

Health, Safety and Wellbeing Management Arrangements

Core | Consider | Complex

Template

# Health, Safety and Wellbeing Policy

Health, Safety and Wellbeing Service

Supporting you in managing Health, Safety & Wellbeing



## 1. Success Indicators

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

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

## 2. Overview

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

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

## 3. Employer responsibilities

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

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

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

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

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

## Occupiers Liability

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

## 5. Template for Health, Safety and Wellbeing Policy

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



# Health, Safety and Wellbeing Policy

## *Greenhall Nursery & Little Learners*

The policy has 5 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.



## 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 Greenhall Nursery Governing Board and leadership team 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/academy activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on the premises or taking part in educational activities elsewhere.)
- all plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
- appropriate safe systems of work exist and are maintained.
- sufficient information, instruction, training and supervision is available and provided to ensure that staff and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others.
- a healthy working environment is maintained including adequate welfare facilities.

In addition to the above, Greenhall Nursery will ensure that so far as is reasonably practicable that the health and safety of other non-employees is not adversely affected by its' activities.

Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representatives forms part of this policy.

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

<i>[Signature]</i>	<i>[Signature]</i>
<i>Sandra Turner</i> <b>Chair of Governors</b>	<i>Joanne di Castiglione</i> <b>Headteacher</b>
<i>Date: 18/3/2020</i>	<i>Date: 18/3/2020</i>



## C. Management Arrangements

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

### Competent Health and Safety Advice

<b><i>The school obtains competent health and safety advice from</i></b>	<i>Staffordshire County Council Health, Safety &amp; Wellbeing Service</i>
<b><i>The contact details are</i></b>	<i>01785 355777</i>  <i>Dean Willetts: 07773 791499</i>
<b><i>In an emergency we contact; Duty Officer on 01785 355777 (8.30-5pm)</i></b>	

### Monitoring Health and Safety

<b><i>Name of person(s) responsible for the overall monitoring of health and safety in school:</i></b>	<i>Joanne di Castiglione (Headteacher &amp; Premises Manager)</i>
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<p><b><i>Our arrangements for the monitoring of health and safety are:</i></b></p> <p>Annual H &amp; S checklists are carried out by each class and these are then submitted to the Assistant Head /Headteacher. All accident/incident reports are monitored by the Headteacher and Governors' premises committee, usually once a term and any trends discussed and dealt with appropriately. Health &amp; Safety is monitored termly by the Governors' Premises Committee.</p> <p>A representative from each class is involved in carrying out the annual H&amp;S Self-evaluation          The Assistant Head and Headteacher carryout the annual H &amp; S Audit          Governors receive reports on H&amp;S and accidents at their termly meetings          The health &amp; safety coordinator monitors the work of the Site Supervisor.</p> <p><b><i>The school carries out formal evaluations and audits on the management of health and safety.</i></b></p> <p><i>In line with SCC guidance, we carry out the following</i></p> <ul style="list-style-type: none"> <li>- A <a href="#">Health and Safety Evaluation Checklist</a> - completed annually in October of each year.</li> <li>- <a href="#">The Health, Safety and Wellbeing Self Audit</a> - completed in January of each year. The completed action plan is then forwarded to the Health, Safety and Wellbeing Service by 31st January.</li> <li>- The Health, Safety and Wellbeing Audit - completed by Health, Safety and Wellbeing Service professional adviser. This process reviews health and safety management arrangements against defined standards in 10 areas within a Maturity Model. The audit measures the effectiveness of the school/academy health, safety and wellbeing management systems.              For Greenhall, as we have a maturity rating of 4, this will take place every 4 years.</li> </ul>
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<b>The last audit took place:</b>	Date: 22/1/2019 By: Toni Jones
<b>Name of person responsible for monitoring the implementation of health and safety policies</b>	Natalie Hart (AHT & Health & Safety Coordinator)  Joanne di Castiglione (HT & Premises Manager)
All staff are aware of the key performance indicators in part E and how they are monitored	
<b>Workplace inspections - type</b>	<b>Name of person who carries these out</b>
Accident / incident records	Headteacher & Premises Governors
Risk Assessments	Teachers / HLTA – monitored by Natalie Hart
Daily site checks	Pete Gibson
Opening checks - security	Pete Gibson
Closing checks - security	Joanne di Castiglione / Natalie Hart / Katie-Anne Gray
Pool safety & maintenance	Pete Gibson
Fire alarms	Pete Gibson
Emergency Lighting	Pete Gibson
Water	Pete Gibson
Minibus	Driver – before each journey Pete Gibson to arrange servicing & MOT
Electrical Testing	Pete Gibson to arrange

## D. Detailed Health and Safety Arrangements

### 1. Accident Reporting, Recording & Investigation

<b>Our arrangements for recording and investigating:</b> All accidents, incidents, near misses and behavioural incidents are reported and recorded. All forms / books located in the main office.
<b>pupil accidents:</b> accidents recorded in book in main office. Letter goes home to notify parents of accident.
<b>staff accidents:</b> Accidents recorded in book in main office. Headteacher then investigates and records these on MyHealth&Safety and submits this to LA
<b>visitor accidents:</b> Accidents recorded in book in main office. Headteacher then investigates and records these on MyHealth&Safety and submits this to LA
<b>The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is:</b> Joanne di Castiglione (Headteacher)
<b>Our arrangements for reporting to the Governing Body or Academy Board are:</b> Termly reports to Full GB meetings
<b>Our arrangements for reviewing accidents and identifying trends are:</b> Headteacher / Assistant Head reviews these and trends are reported to Premises committee each term.



## 2. Asbestos

<b>Name of Premises Manager responsible for Managing Asbestos.</b>	<i>Joanne di Castiglione</i>
<b>Location of the Asbestos Management Log or Record System.</b>	<i>Main Office</i>
<b>Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are:</b>	
<p>The Finance Support Officer, clerk and Site Supervisor are responsible for the administration of the Asbestos Record System Manual. The manual is located in the main school office. No evidence of asbestos is recorded in the file.</p> <p>Sue Jones (Finance Support Officer) &amp; Pete Gibson (Site Supervisor) ensure contractors and others; have sight of the manual and sign the register prior to starting any work on the premises.</p>	
<b>Our arrangements to ensure all school staff such as class teachers or caretakers have information about asbestos risk on the premises:</b>	
<ul style="list-style-type: none"> <li>- Information about asbestos is included in the Health and Safety Induction that takes place as part of the induction process on staff's first day.</li> <li>- School staff must not drill or affix anything to walls without approval from Headteacher or Site Supervisor. If staff have any concerns regarding asbestos, or damage to asbestos, these must be reported to the Site Supervisor.</li> </ul>	
<b>Staff must report damage to asbestos materials to:</b>	<i>Pete Gibson</i>
<i>Staff must not drill or affix anything to walls without first obtaining approval from the premises manager.</i>	

## 3. Communication

<b>Name of SLT member who is responsible for communicating with staff on health and safety matters:</b>	<i>Natalie Hart (AHT &amp; Health &amp; Safety Coordinator)</i>  <i>Joanne di Castiglione (HT &amp; Premises Manager)</i>
<b>Our arrangements for communicating about health and safety matters with all staff are:</b>	
<i>Weekly Staff Briefing &amp; minutes held in file in staffroom &amp; main office</i>	
<b>Staff can make suggestions for health and safety improvements by:</b>	
<ul style="list-style-type: none"> <li>- <i>Writing them in the maintenance book in the office</i></li> <li>- <i>Raising them in supervisions or during weekly staff briefings.</i></li> <li>- <i>Discuss these with the Health &amp; Safety coordinator.</i></li> </ul>	

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

<b>Name of person coordinating any construction work / acting as Client for any construction project.</b>	<i>Pete Gibson (Site Supervisor)</i>  <i>Joanne di Castiglione (HT &amp; Premises Manager)</i>
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<i>Manager)</i>
<p><b>Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are:</b></p> <ul style="list-style-type: none"> <li>- For large projects, delegated responsibility may be given by the school to Entrust who organise appropriate meetings to arrange Health &amp; Safety, etc. including CDM.</li> <li>- For smaller scale projects, contractors on the school site are provided with health &amp; safety arrangements and relevant information.</li> <li>- For all projects the relevant paperwork e.g. risk assessments, hazard identification checklist, etc. must be completed prior to the project commencing.</li> <li>- The Headteacher and Site Supervisor will also monitor the work and liaise with the appropriate personnel in the LA / Entrust / contractor.</li> <li>- <i>Duty holders will be identified and named as part of any Construction project.</i></li> </ul>
<p><b>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are:</b> Headteacher (&amp; Entrust if appropriate) to meet with contractors prior to commencement of work to undergo Hazard Exchange information, risk assessments, CDM etc.</p>
<p><b>Our arrangements for the induction of contractors are:</b> Contractors to meet with SLT for site tour, procedures, accident reporting, no use of mobile phones, sign in / out and DBS details. Contractors to also see asbestos register &amp; sign to say they have read this.</p>
<p><b>Staff should report concerns about contractors to:</b> Joanne di Castiglione (Headteacher)</p>
<p><b>We will review any construction activities on the site by:</b> Holding regular meetings with contractors &amp; Headteacher.</p>

## 5. Consultation

<p><b>Name of SLT member who is responsible for consulting with staff on health and safety matters:</b></p>	<p>Natalie Hart (AHT &amp; Health &amp; Safety Coordinator)</p> <p>Joanne di Castiglione (HT &amp; Premises Manager)</p>
<p><b>The name of the Trade Union Health and Safety Representative is:</b></p>	<p>Vacancy</p>
<p><b>Our arrangements for consulting with staff on health and safety matters are:</b></p> <ul style="list-style-type: none"> <li>- Raising issues/ consulting staff during weekly staff briefings. It is a standing item on the weekly agenda.</li> </ul>	
<p><b>Staff can raise issues of concern by:</b></p> <ul style="list-style-type: none"> <li>- Raising them in supervisions or during weekly staff briefings.</li> <li>- Discuss these with the Health &amp; Safety coordinator.</li> </ul>	

## 6. Contractor Management

<p><b>Name of person responsible for managing and monitoring contractor activity</b></p>	<p>Pete Gibson (Site Supervisor)</p> <p>Joanne di Castiglione (HT &amp; Premises Manager)</p>
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**Our arrangements for selecting competent contractors are:**

- Contractors are selected by tender arrangements for projects and from the Local Authority's approved list.
- For large projects, delegated responsibility may be given by the school to Entrust who organise appropriate meetings to arrange Health & Safety, etc.
- For smaller scale projects, contractors on the school site are provided with health & safety arrangements and relevant information.
- For all projects the relevant paperwork e.g. risk assessments, hazard identification checklist, etc. must be completed prior to the project commencing.
- The Headteacher and Site Supervisor will also monitor the work and liaise with the appropriate personnel in the LA / Entrust / contractor.

**Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are:**

- *Contractors are chosen through LA approved contractors after consultation with the Entrust*
- *Contractors should report to the Main Office before commencing work*
- *Contractors will be informed of any school activities taking place and of any school routines which may affect the work*
- *Work arrangements will be arranged to fit in with the school routines of pupils and to minimise any potential risk*
- *Where there is a potential danger to children and staff working in the school, they will be moved or the work rescheduled*
- For all projects the relevant paperwork e.g. risk assessments, hazard identification checklist, etc. must be completed prior to the project commencing.
- The Headteacher and Site Supervisor will also monitor the work and liaise with the appropriate personnel in the LA / Entrust / contractor.
- *HT attends 'Managing contractors in schools' training*
- *HT and Site Supervisor will monitor the work taking place*

**Our arrangements for the induction of contractors are:**

- *Contractors should report to the Main Office before commencing work*
- *Contractors will be informed of any school activities taking place and of any school routines which may affect the work*
- *Work arrangements will be arranged to fit in with the school routines of pupils and to minimise any potential risk*
- *Where there is a potential danger to children and staff working in the school, they will be moved or the work rescheduled*
- For all projects the relevant paperwork e.g. risk assessments, hazard identification checklist, etc. must be completed prior to the project commencing.
- The Headteacher and Site Supervisor will also monitor the work and liaise with the appropriate personnel in the LA / Entrust / contractor
- Relevant health & safety induction information will be shared with the contractors, including signing in /out, use of mobile phones, emergency procedures.

**Staff should report concerns about contractors to: Pete Gibson (Site Supervisor) or Joanne di Castiglione (Headteacher)**

## 7. Curriculum Areas – health and safety

N.B. as an Early Years Setting, all of our procedures adhere to the EYFS Statutory



Framework.

<p><b>Name of person who has overall responsibility for the curriculum areas as follows:</b></p> <p>Communication &amp; Language PSED Physical Development Understanding the World Expressive Arts &amp; Design</p> <p>Literacy Mathematics</p>	<p><b>Curriculum Lead Name</b></p> <p>Joanne di Castiglione Joanne Di Castiglione Joanne di Castiglione Natalie Hart Kate Anderson supported by Natalie Hart Natalie Hart Natalie Hart</p>
<p><b>Risk assessments for these curriculum areas are the responsibility of:</b></p>	<p>Natalie Hart Kate Anderson Joanne di Castiglione</p>

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

<p><b>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.</b></p>	
<p><b>Our arrangements for carrying out DSE assessments are:</b></p> <ul style="list-style-type: none"> <li>- Health &amp; safety coordinator distributes these to relevant staff at least annually or when a situation changes. Completed assessments are then analysed by SLT and appropriate measures taken as necessary.</li> <li>- All staff using VDU's regularly are assessed with regard to health &amp; safety.</li> <li>- Staff are made aware of the length of time they are allowed to work at a VDU and encouraged to take regular breaks.</li> <li>- They are made aware of the free eye test available to them.</li> <li>- All workstation defects are to be reported to the Site Supervisor / Finance Support Officer.</li> </ul>	
<p><b>Name of person who has responsibility for carrying out Display Screen Equipment Assessments</b></p>	<p>Natalie Hart (AHT &amp; Health &amp; Safety Coordinator )</p>
<p><b>DSE assessments are recorded and any control measures required to reduce risk are managed by</b></p>	<p>Natalie Hart (AHT &amp; Health &amp; Safety Coordinator )</p>

#### 9. Educational visits / Off-Site Activities

<p><b>Name of person who has overall responsibility for Educational Visits</b></p>	<p>Joanne di Castiglione (Headteacher)</p>
<p><b>The Educational Visits Coordinator is</b></p>	<p>Natalie Hart (AHT &amp; Health &amp; Safety Coordinator )</p>
<p><b>Our arrangements for the safe management of educational visits:</b> All educational visits are planned and organised in advance and risk assessments and appropriate school journey forms are completed. A comprehensive guide is available via intranet - EVOLVE.</p> <p><i>The school follows the LA guidelines</i></p>	



- Visit application forms and risk assessments must be completed prior to an educational visit
- The Visit Leader is responsible for obtaining parental permission
- Specific medical requirements must be obtained and considered prior to the visit
- A First Aid box must be taken on all school visits
- A mobile phone for up-to-date contact with school is available – staff are responsible for keeping the school informed of any changes in plans/circumstances
- The school has Journeys/Visits Insurance through the LA scheme

**See Educational Visits Policy & procedures**

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

<b>Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:</b>	<i>Pete Gibson (Site Supervisor)</i>
<b>Fixed electrical wiring test records are located:</b>	<i>On the Entrust web portal. (Can be downloaded)</i>
<ul style="list-style-type: none"> <li>- Fixed electrical testing is carried out every five years for the full site. The pool area is tested every 12 months which is arranged by the LA / Entrust.</li> <li>- All staff visually inspect electrical equipment before use. Equipment with observed defects should not be used and should be reported to the Site Supervisor immediately. All staff report any concerns regarding defective equipment to the Site Supervisor.</li> <li>- All portable electrical equipment is tested annually by LA authorised contractor and labelled accordingly</li> <li>- Equipment is audited on an annual basis – equipment no longer suitable for use will be decommissioned by the Governors' Premises Committee</li> <li>- All electrical equipment is switched off and where appropriate, unplugged when not in use.</li> <li>- Electrical work to be carried out by a competent person.</li> <li>- No portable equipment should be used in school unless it has been PAT tested and labelled</li> <li>- Testing records are kept on the Entrust web portal.</li> </ul>	
<b>Our arrangements for bringing personal electrical items onto the school site are:</b>	
<ul style="list-style-type: none"> <li>- Staff are not permitted to bring personal electrical items onto the school site without explicit permission to do so from the Headteacher.</li> </ul>	
<b>Name of person responsible for arranging the testing of portable electrical equipment (PAT):</b>	<i>Pete Gibson (Site Supervisor)</i>
<b>Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:</b>	<i>Local Authority</i>
<b>Portable electrical equipment (PAT) testing records are located:</b>	<i>In the main office</i>
<b>Staff must take defective electrical</b>	<i>Pete Gibson (Site Supervisor)</i>



<b>equipment out of use and report to:</b>	
<b>The portable electrical equipment on the school site owned and used by contractors is the responsibility of the contractor, who must provide records of this if requested.</b>	

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

<b>Name of competent person responsible for undertaking &amp; reviewing fire risk assessment in addition to any associated action planning</b>	Joanne di Castiglione Natalie Hart
<b>The Fire Risk Assessment is located;</b>	In the main office
<b>When the fire alarm is raised the person responsible for calling the fire service is</b>	The main office - Susan Jones
<b>Name of person responsible for arranging and recording of fire drills</b>	Joanne di Castiglione
<b>Name of person responsible for creating and reviewing Fire Evacuation arrangements</b>	Joanne di Castiglione
<b>Our Fire Evacuation Arrangements are published ...</b>	Around the building and a copy is located in the main office & with policy files.
<b>Our Fire Marshals are listed</b>	Sarah Brookhouse
<b>Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at</b>	In the main office
<b>Name of person responsible for training staff in fire procedures</b>	Joanne di Castiglione
<i>All staff must be aware of the Fire Procedures in school</i>	

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

<b>Name of person responsible for carrying out the First Aid Assessment</b>	Headteacher / Assistant Headteacher
<b>The First Aid Assessment is located</b>	Headteacher office
<b>First Aiders are listed</b>	In the main office & in HT's office  Natalie Hart Kathryn Anderson Sarah Brookhouse Rachael Young Petra Raybould Christopher Roberts Michelle Paulley Lynsey Chinnock Joanne di Castiglione Katie-Anne Gray Bernie Willis



	Lauren Harvey Stephaney Mannings
<b>Name of person responsible for arranging and monitoring First Aid Training</b>	Joanne di Castiglione
<b>Location of First Aid Box</b>	Nurses room, main office, pool, plant room
<b>Name of person responsible for checking &amp; restocking first aid boxes</b>	School Nurse / Susan Jones
<b>In an emergency staff are aware of how to summon an ambulance</b>	
<b>Our arrangements for dealing with an injured person who has to go to hospital are;</b>	
<i>Pupils</i>	<ul style="list-style-type: none"> <li>- School to contact parents</li> <li>- Member of staff to accompany child to hospital if parents are not onsite</li> <li>- Contact information, care plans and medical information to be taken with child</li> </ul>
<i>staff</i>	<ul style="list-style-type: none"> <li>- School to contact next of kin /emergency contact</li> </ul>
<i>visitors</i>	<ul style="list-style-type: none"> <li>- School to contact next of kin /emergency contact</li> </ul>
<i>Our arrangements for recording the use of First Aid are; In the accident book under treatment given</i>	

### 13. Forest School

<b>Name of person in school who leads on Forest School activity</b>	Petra Raybould
<b>Our arrangements for developing, organising and running Forest School activity.</b>	
<ul style="list-style-type: none"> <li>- Lead has undertaken relevant training and first aid</li> <li>- Risk assessments are undertaken and these are approved by member of SLT</li> <li>- Appropriate staffing levels and supervision to be considered. Children to be supervised at all times.</li> </ul>	

### 14. Glass & Glazing

<b>All glass in doors and side panels are constructed of safety glass</b>	
<b>All replacement glass is of safety standard</b>	

### 15. Hazardous Substances (COSHH)

<b>Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)</b>	Natalie Hart
<b>Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are:</b>	



- All COSHH assessments are held in a file in the main office
- All hazardous substances are selected for their purpose and stored securely with attention given to risk assessment and control
- The school uses CLEAPPS as a resource and all staff must be aware of how to access this information

### 16. Health and Safety Law Poster

<b>The Health and Safety at Work poster is located:</b>	School Office Staffroom
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### 17. Housekeeping, cleaning & waste disposal

<b>All staff and pupils share the responsibility for keeping the school site clean, tidy and free from hazards</b>	
Our waste management arrangements are: Biffa collect our general waste. PHS collect our clinical waste. Staffs Borough collect our recycling.	
Our site housekeeping arrangements are: Building is cleaned daily by Chartwells / Entrust through an SLA.	
<b>Site cleaning is provided by: External cleaning company</b>	Chartwells  Samantha Edwards 07792916419
<b>Cleaning staff have received appropriate information, instruction and training about the following and are competent:</b>	
work equipment	
hazardous substances	
Waste skips and bins are located away from the school building in a locked compound.	
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.	

### 18. Infection Control

<b>Name of person responsible for managing infection control:</b>	Name: Jo Smith / Heather Rigby (School Nurse)  Joanne di Castiglione (Headteacher)
<b>Our infection control arrangements (including communicable diseases/hand hygiene standards) are:</b> Soap dispensers and hand gel located around the building. Staff trained in Food Hygiene Staff wear disposable gloves and aprons when changing children Staff wear tabards at snack and mealtimes	

### 19. Lettings

<b>Name of Premises Manager or member of Leadership team responsible for Lettings</b>	Joanne di Castiglione
<b>Our arrangements for managing Lettings of the school / rooms or external premises are:</b> See lettings policy	



<i>The health and safety considerations for Lettings are considered and reviewed annually.</i>
<i>Hirers have in place their own risk assessments, first aid arrangements/ fire procedures and emergency procedures.</i>
<i>Hirers are responsible for obtaining the necessary local authority licenses for their activities and these must be provided to the school on request.</i>
<i>Hirers must provide a register of those present during a letting upon request.</i>

## 20. Lone Working

<p><b>Our arrangements for managing lone working are</b></p> <ul style="list-style-type: none"> <li>- Lone working in school is not encouraged. However, there will inevitably be occasions when authorised key holders will be in a situation where they are the last person on site. In such situations they are advised to have a mobile phone on their person for summoning help.</li> <li>- Staff working alone should adhere to the <b>Lone Working Policy</b>.</li> <li>- If staff (e.g. Site Supervisor, Headteacher) have to visit or work in school during closure periods they are required to leave relevant contact details/arrangements with their family and contact a family member regularly whilst on site.</li> <li>- They should ensure that the main doors are locked and that they have a Mobile Phone available. Staff working alone in school should inform the Headteacher. The Headteacher should inform the Safeguarding Governor.</li> <li>- It is preferable to arrange to work in school out of hours in groups</li> <li>- A lone working <b>risk assessment</b> is also in place.</li> <li>- Mayflower Security Services are currently contracted to be key holders to deal with out of hours security breaches.</li> </ul> <p>See Lone Working Policy</p>
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## 21. Maintenance / Inspection of Equipment (including selection of equipment)

<p><i>NOTE Types of equipment to consider in this section: Ladders and steps, fume cupboards, other extraction systems, PE equipment, D&amp;T machines, lifts &amp; lifting equipment, pressure cookers, autoclaves, fire alarm and smoke detection, emergency lighting, fire extinguishers. This section <b>must include</b> the arrangements for school/academy kitchens, science laboratories or Design and Technology rooms</i></p>	
<i>Name of person responsible for the selection, maintenance / inspection and testing of equipment</i>	<i>Name Pete Gibson</i>
<i>Records of maintenance and inspection of equipment are retained and are located:</i>	<i>Location; Main office</i>
<i>Staff report any broken or defective equipment to:</i>	<i>Name; Pete Gibson</i>
<p><i>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:</i></p>	

## 22. Manual Handling



<b>Name of competent person responsible for carrying out manual handling risk assessments</b>	Natalie Hart Joanne di Castiglione Kate Anderson
<b>Our arrangements for managing manual handling activities are:</b>	
Staff must be 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).	

### 23. Medication

<b>Name of person responsible for the management of and administration of medication to pupils in school</b>	Joanne di Castiglione  Jo Smith / Heather Rigby – School Nurse
<b>Our arrangements for the administration of medicines to pupils are:</b>	
<ul style="list-style-type: none"> <li>- Greenhall Nursery follows the LA's medication procedures</li> <li>- The School Nurse, Teachers and Teaching Assistants undertake the procedures for the administration of medication in school.</li> <li>- The school nurse undertakes the procedures for storage.</li> <li>- All medications administered in school are prescribed by the pupil's GP/Consultant. All medication is recorded when received in school and stored in a locked medicine cabinet.</li> <li>- Medicines are only administered in school with parental approval for a specifically prescribed treatment</li> <li>- Medicines must be clearly labelled with child's name, date of expiry, dosage and accompanied by specific instructions</li> <li>- Medicines will be stored securely</li> <li>- A record will be kept of medicines that the school is asked to administer</li> <li>- Over the counter medicines will not be administered</li> <li>- Staff have received medicine management training</li> </ul> <p>(See also Medication Policy)</p>	
<b>The names members of staff who are authorised to give / support pupils with medication are:</b>	See competency file
<b>Medication is stored:</b>	Nurses Room Main office (Controlled drugs)
<b>A record of the administration of medication is located:</b>	Nurses office
Pupils who administer and/or manage their own medication in school are authorised to do so by a medical professional and provided with a suitable private location to administer medication/store medication and equipment.	
N/a in this setting due to age and stage of children	
Staff are trained to administer complex medication by the school nursing service when	





required.
<b>Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are:</b> Child has a care plan agreed by parents & health professional Staff to administer medication as per the care plan
<i>Staff who are taking medication must keep this personal medication in a secure area in a staff only location.</i>
<i>Staff must advise the school leaders if they are taking any medication which might impair their ability to carry out their normal work.</i>

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

<i>PPE is provided free of charge where a risk assessment identifies this is needed to control a risk and the risk cannot be controlled by another means.</i>	
<b>Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for school staff.</b>	Joanne di Castiglione Natalie Hart
<b>Name of person responsible for the checking and maintenance of personal protective equipment provided for staff</b>	Pete Gibson
<i>PPE provided for use in curriculum lessons is not "personal" as it is provided by pupils in classroom situations.</i>	
<b>Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for pupils.</b>	Joanne di Castiglione Natalie Hart
<i>All PPE provided for use in a classroom environment is kept clean, free from defects and replaced as necessary.</i>	
<b>Name(s) of person responsible for cleaning and checking pupil PPE.</b>	Class staff before each use

#### 25. Radiation

<b>Name of the school Radiation Protection Supervisor (RPS)</b>	Name    N/a
<b>Name of the Radiation Protection Adviser (RPA)</b>	Name    N/a

#### 26. Reporting Hazards or Defects

<i>All staff and pupils must report any hazards, defects or dangerous situations they see at school.</i>
<b>Our arrangements for the reporting of hazards and defects:</b> <i>All hazards / defects must be reported to Pete Gibson, Site Supervisor, and recorded in the maintenance log book.</i>

#### 27. Risk Assessments

<i>The school has in place risk assessments for any identified significant risk. Control measures which are put in place to eliminate or reduce risk are communicated to staff, pupils and other who may be exposed to the risk.</i>
<b>Risk assessments are in place for the following areas:</b> <i>Premises and grounds inc. pool</i>



<p>Curriculum / classrooms          Hazardous activities or events          Lettings or contract work which may affect staff or pupils in the school          Fire Risk Assessment          Hazardous Substances          Work Equipment          Manual handling activities          Educational Visits          Risks related to individuals e.g. health issues</p>	
<p><b>Name of person who has overall responsibility for the school risk assessment process and any associated action planning</b></p>	<p>Natalie Hart</p>
<p><b>Our arrangements for carrying out, recording, communicating and reviewing risk assessments are:</b></p> <ul style="list-style-type: none"> <li>- Risk assessments are carried out and recorded and relevant parties informed of control measures, etc.</li> <li>- The Headteacher / Assistant Head are responsible for carrying out specific risk assessments e.g. pregnant staff, health problems. Each risk assessment has a review period assigned.</li> <li>- All Risk assessments are kept in the Headteacher's office in the locked cupboard</li> <li>- Risk assessments pertaining relevant to the classrooms are also kept in the classrooms in a locked cupboard. This includes individual risk assessments e.g. children or staff.</li> <li>- Risk assessments for visits are the responsibility of the Visit Leader and must be completed before the visit can be approved via EVOLVE</li> <li>- Risk assessments are reviewed annually or earlier if changes have occurred.</li> <li>- These are communicated and shared with staff before activities / as part of induction procedures.</li> </ul>	
<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>	

## 28. Smoking

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

<p><b>Name of Premises Manager or member of Leadership team responsible for Premises Management</b></p>	<p>Joanne di Castiglione</p>
<p><b>The school/academy premises are shared with another organisation (e.g. Contract caterer/public leisure centre).</b></p>	<p>Cerebral Palsy Mid Staffs          Chartwells catering and cleaning (SLA)          NHS Physiotherapy</p>
<p><b>Our arrangements for managing health and safety in a shared workplace are:</b></p>	



*H & S policy distributed to organisations  
Staff inducted in Greenhall procedures re. H & S*

### 30. Stress and Staff Well-being

<b>Name of person who has overall responsibility for the health and wellbeing of school/academy staff</b>	<i>Joanne di Castiglione</i>
<p><b>All staff have responsibility to take care of their own health and wellbeing and the school supports staff to do this by implementing the following arrangements:</b></p> <ul style="list-style-type: none"> <li>- Consulting staff on H &amp; S issues</li> <li>- Reviewing systems to support effective work / life balance</li> <li>- RTW interviews as part of Managing Attendance</li> <li>- Referrals to Occupational Health as required</li> <li>- Manual handling training</li> </ul>	
<p><i>Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated.</i></p>	
<p><i>All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work.</i></p>	
<p><i>Individual stress risk assessments take place when a member of staff requires additional individual support.</i></p>	
<p><b>A team stress risk assessment has been completed involving all staff and this is reviewed regularly.</b></p> <ul style="list-style-type: none"> <li>- To be actioned</li> </ul>	

### 31. Swimming Pool Operating Procedures (where applicable)

<b>Name of person who has overall responsibility for managing the swimming pool and it's environment.</b>	<i>Pete Gibson</i>
<p><b>Our arrangements for carrying out suitable swimming pool management (including minimum supervision standards, how to summon assistance in emergency, what to do if problem identified with pool water quality, supervision in changing areas, max numbers of swimmers, conditions of hire to outside organisations, first aid provision, training plant operators):</b></p> <p>Information contained in Hydrotherapy Policy including Normal Operating Procedures and Emergency Operating Procedures</p>	
<p><i>Staff operating the swimming pool have received appropriate training and information.</i></p>	
<p><i>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.</i></p>	
<p><i>The health and safety considerations within curriculum swimming must be planned, supervised and managed by staff who include in their lesson planning.</i></p>	

### 32. Training and Development

<b>Name of person who has overall responsibility for the training and</b>	<i>Joanne di Castiglione</i>
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<b>development of staff.</b>	
All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.	
<b>Our arrangements for carrying out suitable and sufficient health and safety training for all staff are:</b> H & S induction on Day 1 Manual Handling training ASAP after starting	
The school has a health and safety training matrix to help in the planning of essential and development training for staff.	
Training records are retained and are located in personnel files	
<b>Training and competency as a result of training is monitored and measured by:</b>	Joanne di Castiglione / Natalie Hart

### 33. Vehicles owned or operated by the school/academy

<b>Name of person who has overall responsibility for the school vehicles</b>	Pete Gibson
<b>The school operates 1 minibus</b>	Ford Minibus Reg GX06 EZS
<b>Name of person who manages the driver medical examinations</b>	Sue Jones
<b>Name of person who manages the vehicle license requirements</b>	Pete Gibson and Designated minibus driver. Records stored in office.
<b>Name of person who undertakes vehicle checks such as oil, water and routine roadworthiness.</b>	Pete Gibson
<b>Name of person who arranges servicing and maintenance of the academy vehicles</b>	Pete Gibson
<b>Our arrangements for the safe use of school vehicles are:</b> Driver to perform maintenance check before each journey	

### 34. Vehicle movement on site

<b>Name of Premises Manager responsible for the management of vehicles on site</b>	Joanne di Castiglione
<b>Our arrangements for the safe access and movement of vehicles on site are (include restriction on vehicle movement at certain times, speed limits, segregation vehicles from pedestrian areas, restrictions on reversing vehicles, special arrangements for deliveries etc):</b> Max. 5 mph speed limit on site Taxis to use turning circle and disabled bays for loading / unloading. No reversing allowed from the turning circle	

### 35. Violence and Aggression and School Security

<b>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.</b>	
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	



<i>of violence and aggression where required.</i>	
<b>Staff and pupils must report all incidents of verbal &amp; physical violence to:</b>	Natalie Hart / Joanne Di Castiglione
<b>Incidents of verbal &amp; physical violence are investigated by:</b>	Joanne Di Castiglione
<b>Name of person who has responsibility for site security:</b>	Pete Gibson
<p><b>Our arrangements for site security are:</b>  All visitors report to reception. ID is checked &amp; these individuals sign in and are issued with a visitor's lanyard. Visitors are NOT left unsupervised with children unless they are a health / SCC employee DBS checked and undertaking an assessment or 1:1 work e.g. SaLT.</p> <p>Above grab height fences are installed and gates (external) to play areas are kept locked at all times.</p> <p>CCTV is in place &amp; building is alarmed with a SLA in place with Mayflower Security. Key Holders sign to say they have a key.</p>	

### 36. Water System Safety

<i>Name of Premises Manager responsible for managing water system safety.</i>	Joanne di Castiglione
<i>Name of contractors who have undertaken a risk assessment of the water system</i>	HSL Compliance 0845 845 0166
<i>Name of contractors who carry out regular testing of the water system:</i>	IWS 01543 445 700
<i>Location of the water system safety manual/testing log</i>	Main Office
<p><b>Our arrangements to ensure contractors have information about water systems are:</b>  Water testing log kept and maintained</p> <p><b>Our arrangements to ensure all school staff carrying out checks or testing or maintenance have information about the water system:</b>  Site surveyed by P Gibson and monthly water testing log book kept in office.</p>	

### 37. Working at Height

<b>Name(s) of person responsible managing the risk of work at height on the premises:</b>	Joanne di Castiglione
<i>Work at height is avoided where possible.</i>	
<p><b>Our arrangements for managing work at height are:</b>  Risk assessment in place  Appropriate equipment available with instructions</p>	
<i>Appropriate equipment is provided for work at height where required.</i>	
<i>Staff who carry out work at height are trained to use the equipment provided</i>	
<i>Work at height equipment is regularly inspected, maintained and records are kept in</i>	



the main office.

### 38. Work Experience

<b>Name of person who has overall responsibility for managing work experience and work placements for school pupils.</b>	Joanne di Castiglione - Kate Anderson
<b>Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are:</b> We host people on work experience and carry out appropriate inductions and mentoring. We do not send our children out on work experience.	
<b>The name of the person responsible for the health and safety of people on work experience in the school premises:</b>	Joanne di Castiglione
<b>Our arrangements for managing the health and safety of work experience students in the school/academy are:</b> Induction carried out, including Health & Safety induction. Assigning of mentor. Never unsupervised with children. Close liaison with school / college staff	

### 39. Volunteers

<b>Name of person who has overall responsibility for managing/coordinating volunteers working within the school;</b>	Joanne di Castiglione - Susan Jones - Natalie Hart - Kate Anderson
Volunteers are considered as a member of staff and all health and safety arrangements including induction and training must 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.

### Our KPI's

- All staff to have a H & S target through their performance management review – measure, 100% of staff
- 100% return of premises checklist annually by all departments from Sept 2020
- H and S audit return to Local Authority by 31<sup>st</sup> January annually
- 100% D1 response within 6 weeks
- 100% of high risk actions from external and internal audits and inspections to be actioned within recommended timescale
- Agree with Governors a system of monitoring of H & S in addition to reviewing

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.