



# **Health, Safety and Well-being Policy**

**Signed:**

**Chair: R. Dutton**

**Head: S. Formosa**

**Date: 12<sup>th</sup> October 22**

**Review date: October 23**



## Chesterton Primary School Health, Safety and Well Being Policy

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 Chesterton Primary. **Part E** - The Key Performance Indicators.



# Chesterton Primary School Health, Safety and Well Being Policy

## A. Introduction

Chesterton 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 Chesterton 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.

## C. Management Arrangements

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



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### Competent Health and Safety Advice

Chesterton Primary School obtains competent health and safety advice from	The school has an SLA with Entrust
The contact details are	<b>Duty Officer</b> 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

### Monitoring Health and Safety

Name of person(s) responsible for the overall monitoring of Health and Safety in Chesterton Primary:	Name Stella Formosa Heather Plant Neil Parsons
<input type="checkbox"/> Termly report to governing body <input type="checkbox"/> Two audits completed termly <input type="checkbox"/> Yearly visit from HSE advisor <input type="checkbox"/> Audit process	
The school/academy carries out formal evaluations and audits on the management of health and safety yearly alongside other Trust schools. External audit completed in line with Entrust policy. The last audit took place External Feb 2021: remote	
Name of person responsible for monitoring the implementation of health and safety policies	Name Stella Formosa
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 / HSL/ Neil Parsons
Fire point testing	Lantern Fire & Security
Fire extinguisher checks	Neil Parsons
Playground equipment check	Neil Parsons
Internal H and S walk	Stella Formosa/ Neil Parsons
External H and S walk	Stella Formosa/Neil Parsons

### D. Detailed Health and Safety Arrangements

### 1. Accident Reporting, Recording & Investigation

Our arrangements for recording and investigating:
<p><b>Pupil Accidents:</b></p> <p>All accidents and injuries are logged on the school's admin system Scholar Pack together with any first aid treatment given, action taken, teacher informed and any other relevant comments.</p> <p>Qualified First-Aiders are available during the course of the school day. In addition to the completion of the accident entry, the County Council Accident Investigation report form must be completed for death/major injuries/over three-day injuries are sent to the Directorate Health and Safety Team who will notify HSE.</p> <p>Accidents are logged on the internal system, are analysed half termly, and feedback / changes to risk assessments will be communicated to staff and governors.</p>
<p><b>Staff / Visitor accidents:</b></p> <p>All employees who have an accident at work that results in personal injury or ill health must make an entry in the accident book or have someone else make the entry on their behalf. HP (office).</p> <p>An entry in the accident book must not be seen by anyone apart from those people who need to see it to investigate the accident and take the appropriate action. Completed accident records must be detached from the book and passed to the headteacher. Use My Health and Safety to report to Staffordshire County Council.</p> <p>All accidents will be analysed and reported to the trust board to inform any changes to risk assessment</p>
The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: Stella Formosa
Our arrangements for reporting to the Academy Board are:
<ul style="list-style-type: none"> <li><input type="checkbox"/> H and S discussion with Trust Representative (Diane Beardsmore)</li> <li><input type="checkbox"/> Discussions with CEO</li> <li><input type="checkbox"/> Termly trustee reports to local governing body</li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Termly trustee local governing body report</li> <li><input type="checkbox"/> Changes to risk assessments – all staff informed as part of staff meeting cycle</li> </ul>

### 2. Asbestos

Name of Premises Manager responsible for Managing Asbestos.	Name Heather Plant & Neil Parsons
Location of the Asbestos Management Log or Record System.	Location Head's office
Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are:	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Hazard exchange</li> <li><input type="checkbox"/> Office staff to inform Office Manager and Site Manager if any contractors arrive on site and ensure asbestos record is completed before any work can take place.</li> </ul>	
Our arrangements to ensure all school/academy staff such as class teachers or support staff have information about asbestos risk on the premises are:	
<ul style="list-style-type: none"> <li><input type="checkbox"/> All staff have been shown and discussed the asbestos register and signed</li> <li><input type="checkbox"/> Forms part of induction training</li> </ul>	
Staff must report damage to asbestos materials to:	Name Heather Plant/ Neil Parsons
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 Stella Formosa
Our arrangements for communicating about health and safety matters with all staff are:	
<input type="checkbox"/> Staff meetings <input type="checkbox"/> Risk assessments <input type="checkbox"/> Policy documents <input type="checkbox"/> Individual assessments <input type="checkbox"/> Emails	
<input type="checkbox"/> Health and Safety meetings <input type="checkbox"/> Email Staff are encouraged to discuss health and safety throughout the year face to face	

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

Name of person coordinating any construction work	Name Stella Formosa/Neil Parsons/ Garry Gribbin (Trust)
Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are:	
<input type="checkbox"/> Meeting to take place before any work takes place with Garry Gribbin / Neil Parsons / Stella Formosa <input type="checkbox"/> Hazard exchange form to be completed <input type="checkbox"/> School to use approved Staffordshire county council contractors 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:	
<input type="checkbox"/> Hazard exchange forms <input type="checkbox"/> Meeting before key work starts <input type="checkbox"/> Support from Director of Premises Rob Swindells	
Our arrangements for the induction of contractors are: Tour of site /Stella Formosa or Neil Parsons before work starts	
Staff should report concerns about contractors to: Neil Parsons / Stella Formosa	
We will review any construction activities on the site by:	
<input type="checkbox"/> Regular risk assessment <input type="checkbox"/> Review by Director of Premiises	

### 5. Consultation

Name of SLT member who is responsible for consulting with staff on Health and Safety matters:	Name Stella Formosa
<input type="checkbox"/> Staff meetings <input type="checkbox"/> Emails <input type="checkbox"/> Risk assessment reviews Staff can raise issues of concern by:	
<input type="checkbox"/> Emails / face to face <input type="checkbox"/> Staff meeting agendas	

**6. Contractor Management**

Name of person responsible for managing and monitoring contractor activity	Name Stella Formosa / Garry Gribbin / Neil Parsons
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: <input type="checkbox"/> Hazard exchange forms <input type="checkbox"/> Meeting before and during work <input type="checkbox"/> Monitored by Heather Plant / Stella Formosa / Garry Gribbin / Neil Parsons, as appropriate, throughout the process	
<input type="checkbox"/> Meeting with Garry Gribbin / Stella Formosa / Neil Parsons	
Staff should report concerns about contractors to Neil Parsons, Heather Plant, Stella Formosa	

**7. Curriculum Areas – Health and Safety**

Name of person who has overall responsibility for the curriculum areas as follows: e.g. Science PE DT	Head of Dept. or Curriculum Lead Name  Helen Jones Stella Formosa Helen Jones
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 Heather Plant
DSE assessments are recorded and any control measures required to reduce risk are managed by	Name Heather Plant

**9. Early Years Foundation Stage (EYFS)**

Name of person who has overall responsibility for EYFS	Name Stella Formosa
Our arrangements for the safe management of EYFS are: <input type="checkbox"/> Detailed in the EYFS policy	

**10. Educational visits / Off-Site Activities**

Name of person who has overall responsibility for Educational Visits	Name Stella Formosa
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The Educational Visits Coordinator is	Name Heather Plant
Our arrangements for the safe management of educational visits: Educational Visits must be logged on Evolve <del>Identified mentor will support new staff with the completion of risk assessments</del> 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 Neil Parsons
Fixed electrical wiring test records are located:	Front Office
All staff visually inspect electrical equipment before use.	
Our arrangements for bringing personal electrical items onto the school site are: <b>NO ITEM</b> – 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 Neil Parsons
Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:	Name Neil Parsons
Portable electrical equipment (PAT) testing records are located:	Electronically – printed copy with Heather Plant
Staff must take defective electrical equipment out of use and report to:	Name Neil Parsons
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 Heather Plant / Neil Parsons
The Fire Risk Assessment is located .....	Electronically / main office / staff room
When the fire alarm is raised the person responsible for calling the fire service is	Name Heather Plant / Neil Parsons
Name of person responsible for arranging and recording of fire drills	Name Stella Formosa / Heather Plant
Name of person responsible for creating and reviewing Fire Evacuation arrangements	Name Stella Formosa / Heather Plant
Our Fire Evacuation Arrangements are published ...	Location every classroom and area
Results of the testing and maintenance of fire	Head's office

equipment and installations is recorded in a Fire Log Book located	
Name of person responsible for training staff in fire procedures	Name – Stella Formosa

All staff must be aware of the Fire Procedures in school

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

Name of person responsible for carrying out the First Aid Assessment	Name Stella Formosa/ Catherine Taylor
The First Aid Assessment is located	Location <input type="checkbox"/> Electronically <input type="checkbox"/> Staffroom <input type="checkbox"/> Main office
First Aiders are listed	Location <input type="checkbox"/> All classrooms
Name of person responsible for arranging and monitoring First Aid Training	Name Catherine Taylor
Location of First Aid Box	Every classroom
Name of person responsible for checking & restocking first aid boxes	Catherine Taylor
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 <input type="checkbox"/> Book in medical room – linked to parental notes <input type="checkbox"/> Online app <input type="checkbox"/> 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. All glazing is either laminated, toughened/heat strengthened or other but not all confirmed as meeting BS6206 as it is not all marked as such. Where it could not be confirmed as meeting the British standard the option to install Safety Film as advised by the surveyors was taken. This work was carried out shortly after the survey.	
The last glazing compliance audit took place on 28 March 2013.	Date and Location Office Manager's office

### 15. Hazardous Substances (COSHH)

Name of person responsible for carrying out risk assessment for hazardous substances (COSHH)	Neil Parsons
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### Assessments)

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 brought into school by staff**

### 16. Health and Safety Law Poster

The Health and Safety at Work poster is located:	Location School Entrance
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### 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
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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 Stella Formosa
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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 / booklet 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 – Neil Parsons  
PE equipment – external contract - Sportsafe

Fire alarm and smoke detection – Lantern Fire & Security – Neil Parsons / Heather Plant weekly check  
Emergency lighting, fire extinguishers – Neil Parsons

Playground equipment – Neil Parsons



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Name of person responsible for the selection, maintenance / inspection and testing of equipment	Name Neil Parsons
Records of maintenance and inspection of equipment are retained and are located:	Location Office Manager's office
Staff report any broken or defective equipment to:	Name Heather Plant
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 Neil Parsons / Stella Formosa
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- Staff are not permitted to undertake significant manual handling without completing appropriate training
- Training given as needed to key staff

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).

**22. Medication**

Name of person responsible for the management of and administration of medication to pupils in school/academy	Name Catherine Taylor
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:	Catherine Taylor Identified staff on care plans
Medication is stored:	Office/staffroom fridge
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 Stella Formosa
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Name of person responsible for the checking and maintenance of personal protective equipment provided for staff	Name Stella Formosa
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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
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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
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### 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:

- By word of mouth to headteacher / office manager
- 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 Stella Formosa
Our arrangements for carrying out, recording, communicating and reviewing risk assessments are:	
<input type="checkbox"/> 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.
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## 27. Stress and Staff Well-being

Name of person who has overall responsibility for the health and wellbeing of school/academy staff	Name Stella Formosa
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 responsibility for the training and development of staff.	Name Stella Formosa
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:	
<input type="checkbox"/> Induction plan <input type="checkbox"/> Cascade from external sources <input type="checkbox"/> 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 Heather Plant / Neil Parsons (weekly check)
The school/academy operates 1 vehicle	Mini bus
Name of person who manages the driver medical examinations	Not applicable



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Name of person who manages the vehicle license requirements	Heather Plant
Name of person who undertakes vehicle checks such as oil, water and routine roadworthiness.	Driver as per policy
Name of person who arranges servicing and maintenance of the academy vehicles	Heather Plant

### 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 Stella Formosa
Incidents of verbal & physical violence are investigated by:	Name Stella Formosa / Lynn Jackson
Name of person who has responsibility for site security:	Name Heather Plant/Stella Formosa/Neil Parsons Locking up Karen Jones
Our arrangements for site security are: <input type="checkbox"/> see risk assessment	

### 31. Water System Safety

Name of Premises Manager responsible for managing water system safety.	Neil Parsons/CCSC Team
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 HSL
Location of the water system safety manual/testing log	Location Office Manager's office
Our arrangements to ensure contractors have information about water systems are: <input type="checkbox"/> availability of book <input type="checkbox"/> Hazard exchange	
Our arrangements to ensure all school/academy staff carrying out checks or testing or maintenance have information about the water system: <input type="checkbox"/> All completed by external contract – monitored by Neil Parsons	

### 32. Working at Height

Name(s) of person responsible managing the risk of work at height on the premises:	Name Neil Parsons
Work at height is avoided where possible.	
Our arrangements for managing work at height are: Appropriate equipment provided Work at height to be avoided	



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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 Heather Plant / Stella Formosa
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 (KPIs)

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.

#### KPIs

- All control checks completed as required – fire, water and electric
- Staff, Visitors and children aware of procedures. Every full staff meeting has a H and S item
- Key risk assessments to be displayed around school
- Vigilant monitoring of accidents and identifications of patterns / remedial action required – aim for decrease in accidents
  
- How are things evidenced that staff are aware of H&S
- Health and Safety plan
- Training Record for Staff
- Minibus
- Plan for loss of services – power/gas/catering
- Accident Stats/Reporting
- Risk Ass
- Evolve
- Docs – firerisk ass/self audit/H&S evaluation checklist
- Caretaker logs