style-type: none"> • Provide copy of premises lay out • Provide details of morning arrival, break times and home time • Provide details of no entry areas, fire exits, fire assemble points • Arrange designated toilet facilities | |
| Staff should report concerns about contractors to: | |
| <ul style="list-style-type: none"> • Amy Bell, Leigh Ecclestone or Lucy Franks | |
| We will review any construction activities on the site by: | |
| <ul style="list-style-type: none"> • Daily monitoring of works by Leigh Ecclestone • Regular site meetings with contractor and Entrust Surveyor | |

Consultation

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| Name of SLT member who is responsible for consulting with staff on health and safety matters: | A Bell |
| The name of the Trade Union Health and Safety Representative is: | None |
| Our arrangements for consulting with staff on health and safety matters are: <ul style="list-style-type: none">• Provide opportunities for staff to express concerns/ ideas at weekly briefings, staff meetings, private discussions with HT• Staff review policies prior to governor approval and implementation | |
| Staff can raise issues of concern by: <ul style="list-style-type: none">• Contacting Amy Bell (in person or via email) | |

Contractor Management

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| Name of person responsible for managing and monitoring contractor activity: | L Ecclestone and L Franks |
| Our arrangements for selecting competent contractors are: <ul style="list-style-type: none">• Selection through Entrust Property Services and approved contractors list | |
| Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: <ul style="list-style-type: none">• Meeting with contractor prior to work commencing with Entrust Property Surveyor, HT, Caretaker and Finance Officer to exchange and discuss documents.• Provide copy of premises lay out• Provide details of morning arrival, break times and home time• Provide details of no entry areas, fire exits, fire assemble points• Arrange designated toilet facilities | |
| Staff should report concerns about contractors to: <ul style="list-style-type: none">• Amy Bell, Leigh Ecclestone or Lucy Franks | |

Curriculum Areas – Health and Safety

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| Name of person/s who have overall responsibility for the curriculum areas as follows: | PE – Mr D Thorley Early Years – Mrs Rebecca Mullock KS1 – Miss McHugh KS2 – Mrs Robertson |
| Risk assessments for these curriculum areas are the responsibility of: | J Hemmings |

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

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| The school/academy assesses the risk of the use of computers/laptops by carrying out a DSE assessment for staff using this type of equipment continuously and regularly for over an hour. | |
| Our arrangements for carrying out DSE assessments are: <ul style="list-style-type: none">• DSE Assessments are completed for all office staff and reviewed annually at the start of the academic year• New assessments are completed for all new starters in the office• New assessments are completed if and when existing staff are relocated to a different area or new equipment is introduced. | |
| Name of person who has responsibility for carrying out Display Screen Equipment Assessments: | L Franks |
| DSE assessments are recorded and any control measures required to reduce risk are managed by: | L Franks |

Early Years Foundation Stage (EYFS)

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| Name of person who has overall responsibility for | A Bell |
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| EYFS: | R Mullock |
| <p>Our arrangements for the safe management of EYFS are:</p> <ul style="list-style-type: none"> • Via risk assessments • Daily checks of outdoor area and equipment • Regular cleansing of resources • Ensuring the Foundation Stage area is safe and secure at all times. Doors and fencing are kept in good order. • Good housekeeping | |

Educational visits / Off-Site Activities

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| Name of person who has overall responsibility for Educational Visits: | A Bell |
| The Educational Visits Coordinator is: | J Hemmings |
| <p>Our arrangements for the safe management of educational visits:</p> <ul style="list-style-type: none"> • Pre-trip request form completed and then approved by Miss Bell • All trips recorded on Evolve with accompanying risk assessment • Staff encouraged to visit new venues prior to trip taking place • Children with medical needs or behavioural difficulties accounted for on risk assessment with support strategies detailed prior to visit taking place • Ratios included in risk assessments • HT approval of all visits required | |

Electrical Equipment [fixed & portable]

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| Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required: | L Ecclestone |
| Fixed electrical wiring test records are located: | Caretaker Office |
| All staff visually inspect electrical equipment before use. | |
| <p>Our arrangements for bringing personal electrical items onto the school site are:</p> <ul style="list-style-type: none"> • Staff are not allowed to bring personal electrical items into school unless they have been PAT tested and the PAT approval label can be clearly seen and is in date. | |
| Name of person responsible for arranging the testing of portable electrical equipment (PAT): | L Franks |
| Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing: | A Bell L Franks |
| Portable electrical equipment (PAT) testing records are located: | Caretaker Office |
| Staff must take defective electrical equipment out of use and report to: | L Ecclestone |
| The portable electrical equipment on the school/academy site owned and used by contractors is the responsibility of the contractor, who must provide records of this if requested. | |

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

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| Name of competent person responsible for undertaking & reviewing fire risk assessment in addition to any associated action planning: | Fire Risk 999 (external provider) J Hemmings |
| The Fire Risk Assessment is located: | In Fire Log Book in Caretaker Office and also in Finance Office |
| The site has a fire alarm which activates a response from (a 3rd party / listening service): | Lantern Fire & Security |
| Name of person responsible for arranging and | L Ecclestone |

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| recording of fire drills: | |
| Name of person responsible for creating and reviewing Fire Evacuation arrangements: | A Bell |
| Our Fire Evacuation Arrangements are displayed: | In every classroom Main Office Staff Room |
| Our Fire Marshals are: | L Franks L Ecclestone E Kirkham K McHugh D Thorley C Davidson |
| Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at: | Caretaker Office |
| Name of person responsible for training staff in fire procedures: | J Hemmings |
| All staff must be aware of the Fire Procedures in school | |

First Aid *see also Medication

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| Name of person responsible for carrying out the First Aid Assessment: | L Franks |
| The First Aid Assessment is located: | Finance Office |
| First Aiders are listed: | On First Aid room door |
| Name of person responsible for arranging and monitoring First Aid Training: | L Franks |
| Location of First Aid Box: | First Aid room |
| Name of person responsible for checking & restocking first aid boxes: | E Kirkham |
| In an emergency staff are aware of how to summon an ambulance; <ul style="list-style-type: none"> • Procedure displayed in main office by the phone | |
| Our arrangements for dealing with an injured person who has to go to hospital are (who is contacted/ who accompanies staff or children to hospital): | |
| Pupils | Parent/carer contacted to accompany pupil. If this is not possible then HT or a member of the Senior Leadership Team will accompany the pupil in the ambulance. |
| Staff | Next of kin contacted. If next of kin cannot be contacted then HT will accompany the staff member or will designate another staff member to do so. |
| Visitors | Same as staff procedure above. |
| Our arrangements for recording the use of First Aid are; <ul style="list-style-type: none"> • Accident slips for pupils (located in First Aid room) • Accident book for adults (located in Finance Office) | |

Forest School

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| Name of person in school who leads on Forest School activity: | Mrs J Ball |
| Our arrangements for developing, organising and running Forest School activity: <ul style="list-style-type: none"> • Trained Leader – Mrs J Ball | |

- Risk Assessments completed and reviewed regularly
- Designated Forest School staff are 'First Aid at Work' trained
- Designated Forest School staff have all received Forest School training
- Designated area on school premises for Forest School activities

Glass & Glazing

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| All glass in doors and side panels are constructed of safety glass | |
| All replacement glass is of safety standard | |
| A glass and glazing assessment took place in 2013 and the record can be found: | Date: 2013 Bursar office |

Hazardous Substances (COSHH)

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| Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments): | L Franks |
| Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are: <ul style="list-style-type: none"> • Cleaning materials are provided by external provider who administer COSHH data sheets and risk assessments • Cleaning materials are stored in locked cupboard • Pool Chemicals have COSHH data sheets and corresponding risk assessments • Pool chemicals are stored in locked plant room • The school/academy uses CLEAPPS as a resource and all staff are aware of how to access this information. | |

Health and Safety Law Poster

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| The Health and Safety at Work poster is located: | Staff Room |
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Housekeeping, cleaning & waste disposal

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| All staff and pupils share the responsibility for keeping the school/academy site clean, tidy and free from hazards | |
| Our waste management arrangements are: <ul style="list-style-type: none"> • All internal and external bins are emptied at the end of each school day • School has designated waste area for all waste in secured fencing • Refuse collections weekly (Newcastle Borough Council) • Sanitary/infectious waste collections twice a week (PHS contract) | |
| Our site housekeeping arrangements are: <ul style="list-style-type: none"> • Pupils and staff encouraged to have pride in their school and to leave their areas tidy at the end of each school day • Janitor checks all internal and external areas of the school every morning • Pupils take part in litter picking sessions • All internal and external bins are emptied at the end of each school day • Cleaners are on site every morning prior to school starting | |
| Site cleaning is provided by: | Sharon Oldfield Sandra Iszak Mandy Walton Eileen Obradovic Rachel Walton |
| Cleaning staff have received appropriate information, instruction and training about the | |

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| following and are competent |
| Waste skips and bins are located in designated fenced area away from the school/academy building. |
| All staff and pupils must be aware of the arrangements for disposing of waste and the location of waste bins and skips. |
| Staff in all Depts. who generate waste (e.g.catering/cleaning/curriculum areas) must be aware of the risk assessments and control measures in place for their role. |

Infection Control

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| Name of person responsible for managing infection control: | A Bell L Franks |
| Our infection control arrangements (including communicable diseases/hand hygiene standards) are: | |
| <ul style="list-style-type: none"> • Pupils encouraged to wash hands after going to the toilet and before meal times • Learning resources washed regularly • HSE Infectious Disease Guidance poster displayed in main office • Increase in absences due to one particular illness monitored • Cleaners pay particular attention to toilet areas, door handles etc • Sand and water play areas changed regularly | |

Lettings

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| Name of Premises Manager or member of Leadership team responsible for Lettings: | L Franks |
| Our arrangements for managing Lettings of the school/academy /rooms or external premises are: | |
| <ul style="list-style-type: none"> • Ensure hirers have in date public liability insurance • Follow Staffordshire County Council Letting of Premises guidelines | |
| 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/academy on request. | |
| Hirers must provide a register of those present during a letting upon request. | |

Lone Working

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| Our arrangements for managing lone working are: |
| <ul style="list-style-type: none"> • Leigh Ecclestone and one member of the SLT team must be informed if staff are in the building working alone • Lone worker must have their mobile phone with them at all times • Risk assessment in place for lone working |

Maintenance / Inspection of Equipment (including selection of equipment)

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| Maintenance / Inspection of Equipment completed at Hempstalls Primary School: | |
| PE Equipment | Sportsafe UK |
| Playground Equipment | Wicksteed Ltd |
| Kitchen Roller Shutter | SMD Electrical |
| Kitchen Equipment | HD Serv |
| Fire Alarms/Smoke Detectors | Lantern |
| Emergency Lighting | Logic |
| Fire Extinguishers | Chubb |
| Water Coolers | Aquaid |
| Playground Surfaces | Janitor and Caretaker |

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| Swimming Pool Water Sampling | Newcastle Borough Council |
| Name of person responsible for the selection, maintenance / inspection and testing of equipment | Lucy Franks Leigh Ecclestone |
| Records of maintenance and inspection of equipment are retained and are located: | Caretaker Office |
| Staff report any broken or defective equipment to: | L Ecclestone |
| The equipment on the school/academy site owned and used by contractors is the responsibility of the contractor, who must provide records of testing, inspection and maintenance if requested. | |

Manual Handling

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| Name of competent person responsible for carrying out manual handling risk assessments: | J Hemmings |
| <p>Our arrangements for managing manual handling activities are:</p> <ul style="list-style-type: none"> • Staff are advised to avoid manual handling as much as possible • Supermarket type trolleys and heavy duty transport trolleys are available in school to transport heavy items around the premises • Training would be arranged if required • 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 are aware of the manual handling risk assessment and the control measures in place for the task. • 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). | |

Medication

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| Name of person responsible for the management of and administration of medication to pupils in school: | L Franks |
| <p>Our arrangements for the administration of medicines to pupils are:</p> <ul style="list-style-type: none"> • Available in the 'Supporting Children with Medical Needs' / Administration of Medicines Policy' (copy on display in staffroom and on school website) • No medicine administered without parent completing and signing 'Consent to administer Medicine' Form • 2 staff members present and required to sign when medicine is administered at school • All medicines administered must be prescribed by a medical practitioner eg, doctor, dentist • Packet / bottles must have child's name, date of birth and dosage clearly written on • Non prescribed medicines are not administered • Medicines requiring 3 doses per day – parents advised that doses be given at home eg: before school, after school and bedtime. If child goes to after school club then one dose given at school. • Medicines requiring 4 doses per day – one dose will be administered at lunch time and after school in the Care Club. • For children with long term medical conditions – care plans will be compiled and regularly reviewed. • School has medication fridge and locked medicine cupboard. • Inhalers are stored in pupils own classroom in designate inhaler boxes • Emergency inhaler kept in school office | |
| The names members of staff who are authorised to give / support pupils with medication are: | L Franks S Shutt |

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| | Deepa Joni A Bell J Hemmings |
| Medication is stored: | Medical room fridge |
| A record of the administration of medication is located: | Main Office |
| Pupils who administer and/or manage their own medication in school are authorised to do so by their parent and provided with a suitable private location to administer medication/store medication and equipment. | |
| Staff are trained to administer complex medication by the school nursing service when required, eg diabetic child | |
| Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are: <ul style="list-style-type: none"> • Staff receive training when a child is admitted who may require emergency medication eg, epipen, emergency inhaler | |
| Staff who are taking medication must keep this personal medication in a secure area in a designated staff only location. | |
| Staff must advise the school/academy leaders if they are taking any medication which might impair their ability to carry out their normal work. | |

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

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| 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/academy staff: | A Bell |
| Name of person responsible for the checking and maintenance of personal protective equipment provided for staff: | L Ecclestone |
| 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: | Class Teacher |
| 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 Teacher |

Radiation

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| Name of the school/academy Radiation Protection Supervisor (RPS): | N/A |
| Name of the Radiation Protection Adviser (RPA): | N/A |

Reporting Hazards or Defects

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| All staff and pupils must report any hazards, defects or dangerous situations they see at school/academy. |
| Our arrangements for the reporting of hazards and defects: <ul style="list-style-type: none"> • If critical inform Miss Bell, Mr Ecclestone or Miss Franks immediately. • Non critical defects - note concern in Caretaker Log Book which is on Caretaker Office door |

Risk Assessments

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| The school/academy has in place risk assessments for any identified significant risk. Control measures which are put in place to eliminate or reduce risk are communicated to staff, pupils and other who may be exposed to the risk. |
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| <p>Risk assessments are in place for the following areas;</p> <ul style="list-style-type: none"> • Premises and grounds • Some curriculum activities eg, cookery • Classroom Management • Hazardous activities or events • Letting • Contract Work • Fire Risk Assessment • Hazardous Substances • Pool Chemicals • Physical Education • Early Years • Work Equipment • Manual handling activities • All school trips • Risks related to individuals e.g. health issues | |
| <p>Name of person who has overall responsibility for the school/academy risk assessment process and any associated action planning:</p> | <p>J Hemmings</p> |
| <p>Our arrangements for carrying out, recording, communicating and reviewing risk assessments are:</p> <ul style="list-style-type: none"> • Part of induction process • Annual review of Health & Safety risk assessments and policies at start of academic year (September INSET days) when all staff are present. • Risk assessments updated in year should any changes / incidents effect the content • School visits risk assessments completed on EVOLVE portal. Trip leader completes the risk assessment on Evolve together with all other necessary information and this is automatically emailed to EVC and then to HT for full authorisation. | |
| <p>Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments.</p> | |
| <p>When an accident or incident occurs a post risk assessment takes place when a new hazard has been identified.</p> | |
| <p>Risk assessments are created or reviewed when something new is introduced or a change has occurred.</p> | |

Smoking

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| <p>No smoking or vaping is permitted on site or in vehicles owned or operated by the school/academy.</p> |
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Shared use of premises/shared workplace

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| <p>Name of Premises Manager or member of Leadership team responsible for Premises Management:</p> | <p>L Ecclestone</p> |
| <p>The school/academy premises are shared with another organisation (e.g.Contract caterer/public leisure centre):</p> | <p>N/A</p> |
| <p>Our arrangements for managing health and safety in a shared workplace are: N/A</p> | |

Stress and Staff Well-being

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| <p>Name of person who has overall responsibility for the health and wellbeing of school/academy staff:</p> | <p>A Bell</p> |
| <p>All staff have responsibility to take care of their own health and wellbeing and the school/academy supports staff to do this by implementing the following arrangements:</p> <ul style="list-style-type: none"> • Details to access Staffordshire Well Being Service on display in staffroom • Staff aware they can self-refer to Well Being Service | |

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| <ul style="list-style-type: none"> • Open access to HT or SLT members • Staff referrals made to Occupational Health for absences exceeding 2 weeks or is and when necessary • Timetabled PPA for teachers • Access to annual confidential Staff Well Being Survey via Staffordshire Health, Safety and Well Being Service. Results are analysed by SLT. • School wellbeing App |
| 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: Spring term 2024 |

Swimming Pool Operating Procedures

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| Name of person who has overall responsibility for managing the swimming pool and it's environment: | L Ecclestone |
| <p>Our arrangements for carrying out suitable swimming pool management;</p> <ul style="list-style-type: none"> • HSE 'Health & Safety in Swimming Pools' document displayed in staffroom • Designated school staff are Lifeguard trained which is renewed every 2 years • 1 Lifeguard must be present for all swim sessions • Pool cover in place at all time if pool is not is use • Pool is located in KS2 corridor and the pool door is locked at all times when not is use • Telephone located in pool area for emergencies. • Pool water quality tested daily and recorded. Monthly checks by Newcastle Borough Council. • Leigh Ecclestone is Pool Plant Operator trained and Janitor is Swimming Pool Water Treatment trained. • All staff are at least L1 child protection trained. • Hirers of the pool produce in date relevant insurance certificate and have a Lifeguard in attendance. | |
| Staff operating the swimming pool have received appropriate training and information. | |
| Emergency procedures are in place for the use of the swimming pool and all staff who supervise swimming activities are trained appropriately in these procedures. | |
| The health and safety considerations within curriculum swimming must be planned, supervised and managed by staff who include in their lesson planning. | |

Training and Development

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| Name of person who has overall responsibility for the training and development of staff: | A Bell L Franks |
| All new staff receives an induction which includes health and safety, fire procedures, first aid and emergency procedures. | |
| <p>Our arrangements for carrying out suitable and sufficient health and safety training for all staff are:</p> <ul style="list-style-type: none"> • One member of the 'The Creative Learning Partnership Trust' to attend Staffordshire County Council H&S briefings and feedback to relevant staff • Paediatric First Aid trained staff renewed every 3 years • Schools first Aid trained staff renewed every 3 years • First Aid at Work trained staff renewed every 3 years • Defibrillator trained staff renewed every 12 months • Food Safety trained staff renewed every 3 years | |

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| <ul style="list-style-type: none"> • Lifeguards trained every 2 years • L1 Child Protection trained staff renewed every 2 years • L2/L3 Safeguarding trained staff renewed every 3 years | |
| Training records are retained and are located in the finance office | |
| Training and competency as a result of training is monitored and measured by: | A Bell |

Vehicles owned or operated by the school/academy

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| Name of person who has overall responsibility for the school/academy vehicles: | L Ecclestone |
| The school/academy leases and operates 1 minibus: | 1 Minibus |
| Name of person who manages the driver medical examinations: | L Franks through Staffordshire Wise Road Safety Unit |
| Name of person who manages the vehicle license requirements: | L Ecclestone through Staffordshire Fleet Care |
| Name of person who undertakes vehicle checks such as oil, water and routine roadworthiness: | L Ecclestone |
| Name of person who arranges servicing and maintenance of the academy vehicles: | L Ecclestone |
| Our arrangements for the safe use of school/academy vehicles are: <ul style="list-style-type: none"> • Only Permit Holders are allowed to drive the minibus while children are on board • Only drivers with the correct licence and driving experience allowed to drive the minibus without children on board. | |

Vehicle movement on site

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| Name of Premises Manager responsible for the management of vehicles on site: | A Bell L Ecclestone |
| Our arrangements for the safe access and movement of vehicles on site are; <ul style="list-style-type: none"> • School gates are closed for access onto car park at the start and end of the school day to avoid parents walking across car park areas • School car park markings are refreshed periodically when required • Designated footpaths are in place for parents, children, staff and visitors • Car park is area segregated from pedestrian area • Deliveries are not accepted at the busy periods at the start and end of the school day | |

Violence and Aggression and School/Academy Security

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| The school/academy provides a place of work which is designed and managed to minimise the risk of violence and aggression to staff, pupils and visitors. | |
| 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. | |
| Staff and pupils must report all incidents of verbal & physical violence to: | A Bell |
| Incidents of verbal & physical violence are investigated by: | A Bell |
| Name of person who has responsibility for site security: | L Ecclestone |
| Our arrangements for site security are: <ul style="list-style-type: none"> • All visitors must sign in and out of the building. All visitors are supplied with a visitor sticker to wear whilst on the premises. | |

- Secure and high fencing surrounds the premises which is regularly checked by site staff
- Visitor access is restricted to main entrance
- Playground access doors are closed securely at the end of every break
- All access point doors are code protected
- Premises alarm is installed

Water System Safety

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| Name of Premises Manager responsible for managing water system safety: | L Ecclestone |
| Name of contractors who have undertaken a risk assessment of the water system: | IWS Ltd |
| Name of contractors who carry out regular testing of the water system: | HSL (monthly testing) |
| Location of the water system safety manual/testing log: | Caretaker Office |
| Our arrangements to ensure contractors have information about water systems are: <ul style="list-style-type: none"> • Water Systems Manual is provided • Leigh Ecclestone provides update | |
| Our arrangements to ensure all school/academy staff carrying out checks or testing or maintenance have information about the water system: <ul style="list-style-type: none"> • School has service level agreement with HSL who performs monthly checks on schools water system. | |

Working at Height

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| Name(s) of person responsible managing the risk of work at height on the premises: | L Ecclestone |
| Work at height is avoided where possible. | |
| Our arrangements for managing work at height are: <ul style="list-style-type: none"> • To be avoided as much as possible • Appropriate ladders are stored in school and locked away to limit access • Leigh Ecclestone records checks made to all ladders on site • Ladder points are in place for access to outside roof | |
| 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 in Caretaker Office. | |

Work Experience

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| Name of person who has overall responsibility for managing work experience and work placements for school pupils: | L Kabir |
| Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are: <ul style="list-style-type: none"> • Amy Bell views and considers all requests. | |
| The name of the person responsible for the health and safety of people on work experience in the school premises: | J Hemmings |
| Our arrangements for managing the health and safety of work experience students in the school/academy are: | |

- First day induction meeting with L Kabir
- Check DBS and ID docs
- Enter details on Single Central Record
- Regular meetings with Amy Bell during placement period
- Name of placement in diary and on weekly bulletin.
- Work placement forms are completed, signed and returned
- Insurance details are included on placement forms completed by Lucy Franks

Volunteers

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

Part 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 1 – Ensure that the school hold a 4 or higher grading on the Health and Safety audit. (June 2025 -5)

KPI 2 – Ensure that policies are fit for purpose and that they are communicated with relevant stakeholders.

KPI 3- CPD is identified and actioned from the training matrix.

KPI 4 – Review accidents and incidents regularly to seek patterns and action where needed.

KPI 5- The employee well-being risk assessment and the Team stress risk assessment are completed and wellbeing is a central element of school life.

KPI 6- Senior Leadership team regularly monitor Health and Safety across the school.