

CHRIST CHURCH



PRIMARY SCHOOL

Health and Safety Policy

Christ Church Primary School,
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Approved by the Governing Body on: September 2020

Signed: *S Marbrow*

To be reviewed on: September 2021

Health, Safety and Wellbeing Policy

Christ Church Primary School and Nursery

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 school

Part E - The Key Performance Indicators.

A. Introduction -This policy statement complements (and should be read in conjunction with) the SCC Health and Safety Policy. It records the local organisation and arrangements for implementing the SCC policy.

B. Policy Statement

The requirement to provide a safe and healthy working environment for all employees is acknowledged and the 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 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 the school 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.

[Signature] <i>S Marbrow</i>	[Signature] <i>V Anderson</i> <i>L Archer</i>
Sue Marbrow- Chair of Governors/Board	Victoria Anderson- Headteacher Lee Archer- Headteacher/Deputy Headteacher
1/09/2020	1/09/2020

C. Management Arrangements

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

Competent Health and Safety Advice

The school obtains competent health and safety advice from	Health and Safety Adviser - (Wed to Fri) Strategy Governance and Change Health, Safety and Wellbeing Service Staffordshire Place 1 Tipping Street, Stafford, ST16 2DH
The contact details are	☐: Landline 01785 355777 ☐: Mob. 07773 791557 ☐: : Health Safety and Wellbeing - Duty Officer <shss@staffordshire.gov.uk>
In an emergency we contact Duty Officer: 01785-355777 Email: shss@staffordshire.gov.uk Duty Officer is available 8:30–17:00 Mon–Thurs & 8:30-16:30 Fri	

Monitoring Health and Safety

Name of person(s) responsible for the overall monitoring of health and safety in school:	Name V Anderson, L Archer & J Trusler
Our arrangements for the monitoring of health and safety are through the management and implementation of risk assessments; procedures and best practice; premises health, safety and well-being committee meetings; reviews with the health and safety adviser; annual report to Governing Body. The maturity model provides grading from which action plans are implemented.	
The school carries out formal evaluations and audits on the management of health and safety every three years.	
Last audit	Date: 18 September 2019 By: J Burdett
Name of person responsible for monitoring the implementation of health and safety policies	Name: V Anderson, L Archer and J Trusler
All staff are aware of the key performance indicators in part E and how they are	

monitored	
Workplace inspections - type	Name of person who carries these out: Headteacher and Governors

D. Detailed Health and Safety Arrangements

For further information from the Health, Safety and Wellbeing Service in any of these areas you may also wish to view the information on the SLN

<https://education.staffordshire.gov.uk/School-Admin/HealthSafetyWellbeing/Health-Safety-and-Wellbeing-Service.aspx> or consult with your Health and Safety Adviser / Other Specialist Adviser.

Accident Reporting, Recording & Investigation

Our arrangements for recording and investigating: Headteacher, Mrs Trusler and Mrs Charlton. Reports to Governors
<ul style="list-style-type: none"> On-line system to Health and safety team Accident log book recorded into excel spreadsheet for data capture and analysis
pupil accidents: Accident log book, Excel spreadsheet & on-line system to Health and safety team
<ul style="list-style-type: none"> staff accidents: Accident log book & on-line system to Health and safety team
visitor accidents: accident book
The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: The Headteacher
Our arrangements for reporting to the Governing Body are: Premises, health and safety committee, annual report to Governors
Our arrangements for reviewing accidents and identifying trends are: data analysis of accidents and presentation to Governors

1. Asbestos

Name of Premises Manager responsible for Managing Asbestos.	Name V Anderson, L Archer, J Trusler
Location of the Asbestos Management Log or Record System.	Location-office
Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are: hazard exchange-however no asbestos in the school building as we are a new build.	
Our arrangements to ensure all school staff such as class teachers or caretakers have information about asbestos risk on the premises: no asbestos in the school building	
Staff must report damage to asbestos materials to: N/A	Name V Anderson, L Archer, J Trusler
Staff must not drill or affix anything to walls without first obtaining approval from the premises manager. V Anderson, J Trusler	

2. Communication

Name of SLT member who is responsible for communicating with staff on health and safety matters:	Name V Anderson, L Archer, J Trusler
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Our arrangements for communicating about health and safety matters with all staff are: Briefings, action point on SLT agendas
Staff can make suggestions for health and safety improvements by: discussion, feedback to staff representative, Headteacher and also through log book

3. Construction Work *See also Contractor Management

Name of person coordinating any construction work / acting as Client for any construction project.	Name V Anderson, J Trusler Paul Dawson-duty holders
Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are: Discussion with County and Duty holders, hazard exchange reports, risk assessments as necessary, First aid arrangements 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:	
Our arrangements for the induction of contractors are: Prior meeting with J Trusler and through hazard exchange documentation	
Staff should report concerns about contractors to: V Anderson, L Archer, J Trusler	
We will review any construction activities on the site by: J Trusler	

4. Consultation

Name of SLT member who is responsible for consulting with staff on health and safety matters:	Name V Anderson, L Archer, J Trusler
The name of the Trade Union Health and Safety Representative is:	Name J Trusler
Our arrangements for consulting with staff on health and safety matters are: briefings, agenda items, risk assessments, reviews	
Staff can raise issues of concern by: Discussion with V Anderson, L Archer, J Trusler Log book	

5. Contractor Management

Name of person responsible for managing and monitoring contractor activity	Name J Trusler
Our arrangements for selecting competent contractors are: County approved list, reputation and effective working practice, hazard exchange mechanisms and communication	
Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: V Anderson, L Archer, J Trusler	
Our arrangements for the induction of contractors are: J Trusler	
Staff should report concerns about contractors to: V Anderson, L Archer, J Trusler	

6. Curriculum Areas – health and safety

Name of person who has overall responsibility for the curriculum areas as follows: e.g. Science- D Naylor D&T- N Hunt	Head of Dept. or Curriculum Lead Name V Anderson –Headteacher L Archer-Headteacher/Deputy Headteacher
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PE- I Johnson	
Risk assessments for these curriculum areas are the responsibility of:	Curriculum leads and Headteacher

7. **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 staff using this type of equipment continuously and regularly for over an hour.	
Our arrangements for carrying out DSE assessments are: J Trusler	
Name of person who has responsibility for carrying out Display Screen Equipment Assessments	Name J Trusler
DSE assessments are recorded and any control measures required to reduce risk are managed by	Name J Trusler

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

Name of person who has overall responsibility for EYFS	Name V Mason -Assistant Headteacher
Our arrangements for the safe management of EYFS are: see risk assessments and health and safety procedures for school	

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

Name of person who has overall responsibility for Educational Visits	Name V Anderson
The Educational Visits Coordinator is	Name V Anderson
Our arrangements for the safe management of educational visits: Risk assessments submitted through Evolve and approved by Headteacher and County if required	

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

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	Name J Trusler
Fixed electrical wiring test records are located:	Office
All staff visually inspect electrical equipment before use.	
Our arrangements for bringing personal electrical items onto the school site are: No personal electrical equipment to be brought into school unless prior agreement with SLT and PAT tested	
Name of person responsible for arranging the testing of portable electrical equipment (PAT):	Name J Trusler
Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:	Name J Trusler in-line with County recommendations
Portable electrical equipment (PAT) testing records are located:	Office
Staff must take defective electrical equipment out of use and report to:	Name V Anderson, J Trusler
<i>The portable electrical equipment on the school site owned and used by contractors is</i>	

the responsibility of the contractor, who must provide records of this if requested:

11. 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 Headteacher and Wendy Sears
The Fire Risk Assessment is located	Reception –log book
When the fire alarm is raised the person responsible for calling the fire service is OR The site has a fire alarm which activates a response from (a 3rd party / listening service)	Name Office staff S Baker, A Charlton V Anderson, J Trusler Chubb-0344 879 1770 and Force One: 07717752653
Name of person responsible for arranging and recording of fire drills	Name Headteacher
Name of person responsible for creating and reviewing Fire Evacuation arrangements	Name V Anderson, L Archer, J Trusler
Our Fire Evacuation Arrangements are published ...	Location Log book and shared with staff
Our Fire Marshals are listed Mrs Anderson-Headteacher Mr Cunningham-Assistant Headteacher Mrs Mason-Assistant Headteacher Mrs Trusler-Bursar Mrs Charlton-Office staff	Location Office, first and second floor
Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at	Location Office
Name of person responsible for training staff in fire procedures	Name V Anderson, L Archer, J Trusler
All staff must be aware of the Fire Procedures in school	

12. First Aid *see also Medication

Name of person responsible for carrying out the First Aid Assessment	Name Headteacher
The First Aid Assessment is located	Location –First aid policy, website
First Aiders are listed	Location classrooms, office, medical room
Name of person responsible for arranging and monitoring First Aid Training	Name V Anderson, L Archer, J Trusler
Location of First Aid Box	Medical room Staff room Learning lab
Name of person responsible for checking & restocking first aid boxes	J Trusler, A Charlton
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	Parent contacted and member of staff to accompany child
staff	Member of staff to accompany and/or next of kin as required

visitors	Member of staff to accompany and/or next of kin if required
Our arrangements for recording the use of First Aid are: log book	

13. Forest School

Name of person in school who leads on Forest School activity	K Neish trained
Our arrangements for developing, organising and running Forest School activity. Include here any details with regard to risk assessment, communication and supervision etc. School uses external provider for Forest School Activity	

14. 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 (year) and the record can be found	Date and Location N/A new build

15. Hazardous Substances (COSHH)

Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)	J Trusler, V Anderson, L Archer
Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are: The school uses CLEAPPS as a resource and all staff must be aware of how to access this information.	

16. Health and Safety Law Poster

The Health and Safety at Work poster is located:	Location Staff Room, Reception area
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17. Housekeeping, cleaning & waste disposal

All staff and pupils share the responsibility for keeping the school site clean, tidy and free from hazards	
Our waste management arrangements are: East Staffs Borough Council	
Our site housekeeping arrangements are: Cleaning Contractors, R Taylor and Son	
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:	
work equipment	
hazardous substances	
Waste skips and bins are located away from the school 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	Name J Trusler, V Anderson, L Archer
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infection control:	
Our infection control arrangements (including communicable diseases/hand hygiene standards) are:	

19. Lettings

Name of Premises Manager or member of Leadership team responsible for Lettings	Name J Trusler, V Anderson, L Archer
Our arrangements for managing Lettings of the school /rooms or external premises are: N/A no lettings	
The health and safety considerations for Lettings are considered and reviewed annually.	
Hirers 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.	

20. Lone Working

Our arrangements for managing lone working are staff must not work alone on site with the exception of the Headteacher and R Taylor team responsible for opening and locking up. Open plan areas and high visibility within the school setting.

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

NOTE Types of equipment to consider in this section: Ladders and steps, fume cupboards, other extraction systems, PE equipment, D&T machines, lifts & lifting equipment, pressure cookers, autoclaves, fire alarm and smoke detection, emergency lighting, fire extinguishers. This section must include the arrangements for school kitchens, science laboratories or Design and Technology rooms	
Name of person responsible for the selection, maintenance / inspection and testing of equipment	Name J Trusler, V Anderson Chartwells-kitchen and cleaning
Records of maintenance and inspection of equipment are retained and are located:	Location Chartwells Office
Staff report any broken or defective equipment to:	Name J Trusler, V Anderson
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:	

22. Manual Handling

Name of competent person responsible for carrying out manual handling risk assessments	Name Consult Health and Safety adviser
Our arrangements for managing manual handling activities are: Staff not to undertake manual handling-reduce need i.e. use of trolleys	
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 will be trained appropriately when they have to undertake manual handling activities.
Where people handling takes place an Individual Manual Handling Plan must be in place and communicated to all parties (including where appropriate the young person/their parents/carers/support staff).

23. Medication

Name of person responsible for the management of and administration of medication to pupils in school	Name A Charlton C Douglas
Our arrangements for the administration of medicines to pupils are:	
The names members of staff who are authorised to give / support pupils with medication are:	Member of staff with knowledge and training in first aid
Medication is stored:	Location Medicine cabinet in the medical room or in the fridge
A record of the administration of medication is located:	Location Medical room
Pupils who administer and/or manage their own medication in school are authorised to do so by a (name) and provided with a suitable private location to administer medication/store medication and equipment. N/A except for asthma inhaler which is overseen by appropriate adult and dosage in accordance with care plan. Dose recorded.	
Staff are trained to administer complex medication by the school nursing service when required. E.g. management of diabetes.	
Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are: Paediatric first aid and asthma and epipen awareness training from nursing team. Teaching staff update -3/12/2019	
Staff who are taking medication must keep this personal medication in a secure area in a staff only location.	
Staff must advise the school leaders if they are taking any medication which might impair their ability to carry out their normal work.	

24. 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 staff.	Name J Trusler, V Anderson, L Archer
Name of person responsible for the checking and maintenance of personal protective equipment provided for staff	Name J Trusler, V Anderson, L Archer
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 Subject Leaders J Trusler, V Anderson, L Archer
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 Subject Leaders J Trusler, V Anderson, L Archer
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25. Radiation –N/A

26. Reporting Hazards or Defects

All staff and pupils must report any hazards, defects or dangerous situations they see at school.
Our arrangements for the reporting of hazards and defects: Speak directly to Subject Leaders J Trusler, V Anderson, L Archer and write in log book

27. 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 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 Hazardous activities or events Lettings or contract work which may affect staff or pupils in the school Fire Risk Assessment Hazardous Substances Work Equipment Manual handling activities Risks related to individuals e.g. health issues	
Name of person who has overall responsibility for the school risk assessment process and any associated action planning	Name Subject Leaders J Trusler, V Anderson, L Archer
Our arrangements for carrying out, recording, communicating and reviewing risk assessments are: reviewed periodically or in the light of an incident and/or updated guidance	
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.	

28. Smoking

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

29. Shared use of premises/shared workplace

Name of Premises Manager or member of Leadership team responsible for Premises Management	Name J Trusler, V Anderson, L Archer
The school premises are shared with another	Name

organisation (e.g.Contract caterer/public leisure centre).	Chartwells
Our arrangements for managing health and safety in a shared workplace are: Shared information regarding safe practice and access to health and safety information	

30. Stress and Staff Well-being

Name of person who has overall responsibility for the health and wellbeing of school staff	Name J Trusler, V Anderson, L Archer
All staff have responsibility to take care of their own health and wellbeing and the school supports staff to do this by implementing the following arrangements:	
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.	
A team stress risk assessment has been completed involving all staff and this is reviewed. January 2019	

31. Swimming Pool Operating Procedures-N/A

32. Training and Development

Name of person who has overall responsibility for the training and development of staff.	Name J Trusler, V Anderson, L Archer
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: Induction meeting with J Trusler or D Vernon	
The school has a health and safety training matrix to help in the planning of essential and development training for staff.	
Training records are retained and are located –staff CPD file	
Training and competency as a result of training is monitored and measured by:	Name J Trusler, V Anderson, L Archer

33. Vehicles owned or operated by the School-N/A

34. Vehicle movement on site

Name of Premises Manager responsible for the management of vehicles on site	Name J Trusler, V Anderson, L Archer
Our arrangements for the safe access and movement of vehicles on site are:	
<ul style="list-style-type: none"> • restriction on vehicle movement at certain times • speed limits • segregation vehicles from pedestrian areas 	

35. 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 staff, pupils and visitors.
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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 Headteacher and SLT
Incidents of verbal & physical violence are investigated by:	Name Headteacher and SLT
Name of person who has responsibility for site security:	Name R Taylor and Headteacher
Our arrangements for site security are:	

36. **Water System Safety**

Name of Premises Manager responsible for managing water system safety.	Name Headteacher and SLT Through a service level agreement with HSL and Hertel and R Taylor & son
Name of contractors who have undertaken a risk assessment of the water system	Name HSL, Hertel and R Taylor & son
Name of contractors who carry out regular testing of the water system:	Name HSL, Hertel and R Taylor & son
Location of the water system safety manual/testing log	Location Office
Our arrangements to ensure contractors have information about water systems are: Hertel/IWS water risk assessment –see folder in office	
Our arrangements to ensure all school staff carrying out checks or testing or maintenance have information about the water system: SLA access to RA	

37. **Working at Height-staff not to work at height. Contractors to have RA in place**

Name(s) of person responsible managing the risk of work at height on the premises:	Name V Anderson, L Archer , J Trusler
Work at height is avoided where possible.	
Our arrangements for managing work at height are: Kick stool for low level work	
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 – R Taylor & son	

38. **Work Experience**

Name of person who has overall responsibility for managing work experience and work placements for school pupils.	Name Miss D Vernon
Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are: Induction with D Vernon. H&S issues etc	

The name of the person responsible for the health and safety of people on work experience in the school premises:	Name V Anderson, L Archer, J Trusler
Our arrangements for managing the health and safety of work experience students in the school are: Induction folder, mentor	

39. **Volunteers**

Name of person who has overall responsibility for managing/coordinating volunteers working within the school:	Name Miss D Vernon, V Anderson, L Archer, J Trusler
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.

School KPI's may be added here – include how you evaluate your success in this area. The Health Safety and Wellbeing Service may also request feedback on certain KPI's more details of these can be obtained from your Health and Safety Adviser.

- Headteacher and Bursar to attend premises manager training
- Bursar to attend COSHH training
- H&S Policy updated and shared on website/intranet
- Fire Marshal training undertaken

V Anderson

Review: September 2021