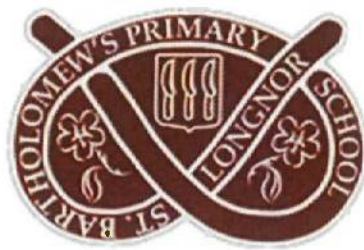


Health, Safety and Wellbeing Policy

St Bartholomew's CE Primary School



Version: V1.1

Prepared by: KM

Valid from date: Spring Term 2025

Valid to date: Spring Term 2026

Approved by: FGB

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St Bartholomew's Vision

To be a loving and nurturing Christian school community, providing the rich soil that enables our children to develop deep roots, grow and flourish, to be the best they can be.



Our Motto

Nurture, Grow, Flourish

Keep your roots deep in Jesus and have your lives built on Him.
Be strong in the faith, just as you were taught.
Always be thankful. Col 2:7

Our Values

● Courage ● Creativity
● Joy ● Kindness ● Respect

The policy has 5 parts;

Part A - Introduction

Part B - The Health and Safety Policy Statement

Part C - Responsibilities (delegation of tasks)

Part D - The detailed arrangements and procedures to reduce risk within the school.

Part E - The Key Performance Indicators.

A. Introduction

This Policy complements and should be read in conjunction with the Staffordshire County Council Health, Safety and Wellbeing Policy.

The Governing Body will endorse and support the Health, Safety and Wellbeing Policy of Staffordshire County Council and assist the Council to discharge those responsibilities, which it holds as employer.

This policy records the local organisation and arrangements for implementing the Staffordshire County Council policy.

B. Policy Statement

The requirement to provide a safe and healthy working environment for all employees is acknowledged and St Bartholomew's Primary School Governing Body recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc. Act 1974.


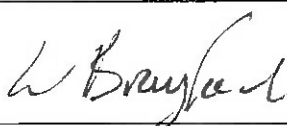
The Governing Body will comply with all relevant health and safety legislation and ensure so far as is reasonably practicable that:

- a. all places and premises where employees 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.)
- b. all plant and equipment are safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
- c. appropriate safe systems of work exist and are maintained.
- d. sufficient information, instruction, training, and supervision is available and provided to ensure that employees and pupils can avoid hazards and contribute in a positive manner towards their own and others health, safety and wellbeing.
- e. a healthy working environment is maintained including adequate welfare facilities.

In addition to the above the school will ensure as far as reasonably practicable 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 form part of this policy. All employees are expected to accept their responsibility to work safely by ensuring that they take reasonable care of their own health, safety, and wellbeing and that of other people who may be affected by their acts or omissions.

The Governors and Headteacher will draw this policy to the attention of all employees, and review annually.

	
Kate Brown, Chair of Governors	Lindsay Brayford, Headteacher
26/03/2025	26/03/2025

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

C. Responsibilities (Delegation of Duties)

The delegation of responsibilities and duties of all employees is detailed in Staffordshire County Council's Health, Safety and Wellbeing Policy – Allocation of General Responsibilities document.

In addition to their general responsibilities:

The **Governing Body** will:

- Provide strategic guidance.
- Consider health and safety related information, statistics and reports.
- Monitor and review health, safety and wellbeing issues.
- Ensure adequate resources for health and safety are available.
- Nominate a Link Governor for Health, Safety and Wellbeing.
- Review and monitor the effectiveness of this policy.

The **Head Teacher** is responsible for implementing this policy and will:

- Promote a positive, open health, safety and wellbeing culture in the school.
- Report key health and safety issues to the Governing Body.
- Seek advice from other organisations or professionals as required.
- Ensure that all employees co-operate with this policy.
- Appoint appropriate persons with areas of responsibility within the school to implement this policy.
- Develop and implement safety procedures.
- Ensure there is a suitable system and process for developing risk assessments and that risk assessments are completed and reviewed on a regular basis.
- Ensure employees have access to appropriate training for their role.

The Bursar is the nominated **Premises Manager** and is responsible for the day-to-day operations and maintenance of the buildings, grounds, and equipment. This includes ensuring that statutory inspections of equipment and systems are carried out.

Senior Leaders within the school will support the Head Teacher in their role.

They will:

- Implement and monitor the school's health and safety arrangements.
- Manage any hazardous practices, equipment or building issues and report to the Head Teacher if they remain unresolved.
- Provide a good example, guidance and support to employees on health, safety and wellbeing issues.
- Ensure health and safety inductions are carried out for all employees and keep records of that induction.

Subject Leads will within their area(s) of responsibility:

- Identify and control hazards.
- Ensure risk assessments are carried out, reviewed at least annually and communicated to employees and pupils.
- Instigate and ensure that safety procedures are developed and adhered ensuring that these are in line with curriculum best practice e.g. Science, Design Technology, PE, etc.
- Maintain current knowledge of specific health and safety legislation and official guidance relevant to the safe delivery of their specialism.
- Ensure equipment, including personal protection equipment, is maintained in a safe condition and that substances hazardous to health are secured in a safe place.
- Ensure that all incidents (including near misses) are reported promptly and investigated.
- Notify the Headteacher/Senior Leaders of any proposed or impending changes affecting health, safety, and wellbeing such as in room allocation or usage, change of materials/equipment, new activities etc.

All **employees** will:

- Carry out regular safety checks of their area of work and report any concerns.
- Contribute to the development of risk assessments.
- Supervise pupils and advise them on how to use equipment safely.
- Maintain current knowledge of specific health and safety issues within their specialisms.

- Comply with the school's health and safety arrangements, including the adherence to risk assessments, health and safety procedures and policies.
- Leave their area of work in a reasonably tidy and safe condition.
- Follow safety instructions when using equipment.
- Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate employee.
- Follow the accident reporting procedure.
- Contribute to and highlight any gaps in the school's risk assessments and health and safety procedures.

Competent Health and Safety Advice

The school obtains competent health and safety advice from:	Staffordshire County Council
The contact details are:	Sarah-Jane Walmsley – H & S Advisor 01782 355777
In an emergency we contact: The SCC Duty Officer – 01785 355777	

Monitoring Health and Safety

Name of person(s) responsible for the overall monitoring of health and safety in school:	Lindsay Brayford Keelie Mellor
Our arrangements for the monitoring of health and safety completion of an annual health and safety evaluation checklist, completion of health, safety and wellbeing self-audit, link visits by health and safety governor and an annual report presented at the last governors meeting of the academic year.	
The school carries out formal evaluations and audits on the management of health and safety.	
The last audit took place	Date: February 2025 By: Keelie Mellor & Lindsay Brayford
Name of person(s) responsible for monitoring the implementation of health and safety policies	Lindsay Brayford
All employees are made aware of the key performance indicators in part E and how they are monitored via email.	
Workplace inspections – Annual Health and Safety Evaluation Checklist, caretaker checks, premises walks.	Lindsay Brayford Keelie Mellor Nigel Allen Halina Dawson (H&S Link Governor)

Where specific responsibilities for health, safety and wellbeing are allocated to employees these delegated responsibilities are detailed in Section D below.

D. Health and Safety 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.

1. Accident and Incident Reporting, Recording & Investigation

Our arrangements for recording and investigating:	
Pupil accidents: All accidents recorded via the online form (on Team Barty Share). Head bump texts and notification sent to parents. Where accidents involve Early Years pupils an email is sent to parents with a copy of the accident form attached. Serious accident/injury – headteacher notified and logged on the SCC My Health and Safety portal	
Employee accidents: All accidents recorded via the online form (on Team Barty Share). Serious accident/injury – headteacher notified and logged on the SCC My Health and Safety portal	
Visitor accidents: All accidents recorded via the online form (on Team Barty Share). Serious accident/injury – headteacher notified and logged on the SCC My Health and Safety portal	
The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: Keelie Mellor	
Our arrangements for reporting to the Governing Body are: Termly health and safety link governor visits, annual Health and Safety Report presented at the final governors meeting of the academic year.	
Our arrangements for reviewing accidents and identifying trends are: The online accident form responses are reviewed monthly and accident "hot spots" identified from this data. If required, risk assessments will be updated or created and shared with staff. In the case of an accident requiring hospital treatment the review take place immediately by the Headteacher and findings shared and discussed with staff.	

2. Asbestos

Name of person responsible for managing asbestos on the school site:	Lindsay Brayford Keelie Mellor (Deputy)
Location of the Asbestos Management Log or Record System:	Shelf outside of the Headteacher's office
Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are: Bursar meets with all contractors to share asbestos register, contractors review the register and sign to confirm that they are aware of asbestos locations within the school site. For intrusive works, hazard exchange forms are completed and filed within the asbestos register.	
Our arrangements to ensure all school employees such as class teachers or caretakers have information about asbestos risk on the premises are: Information shared at induction for new staff. Map displayed on the "Health, Safety and Wellbeing" board in the staffroom. Included as part of the annual health and safety update on INSET.	
Employees must report damage to asbestos materials to:	Keelie Mellor
Employees must not drill or affix anything to walls without first obtaining approval from the person responsible for managing asbestos.	

3. Communication

Name of SLT member who is responsible for communicating with employees on health and safety matters:	Keelie Mellor
Our arrangements for communicating about health and safety matters with employees, pupils, visitors, contractors are: Staff receive regular updates regarding Health and Safety matters via the weekly staff bulletin. Emails regarding health and safety issues are also sent when needed. Information is also displayed on the Health, Safety and Wellbeing board in the staffroom.	

On arrival at the school, visitors (including contractors) are advised if a fire drill is scheduled to take place, where the nearest fire exit to where they will be stationed is and the assembly point. There is a noticeboard in the entrance of the school which details the locations of fire exits, firefighting equipment and call points.
Pupils receive health and safety advised from their class teacher. They are also reminded by all staff if they are seen doing something that could cause harm/injury (for example running in the corridors).
Employees can make suggestions for health and safety improvements by: Contacting the Bursar or utilising the "health, safety and maintenance" online form.

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

Name of person coordinating any construction work / acting as Client for any construction project.	Keelie Mellor – if not Entrust managed
Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are: 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: A meeting will take place in advance of any work starting where information and required documents will be exchanged.	
Our arrangements for the induction of contractors are as above. If an additional site tour is required, this will be completed by Miss K Mellor.	
Employees should report concerns about contractors to: Keelie Mellor / Lindsay Brayford	
We will review any construction activities on the site by daily site meetings/briefings between contractors on site and Miss K Mellor.	

5. Consultation

Name of SLT member who is responsible for consulting with employees on health and safety matters:	Lindsay Brayford / Keelie Mellor
The name of the Trade Union Health and Safety Representative is:	None
Our arrangements for consulting with employees on health and safety matters are: policies are shared with staff and	
Employees can raise issues of concern by meeting with the headteacher, Bursar or Link Governor.	

6. Contractor Management

Name of person responsible for managing and monitoring contractor activity	Keelie Mellor
Our arrangements for selecting competent contractors are use of SCC contractor list, utilisation of the government tendering process or known suppliers where best value has been achieved.	
Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: Contract lead to meet with Miss K. Mellor in advance of contract start date and discuss risks/timings/movement of vehicles/ security/asbestos management etc and complete hazard exchange forms.	
Our arrangements for the induction of contractors are: as above	
Employees should report concerns about contractors to: Keelie Mellor or Lindsay Brayford	

7. Curriculum Areas – health and safety

Name of person who has overall responsibility for the curriculum areas as follows:	Lindsay Brayford, Alison Richardson, Olivia Pratt
Risk assessments for these curriculum areas are the responsibility of:	Risk assessments for class-based curriculum activities will be completed by the class teacher and leader of the subject. Generic PE risk assessments and general classroom risk assessments are written and reviewed annually.

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

The school assesses the risk of the use of computers/laptops by carrying out a DSE assessment for any employees using this type of equipment continuously and regularly for over an hour.	
Our arrangements for carrying out DSE assessments are: Headteacher, teachers and office staff to refer to "training for DSE users" PPT and complete the DSE self-assessment checklist on an annual basis or following a change in layout of working area.	
Name of person who has responsibility for carrying out Display Screen Equipment Assessments:	As above
DSE assessments are recorded, and any control measures required to reduce risk are managed by:	Keelie Mellor / Health and Safety Advisor (SCC) / OHU

9. Early Years Foundation Stage (EYFS)

Name of person who has overall responsibility for EYFS:	Alison Richardson
Our arrangements for the safe management of EYFS are: Follow all school policies as appropriate, additional risk assessments for outdoor learning and specific EYFS equipment. Ratios in place for all staff.	

10. Educational visits / Off-Site Activities

Name of person who has overall responsibility for Educational Visits	Lindsay Brayford
The Educational Visits Coordinator is	Olivia Pratt
Our arrangements for the safe management of educational visits are: Please refer to our Educational Visits policy. The utilisation of Evolve to plan and evaluate all visits is established in the school. Risk assessment(s) to be completed. Trips must be signed off by the headteacher in advance of any trip taking place.	

11. Electrical Equipment [fixed & portable]

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	Keelie Mellor
Fixed electrical wiring test records are located:	Within the " Inspection Reports " area of the "Restricted Site" SharePoint site
All employees are required to visually inspect electrical equipment before use.	
Our arrangements for bringing personal electrical items onto the school site are: Staff must not bring privately owned electrical equipment into school for use unless it has a valid PAT test	

Name of person responsible for arranging the testing of portable electrical equipment (PAT):	Keelie Mellor
Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:	Lindsay Brayford
Portable electrical equipment (PAT) testing records are located:	Within the " Inspection Reports " area of the "Restricted Site" SharePoint site
Employees must take defective electrical equipment out of use and report to:	Keelie Mellor
The portable electrical equipment on the school site owned and used by contractors is the responsibility of the contractor, who must provide records of this if requested.	

12. Emergency Preparedness

Name of SLT member who is responsible for developing and maintaining the school's response to major risks Business Continuity Plan (BCP).	Lindsay Brayford
Our arrangements for communicating emergency arrangements to all employees are via staff meetings and email	

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

Name of competent person responsible for undertaking and reviewing the fire risk assessment in addition to any associated action planning:	Keelie Mellor
The Fire Risk Assessment is located	Within the " Health and Safety Folder " on the Team Barty SharePoint Site
When the fire alarm is raised the person responsible for calling the fire service is:	Keelie Mellor Nigel Allen (Out of Hours)
Name of person responsible for arranging and recording of fire drills:	Nigel Allen (Janitor)
Name of person responsible for creating, communicating and reviewing Fire Evacuation arrangements:	Lindsay Brayford
Our Fire Evacuation Arrangements are available	Within the " Health and Safety Folder " on the Team Barty SharePoint Site and displayed on the entrance noticeboard.
Our Fire Marshals are:	Keelie Mellor Sue Storer (Deputy)
Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Logbook located	In the locked box by the fire alarm panel
Name of person responsible for training employees in fire procedures:	Keelie Mellor
Employees awareness of the Fire Procedures in school is repeated annually during INSET and tested termly during fire drills tests.	

14. First Aid *see also Medication

Name of person responsible for carrying out the First Aid Assessment:	Lindsay Brayford
The First Aid Assessment is located:	Within the " Risk Assessments " area of the "Team Barty" SharePoint site

First Aiders are:	Alison Richardson, Joanne Gould, Della Malkin, Nichola Williams. Posters are displayed with this information at the entrance of the school building, on the main first aid supplies cupboard and in Early Years.
Name of person responsible for arranging and monitoring First Aid Training	Keelie Mellor
Location of First Aid Box(es):	Staff room, sink outside of the hall, each classroom
Name of person responsible for checking and restocking first aid box(es):	Sue Storer
In the event of a medical emergency, staff are aware of how to summon an ambulance.	
Our arrangements for dealing with an injured person who has to go to hospital are:	
pupils	Office to contact parent, member of staff to accompany
employees	Office to contact next of kin, member of staff to accompany if appropriate
visitors	Office to contact next of kin, member of staff to accompany
Our arrangements for recording First Aid provided are included as part of the online accident form.	

15. Forest School

Name of person in school who leads on Forest School activity:	Beth Riley
Our arrangements for developing, organising and running Forest School activity. Forest School is facilitated by an external company. Trained leader only leads sessions. All risk assessments provided and reviewed annually.	

16. Glass & Glazing

All glass in doors and side panels are constructed of safety glass	
All replacement glass is of safety standard	
A glass and glazing assessment took place in 2012 and the record can be found	Within the " Inspection Reports " area of the "Restricted Site" SharePoint site

17. Hazardous Substances (COSHH)

Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments):	Keelie Mellor
<p>Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are:</p> <p>We use the SCC Control of Substances Hazardous to Health Management Arrangements.</p> <p>Hazardous substances are stored in the locked cleaning cupboard. Spray bottles containing multi-purpose spray are located out of pupil reach in the nursery toilet (for cleaning of changing mat) and in the staff room (where no children are allowed)</p> <p>The school uses CLEAPPS as a resource, the bursar, teachers and school leader have access to this via a login linked to their school email address.</p>	

18. Health and Safety Law Poster

The Health and Safety at Work poster is displayed:	In the staffroom
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19. Housekeeping, cleaning and waste disposal

All employees and pupils share the responsibility for keeping the school site clean, tidy and free from hazards.	
<p>Our waste management arrangements are:</p> <p>All classrooms, offices and the staffroom have bins which are emptied daily, our cleaner collects the bin</p>	

bags and disposes of them each night in to the general waste bin. Food caddies are situated in the occupied classrooms, the staffroom and school kitchen. Food waste caddies are emptied daily in to the food waste recycling bin. Comingled waste (plastic, cardboard, paper, and cans) is collected in bins and boxes around the school. These are emptied regularly throughout the week. General waste and recycling bins are located away from the building, on the staff car park. Bins are collected on a fortnightly basis by Staffordshire Moorlands District Council.	
Our site housekeeping arrangements are: Cleaner to clean daily. Sick/spillages to be tended to immediately, using correct cleaning products and signage.	
Site cleaning is provided in house	Name and contact details Led by Keelie Mellor
Cleaning employees have received appropriate information, instruction and training about the following and are competent: Annual Certificate in Health and Safety, Certificate in Manual Handling, Certificate in Working at Height, Annual Certificate in Handling Hazardous Materials (COSHH)	
Work equipment Vacuum cleaners used by the cleaner has a visual inspection each time it is used to ensure that it is in good working order.	
Hazardous substances Hazard substances are stored in the locked cleaning cupboard. Relevant COSHH assessments are shared with staff who may use products (for example, multi-surface spray) and in the Hazardous Substances file within the cleaning cupboard. COSHH assessments and products data sheets are also available electronically within the "COSHH" area on the Team Barty SharePoint Site.	
Waste skips and bins are located away from the school building.	
Our arrangements for disposing of waste and the location of waste bins and skips are communicated to employees and pupils verbally.	
Employees who generate waste (e.g.catering/cleaning/curriculum areas) must be aware of the risk assessments and control measures in place for their role.	

20. Infection Control

Name of person responsible for managing infection control:	Lindsay Brayford
Our infection control arrangements (including communicable diseases/hand hygiene standards) are: Outbreaks of infection eg tummy bugs /flu are communicated and actions such as additional cleaning of tables, toilets, door handles etc takes place. The cleaning of mop heads, cloths etc is regular and appropriate. Hand wash is used by all staff and pupils. Our absence policy is shared with parents. Guidance regarding expectations of attendance/treatment after the identification of a communicable disease is provided as suggested in NHS guidance.	

21. Lettings

Name of Premises Manager or member of Leadership team responsible for Lettings	Keelie Mellor
Our arrangements for managing Lettings of the school/rooms or external premises are: Our lettings policy is reviewed annually. This includes costings and application forms. Decisions are made by the Headteacher. Annual documentation to be provided by hirer to ensure safe practice- insurance, first aid certification, Safeguarding etc	
The health and safety considerations for Lettings are considered and reviewed annually.	
Hirers must have in place their own risk assessments, first aid arrangements/ fire procedures and emergency procedures.	
Hirers are responsible for obtaining the necessary local authority licenses for their activities and these must be provided to the school on request.	
Hirers must provide a register of those present during a letting upon request.	

22. Lone Working

Our arrangements for managing lone working are:
Individual to carry a mobile phone and have access to emergency numbers and senior leaders numbers. Regular contact to be made to Headteacher or Office Manager; lone workers will follow the Lone Working Policy.

23. Maintenance / Inspection of Equipment (including selection of equipment)

Name of person responsible for the selection, maintenance / inspection and testing of equipment:	Keelie Mellor
Records of maintenance and inspection of equipment are retained and are located:	Within the " Inspection Reports " area of the "Restricted Site" SharePoint site. Water hygiene logs and asbestos logs are located on the shelf outside of the Headteacher's office
Employees report any broken or defective equipment to:	Keelie Mellor
The equipment on the school site owned and used by contractors is the responsibility of the contractor, who must provide records of testing, inspection and maintenance if requested.	

24. Manual Handling

Name of person responsible for carrying out manual handling risk assessments:	Lindsay Brayford
Our arrangements for managing manual handling activities are: all activities requiring manual handling must be risk assessed and those involved must have received some training to do so.	
Employees must be aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided.	
Employees who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task.	
Employees 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 employees).	

25. Medication

Name of person responsible for the management of and administration of medication to pupils in school:	Keelie Mellor
Our arrangements for the administration of medicines to pupils are: Only prescribed medication is to be administered where the number of doses per day exceeds three. Medication must be brought to the school office by an adult and clear written instruction of dosage, times etc must be provided on the medical administration form (to be completed by parents)	
The names members of employees who are authorised to give / support pupils with medication are:	All members of staff have completed administering medication training and are authorised to administer medication. There must be two members of staff present at the administration of the medication
Medication is stored:	In accordance with the instructions on the medication label. For medicine that does not need to be kept in a fridge, this is stored in the medicine cabinet in the

	school office.
A record of the administration of medication is	Completed using the "log medication administration" online form which is available the Team Barty Share site.
Pupils who administer and/or manage their own medication in school are authorised to do so by a parent and provided with a suitable private location to administer medication/store medication and equipment.	
Employees are trained to administer complex medication by the school nursing service when required.	
All staff are trained to administer emergency medication e.g. Asthma inhalers/Epi pens. Pupils who may require emergency medication have a care plan.	
Employees who are taking medication must keep their personal medication in a secure area in a employees only location.	
Employees must advise the school leaders if they are taking any medication which might impair their ability to carry out their normal work.	

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

PPE is provided free of charge where a risk assessment identifies this is needed to control a risk and the risk cannot be controlled by another means.	
Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for school employees:	Lindsay Brayford
Name of person responsible for the checking and maintenance of personal protective equipment provided for employees:	Susan Storer
PPE provided for use in curriculum lessons is not "personal" as it is provided by pupils in classroom situations.	
All PPE provided for use in a classroom environment is kept clean, free from defects and replaced as necessary.	

27. Radiation

Name of the school Radiation Protection Supervisor (RPS):	N/A
Name of the Radiation Protection Adviser (RPA):	CLEAPSS RPA
Our arrangements for managing any radon gas emissions due to the school's location and local geology are: Radon monitoring will be carried out at suitable intervals commensurate with the risk based upon published geological information, radon data and/or previous monitoring results.	

28. Reporting Hazards or Defects

All employees and pupils must report any hazards, defects, or dangerous situations they see at school.	
Our arrangements for the reporting of hazards and defects: Pupils must report any hazards, defects, or dangerous situations to the Bursar. Staff and visitors can either report hazards, defects, or dangerous situations directly to the Bursar or use the QR code that is on display in the staffroom.	

29. Risk Assessments

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

Risk assessments are in place for the following areas:

Access/Egress, Accident Reporting, Animals in School & Animal Handler Visit, Asbestos, Assemblies, Concerts & Prayers, Battery Operated Toys, Before & After Club, Blood Borne Viruses (BBV), Bodily Fluids, Boiler House, Caretaking Activities, Cash Handling, Christmas Fayre, Classrooms – Activities and small group work, Cleaning, Cleaning Guttering, Contractors, Creative Play Indoors, Creative Play Outdoors, Dining Hall, Discarded Needles, Disco, Electrical Equipment, Fire, First Aid, First Aid Primary, Gardening, General Storage, Glue Guns, Heatwave, Hepatitis B, Home Visits, Infectious Diseases, Ice & Snow, Interactive Whiteboard, Laptop Trolley, Lessons, Lettings, Lone Working in School, Lunch Breaks, Manual Handling, Mealtimes, Medication, Menopause, Mud Kitchen, Music Lessons, New & Expectant Mothers, Non-Hazardous Chemicals, Office Reception Areas, One-to-One Tuition, Opening and Closing of School Gates, Painting & Decorating, Parents Evening, Personal Protective Equipment, Physical Education, Plaster of Paris, Play/Recreation Areas, Premises, Reception Class, Roller Shutter Doors, Roof Work, School Kitchen, Security, Slipping on Wet Floors, Slips Trips Falls, Sports Day, Staff Room, Storage, Stress, Summer Fetes, Sun Protection, Toilets, Use of Small Power Tools, Use of Work Equipment, Using own Car for Work Activities, Vehicle/Pedestrian Interface, Violence & Aggression, Visitors, Water Systems, Wheelchairs, Work at Height, Work at Height/Displays, Young Person's Risk Assessment

Job Roles: Administration / Reception, Catering & Kitchen Staff, Cleaners & Domestic, Caretaker, Lunchtime Supervisors, Teaching

Risks related to individuals e.g. health issues when appropriate- identified via the return-to-work interview

Name of person who has overall responsibility for the school risk assessment process and any associated action planning:	Lindsay Brayford
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Our arrangements for carrying out, recording, communicating and reviewing risk assessments are: annually by relevant staff and SLT or immediately if incident occurs or circumstances change.

Appropriate training is provided for employees who are creating, reviewing or implementing risk assessments.

When an accident or incident occurs a post incident risk assessment is developed when a new hazard has been identified and/or new additional controls are needed.

Risk assessments are created or reviewed when something new is introduced or a change has occurred.

30. Smoking

No smoking or vaping is permitted on site in the view of pupils.

31. Stress and Employees Well-being

Name of person who has overall responsibility for the health and wellbeing of school employees:	Lindsay Brayford
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All employees have responsibility to take care of their own health and wellbeing and the school supports employees to do this by implementing the following arrangements:

Health Safety and Wellbeing Policy reviewed annually, all occupational health, counselling, think well, physio and well-being resources available to staff. A culture of openness is promoted amongst staff to support each other

Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated.

All employees 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 employees requires additional individual support.

A team stress risk assessment has been completed involving all employees and this is reviewed regularly.

32. Training and Development

Name of person who has overall responsibility for the training and development of employees:	Lindsay Brayford
All new employees receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.	
Our arrangements for carrying out suitable and sufficient health and safety training for all employees are: Regular refreshers in the staff bulletin, annual training using The National College, INSET sessions	
The school has a health and safety training matrix to help in the planning of essential and development training for employees.	
Training records are retained and are located on the within the "HR" area of the "Restricted Site" SharePoint site	

33. Vehicle movement on site

Name of Premises Manager responsible for the management of vehicles on site	Keelie Mellor
Our arrangements for the safe access and movement of vehicles on site are 5mph speed limit on the staff car park. Delivery vehicles are asked not to attend site during busy pedestrian times. Children are not allowed to use the exit on to the car park unless on route to forest school or in the event of a fire alarm; where they would be supervised by a member of staff.	

34. Violence and Aggression and School Security

The school provides a place of work which is designed and managed to minimise the risk of violence and aggression to employees, pupils and visitors.	
A risk assessment is carried out where employees are at increased risk of injury due to their work.	
Training, information, and instruction is available to employees to help them manage the risk of violence and aggression where required.	
Employees and pupils must report all incidents of verbal & physical violence to:	Lindsay Brayford
Incidents of verbal & physical violence are investigated by:	Lindsay Brayford
Name of person who has responsibility for site security:	Keelie Mellor
Our arrangements for site security are: All visitors must sign in and ID checked. Fire and safeguarding procedures must be shared. All visitors must wear a visitors badge. Playground gate is locked at the beginning of the day and reopened at 3pm. All fencing is in good repair. Visual checks of boundaries are done half termly. Evacuation procedures and lockdown procedures have been shared with all staff and pupils. Lockdown practices take place on a termly basis and the procedure updated with any improvements.	

35. Water System Safety

Name of Premises Manager responsible for managing water system safety.	Keelie Mellor
Name of contractors who have undertaken a risk assessment of the water system	Concept Environmental Solutions via Entrust
Name of contractors who carry out regular testing of the water system:	HSL Compliance Ltd via Entrust
Location of the water system safety manual/testing log	Entrust Health and Safety Portal and Concept Water File on the shelf outside of the headteacher's office

Our arrangements to ensure contractors have information about water systems are dependent on the nature of the work being completed. Contractors utilised by Entrust have access to past checks.

Our arrangements to ensure all school employees carrying out checks or testing or maintenance have information about the water system:

Staff concerned are aware of the location of the Water Log Book

36. Working at Height

Name(s) of person responsible managing the risk of work at height on the premises:	Lindsay Brayford
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Work at height is avoided where possible.

Our arrangements for managing work at height are:

Any planned working at height (if unavoidable and within the range of our ladders) will be firstly risk assessed to ensure work is not carried out unless deemed safe. *All ladders are checked six monthly to ensure that they are in good repair. Use of ladders must include a visual inspection prior to use.*

All staff have completed working at height training via The National College

Appropriate equipment is provided for work at height where required.

Employees 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 Within the "Checks" area of the "Restricted Site" SharePoint site.

37. Work Experience

Name of person who has overall responsibility for managing work experience and work placements for school pupils.	Lindsay Brayford
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Our arrangements for assessing potential work placements, arrangements for induction and supervision of our students on work placement are:

All requests are discussed and agreed by the headteacher, selecting a relevant class/year group. Induction takes place on the day the placement starts by Mrs Storer the Student mentor. This includes how/who to report concerns to, fire evacuation procedures, general housekeeping, access to key policies etc

Supervision of placements is completed by our student mentor Mrs Storer and the class teacher on a day to day basis.

The name of the person responsible for the health and safety of people on work experience in the school premises:	Keelie Mellor
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Our arrangements for managing the health and safety of work experience students in the school are:

Induction takes place on the day the placement starts by Mrs Storer the Student mentor. This includes how/who to report concerns to, fire evacuation procedures, general housekeeping, access to key policies etc

38. Volunteers

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

E. Performance Indicators

It is important that our school leaders, governors, and managers can monitor the health and safety performance of our school to determine where progress is being made and where further actions and resources may be required.

What action is required?	Person Responsible	Target date
Termly Link Governor Meetings	Headteacher	Ongoing (Aut / Spr / Sum)
Annual Health and Safety Self-Audit Completed	Headteacher / Bursar	Autumn Term
Annual Health and Safety Evaluation Checklist Completed	Headteacher / Bursar	January
All policies are reviewed in line with the policy schedule	Headteacher / Bursar	Ongoing
Monthly/bi-monthly/ 6 monthly/2 yearly/5yearly checks as detailed by Entrust completed	Bursar	Ongoing
Health & Safety Governor Report	Headteacher	Summer 2