



*‘Committed to improving the life chances of all children, wherever they may be’*



# Health, Safety and Wellbeing Policy

<b>Approved by:</b>	Board of Trustees	<b>Date:</b> 07/12/2023
<b>Last reviewed on:</b>	16/11/2023	
<b>Next review due by:</b>	15/11/2024	

This policy has four parts;

**Part A** - The Health and Safety Policy Statement

**Part B** - Management Arrangements

**Part C** - The detailed arrangements & procedures for Health, Safety and Wellbeing within St Mark's CE Primary School

**Part D** - The Key Performance Indicators.

### **Part A: Orchard Community Trust Health and Safety Policy Statement**

Orchard Community Trust as a Multi Academy Trust recognises that the management of Health and Safety is regarded as being of the utmost importance for all pupils, employees and visitors to any of the Trust school sites and therefore accepts responsibility to set standards at least as high as the Health and Safety at Work Act 1974 and supporting regulations.

The Trust's commitments are:

- To prevent injury and ill health associated with Trust activities
- To provide a healthy and safe working environment
- To promote a positive health and safety culture throughout the Trust
- To satisfy applicable legal and other requirements
- To engage employees in developing and implementing a joint approach to the management of health, safety and welfare

Through an approach of continuous improvement, the Trust will:

- Provide and maintain plant equipment and systems of work that are safe and without risks to health
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances
- Provide such information, instruction, training and supervision as necessary to ensure the health and safety at work of employees, pupils and visitors
- Maintain any place of work under the Trusts control in a condition that is safe and without risks to health and to provide and maintain means of access and exit that are safe
- Provide and maintain a working environment for employees and pupils that is safe and without risks to health and is adequate as regards facilities and arrangements for their welfare
- Provide such protective equipment as is necessary for the health and safety at work of employees and pupils
- Encourage staff to set high standards of health and safety by personal example

**The Trust has appointed Entrust Health and Safety as their competent person** in accordance with the Regulation 7 of the Management of Health and Safety at Work Regulations 1999. Contractors are responsible for their own health and safety protocols.

### **Legislation**

This policy is based on advice from the Department of Education on Health and Safety in Schools and all applicable legislation.

## Part B: Management Arrangements

Who are the Policy-makers, Planners, Implementers, Assisters and Employees in schools?

	Policy-makers	Planners	Implementers	Responsible for own Health and Safety
<b>Trustees</b>	A&R Committee and FTB	Health and Safety Operational Committee		
<b>School Governors</b>		Health and Safety Operational Committee		
<b>Headteacher</b>		Health and Safety Operational Committee	Local Governing Board Health and Safety Committee inc. Headteacher	
<b>Employees</b>		Health and Safety Operational Committee	Local Governing Board Health and Safety Committee inc. Headteacher	
<b>Site Health and Safety Lead</b>		Health and Safety Operational Committee	Local Governing Board Health and Safety Committee inc. Headteacher	
<b>All Employees (Safety is everyone's responsibility)</b>			Local Governing Board Health and Safety Committee inc. Headteacher	

The following procedures and arrangements have been established within St Mark's CE Primary 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

St Mark's CE Primary School obtains competent health and safety advice from	Health, Safety and Wellbeing Service Staffordshire County Council 2 Staffordshire Place Tipping Street, Stafford, ST16 2DH.
Advisor contact details are	Duty Officer - 01785 355777 Sarah-Jane Walmsley (H&S Advisor) Mobile: 07837 832584 e-mail: <a href="mailto:sarah-jane.walmsley@staffordshire.gov.uk">sarah-jane.walmsley@staffordshire.gov.uk</a>
<b>In an emergency we contact : Duty helpdesk 01785 355777</b>	

## Monitoring Health and Safety

Name of person(s) responsible for the overall monitoring of health and safety in school/academy:	Loraine Bloore – School Business Manager.  Supported by Deborah Sadler – Headteacher and Health and Safety Lead from the Orchard Community Trust Central Team.
<p>Health and Safety is monitored ongoing daily by the School Business Manager, Site Supervisor and Senior Leaders.</p> <p>Health and Safety matters are reported to the Local Governing Board at both the Full Local Governing Board and Finance/Resources Committee meetings. Should serious Health and Safety concerns occur then the LGB would be notified immediately.</p>	
St Mark’s CE Primary School organises formal evaluations and audits on the management of health and safety.	
The last audit took place	Date: 17.11.2021 By: Ellis Whitham / NEST
Next audit due	Date: 13.03.2024 By: Health, Safety & Wellbeing Service Staffordshire County Council
Name of person responsible for monitoring the implementation of health and safety policies	Loraine Bloore – School Business Manager Deborah Sadler – Headteacher Sarah Goodwin – Deputy Headteacher Site Supervisor – David Blake

## **Part C: Detailed Health and Safety Arrangements**

### **1. Accident Reporting, Recording & Investigation**

<p>Our arrangements for recording and investigating:</p>
<p>Pupil accidents:</p> <ul style="list-style-type: none"><li>Recorded by staff members in the medical log and an accident advice slip completed and sent home. If this is a head bump, the injured pupil must be assessed by a member of the SLT and a telephone call made to home.</li><li>If needed, investigation to be carried out by School Business Manager and Headteacher or Deputy Headteacher.</li><li>Serious incidents/accidents are reported to the School Business Manager through completion of a RIDDOR form. The details of this are then uploaded to the Health, Safety &amp; Wellbeing Service – School Incident Portal.</li></ul>
<p>Staff accidents:</p> <ul style="list-style-type: none"><li>Recorded by staff member in the medical log.</li><li>If needed, investigation to be carried out by School Business Manager and Headteacher or Deputy Headteacher.</li><li>Serious incidents/accidents are reported to the School Business Manager through completion of a RIDDOR form. The details of this are then uploaded to the Health, Safety &amp; Wellbeing Service – School Incident Portal.</li></ul>
<p>Visitor accidents:</p> <ul style="list-style-type: none"><li>Recorded by staff member in the medical log. If this is a head bump, the injured pupil must be assessed by a member of the SLT and a telephone call made to home.</li><li>If needed, investigation to be carried out by School Business Manager and Headteacher or Deputy Headteacher.</li><li>Serious incidents/accidents are reported to the School Business Manager through completion of a RIDDOR form. The details of this are then uploaded to the Health, Safety &amp; Wellbeing Service – School Incident Portal.</li></ul>
<p>The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: Staffordshire County Council Health safety and wellbeing service. They will review the accident report and will submit a RIDDOR report on behalf of the school if required.</p>
<p>Our arrangements for reporting to the Governing Body or Academy Board are:</p> <p>Health and Safety matters are reported to the Local Governing Board at both the Full Local Governing Board and Finance/Resources Committee meetings. Should serious Health and Safety concerns occur then the LGB would be notified immediately.</p>
<p>Our arrangements for reviewing accidents and identifying trends are:</p> <p>For serious accidents or incidents, investigations are carried out by the Headteacher or Deputy Headteacher. Underlying causes are identified and any actions or recommendations undertaken to prevent a recurrence.</p> <p>A general accident and medical analysis is undertaken half termly by the Assistant Headteacher who then creates a report highlighting how many accidents/incidents have occurred, identifying any trends and any actions or recommendations to be undertaken to prevent recurrences.</p>

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## 2. Asbestos

Name of Premises Manager responsible for Managing Asbestos.	Name: Loraine Bloore – School Business Manager
Location of the Asbestos Management Log or Record System.	Location: School office
<p>Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are:</p> <p>A pre-start meeting is held between the School Business manager, Site Supervisor and the contractor or PFI representative (where appropriate), where risk assessment measures around asbestos matters are discussed and planned as appropriate.</p> <p>All contractors are required to sign the asbestos register on arrival to the school premises.</p>	
<p>Our arrangements to ensure all school/academy staff such as class teachers or caretakers have information about asbestos risk on the premises:</p> <p>It is important to note that there is no known asbestos on site currently.</p> <p>If staff have concerns around asbestos in the workplace, they have been informed that they must speak to the School Business Manager.</p>	
Staff must report damage to asbestos materials to:	Name: Loraine Bloore – School Business Manager
<p>Staff must not drill or affix anything to walls without first obtaining approval from the premises manager.</p>	

## 3. Communication

Name of SLT member who is responsible for communicating with staff on health and safety matters:	Name: Loraine Bloore – School Business Manager Deborah Sadler – Headteacher Sarah Goodwin – Deputy Headteacher
<p>Our arrangements for communicating about health and safety matters with all staff are:</p> <p>Policies concerning Health and Safety are found on the 'Every' portal and can be accessed appropriately by staff.</p> <p>Communication around health and safety matters will either be through email, through staff briefings (e.g. PDM, INSET day or other meetings) or through one to one conversations. This is dependent on the seriousness and nature of the health and safety matter.</p>	
<p>Staff can make suggestions for health and safety improvements by speaking to the School Business Manager, Site Supervisor or Headteacher/Deputy Headteacher.</p>	

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

Name of person coordinating any construction work acting as Client for any construction project.	Name: Loraine Bloore – School Business Manager or PFI Manager (if a PFI project).
<p>Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are:</p> <p>The School Business Manager has active support from the Local Authority Premises Officer – Kim Bennett.</p> <p>A pre-start meeting is held between the School Business Manager, Site Supervisor and the contractor or PFI representative (where appropriate), where risk assessment measures (RAMS) are discussed and received prior to the start of the work.</p> <p>Duty holders will be identified and named as part of any construction project.</p>	
<p>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are:</p> <p>A pre-start meeting is held between the School Business Manager, Site Supervisor and the contractor or PFI representative (where appropriate), where risk assessment measures (RAMS) are discussed and received prior to the start of the work.</p>	
<p>Our arrangements for the induction of contractors are:</p> <p>A pre-start meeting is held between the School Business Manager, Site Supervisor and the contractor or PFI representative (where appropriate), where risk assessment measures (RAMS) are discussed and received prior to the start of the work.</p> <p>On arrival to site the contractors completing construction work have an induction by the School Business Manager or Site Supervisor.</p>	
<p>Staff should report concerns about contractors to either:</p> <p>Loraine Bloore – School Business Manager  David Blake – Site Supervisor  Deborah Sadler – Headteacher  Sarah Goodwin – Deputy Headteacher</p>	
<p>We will review any construction activities on the site by:</p> <p>Monitoring the construction activities taking place on site and regular briefings with contractors, where needed. If it is a PFI contract, a PFI manager will also attend site to monitor construction activities taking place.</p>	

#### 5. Consultation

Name of SLT member who is responsible for consulting with staff on health and safety matters:	Name: Loraine Bloore – School Business Manager Deborah Sadler – Headteacher
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Contact details for represented Trade Unions with regards to Health and Safety	Trade Union Contact details: Christian Markham ASCL – <a href="mailto:Christian.Markham@ascl.org.uk">Christian.Markham@ascl.org.uk</a> Julie Bailey – GMB – <a href="mailto:Julie.bailey@stoke.gov.uk">Julie.bailey@stoke.gov.uk</a> Jill Bennett - NAHT – <a href="mailto:stokeontrent@nahtofficials.org.uk">stokeontrent@nahtofficials.org.uk</a> Harold Gurden NASUWT – <a href="mailto:harold.gurden@exec.nasuwt.org.uk">harold.gurden@exec.nasuwt.org.uk</a> Caer Gillions – NEU – <a href="mailto:caer.gillions@neu.org.uk">caer.gillions@neu.org.uk</a> Justin Ashton – UNISON <a href="mailto:justin.ashton@stoke.gov.uk">justin.ashton@stoke.gov.uk</a> James Mika – UNITE – <a href="mailto:james.mika@stoke.gov.uk">james.mika@stoke.gov.uk</a>
Our arrangements for consulting with staff on health and safety matters are:  Consultations around health and safety matters will be conducted through either staff briefings (e.g. PDM, INSET day or other meetings) or through one to one conversations. This is dependent on the seriousness and nature of the health and safety matter.	
Staff can raise issues of concern by speaking directly to or emailing the School Business Manager or Headteacher.	

## 6. Contractor Management

Name of person responsible for managing and monitoring contractor activity	Name: Loraine Bloore – School Business Manager or PFI Manager (if a PFI project).
Our arrangements for selecting competent contractors are:  The School Business Manager ensures the following: <ul style="list-style-type: none"> <li>• Recommendations around prospective contractors are obtained from other schools or organisations;</li> <li>• References are obtained from other schools or organisations;</li> <li>• Checking exercise to see if a contractor is a member of a trade organisation;</li> <li>• Refer to the Local Authority Premises Officer for any information or recommendations.</li> </ul> It is important to note that if this is a PFI Contract then PFI themselves will be responsible for the sourcing of competent contractors.	
Our arrangements for the exchange of health and safety information/risk assessments/safe working arrangements/monitoring are:  A pre-start meeting is held between the School Business Manager, Site Supervisor and the contractor or PFI representative (where appropriate), where risk assessment measures (RAMS) are discussed and received prior to the start of the work.	
Our arrangements for the induction of contractors are:  On arrival to site the contractors completing construction work have an induction by the School Business Manager or Site Supervisor.	
Staff should report concerns about contractors to either:  Loraine Bloore – School Business Manager David Blake – Site Supervisor Deborah Sadler – Headteacher	



Sarah Goodwin – Deputy Headteacher

## 7. Curriculum Areas – Health and Safety

<p>Name of subject leader who has overall responsibility for the curriculum areas as follows:</p> <p>English Mathematics Religious Education Science History Geography Computing PSHE Spanish Eco Council School Council D&amp;T PE Art and Design EYFS Outdoor Environment EAL/Pupil Premium Residential learning SEND Educational Visits</p>	<p>Head of Dept. or Curriculum Lead Name</p> <p>Simone Cranson / Rebecca Nicholls Sarah Goodwin Andrew Jarvis Catherine Koripilli Naheeda Akhtar Kate Colclough Matthew Jones Rhiann Curran Kate Colclough Kate Colclough Sarah Goodwin / Rhiann Curran Matthew Holdcroft Matthew Jones Babs Zimmer Louise Bradbury / Rebecca Nicholls Deborah Sadler / Sarah Goodwin Victoria Bradbury Matthew Holdcroft Jodie Thomas Louise Bradbury</p>
<p>Risk assessments for these curriculum areas are the responsibility of:</p> <p>EYFS (including EYFS Outdoor environment) Outdoor Environment Residential learning</p> <p>Other risk assessments that are subject specific are completed by class teachers or subject leaders as or when required.</p>	<p>Name(s)</p> <p>Louise Bradbury / Rebecca Nicholls Deborah Sadler / Sarah Goodwin Matthew Holdcroft</p>

## 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 are conducted bi-annually by staff members for who this applies to. These are predominately the Office Staff, School Business Manager, Headteacher, Deputy Headteacher and Inclusion Leader.

In specific cases, advice from Occupational Health can be sought in relation to specific circumstances

for individual members of staff.	
Name of person who has responsibility for carrying out Display Screen Equipment Assessments	Name: Loraine Bloore – School Business Manager
DSE assessments are recorded and any control measures required to reduce risk are managed by	Name: Loraine Bloore – School Business Manager

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

Name of person who has overall responsibility for EYFS	Name: Louise Bradbury (Nursery site – Teacher in Charge) Rebecca Nicholls (Main site – EYFS Leader)
Our arrangements for the safe management of EYFS are:  Both EYFS leaders are responsible for the safe management of pupils in the EYFS environment. Risk assessments are completed annually for health and safety matters in the Nursery and Reception classes or through review following an accident or incident.	

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

Name of person who has overall responsibility for Educational Visits	Name: Deborah Sadler – Headteacher
The Educational Visits Coordinator is	Name: Louise Bradbury
Our arrangements for the safe management of educational visits:  The school has a comprehensive Educational Visits policy, which is updated annually. Please refer to this policy for the schools arrangements for educational visits.	

### 11. Electrical Equipment [fixed & portable]

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	Equans (PFI Contractor), under the terms of the PFI contract.
Fixed electrical wiring test records are located:	These are held centrally by Equans (PFI Contractor).
All staff visually inspect electrical equipment before use.	
Our arrangements for bringing personal electrical items onto the school site are:  Staff are not encouraged to bring their own personal electrical items into school, unless authorised by the Headteacher. This is because they may not be PAT tested and school holds no accountability for loss or damage to items.	
Name of person responsible for arranging the testing of portable electrical equipment (PAT):	Equans (PFI Contractor) under the terms of the PFI contract.
Name of person responsible for defining the frequency of portable electrical equipment (PAT)	Equans (PFI Contractor) under the terms of the PFI contract.

testing:	
Portable electrical equipment (PAT) testing records are located:	These are held centrally by Equans (PFI Contractor).
Staff must take defective electrical equipment out of use and report to:	Name: Loraine Bloore – School Business Manager
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 by the Site Supervisor, School Business Manager or Headteacher.	

## 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: Andrew Brookes – Orchard Community Trust Estates Manager
The Fire Risk Assessment is located .....	School Business Manager’s office and on the ‘Every’ portal.
When the fire alarm is raised the person responsible for calling the fire service is  AND/OR  The site has a fire alarm which activates a response from a monitoring service	Name: Loraine Bloore – School Business Manager
Name of person responsible for arranging and recording of fire drills	Name: Loraine Bloore – School Business Manager
Name of person responsible for creating and reviewing Fire Evacuation arrangements	Name: Loraine Bloore – School Business Manager
Our Fire Evacuation Arrangements are published ...	Location: In every room across school.  The Fire Policy is located on the ‘Every’ portal and can be found in the staff room (Main site) and HSLW office (Nursery site).
Our Fire Marshals are listed	All support staff across school are trained as fire Marshals.  Staff understand their responsibilities in relation to being a fire marshal for designated areas.
Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at:	Location: School office entrance by the fire alarm panel.
Name of person responsible for training staff in fire procedures	Name: Loraine Bloore – School Business Manager Deborah Sadler – Headteacher

All staff must be aware of the Fire Procedures in school.	

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

First Aiders are listed	Location: By the school first aid station (next to staffroom) and the kitchen next to the school office (Main site). By the first aid kit in the classroom (Nursery site).
Name of person responsible for arranging and monitoring First Aid Training	Name: Loraine Bloore – School Business Manager
Location of First Aid Box	By the school first aid station (next to staffroom) and the kitchen next to the school office (Main site). By the first aid kit in the classroom (Nursery site).  First aid kits are also available in all classrooms.
Name of person responsible for checking & restocking first aid boxes	Name: Loraine Bloore – School Business Manager Karen Ball – School Secretary  All staff are expected to replenish first aid kit items should stocks be running low in kits. Spare items are located in the kitchen by the school office (Main site).
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	The school office or Headteacher/Deputy Headteacher will telephone the parent/carer of an injured pupil.  If a child has to go to hospital immediately before a parent can arrive at the school premises, then the pupil would be accompanied to hospital by either the Headteacher, Deputy Headteacher, other SLT member with another known member of staff. There should only be two members of staff attending hospital.
staff	The Headteacher or Deputy Headteacher will telephone a dependent of an injured member

	<p>of staff. If the Headteacher and Deputy Headteacher are not in school then this would fall to the next available senior leader to do so.</p> <p>If a staff member has to go to hospital immediately before a relative can arrive at the school premises, then they would be accompanied to hospital by the Headteacher or Deputy Headteacher. If the Headteacher and Deputy Headteacher are not in school then this would fall to the next available senior leader to do so.</p>
visitors	<p>The Headteacher or Deputy Headteacher will telephone a dependent of an injured visitor. If the Headteacher and Deputy Headteacher are not in school then this would fall to the next available senior leader to do so.</p> <p>If a visitor has to go to hospital immediately before a relative can arrive at the school premises, then they would be accompanied to hospital by the Headteacher or Deputy Headteacher. If the Headteacher and Deputy Headteacher are not in school then this would fall to the next available senior leader to do so.</p>
<p>Our arrangements for recording the use of First Aid are:</p> <ul style="list-style-type: none"> <li>• Use of first aid is recorded by staff member in the medical log and, for pupils, an accident advice slip completed and sent home. If this is a head bump, the injured pupil must be assessed by a member of the SLT and a telephone call made to home.</li> <li>•</li> <li>• If needed, investigation is to be carried out by School Business Manager and Headteacher or Deputy Headteacher.</li> <li>• Serious incidents/accidents are reported to the School Business Manager through completion of a RIDDOR form. The details of this are then uploaded to the Health, Safety &amp; Wellbeing Service – School Incident Portal.</li> </ul>	

#### 14. Glass & Glazing

All glass in doors and side panels are constructed of safety glass.
All replacement glass is of safety standard – Identified by British/European safety marking etching in the corner of the panel.

#### 15. Hazardous Substances (COSHH)

Name of person responsible for carrying out risk assessment for hazardous substances (COSHH)	Name: Loraine Bloore – School Business Manager David Blake – Site Supervisor
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Assessments)	
<p>Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are:</p> <p>COSHH risk assessments are held in the school office (main site) and HSLW office (Nursery site) and accessible for all.</p> <p>COSHH items and hazardous substances are stored safely away from the reach of pupils. In general, staff do not have access to serious hazardous substances, which are stored and secured by the Site Supervisor. This is monitored by the School Business Manager.</p>	

## 16. Health and Safety Law Poster

The Health and Safety at Work poster is located:	Location: School office – front entrance, Kitchen and staffroom (Main site). HSLW office (Nursery site).
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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 waste management arrangements are: Twice weekly collections – Stoke Local Authority trade waste.	
<p>Our site housekeeping arrangements are:</p> <p>The general cleanliness and tidiness of school is the responsibility of all member of staff. Senior leaders are accountable for the cleanliness and tidiness of their specific phases or work areas.</p> <p>All staff are responsible for reporting any health and safety matters or hazards to the Site Supervisor or School Business Manager.</p> <p>The school cleaners remove waste from classrooms or offices and this is bagged up and then put into waste bins on the car park for both sites.</p>	
<p>Site cleaning is provided by:</p> <p>In house cleaners OR External cleaning company</p>	<p>Name and contact details:</p> <p>Linda Wales – <a href="mailto:linda.wales@stoke.gov.uk">linda.wales@stoke.gov.uk</a> City Cleaning Service (part of Stoke On Trent Local Authority).</p>
Cleaning staff have received appropriate information, instruction and training about the following and are competent. This is all provided by the City Cleaning Service.	
Work equipment - this is all provided by the City Cleaning Service.	
Hazardous substances - this is all provided by the City Cleaning Service.	
Waste skips and bins are located away from the school/academy building. (Recommended 10M away)	

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: Deborah Sadler - Headteacher
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Our infection control arrangements (including communicable diseases/hand hygiene standards) are:

- Handwashing practises are shared with children and reinforced in class and as a whole school where needed.
- Absence periods per government guidance are followed e.g. sickness and diarrhoea should be 48 hours from last episode.
- Engagement with local and public health when needed.

## 19. Lettings

Name of Premises Manager or member of Leadership team responsible for Lettings	Name: Loraine Bloore – School Business Manager
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Our arrangements for managing Lettings of the school/academy/rooms or external premises are:

School does not currently have a lettings policy because Governors have actively decided not to let the school out to other organisations.

The health and safety considerations for lettings are considered and reviewed annually.

## 20. Lone Working

Our arrangements for managing lone working are found in the Orchard Community Trust's Remote/Lone Working Policy, which is available on the 'Every' portal for staff to read.

## 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	
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Ladders and steps Extraction systems PE equipment Lifts Pressure cooker Fire alarm Smoke detection Emergency lighting Fire extinguishers Pressure valves Boilers Air conditioning Kitchen cooking equipment Folding doors	David Blake Loraine Bloore & HD Services Loraine Bloore & Mercury Sports Equans (PFI Provider) City Catering Services David Blake & Equans (PFI Provider) Equans (PFI Provider) David Blake & Equans (PFI Provider) David Blake & Equans (PFI Provider) Equans (PFI Provider) Equans (PFI Provider) Equans (PFI Provider) Equans (PFI Provider) Loraine Bloore & HD Services Loraine Bloore & CE Solutions
Records of maintenance and inspection of equipment are retained and are located:	Location:  Equans (PFI Provider) – held centrally. All others – held by School Business Manager
Staff report any broken or defective equipment to:	Name: Loraine Bloore
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:  Loraine Bloore – School Business Manager David Blake – Site Supervisor Jodie Thomas – Inclusion Leader / SENCO
Our arrangements for managing manual handling activities are:  Manual handling training is completed by all staff who may be required to complete this within the remit of their role.  Staff are reminded regularly about expectations around manual handling.	
Staff must be aware of the requirement to avoid hazardous manual handling and carry out a risk assessment for that particular task if it 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). These lifting operations should only be carried out by appropriately trained staff.	

## 23. Medication

Name of person responsible for the management of	Name: Jodie Thomas – Inclusion Leader
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and administration of medication to pupils in school/academy	
Our arrangements for the administration of medicines to pupils are found in the 'Supporting Pupils with Medical Conditions Policy', which can be found on the school website and on the 'Every' portal for staff.	
The names members of staff who are authorised to give / support pupils with medication are:	Only members of the Senior Leadership Team are authorised to administer medication.
Medication is stored:	Location: School Office (Main site) HSLW office (Nursery site)
A record of the administration of medication is located:	Location: School Office (Main site) HSLW office (Nursery site)
Pupils who administer and/or manage their own medication in school are authorised to do so by parents/carers completing the correct authorisation form. A suitable private location is provided to administer medication/store medication and equipment.	
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:	
<p>Asthma</p> <ul style="list-style-type: none"> <li>• The school adheres to the NHS Asthma Documentation for Schools 2023/2024.</li> <li>• Asthma Inhalers located in classrooms and a log of use is recorded by staff.</li> <li>• Asthma registers are maintained by the School Secretary and updated annually or as required.</li> <li>• Staff are trained 3-yearly on asthma, anaphylaxis and epilepsy or as required.</li> </ul> <p>Epi-pens</p> <ul style="list-style-type: none"> <li>• These are located in classrooms and a log of use is recorded by staff.</li> <li>• Staff are trained 3-yearly on asthma, anaphylaxis and epilepsy or as required.</li> </ul>	
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. This is detailed in the staff handbook, which is shared with staff at the start of every academic year and staff must acknowledge this.	

#### 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/academy staff.	Name: Loraine Bloore – School Business Manager
Name of person responsible for the checking and maintenance of personal protective equipment provided for staff	Name: Loraine Bloore – School Business Manager
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: Loraine Bloore – School Business Manager
All PPE provided is kept clean, free from defects and replaced as necessary.	
Name(s) of person responsible for cleaning and	Name:

checking PPE.	Loraine Bloore – School Business Manager David Blake – Site Supervisor
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## 25. 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:  All staff are responsible for reporting any hazards or defects to the Site Supervisor or School Business Manager. Pupils are encouraged to tell an adult if they see any hazard or something that they think is dangerous.

## 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:  Premises and grounds – Trim trail and other playground/outdoor activities. Curriculum / classrooms – General classroom and EYFS classroom. Other curriculum risk assessments are completed as or when needed. Hazardous activities or events – completed as or when needed. Educational Visits – The school uses the eVisit risk assessment and planning tool with details specified in the Educational Visits policy. Fire Risk Assessment – this is completed with support from the Orchard Community Trust. Hazardous Substances – as part of COSHH sheet / assessment. Work Equipment – use of hand tools. Manual handling activities Risks related to individuals e.g. health issues or medical conditions.	
Name of person who has overall responsibility for the school risk assessment process and any associated action planning.	Name: Deborah Sadler - Headteacher
Our arrangements for carrying out, recording, communicating and reviewing risk assessments are:  Recording risk assessments <ul style="list-style-type: none"> <li>Risk assessments are recorded using the school risk assessment template.</li> </ul> Carrying out risk assessments <ul style="list-style-type: none"> <li>Teachers upload risk assessments for visits and specific visitors to the eVisit risk assessment and planning tool system.</li> <li>Teachers complete individual risk assessments for pupils with an EHCP or specific medical condition. These are reviewed and updated for each specific visit or visitor.</li> <li>The school’s EVC checks that risk assessments are accurate and in line with the Educational Visits policy. These are then checked and authorised by the Headteacher.</li> </ul> Reviewing generic risk assessments <ul style="list-style-type: none"> <li>SLT or specific staff review and update generic risk assessments annually or when required.</li> </ul>	

<ul style="list-style-type: none"> <li>• Risk assessments for visits and visitors are reviewed or amended as and when needed if circumstances, details or pupil information changes.</li> <li>• Specific risk assessments for individual staff will be reviewed by the Headteacher or Deputy Headteacher as required.</li> </ul> <p>Communicating risk assessments</p> <ul style="list-style-type: none"> <li>• Generic risk assessments are shared electronically when needed and hard copies are accessible to all staff if needed.</li> <li>• If generic risk assessments have been amended then this is shared with staff either through specific meetings or via email.</li> </ul>
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.
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## 28. Stress and Staff Well-being

Name of person who has overall responsibility for the health and wellbeing of school/academy staff	Name:  Deborah Sadler – Headteacher Jodie Thomas and Judith Thorley – Mental Health and Well-being Leaders
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:	
<ul style="list-style-type: none"> <li>• The school Inclusion Leader and Lead Learning Mentor have completed Lead Mental Health and Wellbeing training.</li> <li>• Judith Thorley is completing an apprenticeship in Mental Health and Wellbeing through the Orchard Community Trust.</li> </ul>	
Solutions to stress hazards and suggestions on how to minimise stress are identified, discussed and communicated with staff as and when needed. The school has adopted Stoke On Trent City Council's 'Stress in the Workplace Policy' and refers to this when supporting staff.	
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.	

## 29. Training and Development

Name of person who has overall responsibility for	Name: Deborah Sadler – Headteacher
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the training and development of staff.	Loraine Bloore – School Business Manager
All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures. The school follows the Orchard Community Trust Induction Policy.	
Our arrangements for carrying out suitable and sufficient health and safety training for all staff are:  The School Business Manager and Headteacher ensure specific Health and Safety training is provided either annually, regularly or when needed dependent on the area.	
Training records are retained and are located in staff records	
Training and competency as a result of training is monitored and measured by:	Name Loraine Bloore – School Business Manager For example: De-briefing with Site Supervisor following training Fire drills - actions are monitored to ensure training is implemented.

### 30. Vehicles owned or operated by the school – (Also refer to Trust Driving for Work policy)

Name of person who has overall responsibility for the school vehicles	Name: Loraine Bloore – School Business Manager
The school operates a minibus.	1 x minibus
Name of person who manages the driver medical examinations (If applicable)	n/a
Name of person who manages the vehicle license requirements	Name: Loraine Bloore – School Business Manager
Name of person who undertakes vehicle checks such as oil, water and routine roadworthiness.	Name: David Blake – Site Supervisor
Name of person who arranges servicing and maintenance of the academy vehicles	Name: Loraine Bloore – School Business Manager
Our arrangements for the safe use of school/academy vehicles are:  We follow guidance the Orchard Community Trust - Driving at Work Policy. This can be found on the 'Every' portal.	

### 31. Vehicle movement on site

Name of Premises Manager responsible for the management of vehicles on site	Name: David Blake – Site Supervisor (rear car park as required).
Our arrangements for the safe access and movement of vehicles on site are: <ul style="list-style-type: none"> <li>• There is no vehicular access to children's external areas.</li> <li>• The rear car park is gated and locked during school hours.</li> <li>• Deliveries are managed and chaperoned by a member of staff giving access to the site.</li> </ul>	

### 32. Violence and Aggression and School Security

The school/academy provides a place of work which is designed and managed to minimise the risk of
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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: Deborah Sadler - Headteacher
Incidents of verbal & physical violence are investigated by:	Name: Deborah Sadler - Headteacher
Name of person who has responsibility for site security:	Name: Deborah Sadler - Headteacher
Our arrangements for site security are:	
<ul style="list-style-type: none"> <li>• The school has a number of policies that refer to dealing with violence and aggression in school, which are found on the school website and the 'Every' portal. These are as follows: <ul style="list-style-type: none"> <li>➤ Dealing with Aggressive Parents Policy</li> <li>➤ Behaviour Management Policy</li> <li>➤ Anti-bullying Policy</li> <li>➤ Orchard Community Trust's – Managing Serial and Unreasonable Complaints Policy.</li> </ul> </li> <li>• The school has a risk register which outlines the major risks to the School, includes major health and safety issues including risk of fire, flood and land slip. It also includes the measures used to protect the school against such risks.</li> <li>• The school has a comprehensive Emergency Planning and Critical Incident Plan that includes arrangements for matters of site security.</li> </ul>	

### 33. Water System Safety

Name of Duty holder for Water quality in School. (Delegated Responsible Person details below.)	Name: Deborah Sadler - Headteacher
Name of person responsible for managing water system safety.	Andrew Swain, Water Quality Manager, Equans (PFI Provider).
Name of contractors who have undertaken a risk assessment of the water system	Andrew Swain, Water Quality Manager, Equans (PFI Provider).
Name of contractors who carry out regular testing of the water system:	Andrew Swain, Water Quality Manager, Equans (PFI Provider).
Location of the water system safety manual/testing log	The water safety log is kept in the main school office.
Information about water systems within our school is located in the water hygiene log book and is available for contractors to refer to.	
Our arrangements to ensure all school/academy staff carrying out checks or testing or maintenance have information about the water system:	
Information about water systems within our school is located in the water hygiene log book and is available for the Site Supervisor or other staff to refer to.	

### 34. Working at Height

Name(s) of person responsible managing the risk of work at height on the premises:	Name: Loraine Bloore – School Business Manager
Work at height is avoided where possible.	

<p>Our arrangements for managing work at height are:</p> <p>Site staff (i.e. site supervisor, temporary cover for site supervisor absence and School Business Manager) complete Working at Height training.</p> <p>Other staff access this where they feel it may be appropriate for their role for example mounting display items at a higher level.</p>
<p>Appropriate equipment is provided for work at height where required.</p>
<p>Staff who carry out work at height are trained to use the equipment provided</p>
<p>Work at height equipment is regularly inspected, maintained and records are kept in the school Business Manager's office.</p>

### 35. Work Experience and Trainee Staff

<p>Name of person who has overall responsibility for managing work experience and work placements for school/academy pupils.</p>	<p>Name: Deborah Sadler – Headteacher Sarah Goodwin – Deputy Headteacher</p>
<p>Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are:</p> <p>The Headteacher and Deputy Headteacher will assess the suitability of all students wanting a work placement in school.</p> <p>The school follows the Orchard Community Trust Induction Policy. All students on work placements receive an induction, which includes health and safety, fire procedures, first aid and emergency procedures. Each student is assigned a mentor who will regularly monitor and supervise a student on placement.</p>	
<p>The name of the person responsible for the health and safety of people on work experience in the school/academy premises:</p>	<p>Name: Deborah Sadler – Headteacher</p>
<p>Our arrangements for managing the health and safety of work experience students in the school/academy are:</p> <p>The school follows the Orchard Community Trust Induction Policy. This policy ensures that all students on work placements receive an induction, which includes information on health and safety, fire procedures, first aid and emergency procedures.</p>	

### 36. Volunteers

<p>Name of person who has overall responsibility for managing/coordinating volunteers working within the school/academy:</p>	<p>Name: Deborah Sadler – Headteacher</p>
<p>Volunteers are considered as a member of staff and all health and safety arrangements including induction and training must apply.</p>	

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.

#### **Part D: 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.

Key Performance Indicators include:

1. Ensure the Health and Safety Policy is reviewed annually.
2. Complete a Health and Safety self-audit each January.
3. Complete a Health and Safety Premises Checklist each October.
4. Ensure a minimum of three fire drills are completed, recorded and evaluated each year.
5. Complete an annual Risk Assessment review.
6. Ensure that all required Planned Preventative maintenance checks are undertaken.

Progress in achieving these performance indicators will be regularly reported to the Senior Leadership Team, Local Governing Board and Trustees.