



Churchfields Primary School

Health, Safety and Wellbeing Policy

2019 - 2020

The policy has 4 parts;

Part A - Introduction

Part B - The Health and Safety Policy Statement

Part C - Management Arrangements

Part D - The detailed arrangements & procedures for Health, Safety and Wellbeing within the Churchfields Primary.

Part E - The Key Performance Indicators.

A. Introduction

Churchfields Primary School is part of the Collective Vision Trust. This policy records the local organisation and arrangements for implementing the CVT policy.

B. Policy Statement

The requirement to provide a safe and healthy working environment for all employees is acknowledged and board of trustees recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc. Act 1974.

The board of trustees will ensure so far as is reasonably practicable that:

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

In addition to the above Churchfields Primary 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.

Sue Phillips	Diane Beardsmore
Chair of Governors/Board	Headteacher
12 th February 2019	12 th February 2019

C. Management Arrangements

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

Competent Health and Safety Advice

Churchfields Primary School obtains competent health and safety advice from	The school has an SLA with entrust – advisor Sarah Jane Walmsley
The contact details are	Sarah-Jane Walmsley Health and Safety Advisor Health, Safety and Wellbeing Service Staffordshire County Council 2 Staffordshire Place, Tipping Street, Stafford. ST16 2DH. Telephone 01785 355777 (duty officer) Fax number 01785 355842 Mobile no: 07837 832584 e-mail sarah-jane.walmsley@staffordshire.gov.uk

Monitoring Health and Safety

Name of person(s) responsible for the overall monitoring of health and safety in Churchfields primary:	Name Diane Beardsmore Andy Wild
Our arrangements for the monitoring of health and safety are: <ul style="list-style-type: none"> • Termly report to governing body • Two audits completed termly • Yearly visit from HSE advisor • Audit process 	
The school/academy carries out formal evaluations and audits on the management of health and safety yearly by director of pupil health safety and well being. External audit completed in line with entrust policy.	
The last audit took place Internal January 2019 External by SJW Feb 2015 (next review 2019)	
Name of person responsible for monitoring the implementation of health and safety policies	Name Diane Beardsmore
All staff are aware of the key performance indicators in part E and how they are monitored	
Workplace inspections	Name of person who carries these out

Water testing	IWS / Hertel
Fire point testing	Andy Wild
Fire extinguisher checks	Chubb
Playground equipment check	Andy Wild
Internal H and S walk	Andy Wild / Diane Beardsmore
External H and S walk	Andy Wild / John Green

D. Detailed Health and Safety Arrangements

1. Accident Reporting, Recording & Investigation

Our arrangements for recording and investigating:
<p>Pupil accidents: All accidents and injuries are recorded in the my incident online system when a child has to go home or hospital treatment. All other incidents where first aid treatment is given is recorded on scholarpack. Qualified First-Aiders are available during the course of the school day. The online reporting system will ensure the County Council Accident Investigation team are informed and completed for death/major injuries/over three-day injuries and are sent to the Directorate Health and Safety Team who will notify HSE. Accidents will be analysed once a term and feedback / changes to risk assessments will be communicated to staff and governors</p>
<p>Staff / visitor accidents: All employees who have an accident at work that results in personal injury or ill health must make an entry on the online my incident (https://staffordshirecc.info-exchange.com/school) All accidents will be analysed and reported to the LGB/ trust board of any changes to risk assessment</p>
The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: Diane Beardsmore
<p>Our arrangements for reporting to the Academy Board are:</p> <ul style="list-style-type: none"> • H and S governor meetings • Discussions with CEO • Termly trustee reports
<p>Our arrangements for reviewing accidents and identifying trends are:</p> <ul style="list-style-type: none"> • Termly trustee report • Changes to risk assessments – all staff informed as part of staff meeting cycle

2. Asbestos

Name of Premises Manager responsible for Managing Asbestos.	Name Andrew Wild
Location of the Asbestos Management Log or Record System.	Location Caretakers office

Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are:

- Hazard exchange
- Office staff to inform Site Staff if any contractors arrive on site and ensure asbestos record is completed before any work can take place.

Our arrangements to ensure all school/academy staff such as class teachers or caretakers have information about asbestos risk on the premises are:

- All staff have been shown and discussed the asbestos register and signed
- Forms part of induction training

Staff must report damage to asbestos materials to:

Name
Andrew Wild / John Green

Staff must not drill or affix anything to walls without first obtaining approval from the premises manager.

3. Communication

Name of SLT member who is responsible for communicating with staff on health and safety matters:

Name
Diane Beardsmore

Our arrangements for communicating about health and safety matters with all staff are:

- Staff meetings
- Risk assessments
- Policy documents
- Individual assessments
- Emails

Staff can make suggestions for health and safety improvements by:

- Health and Safety meetings
- Email

Staff are encouraged to discuss health and safety throughout the year

4. Construction Work *See also Contractor Management

Name of person coordinating any construction work

Name
Andrew Wild

Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are:

- Meeting to take place before any work takes place with Diane Beardsmore / Andy Wild
- Hazard exchange form to be completed
- School to use approved Staffordshire county council contractors where possible

Duty holders will be identified and named as part of any Construction project.

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

<ul style="list-style-type: none"> • Hazard exchange forms • Meeting before key work starts • Support from Director of premises Rob Swindells
Our arrangements for the induction of contractors are: Tour of site /area by Andy Wild before work starts
Staff should report concerns about contractors to: Andrew Wild / Diane Beardsmore
We will review any construction activities on the site by: <ul style="list-style-type: none"> • Regular risk assessment • Review by Director of Premises

5. Consultation

Name of SLT member who is responsible for consulting with staff on health and safety matters:	Name Diane Beardsmore
Our arrangements for consulting with staff on health and safety matters are: <ul style="list-style-type: none"> • Staff meetings • Emails • Risk assessment reviews 	
Staff can raise issues of concern by: <ul style="list-style-type: none"> • Emails • Staff meeting agendas 	

6. Contractor Management

Name of person responsible for managing and monitoring contractor activity	Name Andrew Wild
Our arrangements for selecting competent contractors are: All contractors from the approved Staffordshire county council list	
Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: <ul style="list-style-type: none"> • Hazard exchange forms • Meeting before and during work • Monitored by Andy Wild throughout the process 	
Our arrangements for the induction of contractors are: <ul style="list-style-type: none"> • Meeting with Rob Swindells / Andy Wild 	
Staff should report concerns about contractors to Andy Wild or Diane Beardsmore	

7. Curriculum Areas – health and safety

Name of person who has overall responsibility for the curriculum areas as follows: e.g. Science	Head of Dept. or Curriculum Lead Name Sharon Nixon / time4Sport Helen Smith
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Risk assessments for these curriculum areas are the responsibility of:	Name(s) As above

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

The school/academy assesses the risk of the use of computers/laptops by carrying out a DSE assessment for staff using this type of equipment continuously and regularly for over an hour.	
Our arrangements for carrying out DSE assessments are: DSE assessments to be carried out yearly on all admin staff and headteacher. Other roles reviewed to check if DSE assessment needed	
Name of person who has responsibility for carrying out DSE Assessments	Name Michelle Tucker
DSE assessments are recorded and any control measures required to reduce risk are managed by	Name Michelle Tucker

9. Early Years Foundation Stage (EYFS)

Name of person who has overall responsibility for EYFS	Name Julie Mawdsley
Our arrangements for the safe management of EYFS are: <ul style="list-style-type: none"> Detailed in the EYFS policy 	

10. Educational visits / Off-Site Activities

Name of person who has overall responsibility for Educational Visits	Name Diane Beardsmore
The Educational Visits Coordinator is	Name Jon Skupham
Our arrangements for the safe management of educational visits: Educational Visits must be logged on Evolve Jon Skupham EVC coordinator will support new staff with the completion of risk assessments Induction provided to all new staff Powerpoint of support available on shared area	

11. Electrical Equipment [fixed & portable]

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	Name Andrew Wild / John Green
Fixed electrical wiring test records are located:	Caretakers office
All staff visually inspect electrical equipment before use.	
Our arrangements for bringing personal electrical items onto the school site are:	

NO ITEM – can be brought into school without the prior permission of the headteacher All items must be PAT tested before use	
Name of person responsible for arranging the testing of portable electrical equipment (PAT):	Name Andrew Wild / ICT support team
Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:	Name Nathan Bridgwood
Portable electrical equipment (PAT) testing records are located:	Electronically – printed copy with Andy Wild
Staff must take defective electrical equipment out of use and report to:	Name Andrew Wild
The portable electrical equipment on the school/academy site owned and used by contractors is the responsibility of the contractor, who must provide records of this if requested:	

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

Name of competent person responsible for undertaking & reviewing fire risk assessment in addition to any associated action planning	Name Diane Beardsmore / Andrew Wild/ Clare Pattison / Michelle Tucker
The Fire Risk Assessment is located	Electronically / main office / staff room / caretakers office
When the fire alarm is raised the person responsible for calling the fire service is	Name Michelle Tucker / Andy Wild
Name of person responsible for arranging and recording of fire drills	Name Diane Beardsmore / Andy Wild
Name of person responsible for creating and reviewing Fire Evacuation arrangements	Name Diane Beardsmore / Andy Wild / SLT
Our Fire Evacuation Arrangements are published ...	Location every classroom and area
Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located	Location – caretakers office
Name of person responsible for training staff in fire procedures	Name – Diane Beardsmore
All staff must be aware of the Fire Procedures in school	

13. First Aid *see also Medication

Name of person responsible for carrying	Name
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out the First Aid Assessment	Julie Mawdsley
The First Aid Assessment is located	Location <ul style="list-style-type: none"> • Electronically • Staffroom • Main office • Caretakers • Medical room
First Aiders are listed	Location <ul style="list-style-type: none"> • Medical Room • Office • Staffroom
Name of person responsible for arranging and monitoring First Aid Training	Name Julie Mawdsley
Location of First Aid Box	Medical Room / Staffroom / EYFS classroom / Office
Name of person responsible for checking & restocking first aid boxes	Suzanne Darlington
In an emergency staff are aware of how to summon an ambulance	
Our arrangements for dealing with an injured person who has to go to hospital are (who is contacted/ who accompanies staff or children to hospital):	
pupils	LSA attached to class / parent
staff	Staff identified as needed
visitors	Staff identified as needed
Our arrangements for recording the use of First Aid are <ul style="list-style-type: none"> • Book in medical room – linked to parental notes – Scholar pack • Online app • Accident forms 	

14. Glass & Glazing

All glass in doors where needed and side panels are constructed of safety glass	
All replacement glass is of safety standard	
A glass and glazing assessment took place in 2015 and the record can be found ...	Date and Location Caretakers office

15. Hazardous Substances (COSHH)

Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)	Andrew Wild / Helen Smith
Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are:	

All hazardous substances being used, stored or transported in school are included on the CoSHH register and have been assessed. All items are stored in two areas – cupboard by gents toilet / caretaker storage area

No hazardous substance should be bought into school by staff

16. Health and Safety Law Poster

The Health and Safety at Work poster is located:

Location
Staff room

17. Housekeeping, cleaning & waste disposal

All staff and pupils share the responsibility for keeping the school/academy site clean, tidy and free from hazards

Our site housekeeping arrangements are: Chartwells cleaning service

Site cleaning is provided by:
External cleaning company

Name and contact details
Chartwells

Cleaning staff have received appropriate information, instruction and training about the following and are competent:

Waste skips and bins are located away from the school/academy building.

All staff and pupils must be aware of the arrangements for disposing of waste and the location of waste bins and skips.

Staff in all Depts. who generate waste (e.g. catering/cleaning/curriculum areas) must be aware of the risk assessments and control measures in place for their role.

18. Infection Control

Name of person responsible for managing infection control:

Name
Diane Beardsmore

Our infection control arrangements (including communicable diseases/hand hygiene standards) are:

- Children encouraged to wash hands
- 48 hours clear if sickness bug
- Advice sought from school nurse / CD when needed

19. Lone Working

Our arrangements for managing lone working are

No member of staff working alone is permitted to undertake high risk activities.

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

Ladders and steps – Andy Wild

PE equipment – Andy Wild

Lifts & lifting equipment – external contract (Hi-Tech)

Fire alarm and smoke detection – Andy Wild / John Green

Emergency lighting, fire extinguishers – Andy Wild / external contract Playground equipment – Andy Wild	
Name of person responsible for the selection, maintenance / inspection and testing of equipment	Name Andrew Wild
Records of maintenance and inspection of equipment are retained and are located:	Location Caretakers office
Staff report any broken or defective equipment to:	Name Andy Wild
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:	

21. Manual Handling

Name of competent person responsible for carrying out manual handling risk assessments	Name Diane Beardsmore
Our arrangements for managing manual handling activities are: <ul style="list-style-type: none"> • Staff are not permitted to undertake significant manual handling without completing appropriate training • Training given as needed to key staff 	
Staff must 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).	

22. Medication

Name of person responsible for the management of and administration of medication to pupils in school/academy	Name Suzanne Darlington
Our arrangements for the administration of medicines to pupils are: Parents complete a medication form Medication must be prescribed or part of a child's care plan	
The names members of staff who are authorised to give / support pupils with medication are:	Sue Beetson Suzanne Darlington Julie Wilcox LSA – who has received first aid training
Medication is stored:	Location Medical Room / Small kitchen

A record of the administration of medication is located:	Location Main office
Staff are trained to administer complex medication by the school nursing service when required.	
Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are: Asthma plans and care plans in place	
Staff who are taking medication must keep this personal medication in a secure area in a staff only location.	
Staff must advise the school/academy leaders if they are taking any medication which might impair their ability to carry out their normal work.	

23. 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/academy staff.	Name Andy Wild
Name of person responsible for the checking and maintenance of personal protective equipment provided for staff	Name Garry Gribbin / Andy Wild
PPE provided for use in curriculum lessons is not “personal” as it is provided by pupils in classroom situations.	
Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for pupils.	Name Class teacher
All PPE provided for use in a classroom environment is kept clean, free from defects and replaced as necessary.	
Name(s) of person responsible for cleaning and checking pupil PPE.	Name Class teacher

24. Reporting Hazards or Defects

All staff and pupils must report any hazards; defects or dangerous situations they see at school/academy.
Our arrangements for the reporting of hazards and defects: <ul style="list-style-type: none"> • By word of mouth to headteacher / caretaker • Email • Staff meeting

25. Risk Assessments

The school/academy has in place risk assessments for any identified significant risk. Control

measures which are put in place to eliminate or reduce risk are communicated to staff, pupils and other who may be exposed to the risk.	
Risk assessments are in place for the following areas: Premises and grounds Curriculum / classrooms Fire Risk Assessment Hazardous Substances Risks related to individuals e.g. health issues Staff well being Pupil well being	
Name of person who has overall responsibility for the school/academy risk assessment process and any associated action planning	Name Diane Beardsmore
Our arrangements for carrying out, recording, communicating and reviewing risk assessments are: <ul style="list-style-type: none"> • Reports to directors and director of pupil health, safety and well being 	
Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments.	
When an accident or incident occurs a post risk assessment takes place when a new hazard has been identified.	
Risk assessments are created or reviewed when something new is introduced or a change has occurred.	

26. Smoking

No smoking or vaping is permitted on site or in vehicles owned or operated by the school/academy.

27. Stress and Staff Well-being

Name of person who has overall responsibility for the health and wellbeing of school/academy staff	Name Diane Beardsmore
All staff have responsibility to take care of their own health and wellbeing and the school/academy supports staff to do this by implementing the following arrangements: Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated.	
All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work.	
Individual stress risk assessments take place when a member of staff requires additional individual support.	

28. Training and Development

Name of person who has overall	Name
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responsibility for the training and development of staff.	Diane Beardsmore
All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.	
Our arrangements for carrying out suitable and sufficient health and safety training for all staff are:	
<ul style="list-style-type: none"> • Induction plan • Cascade from external sources • Training for specific roles 	

29. Vehicles owned or operated by the school/academy

Name of person who has overall responsibility for the school/academy vehicles	Name Joan Stokes
The school/academy operates 1 vehicle	Van – transport of lunchtime food
Name of person who manages the driver medical examinations	Not applicable
Name of person who manages the vehicle license requirements	Joan Stokes / Andy Wild
Name of person who undertakes vehicle checks such as oil, water and routine roadworthiness.	Angela Dunnett
Name of person who arranges servicing and maintenance of the academy vehicles	Joan Stokes / Julia Revell

30. Violence and Aggression and School/Academy Security

The school/academy provides a place of work which is designed and managed to minimise the risk of violence and aggression to staff, pupils and visitors.	
A risk assessment is carried out where staff are at increased risk of injury due to their work.	
Training, information and instruction is available to staff to help them manage the risk of violence and aggression where required.	
Staff and pupils must report all incidents of verbal & physical violence to:	Name Diane Beardsmore
Incidents of verbal & physical violence are investigated by:	Name Diane Beardsmore / Lynn Jackson
Name of person who has responsibility for site security:	Name Andy Wild
Our arrangements for site security are:	
<ul style="list-style-type: none"> • see risk assessment 	

31. Water System Safety

Name of Premises Manager responsible	Name Andy Wild
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for managing water system safety.	
Name of contractors who have undertaken a risk assessment of the water system	Name IWS
Name of contractors who carry out regular testing of the water system:	Name Hertel
Location of the water system safety manual/testing log	Location Caretakers office
Our arrangements to ensure contractors have information about water systems are: <ul style="list-style-type: none"> • availability of book • Hazard exchange 	
Our arrangements to ensure all school/academy staff carrying out checks or testing or maintenance have information about the water system: <ul style="list-style-type: none"> • All completed by external contract – monitored by Andy Wild 	

32. Working at Height

Name(s) of person responsible managing the risk of work at height on the premises:	Name Andrew Wild
Work at height is avoided where possible.	
Our arrangements for managing work at height are: Appropriate equipment provided Work at height to be avoided	
Appropriate equipment is provided for work at height where required.	
Staff who carry out work at height are trained to use the equipment provided	
Work at height equipment is regularly inspected, maintained and records are kept in the caretakers office	

33. Volunteers

Name of person who has overall responsibility for managing/coordinating volunteers working within the school/academy:	Name Michelle Tucker
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.

KPI's for Health and Safety

<p>100% Control Checks are carried out</p> <ul style="list-style-type: none">• Fire• Water• Electrical• Asbestos• October and January audit• Playground / external premises• COSHH	<p>Including</p> <ul style="list-style-type: none">• Fire Risk assessment updated yearly• Individual fire call points checked at least three times yearly on a rolling programme• Fire Extinguishers serviced once a year and checked monthly (correct place / vandalism)• Fire alarm system checked 2 times yearly – 2 servicing visits• Emergency lighting once a year – battery life test• Emergency lightning internal checks by site staff once a month (all units)• Weekly flush of external taps and any taps identified by risk assessments – records kept• Monthly water testing completed and records available (HSL)• Current risk assessment (IWS) and respond to recommendations within the timeframe where appropriate with clear records of actions• 5 year fixed electrical testing and respond to recommendations within the timeframe where appropriate with clear records of actions• Up to date inventory of electrical items with appropriate PAT• Asbestos yearly check completed by Entrust (ZC)• Annual check completed by site staff and concerns reported to Entrust on HSF50• All staff and contractors to sign Asbestos register• Intrusive works assessment form completed for all work on site when needed• Hazard Exchange forms completed for all contractors including cleaning, catering,
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	<p>music, grounds, ICT</p> <ul style="list-style-type: none"> • October premises evaluation checklist completed – identified actions incorporated in an action plan • January Audit completed and submitted to the authority – identified actions incorporated in an action plan • Daily / Monthly visual check of premises to take place and monthly checks recorded • Twice yearly ladder / steps inspection and documented • COSHH risk assessment and data sheets in place for all hazardous items and assurances from external contractors
<p>Evacuation & Lock Down</p> <ul style="list-style-type: none"> • A minimum of 3 fire drills per year • Pupils are made aware of the procedure for lock down • Timings to remain under 5 minutes for whole school evacuation and everyone accounted for 	<ul style="list-style-type: none"> • Fire drills to take place at least termly and accommodate the range of hours • Records and recommendations reported and acted on
<p>Procedures</p> <ul style="list-style-type: none"> • Staff, Visitors and pupils are aware of procedures for the school when signing in • Induction of new staff to health and safety main procedures take place within 5 days of starting employment – more detailed and bespoke training to form part of induction programme for new staff • First aid assessment completed yearly and recommendations identified 	<ul style="list-style-type: none"> • Signing in includes health and safety • Induction programme has clear health and safety requirement