



# St Leonard's CE(A) First School Policy for Health and Safety

**Responsibility of: The Governing  
Board**

**Developed in consultation with:**  
All staff  
The Governing Board

Adopted by the Governing Body:  
Sep 2022  
Date for review: Sep 2023

## St Leonard's CE (VA) First School Health & Safety Policy

Date of last policy reviewed	Changes made
January 2017	Dates and paediatric first aid details were the only changes made.
January 2018	Dates, paediatric first aid details and location for swimming lessons were changed. Health and safety pupil council weekly checks added.
January 2019	Dates, paediatric first aid details and location for swimming lessons were changed.
January 2020	Only the dates were changed.
Sep 2020 (Date extended due to Covid 19 pandemic) Covid H and S policy used	Changes made to the format of the policy in line with Staffordshire model policy. Detailed information added in each section.
Sep 2021	Health and Safety Governor changed. Addition of KPI's as detailed as an action from Health and Safety Audit June 2022. Addition of Premises report to Governors.

# St Leonard's CE (A) First School



## Health, Safety & Wellbeing Policy

### PART A - INTRODUCTION

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.

PART B - HEALTH AND SAFETY POLICY STATEMENT

1. 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 St Leonard's School recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc Act 1974.
2. 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 welfare 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.

[ *Rev. Jane Held / Mrs Sue Hey*

[ *K.Stanesby* ]

*Rev Jane Held/ Mrs Sue Hey*  
*Co chairs of Governors*

*Mrs Kelly Stanesby ,*  
*Headteacher*

*Sep 2022*

## Part C

### Health, Safety and Wellbeing – 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

<i>The school obtains competent health and safety advice from:</i>	<i>Staffordshire County Council Health and Wellbeing Service</i>
<i>The contact details are:</i>	<i>Mrs Sarah-Jane Walmsley Sarah-jane.walmsley@staffordshire.gov.uk</i>
<i>In an emergency we contact:</i>	<i>Health &amp; Safety Team, Children and Lifelong Learning Directorate, Staffordshire County Council, tel: 01785-278855</i>

#### Monitoring Health and Safety

<i>The person responsible for the overall monitoring of health and safety in school:</i>	<i>Mrs K. Stanesby (Headteacher) Mrs Jackie Worrall (Health and Safety Governor)</i>
<p><i>The school has a Health and Safety Link Governor (Mrs Jackie Worrall) who meets with the Headteacher to consider health and safety planning and organisation, the implementation of policies and to review and monitor performance. Health and safety is integrated into the Full Governing Board strategic planning meetings and is a regular agenda item.</i></p> <p><i>The Head teacher monitors H and S and provides reports to the Full Governing Board, which bring attention to incidents and action taken. The Headteacher and the Office Manager have both undertaken Premises Manager training and complete the annual Health and Safety Evaluation Checklist and Self Audit. The Headteacher carries out workplace inspections to monitor implementation of policy by staff and monitors accident reports/trends and complaints. KPI's (such as the number of accidents in school) and school action plans are shared with Governors at each termly meeting.</i></p> <p><i>Termly Headteacher's Reports to the Governing Body outline achievements against the health and safety plan and annual KPI's. These reports contain a summary of accident</i></p>	

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<i>and ill health statistics for the current year and suggests health and safety targets and priorities for the forthcoming year.</i>	
<i>The school carries our formal evaluations and audits on the management of health and safety in January and October each year.</i>	
<i>The last external audit took place:</i>	<i>12<sup>th</sup> March 2020 by Mrs Sarah Jane Walmsley</i>
<i>The person responsible for monitoring the implementation of health and safety policies</i>	<i>Mrs K.Stanesby (Headteacher)</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 the person who carries these out</i>
<i>Premises Health and Safety Evaluation</i>	<i>Headteacher, Staff Governor and Health and Safety Governor</i>
<i>Daily, weekly and monthly checks of the school environment</i>	<i>School staff and Caretaker</i>
<i>Cleaning Inspections</i>	<i>Chartwells</i>
<i>Fire equipment</i>	<i>Chubb and Caretaker (Miss Belfield)</i>
<i>Emergency Lighting</i>	<i>And Caretaker (Miss Belfield)</i>
<i>Water Testing</i>	<i>Miss Belfield (caretaker) HSL</i>
<i>PE Equipment</i>	<i>Mercury Sports</i>
<i>Electrical (fixed and portable)</i>	<i>Electrician</i>
<i>First Aid</i>	<i>Mrs J.Amos (Office Manager)</i>

### **Part D**

#### **DETAILED HEALTH AND SAFETY 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:

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

*Accidents should be recorded in the office on appropriate documentation located in the filing cabinet.*

*Pupil accidents should be recorded and matters such as bumped head reported to parents using appropriate documentation. A copy of this document is to be emailed to the parent/ carer.*

*Accidents involving adults should be documented in the Staff accident book also kept in the school office filing cabinet.*

*All incidents should be brought to attention of Headteacher, who will decide whether to investigate further.*

*Serious accidents requiring hospital treatment are recorded on My Health and Safety*

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online portal.

Serious accidents should be reported to the Health and Safety Executive.

The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: Mrs K.Stanesby.

Our arrangements for reporting to the Governing Board are:

Each term an accident audit is carried out and a summary of this is presented to the Governing Board for discussion, identification of trends and resulting actions.

Each time an accident occurs school staff decide whether there is a need for a change in procedure or risk mitigation measures that needs to be actioned.

### **2. Asbestos**

Premises Managers responsible for Managing Asbestos:	Mrs K.Stanesby Mrs J.Amos
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Location of the Asbestos Management Log or Record System:	In the school Office Filing cabinet Health and Safety drawer.
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To ensure contractors have information about asbestos risk prior to starting work a hazard exchange form is completed at a joint meeting with the contractors and one of the Premises Managers.

School staff and the caretaker are aware that there is no asbestos in the school. The school was constructed in 1998 and no asbestos was used. This information is clearly stated on our Health and Safety Board.

Staff must not drill or affix anything to walls without first obtaining approval from the Premises Manager.

### **3. Communication**

Member of staff responsible for communicating with staff on Health and Safety matters.	Mrs K. Stanesby (Headteacher/ Premises Manager)
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Staff receive communication regarding Health and Safety via training and updates delivered in weekly staff meetings. Safeguarding is an agenda item at every meeting. Staff are made aware of their responsibilities with regard to Health and Safety through the performance management process.

Staff make suggestions for health and Safety improvements during these staff meetings. Risk assessments are shared at staff meetings annually and as and when issues arise. The staff Governor and Health and Safety Governor meet with the Headteacher termly to do a walk of the building and to discuss any issues relating to health and safety. Important H and S information is displayed in the school office and a more detailed file of information in the Headteacher's office.

### **4. Construction Work / Contractor Management**

Person co-ordinating construction work/ Managing contractors	Premises Managers: Mrs K.Stanesby/ Mrs J.Amos
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Contractors are selected using the support of our Entrust Property services SLA who

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together with the Headteacher carry out induction arrangements to exchange health and safety information and agree safe working arrangements, risk assessments, frequency of liaison meetings, name of person responsible for monitoring contractors working methods, how staff should report concerns and who to. Whether contractors have the appropriate levels of insurance is also checked.

This face to face discussion is recorded via a hazard exchange form document.

Contractors working on site are required to report to the office.

If high risk activities are to take place a full risk assessment will be carried out and areas cordoned off as required.

A Risk Assessment will be carried out to determine what level of DBS the contractors will need to be on the school premises.

Staff should report concerns about contractors to the Headteacher Mrs K.Stanesby.

We will review any construction activities on the site by monitoring on a daily basis and reporting any issues immediately to the contractors.

### 5. Consultation

Mrs K.Stanesby (Headteacher) will consult with staff on health and Safety issues. The school works hard to build and maintain a safety culture within the school with parents, staff, children and Leaders.

Staff are consulted about Health and Safety matters through regular weekly staff meetings where they can share issues of concern.

Pupils are involved with health and safety by choosing to join the health and safety council. This group take an active part in assessing risk and supporting other pupils to stay safe in the school environment.

### 6. Curriculum Areas - health and safety

The person who has overall responsibility for the curriculum areas as follows:

Mrs K.Stanesby (Headteacher)

Curriculum policies draw attention to health and safety considerations where necessary.

Risk Assessments for these curriculum areas are the responsibility of:

Mrs K.Stanesby

Science

DT

PE

Reasonable supervision is required for pupils during curriculum time pupils must not be left unattended and will be either with a teacher or classroom assistant or lunchtime supervisor. DBS checks of staff and helpers are coordinated and records kept by Head teacher.

School staff use the advice from CLEAPSS to ensure that activities in these areas of the curriculum are safe.

Jewellery and PE

A wristwatch for the older children is allowed but this should be a plain analogue or

digital type and not a fashion statement.  
 It is not the school policy for other jewellery to be worn. Apart from the danger aspects of rings, necklaces and earrings, the loss of such items causes unnecessary upset to the child. It is with safety in mind that children will not be allowed to take part in organised physical activities wearing any of these items.  
 If your child has pierced ears and needs to wear their earrings to school we would ask that these are of the small stud variety and if possible be taken out at home on the days of P.E and games. Staff cannot be responsible for removing earrings, nor for their safekeeping.

**7. Display Screen Equipment use (Including PC's, laptops and tablets)**

<p>The school assesses the risk of computers/ laptops/ I-pads by carrying out a DSE assessment for staff using this equipment continuously and regularly for over an hour. Staff have their attention drawn to the SLT website procedures and guidance ⇒ H&amp;S ⇒ equipment ⇒ display screen equipment ⇒ Workstation assessment.</p>	
<p>The person who has responsibility for carrying out DSE Assessments is:</p>	<p>Mrs J.Amos (Office Manager)</p>
<p>DSE Assessments are recorded and any control measures required to reduce risk are managed by:</p>	<p>Mrs J.Amos (Office Manager)</p>

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

<p>The person who has overall responsibility for the EYFS:</p>	<p>Mrs K.Stanesby (EYFS Teacher)</p>
<p>Our arrangements for the safe management of EYFS are:                  The EYFS has its own set of Risk Assessments which cover all of the activities that take place in the EYFS curriculum both indoors and outdoors.                  A visual check is done of the outdoor area each day to ensure that it is safe before the children go out.                  Due to the nature of the outdoor area, children have a time slot where they can play outdoors rather than free flow to allow adequate supervision. If there are 2 adults in the EYFS room then free flow play indoors and out can occur.                  Hygiene and cleaning of play resources is scheduled to reduce risks of COVID-19 transmission.                  Staff are fully aware of children's medical and allergy needs to ensure that activities using food substances such as 'dough' and messy play are safe for all to take part.</p>	

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



<p>The person who has overall responsibility for Educational Visits and is also the Educational Visits Co-ordinator is:</p>	<p>Mrs K.Stanesby</p>
<p>Our arrangements for the safe management of educational visits:  A full educational visits policy is in place and this ensures that staff take adequate precautions prior to visits outside school. Full approval is required from EV coordinator (Kelly Stanesby - Headteacher.) This approval is subject to appropriate risk assessment and information about the educational purpose of the visit and the itinerary for the visit. Staff are encouraged to carry out a preliminary visit and to assess the risks involved based on the current group of children.  See educational visits policy which sets out approximate ratios of adults to children for visits. Visits are evaluated on return to inform future visits and risk assessments.  The schools seeks authorisation from the County Council through EVOLVE online system for visits which are adventurous or residential.</p>	

**10. Electrical Equipment (fixed and portable)**

<p>The person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required is:</p>	<p>Mrs J.Amos (Office/Premises Manager)</p>
<p>Fixed electrical wiring test records are located:</p>	<p>In the school office filing cabinet, health and safety section.  Fixed electrical items check was completed in Sep 2020 and will be next due in Sep 2025.</p>
<p>The person responsible for arranging the testing of portable electrical equipment is:</p>	<p>Mrs J.Amos (Office/Premises Manager)</p>
<p>The person responsible for defining the frequency of portable electrical testing equipment (PAT) testing is:</p>	<p>Mrs K.Stanesby (Headteacher/Premises Manager)</p>
<p>Portable electrical equipment (PAT) testing records are located:</p>	<p>In the school office filing cabinet, health and safety section.  Portable Electrical appliances are to be checked in October 2021.</p>
<p>Staff are aware of the need to visually inspect appliances before use and to only use appliances in school that have been PAT tested. Staff must take any defective equipment out of use and report to Mrs K.Stanesby or Mrs J.Amos and record in the identified hazards book on the Health and Safety Board in the school office.</p>	
<p>Staff are not allowed to bring in any electrical items from home to use in school unless they have been PAT tested.</p>	
<p>The portable electrical equipment on the school site owned and used by contractors is</p>	

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

### 11. Fire Precautions and Procedures (and other emergencies incl. bomb threats)

<i>The competent person responsible for undertaking and reviewing fire risk assessment in addition to any associated action planning is:</i>	<i>Mrs K.Stanesby (Headteacher)</i>
<i>The Fire Risk Assessment is located</i>	<i>In the school office on the Health and Safety Board and in the filing cabinet.</i>
<i>The Headteacher will assess any additional fire risks as required. As the school is rarely used for people outside the school community, and when used is not used for any activity which generates a greater risk of fire.</i>	
<i>When the fire alarm is raised the person responsible for calling the fire service is</i>	<i>Mrs J.Amos (office Manager) Or in her absence Mrs K.Stanesby (Headteacher) Or in her absence Miss A.Torr (KS2 Teacher)</i>
<i>The person responsible for arranging and recording of fire drills</i>	<i>Mrs J.Amos (Office manager)</i>
<i>The person responsible for creating and reviewing Fire Evacuation arrangements</i>	<i>Mrs K.Stanesby (Headteacher)</i>
<i>Our Fire Evacuation arrangements are published.</i>	<i>In our Fire evacuation policy on the school website and on prominent signs around the school both adult and child friendly. Normally the school office manager will be responsible for taking the grab bag, registers and visitors book outside (from the school office), in the absence of the school office manager the Headteacher or KS2 teacher. The assembly point is on the school yard.</i>
<i>Our Fire Marshals are listed on the Health and Safety Board in the school office.</i>	<i>Mrs Stanesby has undertaken fire marshal training 2022.</i>
<i>Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log book located in the school office filing cabinet. Fire extinguishers, emergency lighting etc are checked by outside agencies at least annually. Fire alarms and smoke alarms are tested every 6 months.</i>	
<i>The person responsible for the training of staff in Fire procedures is:</i>	<i>Mrs K.Stanesby</i>
<b><i>All staff must be aware of the Fire Procedures in School.</i></b>	
<i>The school has a written lockdown procedure which is practiced in a way that is sensitive</i>	

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to the age of the pupils.

### 12. First Aid

<i>The person responsible for carrying out the First Aid Assessment is:</i>	<i>Mrs K.Stanesby (Headteacher) Who completed Paediatric First Aid in April 2021 and is supported by 5 other paediatric first aiders. All members of staff at St Leonard's are trained in Paediatric First Aid.</i>
<i>The First Aid Assessment is:</i>	<i>In the school office filing cabinet.</i>
<i>First Aiders are listed:</i>	<i>On posters all around the school building and on the school office health and safety board.</i>
<i>The person responsible for arranging and monitoring First Aid Training</i>	<i>Mrs J.Amos (Office/ Premises Manager)</i>
<i>Location of First Aid Box</i>	<i>In the school office by the telephone.</i>
<i>The person responsible for checking and restocking first aid boxes</i>	<i>Mrs J.Amos (Office/ Premises Manager)</i>
<i>In an emergency staff are aware of how to summon an ambulance</i>	<i>Instructions can be found next to the telephone in the school office. In emergency situations all staff may take a decision on whether immediate action is necessary.</i>
<i>Our arrangements for dealing with an injured person who has to go to hospital are</i>	<i>Emergency contacts (at least 2) are held for all pupils and staff. These are contacted if someone has to go to hospital. The most senior person in the school will go with the pupil or staff member and remain with them until a family member</i>
<i>Visitors</i>	<i>Visitors are asked to fill in a next of kin card as they enter the building. This is destroyed after their visit.</i>
<i>Our arrangements for recording the use of First Aid</i>	<i>All accidents and first aid given is recorded in the relevant accident book. Copies of this record are emailed to the parent/carer of the pupil. If a child receives first aid which is more than TLC this is recorded on 'My Health and Safety' online portal.</i>

### 13. Forest School

<i>The person in school who leads on Forest School activity</i>	<i>Currently the school is working alongside a forest school practitioner who is completing her training. Miss Georgia Goldstraw (Volunteer)</i>
<i>Our arrangements for developing, organising and running Forest School Activity Risk Assessment Communication Supervision</i>	<i>The school is in the process of collating Risk Assessments and policies ready to commence a toddler group weekly session. We have a Risk Assessment which covers our Welly Wednesday outdoor activities which we have done for many years. This risk assessment is reviewed regularly as the area and activities develop.</i>

**14. Glass/ Glazing**

<i>All of the glass in doors and side panels are constructed of safety glass</i>	<i>The school was built in 1998 and all glazing meets the required standards.</i>
<i>All replacement glass is of a safety standard.</i>	
<i>A glass and glazing assessment took place in (year) and the record can be found:</i>	<i>On the school property portal and the H and S file Nov 2020</i>

**15. Hazardous Substances (COSHH)**

*and cleaning staff are responsible for maintaining the necessary documentation.*

<i>The person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)</i>	<i>Mrs K.Stanesby (Premises Manager) Curriculum/ staffroom substances Miss Belfield (Cleaner/ Caretaker) Cleaning substances</i>
<i>Hazardous substances used on the premises we identified and risk assessed. Measures to control associated risks are put in place and communicated to all employees. Data sheets for relevant substances are kept in a file in the school office for reference if needed. The risk assessment includes the risks of working with the substance alongside the hazardous properties of the substance itself. It will also consider the level of toxicity of the substances. All substances used for the cleaning and maintenance of the school are locked away in the cleaning cupboard therefore eliminating the risk to pupils and staff not trained to use them.</i>	

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*For the regular substances used in school, safe ways of working are established to minimise exposure.*

*A register of assessed substances is kept and each one is risk assessed. The risks and control measures are communicated to all staff.*

### **16. Health and Safety Law Poster**

<i>The Health and Safety at work poster is located:</i>	<i>In both the school office and the Staff room. The poster on Health and safety Law is updated by the Office Manager.</i>
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### **17. Housekeeping, cleaning and waste disposal**

<i>All staff and pupils share the responsibility for keeping the school site clean, tidy and free from hazards.</i>	
<i>Our waste management arrangements are:</i>	<i>Staffs Moorlands District Council - General Waste PHS Group for sanitary products.</i>
<i>Our site housekeeping arrangements are:</i>	<i>All school staff take responsibility for the housekeeping of their areas of the school supported by the caretaker.</i>
<i>Site cleaning is provided by an External cleaning company:</i>	<i>Chartwells Contact details: Group manager - Bethany Davies 07917232026</i>
<i>Cleaning staff have received appropriate information, instruction and training about the following and are competent with work equipment and hazardous substances. The school caretaker, Miss Belfield, also provides cleaning services to the school (employed as a cleaner via Chartwells) She has regular updates from Chartwells with regard to Health and safety and is aware of the H&amp;S risks associated with her role.</i>	
<i>Waste skips and bins are located away from the school building.</i>	
<i>All staff and pupils are aware of the arrangements for disposing of waste and the location for waste bins and skips</i>	
<i>Staff in departments who generate waste (e.g catering, cleaning/ curriculum, areas) are be aware of the risk assessments and control measures in place for their role.</i>	

### **18. Infection Control**

<i>The person responsible for managing</i>	<i>Mrs K.Stanesby (Headteacher/ Premises</i>
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<i>infection control:</i>	<i>Manager)</i>
<p><i>Standard precautions of infection control are followed in school.</i></p> <p><i>Hand Hygiene is high profile in school. Pupils are taught how to wash their hands properly with hand soap and water. Hand sanitiser is also used.</i></p> <p><i>Regular timetabled opportunities are given to engage in hand washing, before and after food and drink, before and after physical or outdoor activity, after sneezes and coughs, after the toilet and when hands are visually dirty.</i></p> <p><i>Disposable hand towels are used to dry hands to make sure that hands do not become re-contaminated.</i></p> <p><i>Appropriate hand washing facilities are available including portable stations where needed for inside or outdoors.</i></p> <p><i>PPE, including disposable gloves and aprons, masks and visors are used to protect staff and pupils when there may be risk of direct contact or transmission of bodily fluids, for example during first aid or intimate care.</i></p> <p><i>Any waste considered to be infectious is disposed of appropriately.</i></p> <p><i>There is a culture of full staff involvement in maintaining a clean and tidy environment. Chartwells carry out regular cleaning inspections of the whole school. The school is deep cleaned in the holidays and where needed after an outbreak of infection. Cleaning routines for resources and toys are followed. Toys are cleaned in the dishwasher or washing machine or wiped down with Milton.</i></p> <p><i>Individual resources are used for pupils wherever possible and certainly when infection rates are high.</i></p> <p><i>The PHE Infectious diseases list is kept on the pupil's health board in the staffroom so that the school can give parents accurate advice regarding exclusion periods from school. Outbreaks are controlled appropriately using advice from the local health protection team.</i></p>	

## 20. Lettings

<i>The Premises Manager responsible for lettings:</i>	<i>Mrs K.Stanesby (Headteacher)</i>
<i>Our arrangements for managing Lettings of the school/ rooms or external premises are:</i>	<i>The school has a lettings policy which has full details of the health and safety procedures involved with letting out the school premises.</i>
<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 licences for their activities and these must be provided to the school on request.</i>	
<i>Hirers must provide a register of those present during a letting upon request.</i>	

**21. Lone Working**

*Being a small school lone working often occurs. Staff are encouraged to be aware of the possible risks and avoid any higher risk activities, such as working on step ladders when working alone in school. They are also advised to make outside contact so that a family member or member of staff knows they are working in school. A risk Assessment and procedure has been written for the school caretaker who may attend school in the night time to answer an alarm call out and who regularly works alone.*

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

<i>The person responsible for the selection/ maintenance/ inspection and testing of equipment:</i>	<i>Mrs K.Stanesby/ Mrs J.Amos (Premises Managers) When new equipment is required, the Headteacher is responsible for ensuring that it is suitable and is installed correctly.</i>
<i>Records of maintenance and inspection of equipment are retained and located:</i>	<i>School office filing cabinet</i>
<i>Staff report any broken or defective equipment to:</i>	<i>Mrs K.Stanesby/ Mrs J.Amos (Premises Managers) These are written into a log book on the Health and Safety board in the school office.</i>
<i>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:</i>	
<i>Ladders and steps PE equipment Fire alarm and smoke detection Emergency lighting Fire extinguishers School kitchens</i>	<i>All school equipment is checked and inspected regularly. Premises Managers use a schedule calendar to ensure that all checks are done on time and actions are pursued. PE equipment is checked annually using Electrical equipment is checked every twelve months. Chartwells check the kitchen equipment and cleaning equipment. Fire equipment and emergency lighting is inspected annually. Fire alarms and smoke detectors inspected every 6 months. All staff have a responsibility to check</i>

	<i>step ladders before use.</i>
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**23. Manual Handling**

<i>The competent person responsible for carrying out manual handling risk assessments:</i>	<i>Mrs K.Stanesby (Headteacher/ Premises Manager)</i>
<i>Our arrangements for manual handling activities are:</i>	<p><i>A clear hierarchy of measures are used for dealing with risks from manual handling; these are:</i></p> <ul style="list-style-type: none"> <li><i>Avoiding hazardous manual handling tasks so far as reasonably practicable.</i></li> <li><i>Assess the risk where it is not possible to avoid the task</i></li> <li><i>Reduce the risk to the lowest reasonably practicable level</i></li> <li><i>Review if the circumstances change</i></li> </ul> <p><i>As a basic requirement good back care is actively promoted and employees have access to back care awareness information.</i></p> <p><i>Risk Assessments are written for Employees identified with health conditions or pregnancy.</i></p> <p><i>The school has a risk assessment for the setting up of lunchtime tables as this is the only manual handling task that staff are engaged in on a daily basis.</i></p>
<i>Staff must be aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided.</i>	
<i>Staff are trained appropriately to carry out manual handling activities</i>	<i>Miss Belfield (Caretaker) has completed manual handling training. Other school staff are advised not to lift heavy items but to take necessary precautions and to ask for help/advice when heavy items need to be moved.</i>
<i>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</i>	<i>The school has a Restrictive Physical Intervention policy with detailed procedures.</i>



staff)	
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**24. Medication**

<i>The person responsible for the management and the administration of medication to pupils in school:</i>	<i>Mrs E.Crooks (Teaching Assistant)</i>
<i>Our arrangements for the administration of medicines to pupils are:</i>	<i>The school has a medicines policy which gives detailed information about their administration in school.</i>
<i>The names of members of staff who are authorised to give/ support pupils with medication are:</i>	<i>Mrs E.Crooks (TA) Mrs J.Amos (Office Manager) Mrs K.Stanesby (Headteacher)</i>
<i>Medication is stored:</i>	<i>In the school fridge in a locked box or in the school office filing cabinet (both labelled with the child's name).</i>
<i>A record of the administration of medication is located:</i>	<i>In the school office filing cabinet there is a file containing all administration of medicines records. In the staff room there is a children's health board where current medications are pinned.</i>
<i>Pupils who administer and/ or manage their own medication in school are authorised to do so by the Headteacher and provided with a suitable location to administer medication/ store medication and equipment.</i>	
<i>Staff are trained to administer complex medication by the school nursing service when required.</i>	
<i>Our arrangements for administering emergency medication (e.g asthma inhalers/ Epi- pen) are:</i>	<i>Parents of pupils who have been diagnosed as needing asthma inhalers or epi pens are asked for consent for their child to use the school's medication if needed. Any other child needing this medication in an emergency would only be given it if 999 professional gave this instruction.</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 leaders if they are taking any medication which might impair their ability to carry out their normal work.</i>	

**25. Personal Protective Equipment (PPE) (Links to Risk Assessment)**

<i>PPE is provided free of charge where a risk assessment identifies this is needed to</i>
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<i>control a risk and the risk cannot be controlled by other means.</i>	
<i>The person responsible for selecting suitable personal protective equipment (PPE) for the school staff.</i>	<i>Mrs E.Crooks (Teaching Assistant)</i>
<i>The person responsible for the checking and maintenance of personal protective equipment provided for staff</i>	<i>Mrs E.Crooks (Teaching Assistant)</i>
<i>PPE provided for use in curriculum lessons is not 'personal' as it is provided by pupils in classroom situations.</i>	
<i>The person responsible for selecting suitable personal protective equipment (PPE) for pupils.</i>	<i>Mrs E.Crooks (Teaching Assistant)</i>
<i>All PPE provided for use in a classroom environment is kept clean, free from defects and replaced as necessary.</i>	
<i>The person responsible for cleaning and checking pupil PPE.</i>	<i>Mrs E.Crooks (Teaching Assistant)</i>

### **26. Reporting Hazards or Defects**

<i>All staff must report any hazards, defects or dangerous situations they see at school.</i>
<i>Our arrangements for the reporting of hazards and defects: Any Hazards should be reported to the Premises Managers (Mrs K.Stanesby or Mrs J.Amos) who will ensure that the appropriate remedial action is taken. These defects will be recorded in the log book in the school office. The school's pupil health and safety council engage in this process to increase pupil awareness by carrying out regular safety checks of the school with a member of staff.</i>

### **27. Risk Assessments**

<i>The school has in place risk assessments for any identified significant risk. Control measures which are put in place to eliminate or reduce risk are communicated to staff, pupils and others who may be exposed to the risk.</i>	
<i>Risk Assessments are in place for the following areas:</i>	<i>Premises and Ground Curriculum/ Classrooms Hazardous activities or events Lettings or contract work which may affect staff/ pupils in the school Fire Risk Assessment Hazardous substances Work Equipment Manual Handling activities Risks related to individuals e.g health issues</i>

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<i>The person who has overall responsibility for the school risk assessment process and any associated action planning.</i>	<i>Mrs K.Stanesby (Headteacher/ Premises Manager)</i>
<i>Our arrangements for carrying out, recording, communicating and reviewing risk assessments are:</i>	<i>All staff have responsibility to report risks, to do formal and informal assessments and to take action as necessary. The Headteacher is responsible for the audit of these risk assessments periodically (usually September each academic year) and for carrying out more general risk assessments for staff who are pregnant or who have health problems. Risk assessments for activities done previously will be revised each time they are used with a different group of children according to their individual needs.</i>
<i>Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments.</i>	
<i>When an accident or incident occurs a post risk assessment takes place when a new hazard has been identified.</i>	
<i>Risk Assessments are created or reviewed when something new is introduced or a change has occurred.</i>	

### **28. Smoking**

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

### **29. Stress and Staff Well-being**

<i>The person who has overall responsibility for the health and well being of school staff.</i>	<i>Mrs K.Stanesby (Headteacher) With Mrs E.Crooks (Mental Health Lead)</i>
<i>All staff have responsibility to take care of their own health and wellbeing and the school supports staff to do this by implementing the following arrangements:</i>	<i>The school has a culture of taking care for each other and offering a listening ear. School leaders take into account the well-being of staff when making decisions. Workload/ work life balance is a regular item on the staff meeting agenda. Staff work together to seek ways to be more efficient. Staff are made aware of support services</i>

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	<i>within the county.</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 well being 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 regularly</i>	<i>Date completed: Sep 2021 Carried out in June 2020 during Covid lockdown.</i>

### **30. Swimming Pool Operating Procedures (the school does not have its own pool but does take pupils to swim at local leisure centres/ schools).**

<i>The person who has overall responsibility for managing the visits to the swimming pool.</i>	<i>Mrs K.Stanesby (Headteacher)</i>
<i>Our arrangements for carrying out suitable swimming pool management:</i>	<i>All staff attending swimming lessons are asked to read the H and S information beforehand. Teachers accompanying the children swimming will be responsible for supervision when the children are changing.  All school staff are paediatric first aid trained.</i>
<i>Staff to read risk assessment and health and safety information supplied by the pool to be visited. The leisure centre/ school are responsible for the quality of the pool, for ensuring supervision within the pool area (supported by school staff) and for ensuring the correct number of adults and children are present.</i>	
<i>Staff operating the swimming pool have received appropriate training and information. School will check this information.</i>	
<i>Emergency procedures are in place for the use of the swimming pool and all staff who supervise swimming activities are trained appropriately in these procedures. This is the content of the first swimming session.</i>	
<i>The health and safety considerations within curriculum swimming must be planned, supervised and managed by staff who include in their lesson planning.</i>	

### **31. Training and Development**

<i>The person who has overall responsibility for the training and development of staff</i>	<b>Mrs K. Stanesby (Headteacher)</b>
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<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>	<i>The Headteacher attends health and safety updates and training and the cleaner/caretaker is updated via her line manager and training organised by Chartwells. Staff audits are used to determine confidence in H and S areas. This is used to plan the training delivered in staff meetings throughout the year. Refresher training on fire evacuation and other procedures is provided during the Inset day session on safeguarding.</i>
<i>The school has a health and safety training matrix to help in the planning of essential and development training for all staff.</i>	
<i>Training records are retained and are located:</i>	<i>On a safeguarding training matrix which can be located in the H &amp; S file and noticeboard.</i>
<i>Training and competency as a result of training is monitored and measured by:</i>	<i>Mrs K.Stanesby (Headteacher) This is part of the annual audits that take place, the review of risk assessments and accidents and incidents within school that forms the report to the Governing Board. Further training needs are actioned through the completion of this annual audit.</i>

### **32. Vehicles owned or operated by the school**

<i>The person who has overall responsibility for the school vehicles</i>	<i>Mrs K.Stanesby (Headteacher)</i>
<i>The school operates the following vehicles:</i>	<i>The school does not own any vehicles. Sometimes school staff use their own vehicles to transport children to sporting events. The school has a thorough risk assessment to cover these journeys.</i>
<i>The person who manages vehicle licence requirements and undertakes vehicle checks.</i>	<i>Mrs K.Stanesby will check the driver's licence. The insurance document, MOT and tax of the staff members car. They will also check the roadworthiness of the vehicle.</i>

**33. Vehicle movement on site**

<i>The Premises Manager responsible for the management of vehicles on site:</i>	<i>Mrs K.Stanesby (Headteacher)</i>
<i>Our arrangements for the safe access and movement of vehicles on site are:</i>	<i>Parents are not allowed to use the school car park to drop off children, there are separate pedestrian gates and under normal circumstances the paths from the roadside gate to the school gates is not used by pedestrians. If vehicles need to come onto site during the school day this is done in consultation with staff and no risks to children's safety are taken.</i>

**34. Violence and Aggression and School Security**

<i>The school provides a place of work which is designed and managed to minimise the risk of violence and aggression to staff, pupils and visitors.</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 and physical violence to:</i>	<i>Mrs K.Stanesby (Headteacher)</i>
<i>Incidents of verbal and physical violence are investigated by:</i>	<i>Mrs K.Stanesby (Headteacher)</i>
<i>The person who has responsibility for site security:</i>	<i>Mrs K.Stanesby (Headteacher) Miss Belfield (Caretaker)</i>
<i>Our arrangements for site security are:</i>	<i>The site is kept secure by keeping all doors locked and having a key code on the main door. Visitor access is controlled with a signing in and out book and visitor badges. Where pupils may be at risk of exercising violence towards staff a detailed risk assessment would be carried out to accompany SEND procedures.</i>
<i>This has not been an issue at the school - Nil returns are made to the local authority.</i>	

**35. Water System Safety**

<i>The Premises Manager responsible for managing water system safety.</i>	<i>Mrs K.Stanesby (headteacher) Miss Belfield (Caretaker)</i>
<i>The name of contractors who have undertaken a risk assessment of the water</i>	<i>The local authority organise regular water hygiene tests and a log book of these is</i>

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<i>system</i>	<i>kept in school office the last check was completed in October 2020.</i>
<i>The name of contractors who carry out regular testing of the water system:</i>	<i>HSL</i>
<i>Location of the water system safety manual/ testing log</i>	<i>School office filing cabinet - water hygiene file.</i>
<i>Our arrangements to ensure contractors have information about water systems are:</i>	<i>All information is kept in a file in the school office. Mrs K.Stanesby will meet with the HSL engineer on arrival.</i>
<i>Our arrangements to ensure all school staff carrying out checks or testing or maintenance have information about the water system:</i>	<i>The caretaker is responsible for testing water temperature around the school and for ensuring that dead legs etc are run through routinely. A file with a record of these weekly checks is kept in the school office.</i>

### **36. Working at Height**

<i>The person responsible for managing the risk of work at height on the premises:</i>	<i>Mrs K.Stanesby (Headteacher/ Premises Manager)</i>
<i>Work at height is avoided where possible.</i>	
<i>Our arrangements for managing work at height are:</i>	<i>Only low step ladders are available in school and staff are advised to use these rather than take unnecessary risks standing on unsuitable surfaces. Children are not allowed to use any ladders.</i>
<i>Appropriate equipment is provided for work at height where required.</i>	
<i>Staff who carry out work at height are trained to use the equipment provided.</i>	
<i>Work at height equipment is regularly inspected, maintained and records are kept (Location).</i>	<i>In the equipment check log in the school office. The equipment is checked annually however all staff are aware that they need to check step ladders before using them. A notice is attached to the ladders as a reminder.</i>

### **37. Work Experience**

<i>The person who has overall responsibility for managing work experience and work placements for school pupils.</i>	<i>Miss Aimee Torr (KS2 Teacher)</i>
<i>Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are:</i>	<i>Miss Torr will meet with the Headteacher after receiving a request for work experience to decide in the school has capacity at the current time to support them. Miss Torr will meet with the work</i>

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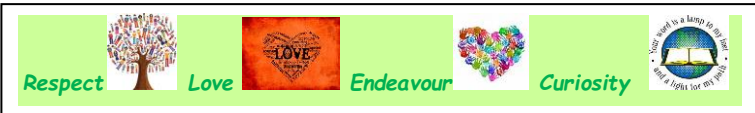
	<i>experience student to go over the Health and Safety arrangements and safeguarding requirements.</i>
<i>The person responsible for the health and safety of people on work experience in the school premises:</i>	<i>Mrs K.Stanesby (Headteacher)</i>
<i>Our arrangements for monitoring the health and safety of work experience students in the school are:</i>	<i>Work experience students are advised of the main procedures for Health and safety on their first day of their placement. Placements are coordinated with the High School or college and they ensure that the necessary insurance is in place etc. The health and safety checklist is signed by all students. Their adherence to this is monitored by Miss Torr who will make the Headteacher aware of there are any concerns.</i>

### **38. Volunteers**

<i>The person who has overall responsibility for managing/ coordinating volunteers working within the school:</i>	<i>Mrs K.Stanesby (Headteacher)</i>
<i>Volunteers are considered a member of staff and all health and safety arrangements including induction and training must apply. Arrangements and procedures for health and safety are outlined to new staff, volunteers and work experience students. They sign to say that they have seen and understood these. Awareness and training in health and safety issues is covered during staff meetings.</i>	



**St Leonard's CE (A) First School PREMISES REPORT TO GOVERNORS**

<b>HEADTEACHER</b>			<b>DATE:</b>	
				
SECTIONS		SUMMARY EVALUATION		
1	Accident report			
2	Fire evacuation drills			
3	Health and Safety Issues			
4	Risk Assessments			
5	Policies and Procedures			
6	Property Maintenance			

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7	Alterations to Premises	
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## Part 4

### Local 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.

- To reduce the number of First Aid incidents.
- To complete all Health and Safety Audits/ checklists and submit to Staffs Health and Safety Team by the deadline dates (October and January).
- To ensure that all defects are completed within the required timescale.
- To reduce the number of identified actions on Health and Safety Audits.
- To increase the competence of ALL staff with writing and reviewing risk assessments.
- To move from a level 4 to a Level 5 competence in Health and Safety.

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