

Amington Heath  
Primary School  
and Nursery

# Health and Safety Policy – Feb 2017

health and safety policy

Annette Burns

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# Model Framework for a School Health, Safety & Wellbeing Policy

Schools are required to have a Health, Safety and Wellbeing Policy in place. It is recommended that the School's Health, Safety and Wellbeing Policy should be developed by the Governing Body in conjunction with the Headteacher and members of the School Leadership team.

The organisation and arrangements which support the Health, safety & Wellbeing Policy (day to day management of Health & Safety) are the responsibility of the Headteacher and the Senior Leadership Team (supported by the Governing Body).

## What should you do with this Model Policy?

The Model Policy is designed as a model which schools may adapt, edit and upgrade for their own use.

The policy has 4 parts;

**Part 1** - The Health and Safety Policy Statement

**Part 2** - Information on organising for health and safety and the responsibilities of key people within the school.

**Part 3** - The detailed arrangements & procedures in place for Health, Safety and Wellbeing.

**Part 4** – Key Performance Indicators which should be collated to ensure that health and safety performance is monitored.

The School's Health, Safety and Wellbeing Policy should make reference to, and be complemented by, the County Council Policy on Health Safety and Wellbeing which can be found on the Staffordshire Learning net (SLN) at;

<http://education.staffordshire.gov.uk/School-Admin/HealthSafetyWellbeing/Health-and-Safety/Policy/Policy.aspx>

For schools where the council is not the employer reference should be made to their employers Health, Safety and Wellbeing Policy. Information may be available to such schools from the diocese, trust or sponsor etc.

## Health, Safety & Wellbeing Policy Statement

### Amington Heath Primary School & Nursery

1. This policy statement complements (and should be read in conjunction with) the Staffordshire County Council Health, Safety and Wellbeing Policy, it records the school's local organisation and arrangements for implementing the County Policy.
2. The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Governing Body and those in control of the school recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc Act 1974.
3. In compliance with the Health and Safety at Work etc. Act, this schools 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 school premises or taking part in school 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 Wellbeing facilities.
4. In addition to the above the school will ensure that so far as is reasonably practicable that the health and safety of non employees is not adversely affected by its' activities.
5. 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.
6. This policy statement and the accompanying organisational arrangements supersede any previously issued.



**Chair of Governors**

date 16<sup>th</sup> March 2017



**Headteacher**

date 16<sup>th</sup> March 2017

## Part 2

### Health, Safety and Wellbeing Policy – Organisation and Responsibility

Overall responsibility for health and safety in schools rests with the employer. Who the employer is, depends upon the type of school.

Type of School	Who is the Employer?	Comments
Community Schools Community Special Schools Voluntary Controlled (VC) Schools Maintained Nursery Schools Pupil Referral Units	<b>The County Council.</b>	Governors of schools in this category have an obligation to ensure that the County Council Health, Safety and Wellbeing Policy/Management Arrangements are implemented.
Foundation Schools Foundation Special Schools Voluntary Aided (VA) Schools	<b>The Governing Body.</b>	The employer must ensure that suitable policies and health and safety management arrangements are developed and implemented.
Academy	<b>The Governing Body/Board/Sponsor</b>	The employer must ensure that suitable policies and health and safety management arrangements are developed and implemented.

Regardless of anything stated above, all school governing bodies have health and safety responsibility as the **occupier** of the premises.

Headteachers must make arrangements for ensuring the implementation of the health and safety policies of their employer and/or any Governing Body arrangements arising out of their health and safety responsibilities.

#### Organisation and Responsibilities for Health, Safety and Wellbeing

Duties and responsibilities for health and safety have been assigned to Staff and Governors based upon the following roles outlined in the County Council's Health, Safety and Wellbeing Policy

<b>Policy-makers</b>	Devise and produce policy on health, safety and wellbeing at a strategic level. Preserve, develop, promote and maintain the School's and the Council's health and safety management system. Ensure that health and safety matters are taken into account when organisational decisions are made.
<b>Planners</b>	Develop the local plans to achieve corporate/school health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area
<b>Implementers</b>	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively
<b>Assisters</b>	Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives). They may also be

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	technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field
<b>Employees</b>	Irrespective of their position within the County Councils structure, everyone is regarded as an employee and therefore the employee duties within the H&S Policy apply to them.

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

	Policy-makers	Planners	Implementers	Assisters	Employees
School Governors					
Headteacher					
School Leadership Team					
Deputy/Assistant Headteacher					
Health and Safety Coordinator					
Heads of Dept					
Teachers					
Managers					
Premises Managers					
Teaching and Classroom Assistants					
Learning Support Staff					
Admin Staff					
Site Supervisor or Caretaker					
Council Health and Safety Forum					
Health, Safety and Wellbeing Advisors and Occupational Health Professionals					

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<b>Other Assisters</b> <b>Council</b> Strategic Property Officers Insurance services <b>Entrust</b> Asbestos Management Team Property Services HR					<b>Excluding Entrust Assisters</b>
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### The responsibilities of Policy Makers, Planners, Implementers, Assisters and Employees within the Policy

<b>Policy-makers</b>	
<b>School Governors</b> <b>Headteacher</b> <b>CC H&amp;S Policy Group</b> <b>H&amp;S Advisers</b>	Devise and produce policy on health, safety and Wellbeing at a strategic level. Preserve, develop, promote and maintain the School's and the Council's health and safety management system. Ensure that health and safety matters are taken into account when organisational decisions are made.

The Policy makers;

- Will be familiar with the overall responsibilities laid down for **Policy Makers** in the County Council Health, Safety and Wellbeing Policy.
- Must ensure that the school has a structure in place to manage health and safety which includes; planning, implementation of these plans, monitoring, and reviewing and auditing. This must be integrated into general day to day management.
- Will ensure that plans for continuous improvement in health and safety management are developed and reviewed regularly.
- Must ensure that all school activities are organised and have sufficient arrangements and resources; to ensure that health and safety can be managed effectively.

As Policy Makers the Governing Body;

- Must ensure that those who have been assigned specific responsibilities in school for H&S have been identified, this has been communicated, and adequate training or instruction has been given.
- Must ensure that sufficient competent persons are in place to advise the school on H&S issues.
- Will set H&S targets (with Planners) to improve H&S performance.
- Is required to monitor that the H&S targets are being met and the school is meeting health and safety obligations by checking that policies and procedures are implemented in accordance with requirements, and by reviewing Key Performance Indicators (KPI) of

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health and safety performance on a regular basis.

- Some annual KPIs are required by the County Council, the GB can also identify other indicators they wish to monitor.
- The H&S Coordinator may be delegated the responsibility to collate these KPI's on the Headteachers' behalf (see **Assisters** below)
- Seek advice from and receive reports from the County Council Health, safety & Wellbeing Service and their School H&S Coordinator as appropriate and take actions as necessary.
- Ensure that the auditing of H&S takes place and that action plans are developed as a result of audit.
- The GB will ensure that all their decisions reflect the commitment of this policy and promote a positive culture towards health, safety and wellbeing issues.
- The GB will inform the Commissioner for Education and Wellbeing/Diocese/Trust/Sponsor of any issue which has significant health and safety implications which cannot be resolved satisfactorily without their support and involvement.

<b>Planners</b>	
<b>Headteacher</b> <b>Members of the School Leadership Team</b> <b>School Governors</b> <b>Deputy/Assistant Headteacher</b> <b>Health and Safety Coordinator</b> <b>Heads of Dept</b> <b>Managers</b> <b>Premises Manager</b>	Develop the local plans to achieve corporate/school health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area

The Planners will;

- Be familiar with the overall responsibilities laid down for **Planners** in the County Council Health, Safety and Wellbeing Policy.
- Take overall responsibility for the day to day health and safety management of the school and school activities taking place outside school premises.
- Determine the resources and arrangements needed to manage health and safety effectively as part of the school planning process.
- Delegate duties to other members of staff any or all of the duties associated with the management of health and safety. *(It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day to day responsibilities for health and safety within the establishment.)*
- As part of their management of health and safety;
  - appoint a Premises Manager (see **Implementers** below)
  - identify a member of staff who can act as a Health and Safety Coordinator (see **Assisters** below)
- Ensure that these staff receive appropriate H&S training.
- Ensure that all staff within the school are aware of their responsibilities with regard to Health and Safety issues. Where staff have specific duties in health and safety matters (e.g. First Aid/Fire Marshal), this should be identified clearly to everyone in the premises.
- Keep up to date with changes or updates in health and safety management by using the County Council or other resources and communications.
- Ensure that suitable and sufficient training, instruction and information is provided when required

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- Set health and safety objectives as part of the school planning process.
- Include health and safety in staff objectives where appropriate and assess their performance against these objectives regularly.
- Advise Governors of the resources and arrangements needed to manage health and safety effectively as part of the school planning process.
- Communicate any health and safety actions outlined in the school planning process to relevant staff and governors.
- Develop management arrangements for the identification of hazards and control of risks (risk assessments), ensure these take place and that results are communicated to staff.
- Develop local policies and procedures as necessary for health and safety and ensure they reflect the overall CC Policy.
- Seek help from the CC H&S Adviser or other specialist to ensure that H&S Policy can be implemented effectively and advise the GB and/or the County Council (as necessary) where issues arise which cannot be managed at a local level, need additional resources or require external support.
- Ensure that an annual **Health and Safety Evaluation Checklist** (inspection) of the premises is carried out, in line with the County Council Audit arrangements. (This duty may be delegated to other members of school staff)
- Ensure that an annual **Health, Safety and Wellbeing Self Audit** of the management of H&S is carried out, in line with the County Council Audit arrangements. (This duty may be shared with other staff such as SLT)
- Draw up any Action Plans required from the results of Health and Safety Evaluation Checklist and Annual Self Audit and monitor these regularly.
- Take part in and cooperate with any **Health and Safety Audit** which may be carried out by the Council's Health, Safety and Wellbeing Service
- Advise the GB and others of the results of any H&S monitoring (including KPI information) which takes place and of any actions required as a result of this.
- Consult with staff as necessary on matters of health and safety which may affect them at work.

### Health and Safety Committee

The school may choose to establish a Health and Safety Committee which should meet regularly to consider health and safety planning and organisation, the implementation of policies and to review and monitor performance. Where Health and safety is integrated into the strategic planning meetings of the school a separate meeting may not be required. It is recommended that H&S is a regular agenda item in these meetings.

An annual report to the Governing Body outlining achievements against the H&S plan and annual KPI's should be considered by Planners and Implementers, the school's Health and Safety Coordinator may be responsible for collating this information (see **Assisters**) for their consideration. As a minimum, the report will contain a summary of accident and ill health statistics for the current year and will suggest health and safety targets and priorities for the forthcoming year.

<b>Implementers</b>	
<i>Headteacher (also Policy maker, Planner)</i> <i>School Leadership Team (also planners)</i> <i>Heads of Department (who may also be planners)</i> <i>Teaching Staff [Including supply teachers]</i> <i>Managers</i> <i>Premises Managers</i>	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively

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<i>Teaching Assistants</i> <i>Learning Support Staff</i> <i>Admin Staff</i> <i>Site Supervisor/Caretaker</i>	
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The Implementers will;

- Maintain an understanding of the Health and Safety Policies of the County Council and those developed within school
- Demonstrate commitment to the management of health and safety by:
  - Setting a good example to others
  - Promoting good practice
  - Identifying H&S problems and rectifying them if possible
  - Challenging poor H&S performance or attitudes
  - Communicating regularly about H&S
- Be responsible for and take the lead on implementation of health and safety policies and any arrangements which have been developed by the Policy makers and Planners.
- Understand and own the plans in place for H&S as part of the overall school planning process monitor progress in these areas and advise planners of the results or any deficiencies.
- Ensure than any personal targets set by Planners are achieved, feedback any issues identified in this process.
- Ensure that individuals have health and safety objectives as part of their annual review process (these may reflect the overall H&S plans)
- Encourage participation in H&S and ensure that communication about H&S issues takes place.
- Assess new and existing work activities for hazards, ensuring that risk assessments are in place, control measures implemented (safe methods of work/Personal Protective Equipment etc) and the results of risk assessments communicated.
- Ensure that, where responsibilities for health and safety have been delegated to staff members, these roles are properly assigned and understood by employees in their teams/areas.
- Ensure that staff in these roles have received appropriate training.
- Ensure that there is sufficient information, instruction and training and resources available for staff in order for them to do their job
- Consult with staff as necessary on matters of health and safety which may affect them at work and receive health and safety reports from Health and Safety Representatives, responding as necessary.
- Supervise work adequately to ensure that good health and safety standards are maintained.
- Ensure that adequate monitoring of H&S takes place e.g. by taking part on Premises H&S Evaluations and carrying out own inspection of work areas.
- Carry out any reactive monitoring required such as investigation of accidents, near misses and occupational illness and ensure the information gained is used to improve H&S in the future.
- Avoid allocating "blame" to individuals who report accidents, illness or near misses, and ensure that all reports of this nature are managed effectively.
- Monitor H&S standards at the local level by retaining statistics to identify patterns and trends in events.
- Seek advice from the CC H&S Adviser or other specialist as required.
- Make use of other resources provided by the County Council to promote H&S at work (e.g. intranet/Newsletters)
- *In addition to the above, Teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site e.g. classrooms, laboratories, workshops etc., and off site e.g. school trips.*

**Premises Managers**

**In addition to the responsibilities above Premises Managers have specific duties laid down in the County Council Health, Safety and Wellbeing policy. These are reproduced here;**

1. To maintain an understanding of County Council health and safety policy arrangements and the premise manager responsibilities detailed within them, and an awareness of relevant premise related health and safety legislation, issues and procedures and operating within these requirements;
2. To control contractors working on the premises, and ensure that hazard information has been exchanged and suitable risk control measures implemented;
3. Ensuring adequate security arrangements are maintained;
4. Ensuring the general cleanliness of the premises and that adequate Wellbeing facilities are provided;
5. Arranging for regular inspection of the areas of the premises for which they are responsible to monitor that workplace health and safety standards are in effective working order and that a safe means of access and egress is maintained;
6. Ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained;
7. Ensuring that plant and equipment is adequately maintained;
8. Arranging for the regular testing and maintenance of electrical equipment;
9. Maintaining records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance;
10. Ensuring adequate first aid requirements for the premises are formally assessed and adequate provision is made;
11. Ensuring that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored;
12. Undertaking thorough investigation of all premise related accidents/incidents. Ensure the availability of an accident book at each premise ;
13. Ensuring the adequate provision of health and safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations;
14. Ensuring that a copy of the Health and Safety Law Poster is displayed in an accessible location and the information on the poster kept up to date;
15. Maintaining a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations and make this available to contractors upon requests;
16. Ensuring that adequate systems are in place for the management of asbestos and control of legionella and excessive water temperatures;
17. To respond promptly to 'D1 Notifications' that is notification of a defect that could affect the health and safety of building occupants/visitors, informed to them by County Strategic/Entrust Property Services as a result of a maintenance contract visit.

<b>Assisters</b>	
<i>Health and Safety Coordinators</i> <i>Health and Safety Advisors</i> <i>Occupational Health Professionals</i> <i>Specialist Technical Staff</i>	Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field

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Assisters act in a supportive role to managers and may use their authority, independence and competence to advise when required to do so

The Health and Safety Coordinator;

- Is familiar with the responsibilities of Assisters laid down in the County Council Health, Safety and Wellbeing Policy.
- Has the core duty to ensure that there is a system established for the management of health and safety – this planning and organisation must take place with the Planner(s) and Policy makers as necessary.
- Will keep up to date with Health and Safety issues and changes by making use of resources provided by the County Council to promote H&S at work (e.g. intranet/Newsletters)
- May take on certain functions such as communication, collation of statistics, coordination of H&S Evaluation/Audits as directed, but the overall responsibility rests with the Head of Establishment.
- May collate and produce an **annual report on Health and Safety performance including essential KPIs** (see Part 4) for Governing Bodies to view as part of their monitoring process. A template is available for this on the SLN at
- <http://education.staffordshire.gov.uk/School-Admin/HealthSafetyWellbeing/Health-and-Safety/Key-Documents/Key-Health-and-Safety-Documents.aspx>

### Employees

Irrespective of their position within the County Councils structure, everyone is regarded as an employee and therefore the employee duties within the H&S Policy apply to them.

#### Employees [including temporary & volunteers ]

**Employees** – Irrespective of their position within the County Councils structure, All staff are employees and therefore all the employee responsibilities within the County Council Health, Safety and Wellbeing Policy apply to everyone. All employees in the establishment are aware of the responsibilities of Employees laid down in the County Council Health, Safety and Wellbeing Policy.

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the governing body and senior management of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises.

**Pupils [This section should be drawn to attention of all pupils through classroom rules and school rules and will be done in assemblies and by the class teacher. TAs to remember that they also have responsibility to draw the pupils attention to H&S ]**

All pupils must be encouraged to follow all safe working practices and observe all school safety rules.

All pupils will:

- follow all instructions issued by any member of staff in the case of an emergency;
- ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- inform any member of staff of any situation which may affect their safety.

### Staff Safety Representatives

Health and safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the governing body is notified in writing of such an appointment, the safety representative shall have the following functions:

- to investigate potential hazards and to examine the causes of accidents in the workplace;
- to investigate complaints by any employee he represents relating to that employees health and safety or Wellbeing at work;
- to make representations to the Headteacher via the Deputy Headteacher on general matters affecting the health, safety and Wellbeing of employees;
- to carry out workplace health, safety and Wellbeing inspections;
- to attend any safety committee meetings;
- to co-operate with employers in promoting health and safety at work.

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

### Part 3

## Arrangements & Procedures for Health, Safety and Wellbeing

### Amington Heath Primary School and Nursery

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:

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

*All pupil accidents are recorded in the Pupil Accident book held in the medical room. Parents are informed if children have a bump to the head or if they have visibly bruised themselves. Accidents which require hospital or doctor treatment are recorded on a on a HSF40 form and sent to [shss@staffordshire.gov.uk](mailto:shss@staffordshire.gov.uk) by the Headteacher. Staff accidents are recorded in the official staff accident book – B1510. The forms are kept in staff records. If the member of staff requires medical treatment a HSF40 form is completed and sent to [shss@staffordshire.gov.uk](mailto:shss@staffordshire.gov.uk) by the Headteacher All accidents are investigated.*

#### 2. **Asbestos**

*Annette Burns is the Premises Manager. The caretaker Steve Scarsbrook is also responsible for keeping the Asbestos register up to date; he has had training from our Health and Safety Consultant Wendy Sears. All contractors have sign of the Asbestos Register before starting any work. Staff are instructed not to drill or fix anything to walls. Staff will do his own check once a year.*

#### 3. **Contractors**

*Contractors recommended by Staffordshire County Council are used at Amington Heath primary School. There is a control of contractors file held in the office. At the*

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front of the folder there are 10 instructions that must be followed before work commences. This is overseen by the Office Manager Rachel McConnell who has had training to carry out this duty.

1. All construction worker/contractors please report to Reception
2. Contractors to sign in and be issued with a visitor/contractor badge
3. A copy of the school's Asbestos Register is available from the school office
4. Ensure an Intrusive Works Assessment form is completed with representatives from both parties present.
5. Ensure a Hazard Exchange Form and Hot Works permit has been completed with representatives from both parties present
6. Once all paper work and check are done arrange a start time/date and access arrangements are suitable
7. Work commences
8. Once work has been completed ensure the permit clearance form has been signed and up dated
9. Ensure all contractors sign out and hand badges back to the office
10. Check paper work/work carried out are correct and review if necessary.

4. **Curriculum Safety** [including out of school learning activity/study support]  
*Risk assessments for curriculum activities such as science, cooking and DT are held in the Headteachers office in the policies file. When specific equipment is being used or a new activity is being introduced as part of the curriculum a new risk assessment must be put on place before the activity takes place.*

5. **Drugs & Medications**  
*There is a drugs and medicine policy. All parents are requested to complete a Parental request for the administration of medicines in school. First aiders in school will administer the medicines and will record the administration*

6. **Electrical Equipment** [fixed & portable]  
*All electrical equipment is PAT tested annually by the school caretaker Steve Scarsbrook. Staff are instructed not to use electrical equipment from home in school unless it has been PAT tested.*

7. **Fire Precautions & Procedures [and other emergencies incl. bomb threats]**  
*The Headteacher and Caretaker are responsible for undertaking and reviewing fire risk assessment. A fire drill for staff and pupils is held once a term. The office staff arrange for registers to be given to the teachers. Rachel McConnell unlocks the side gate. In her absence Jeannette Hegney or Annette Burns would unlock the gate. There is a Fire Evacuation Plan and Procedure poster in every room of the school. Fire procedure notices are also displayed in key areas of the school.*  
**Fire Risk Assessment** *The fire risk assessment is the responsibility of the Headteacher and is completed with the caretaker annually. (*

8. **First Aid**  
First Aid at Work  
Janet Ricketts  
Joley swan  
Rachel McConnell  
Emergency First Aid  
Emma White  
Jeannette Hegney

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Sherlene Ross  
Julia Engley  
Sonya Delap  
Tanya Gent  
Katherine Shingler  
Paediatric First Aid  
Gemma Pretty  
Tanya Gent

**9. Glass & Glazing**

*All glass in doors, side panels are safety glass, all replacement glass is of safety standard*

**10. Hazardous Substances (COSHH)**

*A COSHH folder is held in the office and is maintained by the caretaker who has had COSHH training. All staff are responsible for ensuring nothing is brought in to school without a COSHH certificate.*

**11. Health and Safety Advice**

*Health, Safety & Wellbeing Service, Staffordshire County Council, 01785-355777.*

**12. Housekeeping, cleaning & waste disposal**

*Premises are kept clean, to minimise accumulation of rubbish, arrangements for wet floor cleaning to minimise risks of slips are in place. Glass and other sharp objects are disposed of safely. There is a gritting plan in place for snow and ice.*

**13. Handling & Lifting**

*Early Years Staff have had training in manual handling. Deliveries to school are transported by the caretaker on a trolley*

**14. Jewellery**

*Children cannot wear jewellery in school. Children are asked to remove jewellery and it is kept safe in the school office until the end of the school day.*

**15. Lettings/shared use of premises**

*Although we don't have any lettings at Amington Heath the Headteacher with the Office Manager would be responsible for the risk assessments*

**16. Lone Working**

*The Local Authority Lone Working policy has been adopted by Amington Heath primary School.*

**17. Maintenance / Inspection of Equipment (including selection of equipment)**

*Equipment that requires periodic inspection, examination and testing; ladders and steps, extraction systems, PE equipment, D&T equipment, fire alarm and smoke detection, emergency lighting, fire extinguishers, playground equipment, playground and car park, buildings including roofs*

**18. Monitoring the Policy and Results**

*The Headteacher carries out annual Health and safety Evaluation Checklist and Self Audit. Health and Safety is reported in governor committee meetings and full governing body meetings. Every week Health and Safety is discussed in staff briefing.*

- 19. Poster on Health and Safety Law**  
*The Headteacher is responsible for siting this poster and keeping it up to date*
- 20. Personal Protective Equipment (PPE)**  
*The first aiders check that there are rubber gloves and plastic aprons in school. [*
- 21. Reporting Defects**  
*All staff are responsible for reporting defects. Defects should be put in the caretakers book held in the staffroom. Urgent defects where pupils and staff are risk should reported to the headteacher immediately.*
- 22. Risk Assessments**  
*RA are completed by the headteacher. The headteacher has had the appropriate training to complete RA.*
- 23. School Trips/ Off-Site Activities**  
*All teachers must work with Rachel McConnell who is the EVOLVE Educational Visits Co-ordinator when planning school trips. They must seek authorisation through **EVOLVE**, emergency arrangements, parental authorisation, supervision requirements, first aid provision.*
- 24. School Transport – e.g. minibuses**  
*N/A*
- 25. Smoking**  
*Smoking is not permitted on school property.*
- 26. Staff Consultation and Communication**  
*H&S is regular agenda item on Friday morning. Staff can raise issues of concern and make suggestions for health and safety improvements during Friday morning meetings and through the H&S governors.*
- 27. Stress and Staff Wellbeing**  
*Staff have been made aware of where they can receive support and counselling for stress.*
- 28. Supervision** [including out of school learning activity/study support]  
*pupils must not be left unattended when in care of school. There is an agreed ratio for school trips. Requirements for criminal conviction clearance have been completed for all staff. The Chair of Governors has responsibility for checking that all DBS check are up to date.*
- 29. Swimming Pool Operating Procedures (where applicable)**  
*N/A*
- 30. Training and Development**  
*New staff are briefed about H&S arrangements and by the Headteacher, establishing minimum health and safety competencies for certain activities, e.g. use of hazardous substances*
- 31. Use of VDU's / Display Screens / DSE**

*Staff who make significant use of VDU's, must complete the online training on how to report defects in workstation, how to report health concerns and who to, advice on maximum time to be spent on VDU without break, arrangements for eyesight testing*

**32. Vehicles on Site**

*Vehicles must only move around site when pupils are in class. Deliveries should be made when pupils are in class. Delivery vehicles don't need to reverse.*

**33. Violence to Staff / School Security**

*Outside doors must be kept shut, controlling visitor access. There are signing in arrangements, and all visitors must be issued with a visitor badge and escorted around school. Special risk assessments are carried out before maintenance and building work is carried on the premises. Staff are required to report all incidents of verbal & physical violence*

**34. Working at Height**

*Staff must use kick stools when working at height. If the kick stool is not the correct height then a risk assessment would need to be carried out. It would be most likely that the caretaker would complete the necessary task. The caretaker is responsible for inspecting kick stools, step ladders and ladders.*

**35. Water Hygiene**

*water hygiene samples and checks take place as required by the premises Water Hygiene Manual, The caretaker is responsible for recording and updating the Manual, which is kept in the caretakers cupboard.*

**36. Work Experience**

*Arrangements for assessing potential work placements and arrangements for induction and supervision of students on work placement within Amington Heath are completed by the headteacher and the college/school of the work experience pupil.*

## **Part 4**

### **Local Health and Safety Key Performance Indicators (KPI's)**

It is important that managers can monitor the health and safety performance of their premises in order to determine where progress is being made and where further actions and resources may be required.

*The school has a Health & safety action plan that has performance objectives for Senior Leadership, Teachers/Teaching Assistants and the caretaker. This is renewed annually and published on the staffroom notice board alongside the Health & Safety Policy. Every year the Health and Safety Policy and Health & Safety Action Plan is shared with staff in a dedicated staff meeting.*

The County Council Health Safety and Wellbeing Policy also requires feedback on certain KPI's more details of these can be obtained from your Health and Safety Adviser.