

## St John Paul II Multi Academy Company



# Health, Safety and Wellbeing Policy



## SS Peter & Paul Catholic Primary School

Date of last review	January 2021	Review period	Annual
Date of next review	Autumn 2021	Owner	CSEL
Committee Approval	HR and Ops 19/01/2021	Board approval	

## **1. Success Indicators**

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

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

## **2. Overview**

All schools are required to have a Health, Safety and Wellbeing Policy in place. The School's Health, Safety and Wellbeing Policy should be developed by the Headteacher, members of the School Leadership team in conjunction with the Governing Body/Trust/Academy Board.

## **3. Employer responsibilities**

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

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

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

The organisation and arrangements which support the H, S and W Policy (day to day management of Health & Safety) are the responsibility of the Headteacher/Principal and the School Senior Leadership Team (supported and monitored by the Governing Body). Note that the Management of Health and Safety at Work Regulations requires employers to appoint one or more competent people to support their management of health and safety. This may be done by appointing an external provider to provide this advice.

## **Occupiers Liability**

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

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

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



St John Paul II Multi Academy Company

# Health, Safety and Wellbeing Policy

SS Peter & Paul Catholic Primary School

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 **SS Peter & Paul Catholic Primary School**
- Part E** - The Key Performance Indicators

**A. Introduction**

This policy statement complements (and should be read in conjunction with) the St John Paul II Multi Academy Health and Safety Policy Statement. It records the local organisation and arrangements for implementing the policy.

**B. Policy Statement**

The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Board of Directors, through the Local Governing bodies of the schools, recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc. Act 1974.

The Governing Body of **SS Peter & Paul Catholic Primary School** will ensure so far as is reasonably practicable that:

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

In addition to the above, the Board of Directors 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 & safety with employees and employee representative's forms part of this policy.

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

Signed: Catherine Bennett Chair of Governing Body	Signed: Neil Porter Executive Principal
Date:	Date:

### 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/academy obtains competent health and safety advice from:
<b>Staffordshire County Council – Dean Willetts – named link officer</b>
<b>Dean Willetts   Health &amp; Safety Advisor</b> Strategic Health, Safety & Wellbeing Service Fourth Floor, Staffordshire Place 1 Tipping Street, Stafford, ST16 2DH ': (01785) 355777 (Duty Officer) shss@staffordshire.gov.uk (Duty Officer) *: dean.willetts@staffordshire.gov.uk Tel: 07773 791499 8: www.staffordshire.gov.uk
<i>In an emergency we contact: <b>Duty officer 01785355777</b></i>

#### Monitoring Health and Safety

<i>Name of person(s) responsible for the overall monitoring of health and safety at <b>SS Peter &amp; Paul Catholic Primary School:</b></i>	<i>Name: Neil Porter (SS Peter &amp; Paul) John Carroll (SJPIIMA)</i>
<i>Our arrangements for the monitoring of health and safety are (include here how performance is measured, reported upon when these are reported):</i>	
<ul style="list-style-type: none"> <li>- Annual report to the governing body</li> <li>- Half termly updates to the governing body</li> <li>- Governor site/ link visits - annually</li> </ul>	
<i>The school/academy carries out formal evaluations and audits on the management of health and safety (frequency):</i>	
<ul style="list-style-type: none"> <li>- October statutory testing and premises check – annually</li> <li>- January self-audit – annually</li> <li>- Summer Term audit – annually</li> <li>- Audits and reviews also take place in response to major incidents or accidents.</li> </ul>	
<i>The last audit took place:</i>	<i>Date: October 2020 By: Paul Rice</i>
<i>Name of person responsible for monitoring the implementation of health and safety policies:</i>	<i>Name: Neil Porter</i>
<i>All staff are aware of the key performance indicators in part E and how they are monitored</i>	
<i>Workplace inspections – type:</i>	<i>Name of person who carries these out:</i>

## D. Detailed Health and Safety Arrangements

Adapt this list of arrangements as appropriate for your school.

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.

### 1. Accident Reporting, Recording & Investigation

<i>Our arrangements for recording and investigating accidents: New procedures in place for investigating, recording and reporting accidents in place – agreed March 2019.</i>
<i>The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: Neil Porter.</i>
<i>Our arrangements for reporting to the Governing Body or Academy Board are:</i> <ul style="list-style-type: none"> <li>- Annual report to LGB (Autumn)</li> <li>- Termly updates through the Principal's report.</li> </ul>
<i>Our arrangements for reviewing accidents and identifying trends are:</i> <ul style="list-style-type: none"> <li>- Using the Staffordshire portal for major incidents.</li> <li>- SLT reviews of accidents on the premises at least termly.</li> </ul>

### 2. Asbestos

<i>Name of Premises Manager responsible for Managing Asbestos:</i>	<i>Name: Neil Porter</i>
<i>Location of the Asbestos Management Log or Record System:</i>	<i>Location: Caretaker's office</i>
<i>Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are:</i> <ul style="list-style-type: none"> <li>- Sign in foyer and sign in sheets in office.</li> </ul>	
<i>Our arrangements to ensure all school/academy staff such as class teachers or caretakers have information about asbestos risk on the premises:</i> <ul style="list-style-type: none"> <li>- Staff briefings – at least once per year and following any incident/ near miss.</li> </ul>	
<i>Staff must report damage to asbestos materials to:</i>	<i>Name: Neil Porter</i>
<i>Staff must not drill or affix anything to walls without first obtaining approval from the premises manager.</i>	

### 3. Communication

Name of SLT member who is responsible for communicating with staff on health and safety matters:	Name: Neil Porter
Our arrangements for communicating about health and safety matters with all staff are: - Staff briefings, email.	
Staff can make suggestions for health and safety improvements by: - Raising them at staff briefings/ meetings, speaking to SLT informally.	

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

Name of person coordinating any construction work/acting as Client for any construction project:	Name: Paul Rice (SSP&P) John Carroll (SJPIIMA)
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: - Exchange of Hazards form to be completed before the commencement of the work.	
Our arrangements for the induction of contractors are: - Facilities Manager to meet with contractor before the commencement of works/ Notice of Safeguarding and Child Protection information sheets available to visitors in reception.	
Staff should report concerns about contractors to: John Carroll (Facilities Manager)	
We will review any construction activities on the site at regular intervals.	

### 5. Consultation

Name of SLT member who is responsible for consulting with staff on health and safety matters:	Name: Neil Porter
The name of the Trade Union Health and Safety Representative is:	There is currently no representative.
Our arrangements for consulting with staff on health and safety matters are: - Staff briefings/ meetings, staff questionnaires, Staff Consultative Committee.	
Staff can raise issues of concern by: - Contacting Staff Consultative Committee, speaking to a member of SLT, report using Parago system.	

## 6. Contractor Management

<i>Name of person responsible for managing and monitoring contractor activity:</i>	<i>Name: Paul Rice (SSP&amp;P) John Carroll (SJPIIMA)</i>
<i>Our arrangements for selecting competent contractors are:</i> - <i>Managing contractors Policy 5.2</i>	
<i>Our arrangements for the exchange of health and safety information/risk assessments/safe working arrangements/monitoring are:</i> - <i>Pre works meeting and completion of Exchange of Hazards Form and Intrusive Works Form</i>	
<i>Our arrangements for the induction of contractors are set out in the Managing Contractors Policy and a Pre works meeting will set out expectations and carry out assessment of the work area.</i>	
<i>Staff should report concerns about contractors to: SLT/ Site supervisor/ Manager</i>	

## 7. Curriculum Areas – Health and Safety

<i>Name of person who has overall responsibility for the curriculum areas as follows:</i> - <i>EYFS – Elizabeth Stansbie</i> - <i>Science – Teresa Wright</i> - <i>D&amp;T – Claire Oakley</i> - <i>PE – Mary Seager</i>	<i>Head of Curriculum: Neil Porter</i>
<i>Risk assessments for these curriculum areas are the responsibility of:</i>	<i>Curriculum leaders as named above.</i>

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

<i>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.</i>	
<i>Our arrangements for carrying out DSE assessments are:</i> - <i>Office staff and in conjunction with Principal/Headteacher.</i>	
<i>Name of person who has responsibility for carrying out Display Screen Equipment Assessments:</i>	<i>Name: Neil Porter</i>
<i>DSE assessments are recorded and any control measures required to reduce risk are managed by:</i>	<i>Name: Neil Porter</i>



## 9. Early Years Foundation Stage (EYFS)

<i>Name of person who has overall responsibility for EYFS:</i>	<i>Name: Elizabeth Stansbie</i>
<i>Our arrangements for the safe management of EYFS are:</i>	
<ul style="list-style-type: none"> <li>- <i>Regular risk assessments of activities and environment.</i></li> <li>- <i>Member of SLT has overall responsibility.</i></li> <li>- <i>All staff working in EYFS First aid trained.</i></li> </ul>	

## 10. Educational visits / Off-Site Activities

<i>Name of person who has overall responsibility for Educational Visits:</i>	<i>Name: Neil Porter</i>
<i>The Educational Visits Coordinator is:</i>	<i>Name: Neil Porter</i>
<i>Our arrangements for the safe management of educational visits:</i>	
<ul style="list-style-type: none"> <li>- <i>Affiliation to Shapestone for support and advice.</i></li> <li>- <i>Regular and up to date training for EVC.</i></li> <li>- <i>Common policy and proformas used across the MAC</i></li> </ul>	

## 11. Electrical Equipment [fixed & portable]

<i>Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:</i>	<i>Name: Paul Rice (SJPIIMA) John Carroll (SJPIIMA)</i>
<i>Fixed electrical wiring test records are located:</i>	<i>School buildings Log Book</i>
<i>All staff visually inspect electrical equipment before use.</i>	
<i>Our arrangements for bringing personal electrical items onto the school site are:</i>	
<ul style="list-style-type: none"> <li>- <i>All items to be agreed by Principal and PAT tested.</i></li> </ul>	
<i>Name of person responsible for arranging the testing of portable electrical equipment (PAT):</i>	<i>Name: Paul Rice (SJPIIMA) John Carroll (SJPIIMA)</i>
<i>Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:</i>	<i>Name: Paul Rice (SJPIIMA) John Carroll (SJPIIMA)</i>
<i>Portable electrical equipment (PAT) testing records are located:</i>	<i>School Buildings Log Book</i>
<i>Staff must take defective electrical equipment out of use and report to:</i>	<i>Name: Paul Rice (SJPIIMA) John Carroll (SJPIIMA)</i>
<i>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.</i>	

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

<i>Name of competent person responsible for undertaking &amp; reviewing fire risk assessment in addition to any associated action planning:</i>	<i>Name: Paul Rice (SJPIIMA) John Carroll (SJPIIMA)</i>
<i>The Fire Risk Assessment is located:</i>	<i>Caretaker's Office</i>
<i>When the fire alarm is raised the person responsible for calling the fire service is...</i> <b>OR</b> <i>The site has a fire alarm which activates a response from (a 3rd party / listening service)</i>	<i>Name: Office Staff</i>
<i>Name of person responsible for arranging and recording of fire drills:</i>	<i>Name: Neil Porter</i>
<i>Name of person responsible for creating and reviewing Fire Evacuation arrangements:</i>	<i>Name: Neil Porter</i>
<i>Our Fire Evacuation Arrangements are published and available in all rooms.</i>	<i>Location: All rooms</i>
<i>Our Fire Marshals are listed.</i>	<i>Location: Foyer and hall</i>
<i>Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at:</i>	<i>Location: School Buildings Log Book</i>
<i>Name of person responsible for training staff in fire procedures:</i>	<i>Name: Paul Rice (SJPIIMA) John Carroll (SJPIIMA)</i>
<i>All staff must be aware of the Fire Procedures in school - this is done through staff handbook annually and through briefings as necessary.</i>	

## 13. First Aid \*see also Medication

<i>First Aiders are listed:</i>	<i>Location: In first aid policy On wall in foyer.</i>
<i>Name of person responsible for arranging and monitoring First Aid Training:</i>	<i>Name: Neil Porter</i>
<i>Location of First Aid Boxes:</i>	<i>Resources Room, classrooms.</i>
<i>Name of person responsible for checking &amp; restocking first aid boxes:</i>	<i>Enya Brennan</i>
<i>In an emergency staff are aware of how to summon an ambulance:</i>	<i>Yes – Emergency aid card and through briefings.</i>
<i>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):</i>	<i>Contact the parents in the first instance. Member of staff determined by SLT will accompany if parent not able to attend.</i>
<i>Our arrangements for recording the use of First Aid are:</i>	<i>Use of first aid log and slips for more serious accidents. Staffordshire portal for major injuries.</i>

## 14. Glass & Glazing

<i>All glass in doors and side panels are constructed of safety glass.</i>	
<i>All replacement glass is of safety standard.</i>	
<i>A glass and glazing assessment took place in (year) and the record can be found ....</i>	<i>Date and Location: School Buildings log book</i>

## 15. Hazardous Substances (COSHH)

<i>Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments):</i>	<i>Name: Paul Rice (SJPIIMA) John Carroll (SJPIIMA)</i>
<i>Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are:</i>	
<ul style="list-style-type: none"> <li>- <i>The school/academy uses CLEAPPS as a resource and all staff must be aware of how to access this information.</i></li> </ul>	

## 16. Health and Safety Law Poster

<i>The Health and Safety at Work poster is located:</i>	<i>Location: Foyer</i>
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## 17. Housekeeping, cleaning & waste disposal

<i>All staff and pupils share the responsibility for keeping the school/academy site clean, tidy and free from hazards.</i>	
<i>Our waste management arrangements are: Birmingham City Council Waste Collection</i>	
<i>Our site housekeeping arrangements are:</i>	
<i>Site cleaning is provided by: Central Team</i>	<i>Name and contact details: Mrs Emma Samuel &amp; Mr John Carroll</i>
<i>Cleaning staff have received appropriate information, instruction and training about the following and are competent:</i>	
<ul style="list-style-type: none"> <li>- <i>Work equipment.</i></li> <li>- <i>Hazardous substances.</i></li> <li>- <i>Waste skips and bins are located away from the school/academy building.</i></li> </ul>	
<i>All staff and pupils must be aware of the arrangements for disposing of waste and the location of waste bins and skips.</i>	
<i>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.</i>	

## 18. Infection Control

<i>Name of person responsible for managing infection control:</i>	<i>Name: Neil Porter</i>
<p><i>Our infection control arrangements (including communicable diseases/hand hygiene standards) are:</i></p> <ul style="list-style-type: none"> <li>- <i>We liaise with School Health for support or advice about any communicable disease.</i></li> <li>- <i>Hand sanitiser is used in school, pupils are reminded about correct hand washing procedures before every meal time in school.</i></li> </ul>	

## 19. Lettings

<i>Name of Premises Manager or member of Leadership team responsible for Lettings:</i>	<i>Name: John Carroll</i>
<p><i>Our arrangements for managing Lettings of the school/academy /rooms or external premises are:</i></p> <ul style="list-style-type: none"> <li>- <i>Managed through the SJPIIMA Central Team.</i></li> </ul>	
<i>The health and safety considerations for Lettings are considered and reviewed annually.</i>	
<i>Hirers have in place their own risk assessments, first aid arrangements/ fire procedures and emergency procedures.</i>	
<i>Hirers are responsible for obtaining the necessary local authority licenses for their activities and these must be provided to the school/academy on request.</i>	
<i>Further conditions are found in the Academy Lettings Policy and Conditions of Hire.</i>	

## 20. Lone Working

<p><i>Our arrangements for managing lone working are:</i></p> <p>Lone working is not encouraged in schools in the St John Paul II MAC but if staff are required to work at any site alone, the following must be in place:</p> <ul style="list-style-type: none"> <li>● Avoid working at height or any higher risk activities.</li> <li>● Members of staff working alone must have a mobile phone with them at all times.</li> <li>● Contact arrangements must be in place so that the member of staff can contact a line manager in the event of an emergency.</li> <li>● Members of staff who are required to work alone should ensure that next of kin have out of hours contact numbers for line managers.</li> <li>● Working hours must be agreed in advance and adhered to.</li> <li>● Any Home Visits must always be carried out by two members of staff and the addresses of the visits must be known by school. Staff must have a mobile phone with them at all times if they are off site.</li> </ul>
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## 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/academy kitchens, science laboratories or Design and Technology rooms.

Name of person responsible for the selection, maintenance / inspection and testing of equipment	Name: Paul Rice (SJPIIMA) John Carroll (SJPIIMA)
Records of maintenance and inspection of equipment are retained and are located:	Location: School Buildings Log Book
Staff report any broken or defective equipment to:	Name: Mr John Carroll by using the Parago reporting system
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.	

## 22. Manual Handling

Name of competent person responsible for carrying out manual handling risk assessments:	Name: Paul Rice (SJPIIMA) John Carroll (SJPIIMA)
Our arrangements for managing manual handling activities are:	
<ul style="list-style-type: none"> <li>- Staff must aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided.</li> <li>- Staff who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task.</li> <li>- Staff are trained appropriately to carry out manual handling activities.</li> </ul>	
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/academy:	Name: Neil Porter
Our arrangements for the administration of medicines to pupils are:	
<ul style="list-style-type: none"> <li>- See Medical Needs Policy</li> </ul>	
The names members of staff who are authorised to give / support pupils with medication are:	Any member of staff who are first aid trained and have been briefed by a member of SLT.

<i>Medication is stored:</i>	<i>Location: Main office</i>
<i>A record of the administration of medication is located:</i>	<i>Location: Main office</i>
<i>Pupils who administer and/or manage their own medication in school are authorised to do so by the Principal and provided with a suitable private location to administer medication/store medication and equipment. This only applies to children who need inhalers in Key Stage 2.</i>	
<i>Staff are trained to administer complex medication by the school nursing service when required. This takes place annually.</i>	
<i>Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi-pen) are: Key Stage 1 – Inhalers and epi-pens are always kept securely and taken where the child is. Key Stage 2 – as above for epi-pens but children needing inhalers carry them with them at all times. The school has a non-personal use inhaler and epi-pen for emergencies – stored in the school office.</i>	
<i>Staff who are taking medication must keep this personal medication in a secure area in a staff only location.</i>	
<i>Staff must advise the school/academy leaders if they are taking any medication which might impair their ability to carry out their normal work.</i>	

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

<i>PPE is provided free of charge where a risk assessment identifies this is needed to control a risk and the risk cannot be controlled by another means.</i>	
<i>Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for school/academy staff:</i>	<i>Name: Neil Porter</i>
<i>Name of person responsible for the checking and maintenance of personal protective equipment provided for staff:</i>	<i>Name: Neil Porter</i>
<i>Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for pupils.</i>	<i>Name: Neil Porter</i>
<i>All PPE provided for use in a classroom environment is kept clean, free from defects and replaced as necessary.</i>	
<i>Name(s) of person responsible for cleaning and checking pupil PPE.</i>	<i>Name: Neil Porter</i>

#### **25. Reporting Hazards or Defects**

<i>All staff and pupils must report any hazards, defects or dangerous situations they see at school/academy.</i>
<i>Our arrangements for the reporting of hazards and defects:</i> - <i>using the Parago reporting system or by immediately reporting directly to Site staff</i>



## 26. 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:*

- EYFS
- Premises and grounds
- Curriculum / classrooms
- Hazardous activities or events
- Lettings or contract work which may affect staff or pupils in the school/academy
- 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/academy risk assessment process and any associated action planning:*

*Name: Neil Porter*

*Our arrangements for carrying out, recording, communicating and reviewing risk assessments are:*

- Reviewed at least annually or more frequently if circumstances or the need arises.

*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.*

## 27. Smoking

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

## 28. Shared use of premises/shared workplace

*Name of Premises Manager or member of Leadership team responsible for Premises Management:*

*Name: Paul Rice (SJPIIMA)  
John Carroll (SJPIIMA)*

*The school/academy premises are shared with another organisation (e.g. Contract caterer/public leisure centre).*

*Name: CityServe*

*Our arrangements for managing health and safety in a shared workplace are:*

- All staff are expected to follow our policies and procedures.

## 29. Stress and Staff Well-being

<i>Name of person who has overall responsibility for the health and wellbeing of school/academy staff:</i>	<i>Name: Neil Porter</i>
<i>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:</i>	
<i>- See staff well-being policy</i>	
<i>Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated.</i>	
<i>All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work.</i>	
<i>Individual stress risk assessments take place when a member of staff requires additional individual support.</i>	
<i>A team stress risk assessment has been completed involving all staff and this is reviewed at least annually.</i>	

## 30. Training and Development

<i>Name of person who has overall responsibility for the training and development of staff:</i>	<i>Name: Neil Porter</i>
<i>All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.</i>	
<i>Our arrangements for carrying out suitable and sufficient health and safety training for all staff are:</i>	
<ul style="list-style-type: none"> <li><i>- Staff briefings, staff meetings for specific training.</i></li> <li><i>- Off-site courses for staff with specific responsibilities relating to Health and Safety.</i></li> <li><i>- Principal attends health and safety briefings at SCC.</i></li> </ul>	

## 31. Violence and Aggression and School/Academy Security

<i>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.</i>	
<i>A risk assessment is carried out where staff are at increased risk of injury due to their work.</i>	
<i>Training, information and instruction is available to staff to help them manage the risk of violence and aggression where required.</i>	
<i>Staff and pupils must report all incidents of verbal &amp; physical violence to:</i>	<i>Name: Neil Porter</i>
<i>Incidents of verbal &amp; physical violence are investigated by:</i>	<i>Name: Neil Porter</i>
<i>Name of person who has responsibility for site security:</i>	<i>Name: Neil Porter</i>



*Our arrangements for site security are:*

- *All external gates are locked except to admit or dismiss children. During entrance and exit times, staff supervise on duty at all gates.*
- *Access to school is only through the office and the main door is secured with a magnetic lock.*
- *Out of hours, the building is protected by ADT intruder alarm system.*

### **32. Water System Safety**

<i>Name of Premises Manager responsible for managing water system safety:</i>	<i>Name: Paul Rice (SJPIIMA) John Carroll (SJPIIMA)</i>
<i>Name of contractors who have undertaken a risk assessment of the water system:</i>	<i>Name: Integrated Water Services</i>
<i>Name of contractors who carry out regular testing of the water system:</i>	<i>Name: Integrated Water Services</i>
<i>Location of the water system safety manual/testing log:</i>	<i>Location: Main Office</i>
<i>Our arrangements to ensure contractors have information about water systems are:</i>	
<ul style="list-style-type: none"> <li>- <i>Log book filled in with Weekly and monthly checks</i></li> </ul>	
<i>Our arrangements to ensure all school/academy staff carrying out checks or testing or maintenance have information about the water system:</i>	
<ul style="list-style-type: none"> <li>- <i>Log book available at all times in the office</i></li> </ul>	

### **33. Working at Height**

<i>Name(s) of person responsible managing the risk of work at height on the premises:</i>	<i>Name: Neil Porter</i>
<i>Work at height is avoided where possible.</i>	
<i>Our arrangements for managing work at height are:</i>	
<ul style="list-style-type: none"> <li>- <i>Step ladders are provided. There is a register for these and they're checked regularly.</i></li> </ul>	

### **34. Work Experience**

<i>Name of person who has overall responsibility for managing work experience and work placements for school/academy pupils:</i>	<i>Name: Emma Calvert-Lyons</i>
<i>Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are:</i>	
<ul style="list-style-type: none"> <li>- <i>An initial meeting as part of the induction to assess any needs and adjustments are made prior to commencement if necessary.</i></li> </ul>	
<i>The name of the person responsible for the health and safety of people on work experience in the school/academy premises:</i>	<i>Name: Neil Porter</i>

*Our arrangements for managing the health and safety of work experience students in the school/academy are:*

- *Briefings on induction, staff handbook.*

### **35. Volunteers**

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

*Name: Neil Porter*

*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.

#### **KPIs**

1. The Health and Safety audit (January) will be completed annually
2. October premises checklist to be completed annually
3. Fire risk assessment to be reviewed and updated annually
4. Termly fire evacuation drills to take place
5. Accidents in schools to be reviewed at least annually
6. Formal report on Health and Safety to be submitted to Governors and Board of Directors annually.