



# Marshlands School Health, Safety & Wellbeing Policy

Schools are required to have a Health, Safety and Wellbeing Policy in place. It is recommended that the School's Health, Safety and Wellbeing Policy should be developed by the Governing Body in conjunction with the Headteacher and members of the School Leadership team.

The organisation and arrangements which support the Health, safety & Wellbeing Policy (day to day management of Health & Safety) are the responsibility of the Headteacher and the Senior Leadership Team (supported by the Governing Body).

## What should you do with this Model Policy?

The Model Policy is designed as a model which schools may adapt, edit and upgrade for their own use.

The policy has 4 parts;

**Part 1** - The Health and Safety Policy Statement

**Part 2** - Information on organising for health and safety and the responsibilities of key people within the school.

**Part 3** - The detailed arrangements & procedures in place for Health, Safety and Wellbeing.

**Part 4** – Key Performance Indicators which should be collated to ensure that health and safety performance is monitored.

The School's Health, Safety and Wellbeing Policy should make reference to, and be complemented by, the County Council Policy on Health Safety and Wellbeing which can be found on the Staffordshire Learning net (SLN) at;

<http://education.staffordshire.gov.uk/School-Admin/HealthSafetyWellbeing/Health-and-Safety/Policy/Policy.aspx>

For schools where the council is not the employer reference should be made to their employers Health, Safety and Wellbeing Policy. Information may be available to such schools from the diocese, trust or sponsor etc.



## Part 1

# Health, Safety & Wellbeing Policy Statement

## Marshlands School

1. This policy statement complements (and should be read in conjunction with) the Staffordshire County Council Health, Safety and Wellbeing Policy, it records the school's local organisation and arrangements for implementing the County Policy.
2. The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Governing Body and those in control of the school recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc Act 1974.
3. In compliance with the Health and Safety at Work etc. Act, this schools 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 school premises or taking part in school 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 Wellbeing facilities.
4. In addition to the above the school will ensure that so far as is reasonably practicable that the health and safety of non employees is not adversely affected by its' activities.
5. 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.
6. This policy statement and the accompanying organisational arrangements supersede any previously issued.

*[Insert signature]*

*[Insert signature]*

**Ian Raybould, Chair of Governors**

**Kim Ellis, Headteacher**

*[Insert date]*

*[Insert date]*

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## Part 2 Health, Safety and Wellbeing Policy – Organisation and Responsibility

Overall responsibility for health and safety in schools rests with the employer. Who the employer is, depends upon the type of school.

Type of School	Who is the Employer?	Comments
Community Schools Community Special Schools Voluntary Controlled (VC) Schools Maintained Nursery Schools Pupil Referral Units	<b>The County Council.</b>	Governors of schools in this category have an obligation to ensure that the County Council Health, Safety and Wellbeing Policy/Management Arrangements are implemented.
Foundation Schools Foundation Special Schools Voluntary Aided (VA) Schools	<b>The Governing Body.</b>	The employer must ensure that suitable policies and health and safety management arrangements are developed and implemented.
Academy	<b>The Governing Body/Board/Sponsor</b>	The employer must ensure that suitable policies and health and safety management arrangements are developed and implemented.

Regardless of anything stated above, all school governing bodies have health and safety responsibility as the **occupier** of the premises.

Headteachers must make arrangements for ensuring the implementation of the health and safety policies of their employer and/or any Governing Body arrangements arising out of their health and safety responsibilities.

### Organisation and Responsibilities for Health, Safety and Wellbeing

Duties and responsibilities for health and safety have been assigned to Staff and Governors based upon the following roles outlined in the County Council's Health, Safety and Wellbeing Policy

<b>Policy-makers</b>	Devise and produce policy on health, safety and wellbeing at a strategic level. Preserve, develop, promote and maintain the School's and the Council's health and safety management system. Ensure that health and safety matters are taken into account when organisational decisions are made.
<b>Planners</b>	Develop the local plans to achieve corporate/school health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area
<b>Implementers</b>	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively
<b>Assisters</b>	Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health



	and safety competency within their specialised field
<b>Employees</b>	Irrespective of their position within the County Councils structure, everyone is regarded as an employee and therefore the employee duties within the H&S Policy apply to them.

**Who are the Policy-makers, Planners, Implementers, Assisters and Employees in schools?**

	<b>Policy-makers</b>	<b>Planners</b>	<b>Implementers</b>	<b>Assisters</b>	<b>Employees</b>
<b>School Governors</b>	Ian Raybould	Malcolm Haywood Daniel Wallace Alison Hie Jess Davies			
<b>Headteacher</b>	Kim Ellis	Kim Ellis	Kim Ellis		Kim Ellis
<b>School Leadership Team</b>		Alison Hie Miriam Walker Alison Brown	Alison Hie Miriam Walker Alison Brown		Alison Hie Miriam Walker Alison Brown
<b>Health and Safety Coordinator</b>		Alison Brown			
<b>Teachers</b>			All Teachers		All Teachers
<b>Premises Managers</b>		Kim Ellis	Kim Ellis		Kim Ellis
<b>Teaching and Classroom Assistants</b>			All Teaching Assistant Staff		All Teaching Assistant Staff
<b>Admin Staff</b>			All Admin Staff		All Admin Staff
<b>Site Supervisor or Caretaker</b>			John Kitley		John Kitley
<b>Health, Safety and Wellbeing Advisors and Occupational Health Professionals</b>	Dean Willetts				
<b>Other Assisters</b> <b>Council</b> Strategic Property Officers Insurance services <b>Entrust</b> Asbestos Management Team				Ian Gough  Zoe Capewell	<b>Excluding Entrust Assisters</b>



Property Services				Duncan Bagnall	
HR				Laura Fidgett Lynsey Evans	

### The responsibilities of Policy Makers, Planners, Implementers, Assisters and Employees within the Policy

Policy-makers	
<b>School Governors</b> <b>Headteacher</b> <b>CC H&amp;S Policy Group</b> <b>H&amp;S Advisers</b>	Devise and produce policy on health, safety and Wellbeing at a strategic level. Preserve, develop, promote and maintain the School's and the Council's health and safety management system. Ensure that health and safety matters are taken into account when organisational decisions are made.

The Policy makers;

- Will be familiar with the overall responsibilities laid down for **Policy Makers** in the County Council Health, Safety and Wellbeing Policy.
- Must ensure that the school has a structure in place to manage health and safety which includes; planning, implementation of these plans, monitoring, and reviewing and auditing. This must be integrated into general day to day management.
- Will ensure that plans for continuous improvement in health and safety management are developed and reviewed regularly.
- Must ensure that all school activities are organised and have sufficient arrangements and resources; to ensure that health and safety can be managed effectively.

As Policy Makers the Governing Body;

- Must ensure that those who have been assigned specific responsibilities in school for H&S have been identified, this has been communicated, and adequate training or instruction has been given.
- Must ensure that sufficient competent persons are in place to advise the school on H&S issues.
- Will set H&S targets (with Planners) to improve H&S performance.
- Is required to monitor that the H&S targets are being met and the school is meeting health and safety obligations by checking that policies and procedures are implemented in accordance with requirements, and by reviewing Key Performance Indicators (KPI) of health and safety performance on a regular basis.
  - Some annual KPIs are required by the County Council, the GB can also identify other indicators they wish to monitor.
  - The H&S Coordinator may be delegated the responsibility to collate these KPI's on the Headteachers' behalf (see **Assisters** below)
- Seek advice from and receive reports from the County Council Health, safety & Wellbeing Service and their School H&S Coordinator as appropriate and take actions as necessary.
- Ensure that the auditing of H&S takes place and that action plans are developed as a result of audit.

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- The GB will ensure that all their decisions reflect the commitment of this policy and promote a positive culture towards health, safety and wellbeing issues.
- The GB will inform the Commissioner for Education and Wellbeing/Diocese/Trust/Sponsor of any issue which has significant health and safety implications which cannot be resolved satisfactorily without their support and involvement.

<b>Planners</b>	
<b>Headteacher</b> <b>Members of the School Leadership Team</b> <b>School Governors</b> <b>Deputy/Assistant Headteacher</b> <b>Health and Safety Coordinator</b> <b>Heads of Dept</b> <b>Managers</b> <b>Premises Manager</b>	Develop the local plans to achieve corporate/school health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area

The Planners will;

- Be familiar with the overall responsibilities laid down for **Planners** in the County Council Health, Safety and Wellbeing Policy.
- Take overall responsibility for the day to day health and safety management of the school and school activities taking place outside school premises.
- Determine the resources and arrangements needed to manage health and safety effectively as part of the school planning process.
- Delegate duties to other members of staff any or all of the duties associated with the management of health and safety. *(It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day to day responsibilities for health and safety within the establishment.)*
- As part of their management of health and safety;
  - appoint a Premises Manager (see **Implementers** below)
  - identify a member of staff who can act as a Health and Safety Coordinator (see **Assisters** below)
- Ensure that these staff receive appropriate H&S training.
- Ensure that all staff within the school are aware of their responsibilities with regard to Health and Safety issues. Where staff have specific duties in health and safety matters (e.g. First Aid/Fire Marshal), this should be identified clearly to everyone in the premises.
- Keep up to date with changes or updates in health and safety management by using the County Council or other resources and communications.
- Ensure that suitable and sufficient training, instruction and information is provided when required
- Set health and safety objectives as part of the school planning process.
- Include health and safety in staff objectives where appropriate and assess their performance against these objectives regularly.
- Advise Governors of the resources and arrangements needed to manage health and safety effectively as part of the school planning process.
- Communicate any health and safety actions outlined in the school planning process to relevant staff and governors.
- Develop management arrangements for the identification of hazards and control of risks (risk assessments), ensure these take place and that results are communicated to staff.



- Develop local policies and procedures as necessary for health and safety and ensure they reflect the overall CC Policy.
- Seek help from the CC H&S Adviser or other specialist to ensure that H&S Policy can be implemented effectively and advise the GB and/or the County Council (as necessary) where issues arise which cannot be managed at a local level, need additional resources or require external support.
- Ensure that an annual **Health and Safety Evaluation Checklist** (inspection) of the premises is carried out, in line with the County Council Audit arrangements. (This duty may be delegated to other members of school staff)
- Ensure that an annual **Health, Safety and Wellbeing Self Audit** of the management of H&S is carried out, in line with the County Council Audit arrangements. (This duty may be shared with other staff such as SLT)
- Draw up any Action Plans required from the results of Health and Safety Evaluation Checklist and Annual Self Audit and monitor these regularly.
- Take part in and cooperate with any **Health and Safety Audit** which may be carried out by the Council's Health, Safety and Wellbeing Service
- Advise the GB and others of the results of any H&S monitoring (including KPI information) which takes place and of any actions required as a result of this.
- Consult with staff as necessary on matters of health and safety which may affect them at work.

### Health and Safety Committee

The school may chose to establish a Health and Safety Committee which should meet regularly to consider health and safety planning and organisation, the implementation of policies and to review and monitor performance. Where Health and safety is integrated into the strategic planning meetings of the school a separate meeting may not be required. It is recommended that H&S is a regular agenda item in these meetings.

An annual report to the Governing Body outlining achievements against the H&S plan and annual KPI's should be considered by Planners and Implementers, the school's Health and Safety Coordinator may be responsible for collating this information (see **Assisters**) for their consideration. As a minimum, the report will contain a summary of accident and ill health statistics for the current year and will suggest health and safety targets and priorities for the forthcoming year.

Implementers	
<i>Headteacher (also Policy maker, Planner)</i> <i>School Leadership Team (also planners)</i> <i>Heads of Department (who may also be planners)</i> <i>Teaching Staff [Including supply teachers]</i> <i>Managers</i> <i>Premises Managers</i> <i>Teaching Assistants</i> <i>Learning Support Staff</i> <i>Admin Staff</i> <i>Site Supervisor/Caretaker</i>	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively

The Implementers will;

- Maintain an understanding of the Health and Safety Policies of the County Council and those developed within school



- Demonstrate commitment to the management of health and safety by:
  - Setting a good example to others
  - Promoting good practice
  - Identifying H&S problems and rectifying them if possible
  - Challenging poor H&S performance or attitudes
  - Communicating regularly about H&S
- Be responsible for and take the lead on implementation of health and safety policies and any arrangements which have been developed by the Policy makers and Planners.
- Understand and own the plans in place for H&S as part of the overall school planning process monitor progress in these areas and advise planners of the results or any deficiencies.
- Ensure than any personal targets set by Planners are achieved, feedback any issues identified in this process.
- Ensure that individuals have health and safety objectives as part of their annual review process (these may reflect the overall H&S plans)
- Encourage participation in H&S and ensure that communication about H&S issues takes place.
- Assess new and existing work activities for hazards, ensuring that risk assessments are in place, control measures implemented (safe methods of work/Personal Protective Equipment etc) and the results of risk assessments communicated.
- Ensure that, where responsibilities for health and safety have been delegated to staff members, these roles are properly assigned and understood by employees in their teams/areas.
- Ensure that staff in these roles have received appropriate training.
- Ensure that there is sufficient information, instruction and training and resources available for staff in order for them to do their job
- Consult with staff as necessary on matters of health and safety which may affect them at work and receive health and safety reports from Health and Safety Representatives, responding as necessary.
- Supervise work adequately to ensure that good health and safety standards are maintained.
- Ensure that adequate monitoring of H&S takes place e.g. by taking part on Premises H&S Evaluations and carrying out own inspection of work areas.
- Carry out any reactive monitoring required such as investigation of accidents, near misses and occupational illness and ensure the information gained is used to improve H&S in the future.
- Avoid allocating “blame” to individuals who report accidents, illness or near misses, and ensure that all reports of this nature are managed effectively.
- Monitor H&S standards at the local level by retaining statistics to identify patterns and trends in events.
- Seek advice from the CC H&S Adviser or other specialist as required.
- Make use of other resources provided by the County Council to promote H&S at work (e.g. intranet/Newsletters)
- *In addition to the above, Teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site e.g. classrooms, laboratories, workshops etc., and off site e.g. school trips.*

### **Premises Managers**

**In addition to the responsibilities above Premises Managers have specific duties laid down in the County Council Health, Safety and Wellbeing policy. These are reproduced here;**



1. To maintain an understanding of County Council health and safety policy arrangements and the premise manager responsibilities detailed within them, and an awareness of relevant premise related health and safety legislation, issues and procedures and operating within these requirements;
2. To control contractors working on the premises, and ensure that hazard information has been exchanged and suitable risk control measures implemented;
3. Ensuring adequate security arrangements are maintained;
4. Ensuring the general cleanliness of the premises and that adequate Wellbeing facilities are provided;
5. Arranging for regular inspection of the areas of the premises for which they are responsible to monitor that workplace health and safety standards are in effective working order and that a safe means of access and egress is maintained;
6. Ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained;
7. Ensuring that plant and equipment is adequately maintained;
8. Arranging for the regular testing and maintenance of electrical equipment;
9. Maintaining records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance;
10. Ensuring adequate first aid requirements for the premises are formally assessed and adequate provision is made;
11. Ensuring that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored;
12. Undertaking thorough investigation of all premise related accidents/incidents. Ensure the availability of an accident book at each premise ;
13. Ensuring the adequate provision of health and safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations;
14. Ensuring that a copy of the Health and Safety Law Poster is displayed in an accessible location and the information on the poster kept up to date;
15. Maintaining a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations and make this available to contractors upon requests;
16. Ensuring that adequate systems are in place for the management of asbestos and control of legionella and excessive water temperatures;
17. To respond promptly to 'D1 Notifications' that is notification of a defect that could affect the health and safety of building occupants/visitors, informed to them by County Strategic/Entrust Property Services as a result of a maintenance contract visit.

<b>Assisters</b>
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<i>Health and Safety Coordinators</i> <i>Health and Safety Advisors</i> <i>Occupational Health Professionals</i> <i>Specialist Technical Staff</i>	Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field
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Assisters act in a supportive role to managers and may use their authority, independence and competence to advise when required to do so

The Health and Safety Coordinator;

- Is familiar with the responsibilities of Assisters laid down in the County Council Health, Safety and Wellbeing Policy.
- Has the core duty to ensure that there is a system established for the management of health and safety – this planning and organisation must take place with the Planner(s) and Policy makers as necessary.
- Will keep up to date with Health and Safety issues and changes by making use of resources provided by the County Council to promote H&S at work (e.g. intranet/Newsletters)
- May take on certain functions such as communication, collation of statistics, coordination of H&S Evaluation/Audits as directed, but the overall responsibility rests with the Head of Establishment.
- May collate and produce an **annual report on Health and Safety performance including essential KPIs** (see Part 4) for Governing Bodies to view as part of their monitoring process. A template is available for this on the SLN at
- <http://education.staffordshire.gov.uk/School-Admin/HealthSafetyWellbeing/Health-and-Safety/Key-Documents/Key-Health-and-Safety-Documents.aspx>

## Employees

Irrespective of their position within the County Councils structure, everyone is regarded as an employee and therefore the employee duties within the H&S Policy apply to them.

### Employees [including temporary & volunteers]

**Employees** – Irrespective of their position within the County Councils structure, All staff are employees and therefore all the employee responsibilities within the County Council Health, Safety and Wellbeing Policy apply to everyone. All employees in the establishment are aware of the responsibilities of Employees laid down in the County Council Health, Safety and Wellbeing Policy.

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the governing body and senior management of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises.

### Pupils/students [This section should be drawn to attention of all pupils]



All pupils must be encouraged to follow all safe working practices and observe all school safety rules.

All pupils will:

- follow all instructions issued by any member of staff in the case of an emergency;
- ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- inform any member of staff of any situation which may affect their safety.

### **Staff Safety Representatives**

Health and safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the governing body is notified in writing of such an appointment, the safety representative shall have the following functions:

- to investigate potential hazards and to examine the causes of accidents in the workplace;
- to investigate complaints by any employee he represents relating to that employees health and safety or Wellbeing at work;
- to make representations to the Headteacher via the Deputy Headteacher on general matters affecting the health, safety and Wellbeing of employees;
- to carry out workplace health, safety and Wellbeing inspections;
- to attend any safety committee meetings;
- to co-operate with employers in promoting health and safety at work.

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.



## **Part 3**

# **Arrangements & Procedures for Health, Safety and Wellbeing**

## **Marshlands School**

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:

- 1. Accident Reporting, Recording & Investigation**  
Stephanie Wood / Alison Brown – Accident Recording  
Alison Brown – Accident Reporting to the LA  
Kim Ellis / Alison Brown – Accident Investigation
- 2. Asbestos**  
Kim Ellis (Premises Manager) – responsible for Asbestos Record System Manual (held in Reception)  
Alison Brown / John Kitley – ensure that contractors see manual before undertaking any work.  
John Kitley – check with premises manager / manual prior to completing any work to walls
- 3. Contractors**  
Contractors are sourced through Duncan Bagnall, Entrust Property Services.
- 4. Curriculum Safety** [including out of school learning activity/study support]  
Teaching staff to write risk assessments for classrooms and individual pupils. Use of resources risk assessments to be undertaken by subject co-ordinators.  
All risk assessments to be overseen by Senior Leadership Team.
- 5. Drugs & Medications**  
Medication and drugs policy written by Senior Leadership Team in conjunction with School Nursing Team, either Heather Rigby or Joanne Smith.
- 6. Electrical Equipment** [fixed & portable]  
Portable appliances tested every 2 years by Middleton Electricals.  
All fixed electricals are serviced by the local authority.  
ICT equipment is serviced by Entrust.  
School kitchen equipment is serviced by Entrust and it remains their responsibility to ensure equipment is safe.
- 7. Fire Precautions & Procedures [and other emergencies incl. bomb threats]**  
Senior Leadership Team responsible for writing of policies in connection with Fire Precautions and Procedures.

### ***Fire Risk Assessment***

To be written and reviewed every 12 months by SLT and Site Supervisor.



- 8. First Aid**  
Alison Brown – Paediatric 1<sup>st</sup> Aid with AED  
Lynn Harrison – Paediatric 1<sup>st</sup> Aid  
Miriam Walker – Emergency at Work 1<sup>st</sup> Aid  
Stephanie Wood – Paediatric 1<sup>st</sup> Aid  
Molly Causer – Paediatric 1<sup>st</sup> Aid  
Heather Rigby – School Nurse  
Joanne Smith – School Nurse  
All other staff have completed 1<sup>st</sup> Aid and Resuscitation for Children refresher training
- 9. Glass & Glazing**  
All internal glass is safety reinforced.
- 10. Hazardous Substances (COSHH)**  
COSHH sheets are maintained and updated for hazardous chemicals. Chemicals are disposed of using correct procedure. All chemicals are stored in a locked metal cabinet.
- 11. Health and Safety Advice**  
Health and safety issues are discussed with staff on a weekly basis. All staff have the opportunity to seek further health and safety advice throughout the working day. All staff have access to health and safety committee and advice from the local authority.
- 12. Housekeeping, cleaning & waste disposal**  
Cleaning is supported by Entrust/Chartwells Cleaning Services. All cleaning staff are aware of the correct disposal of cleaning fluids.
- 13. Handling & Lifting**  
All risks identified as manual handling or lifting of objects are risk assessed. Equipment is stored on site and necessary staff trained to use appropriately. John Kitley has completed his manual handling training.
- 14. Jewellery**  
Pupils are discouraged from wearing jewellery at school.
- 15. Lettings/shared use of premises**  
No clubs use the premises out of school hours. Any future users would be made aware of the current health and safety procedures.
- 16. Lone Working**  
Lone working policy is made available to all staff.
- 17. Maintenance / Inspection of Equipment (including selection of equipment)**  
PE equipment is serviced annually. Outdoor equipment is serviced every 2 years. Subject co-ordinators have the responsibility to check equipment and reports any defects to the Senior Leadership Team.
- 18. Monitoring the Policy and Results**  
Senior Leadership Team complete the bi-annual assessment of health and safety risks. Policies are reviewed and written by the Senior Leadership Team with the assistance of the governing body.



- 19. Poster on Health and Safety Law**  
Alison Brown is responsible for the siting and updating the health and safety posters.
- 20. Personal Protective Equipment (PPE)**  
The Annual review of personal protective equipment is undertaken by the Senior Leadership Team.
- 21. Reporting Defects**  
Hazards are reported to the Senior Leadership Team.
- 22. Risk Assessments**  
All staff involved are responsible for the production of risk assessments which are checked by the Senior Leadership Team.
- 23. School Trips/ Off-Site Activities**  
Education visit forms and risk assessments are completed by class leaders. These are then checked by the Senior Leadership Team before being forwarded to the local authority.
- 24. School Transport – e.g. minibuses**  
Only authorised drivers are permitted to drive the school minibus. The minibus is serviced and maintained by County Fleet Care.
- 25. Smoking**  
No smoking is permitted on the school site or within a 500 meter perimeter.
- 26. Staff Consultation and Communication**  
Health and safety issues are discussed weekly. The Governing Body is reported to each term on health and safety issues.
- 27. Stress and Staff Wellbeing**  
Staff are encouraged to discuss stress management with the Senior Leadership Team or their union representative. All staff have the opportunity to complete the Stress at Work Survey.
- 28. Supervision [including out of school learning activity/study support]**  
All pupils are supervised by teaching staff and teaching assistants during curriculum time. During school visits we aim to provide a ratio of 1:3 dependent upon the age of the pupils. During lunchtimes all pupils are supervised by midday supervisors and a teacher is on duty at all times supported by teaching assistants.
- 29. Swimming Pool Operating Procedures (where applicable)**  
Pupils attend Stafford Leisure Centre for swimming lessons. The school follows the procedures and guidelines set out by Stafford Leisure Centre.
- 30. Training and Development**  
Staff induction is carried out by Alison Hie, Deputy Head. Staff are given information on their code of conduct and school policies that they need to be aware of.



**31. Use of VDU's / Display Screens / DSE**

All staff that regularly use VDU's are provided with training and complete the self-assessment form on an annual basis. Free eye tests are available to staff that use VDU's on a daily basis for more than 5 hours.

**32. Vehicles on Site**

Car parking spaces are available for staff. Staff are encouraged to park responsibly and to enter and exit the site safely.

**33. Violence to Staff / School Security**

All staff are encouraged to complete the Violence Against Staff form, should an incident occur. All staff are offered the opportunity to discuss issues with a member of the Senior Leadership Team. Accident forms are completed and returned to the health, safety and wellbeing team at the local authority.

**34. Working at Height**

Only the site supervisor is permitted to use ladders etc. John Kitley has completed his working at height qualification.

**35. Water Hygiene**

Water temperatures are taken regularly. A recent inspection has been completed and the water hygiene manual is kept in Reception.

**36. Work Experience**

Work experience students are encouraged to attend a pre-visit to the school prior to their placement commencing. An induction pack is provided to all students. Regular contact is maintained with the college/school tutor. Regular feedback sessions are set up between student and their in school mentor. Appropriate dress, jewellery and behaviour is discussed with all students prior to commencement of their placement.



## Part 4

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

It is important that managers can monitor the health and safety performance of their premises in order to determine where progress is being made and where further actions and resources may be required.

The County Council Health Safety and Wellbeing Policy also requires feedback on certain KPI's more details of these can be obtained from your Health and Safety Adviser.

Updated and reviewed by the Governing Body: February 2017

Signed by Chair of Governors:

A handwritten signature in black ink, appearing to read "Zoe Reynolds".

Date: 13/02/2017