Health, Safety and Wellbeing Policy

Signed:
Chair: S. Gribbin
CEO: R. Swindells
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Statement of intent

Collective Vision Trust
Health, Safety and Wellbeing Policy

This policy applies to all schools that are part of Collective Vision Trust. The appendices cover arrangements for specific schools.

At Collective Vision Trust, we are committed to the health and safety of our staff, pupils, and visitors.

Ensuring the safety of our community is of paramount importance and this policy reflects our dedication to creating a safe learning environment.

We are committed to:

- Providing a productive and safe learning environment.
- Preventing accidents and any work-related illnesses.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives in health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop the school's culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our schools.
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable.

Please note that the policy uses the term 'headteacher' to refer to the legally named headteacher on GIAS. If a school has a structure that has an Executive Headteacher and Head of School, 'headteacher' will refer to Executive Headteacher unless otherwise stated.

The CEO has overall responsibility across the Trust and the Executive Headteacher or Headteacher has responsibility for their individual schools.

1. Legal framework

This policy has due regard to all relevant legislation including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (Design and Management) Regulations 2015
- The Personal Protective Equipment at Work Regulations 1992
- The Education (School Premises) Regulations 1999
- The Ionising Radiation Regulations 2017 (IRR17)
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)

This policy has due regard to national guidance including, but not limited to, the following:

- DfE 'Health and safety: responsibilities and duties for schools'
- DfE 'Safe storage and disposal of hazardous materials and chemicals'
- HSE 'Schools and education'
- DfE 'First aid in schools, early years and colleges'
- UK Health Security Agency (2024) 'Health protection in children and young people settings, including education'

This policy operates in conjunction with the following policies, procedures and guidance:

- First Aid Policy
- Invacuation, Lockdown and Evacuation Policy
- Fire safety
- Working at Heights Policy
- Lone Worker Policy
- Staff Wellbeing Policy
- COSHH Policy
- Asbestos Management Policy
- Infection Control Policy
- Allergen and Anaphylaxis Policy
- Supporting Pupils with Medical Conditions Policy
- Administering Medication Policy
- School Security Policy
- Data Protection Policy
- Educational Visits Policy
- Uniform Policy
- Contractors Policy
- Early Years Food Policy
- Legionella Health and Safety
- Physical Intervention Policy
- Safe sleep Policy

2. Roles and responsibilities

The Trust Board, in conjunction with the CEO headteacher, will:

- Ensure it provides a safe place for all users of the site, including staff, pupils and visitors.
- Oversee that staff receive training and instruction so that they can perform their duties in a healthy and safe manner.
- Ensure whole-school familiarity with the requirements of the appropriate legislation and codes of practice.
- Create and monitor a management structure responsible for health and safety in the school.
- Ensure there is a detailed and enforceable policy for health and safety, and that the policy is implemented by all.
- Assess the effectiveness of the policy and ensure any necessary changes are made annually.
- Identify the risks relating to possible accidents and injuries and make reasonable adjustments to prevent them occurring.
- Ensure the school has secured safe means of entry and exit for all site users.
- Ensure the school can provide equipment, grounds and systems of work which are safe.
- Ensure safe arrangements are made for the handling, storage and transportation of any articles and substances.
- Ensure staff have safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Where necessary, ensure the school can provide protective equipment and clothing, along with any necessary guidance and instruction for safe use.

The headteacher will:

- Have overall responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.
- Set the direction for effective health and safety management.
- Introduce management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately.
- Review this policy and its effectiveness annually.
- Take all reasonably practicable steps to ensure this policy is implemented by the heads of the appropriate departments and other members of staff.
- Designate a competent person who will be responsible for ensuring the school meets its health and safety duties – the competent person will be the health and safety officer.

The health and safety officer will:

- Assist with the creation and implementation of this policy.
- Be responsible for investigating accidents and incidents, to understand causes and amend risk assessments as required.
- Be the designated contact with the LA and the HSE where necessary.
- Support staff with any queries or concerns regarding health and safety.
- Identify hazards by conducting risk assessments.

Supervisory staff and/or department heads will:

- Be familiar with the requirements of health and safety legislation.

- Be responsible for the implementation and operation of the school's Health and Safety Policy in their department, and for areas of responsibility delegated by the headteacher.
- Be responsible for adhering to the aspects of health and safety that are outlined in their job descriptions.
- Take a keen interest in the Health and Safety Policy and assist in ensuring all staff, pupils and visitors comply with its requirements.

All members of staff will:

- Take reasonable care of their own health and safety, and that of others who may be affected by what they do at work.
- Cooperate with their employers on health and safety matters.
- Carry out their work in accordance with training and instructions.
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- Familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.
- Avoid any conduct which puts themselves or others at risk.
- Be familiar with all requirements laid down by the Trust Board.
- Ensure that all staff, pupils and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place.
- Ensure all machinery and equipment is in good working order and safe to use, including adequate guards, and ensure such equipment is not used improperly.
- Use the correct equipment and tools for the job and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Report any defects in equipment or facilities to the designated health and safety officer.
- Take an interest in health and safety matters and suggest any changes that they feel are appropriate.
- Make suggestions as to how the school can reduce the risk of injuries, illnesses and accidents.
- Exercise good standards of housekeeping and cleanliness.
- Adhere to their common law duty to act as a prudent parent would when in charge of pupils.

Pupils will:

- Exercise personal responsibility for the health and safety of themselves and others.
- Dress in a manner that is consistent with safety and hygiene standards.
- Respond to instructions given by staff in an emergency.
- Observe the health and safety rules of the school.
- Not misuse, neglect or interfere with items supplied for their, and other pupils', health and safety.

3. Training and first aid

The school will ensure that staff are provided with the health and safety training they need for their job. This may not always mean attendance at training courses; it may simply involve providing staff with basic instructions and information about health and safety in the school.

Staff will be provided with regular training opportunities and have access to support where needed. Staff are expected to undertake appropriate CPD in order to further contribute to the running and success of the school.

Staff will be trained on how to:

- Assess risks specific to their role.
- Meet their roles and responsibilities identified within this policy.

Where relevant to their role, staff will receive specific training in:

- Using industrial machinery.
- Managing asbestos.
- Having responsibility for the storage and accountability for potentially hazardous materials.

First aid

The school will act in accordance with the First Aid Policy at all times. The school will ensure that ample provision is made for both trained personnel and first-aid equipment on-site.

The school will carry out a first aid needs assessment in order to help inform the First Aid Policy and to assess the first aid needs appropriate to the circumstances of the school.

When conducting a first aid needs assessment, the school will consider:

- The school site.
- Pupils and staff members.
- The hazards and risks present.

Primary schools only

The school will teach Health Education to pupils, including basic first aid, such as dealing with common injuries.

Secondary schools only

The school will teach Health Education to pupils, including further first aid, such as how to administer CPR and the purpose of defibrillators.

The headteacher will ensure that there is an appropriate number of first aid trained staff members working within in each classroom.

Details of the first aiders and the locations of first aid boxes are listed in the First Aid Policy.

4. Contacting the emergency services

The headteacher will certify that procedures for ensuring safety precautions are properly managed are discussed, formulated and effectively disseminated to all staff.

Staff will contact the emergency services in an emergency. Staff will alert their colleagues to the incident, if it is safe and appropriate to do so.

Where an ambulance is called for a pupil, office staff will contact the pupil's parent. Where necessary, all pupils will be evacuated from the building and taken to the designated emergency assembly point. Staff will be aware of any pupils who have PEEPs. Staff will be responsible for the safety of pupils and responding to any questions from the emergency services, as best they can.

5. Accident reporting and investigation

All accidents and incidents, including near-misses or dangerous occurrences, will be reported as soon as possible to the health and safety officer using the agreed school system (details in the relevant appendices).

The health and safety officer will be responsible for informing the headteacher if the accident is fatal or a 'major injury', as outlined by the HSE.

More in-depth information concerning reporting accidents and near-misses can be found in the following sections of this policy.

The school will always record and report work-related injuries to staff members or pupils.

Reporting significant accidents
Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the HSE at the earliest opportunity.

The school will always report 'specified injuries' to the HSE without delay. These injuries include the following:

- Accidents to employees causing either death or major injury
- Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days (this seven-day period does not include the day of the accident)
- Fractures, other than to fingers, thumbs and toes
- Amputation of an arm, hand, finger, thumb, leg, foot or toe
- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes
- Any crush injury to the head or torso, causing damage to the brain or internal organs
- Serious burn injuries (including scalding) which cover more than 10 percent of the whole body's surface area or cause significant damage to the eyes, respiratory system or other vital organs
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or that requires resuscitation or admittance to hospital for more than 24 hours

Additional reportable occurrences include the following:

- The collapse, overturning or failure of any load-bearing part of any lifting equipment
- The explosion, collapse or bursting of any closed vessel or pipe work

- Electrical short circuit or overload resulting in a fire or explosion
- Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, or injury caused by an explosion
- Any accidental release of a biological agent likely to cause severe human illness
- Any collapse or partial collapse of scaffolding over five metres in height
- When a dangerous substance being conveyed by road is involved in a fire or is released
- The unintended collapse of any building or structure under construction, alteration or demolition, including walls or floors
- Any explosion or fire resulting in the suspension of normal work for over 24 hours
- Any sudden, uncontrolled release in a building of: 200kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas, or 500kg or more of these substances if the release is in the open air
- Accidental release of any substances which may damage health
- Serious gas incidents
- Poisonings
- Skin diseases including, but not limited to: occupational dermatitis, skin cancer, chrome ulcer, or oil folliculitis/acne
- Lung diseases including, but not limited to: occupational asthma, farmer's lung, asbestosis, or mesothelioma
- Infections including, but not limited to: leptospirosis, hepatitis, anthrax, legionellosis, or tetanus
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome

The school will also report occupational diseases upon receipt of a written diagnosis from a doctor that a staff member has a reportable disease linked to occupational exposure. These include the following:

- Carpel tunnel syndrome
- Severe cramp of the hand or forearm
- Occupational dermatitis, e.g. from work involving strong acids or alkalis
- Hand-arm vibration syndrome
- Occupational asthma, e.g. from wood dust and soldering using rosin flux
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent

Work-related stress and stress-related illnesses will not be reported since they are not usually just one distinct event. RIDDOR stipulates that to be reportable, an injury must have resulted from an accident arising out of or in connection with work.

The school will only report accidents that are:

- Discrete.
- Identifiable.
- Unintended incidents which cause physical injury.

Reporting procedures

Should an incident require reporting to the Incident Control Centre (ICC) (part of the HSE), the health and safety officer, or a person appointed on their behalf, will file a report as soon as is reasonably possible. The person will complete the relevant report on the HSE website: http://www.hse.gov.uk/riddor/report.htm. The school will not submit written accident reports to the HSE, except for in exceptional circumstances. The school will report all accidents and injuries online where possible using the above web address. Fatal and specified injuries, as outlined in section 9, may only be reported using the telephone service on 0845 300 9923, open Monday to Friday 8.30am to 5pm.

Reporting hazards

Staff, pupils, contractors and visitors have a legal duty to report any condition or practice they deem to be a hazard. In most cases, reporting should be by email to the site manager and health and safety officer as soon as possible, who will then inform the headteacher as appropriate. Serious hazards will be reported the health and safety officer by email.

Accident investigation

All accidents, however minor, will be investigated by the health and safety officer and the outcomes recorded. The length of time dedicated to each investigation will vary on the seriousness of the accident. After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

The health and safety officer will undertake termly evaluations of all reported incidents. They will then identify patterns and trends in order to take corrective action and minimise the reoccurrence of any incident or illness.

6. Active monitoring system

The school's procedure for actively monitoring its system will include:

- Annual audits, including fire risk assessments and health and safety audits.
- Termly examination of documents to ensure compliance with standards.
- Termly inspection of premises, plants and equipment.
- Regular reports and updates to the headteacher, via scheduled meetings.
- External measures, such as surveys by contractors and service providers, along with visits from Environmental Health and Ofsted.
- External advice and monitoring from Staffordshire County Council Health and Safety team (SLA)

7. Risk assessment

The headteacher has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas in the school. The health and safety officer will be consulted when risk assessments are being carried out and will monitor these.

Termly assessments of high-risks areas, such as laboratories, will be undertaken. Annual risk assessments will be conducted for all other areas of the school. Risk assessments will consider the needs of staff, pupils, visitors and contractors. Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.

Risk assessments will be reviewed if:

- There is any reason to suspect that they are no longer valid.
- There has been a significant change in related matters.
- The Trust Board will be informed of risk assessments, as appropriate via the Headteacher's Termly Reports.

The school will record any significant findings of any risk assessments, including the following:

- The identified hazards
- How people might be harmed by them
- What the school has implemented to control the risk

The school will appoint an educational visits coordinator and ensure they receive the training necessary to carry out the role. Where there is no educational visits coordinator, the headteacher will perform this duty. The educational visits coordinator will ensure risk assessments are completed by staff leading day trips or residential stays.

8. Slips and trips

In line with HSE guidance, control measures are in place to effectively control slip and trip risks. The school utilises the following procedure:

- Identify the hazards – risk factors considered include:
  - Environmental (floor, steps, slopes, etc.)
  - Contamination (water, food, litter, etc.)
  - Organisational (task, safety, culture, etc.)
  - Footwear (footwear worn for evening events may not be in line with the School Uniform Policy)
  - Individual factors (rain, supervision, pedestrian behaviour, etc.)
- Decide who might be harmed and how
- Consider the risks and decide if existing precautions are sufficient, or if further measures need to be introduced
- Record the findings
- Review the assessment regularly and revise if necessary

The school will remain especially vigilant to the following hazards:

- Members of staff or pupils running or carrying heavy or awkward items
- Wearing unsuitable footwear
- Poor lighting – particularly where there are uneven surfaces and level changes
- Contamination
- Obstructions, e.g. bags and trailing cables

9. Fire safety

All staff fully understand and effectively implement the fire evacuation plan, which will be implemented in the event of a fire.

The headteacher is responsible for certifying that procedures for ensuring that safety precautions are properly managed will be discussed, formulated and effectively disseminated

to all staff. Staff will receive fire safety training to ensure they understand the procedure for fire drills and the use of fire extinguishers.
The school will test evacuation procedures on a termly basis. Firefighting equipment will be checked on an annual basis by an approved contractor. Fire alarms will be tested weekly from different 'break glass' fire points around the school, and records will be maintained.
Emergency lighting will be tested on a six-monthly basis, and records will be maintained.

The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.

The school will implement its Fire Safety Policy to ensure that staff, pupils and visitors are safe and aware of the potential risks of fire.

10. Sharps

For the purposes of this policy, "**sharps**" is defined as sharp objects such as needles, scalpels, razor blades and broken glass which pose a risk of an accidental penetrating injury or laceration or puncture to skin.
Sharps are not likely to be found commonly on school premises; however, staff will be vigilant towards the following circumstances in which sharps may be found:

- During school-based vaccination programmes
- Where an individual within the school requires injections to manage a health condition
- Where a pupil brings a sharp into the school
- Where glass is broken within the school, or broken glass is found on or around the school premises
- Where drug paraphernalia, e.g. heroin needles, is found on or around the school premises

In the context of this policy, offensive weapons are not considered sharps.

Handling and disposing of a sharp
All staff members will receive health and safety training as part of their induction, which will be refreshed annually. This training will include:

- The safe collection and disposal of sharps.
- Assembling sharps boxes and verifying that they are compliant with the accepted standards.
- The procedure to log incidents and who to inform.
- Immediate action in the event of sharps or needlestick injury.

Where an individual brings a sharp onto the school premises, e.g. a needle to manage a health condition, they will be responsible for its disposal. The use of needles for medication for an individual on the school premises will be managed in line with the Administering Medication Policy.

The headteacher will ensure that all pupils are informed that, where they see a sharp, they must alert the nearest staff member immediately and avoid touching the sharp.

Where a sharp is found, the nearest staff member will move all pupils away from the area in order to prevent accidental injuries and will guard the sharp while alerting another staff member to bring the sharps retrieval kit. Sharps retrieval kits will contain:

- Protective gloves.
- A pair of long-stemmed tongs.
- A pincer tool, e.g. tweezers.
- Brush and pan.
- Sharps box for disposal.

Sharps boxes will be marked 'Danger: Contaminated Sharps' and 'Destroy by Incineration'. They will be kept off the floor and out of the reach of pupils. Sharps boxes must not be filled above the designated fill line on the outside of the box. Once filled, boxes will be sealed immediately and removed by a clinical waste contractor or a specialist collection service.

The staff member will check the surrounding area carefully to ensure that no other sharps are in the vicinity. Where the sharp cannot be removed immediately, e.g. due to a delay in obtaining the sharps retrieval kit, the nearest staff member will place a cone or box on top of the sharp to prevent anyone from touching or finding it.

The following procedure will be followed in the event that sharps are found on the school premises:

- Staff will wear protective gloves and will not handle sharps with bare hands.
- Staff will not handle sharps while barefoot or wearing open shoes, as injury may occur if the sharp is dropped on feet.
- Only one sharp will be handled at a time and, where there are multiple, sharps will be carefully separated using the pair of tongs.
- Sharps will be picked up using the relevant equipment, e.g. pair of tongs or brush and pan for broken glass, and place it into the sharps box, which will be brought to the sharp rather than the other way around.
- The appropriate staff, including the headteacher and site manager, will be informed.
- The incident will be recorded, with details of when, where and by whom the sharp was found.
- Sharps will be disposed of quickly and safely into the school's sharps bin.

Sharps injury

First aid staff will be trained in handling sharps injuries, and will adhere following guidelines in case of injury from a contaminated sharp:

- Encourage the wound to bleed gently, ideally by holding it under running water
- Wash the wound using water and soap
- Avoid scrubbing the wound while washing
- Avoid sucking the wound
- Dry the wound and cover it with a waterproof dressing
- Seek medical advice

Injuries will be handled in line with the First Aid Policy.

11. Evacuation, invacuation, lockdown and bomb threat procedure

The school will follow the procedure outlined in the Invacuation, Lockdown and Evacuation Policy and in PEEPs in the event of a crisis.

All staff fully understand and effectively implement the school's evacuation, invacuation and lockdown policy.

In the event of an emergency, the procedures outlined in the Invacuation, Lockdown and Evacuation Policy, the Evacuation Procedure, and the appropriate Lockdown Procedure will be followed.

12. Visitors and contractors

Individuals who would like to visit the school but are not in contact with a member of staff regarding this should arrange their visit through the school office. The office will then contact the headteacher for authorisation before confirming the visit with the individual.

Staff members arranging visitors for educational purposes will collate and pass on all required details to the school office for the headteacher's authorisation.

Visitors (including parents) arriving without a prior appointment may be required to make an appointment before they can meet with a member of staff, unless that member of staff is available and happy to meet with them. Visitors will not be allowed into school without the supervision of an authorised member of staff.

All visitors (including parents) will be required to:

- Immediately report to the school reception area on arrival
- Sign-in using the school's signing in system
- Display ID badges provided at all times while on school property
- Sign-out using the school's system upon departure
- Return ID badges to the school office before departure

Visitors will be made aware of relevant school policies, including those in relation to health and safety, reporting a concern and emergency procedures. Visitors will also be advised of the conduct expected of them whilst visiting the school, and in particular the requirement to ensure that visitors speak and behave in a manner which complies with the school's ethos of equality, diversity and inclusion.
Visitors will be advised that the school is a non-smoking area, and smoking is not permitted anywhere within school grounds.

It is the responsibility of all staff members to politely question any individual who enters the school premises unaccompanied and/or without a clearly displayed name badge.

Any such visitors will be directed to the school office where they can sign-in.

If a visitor cannot be identified, the headteacher will be informed immediately.

If a visitor refuses to report to the school office, or becomes aggressive or abusive, they will be asked to leave the premises, and the police may be called to assist.

Anyone hiring the premises will be made aware of their health and safety obligations when making the booking.

Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, pupils or visitors to the school.

13. Construction and maintenance

When undertaking construction or maintenance work, the school will do so in accordance with The Construction (Design and Management) (CDM) Regulations 2015. Construction work means the carrying out of any building, civil engineering or engineering construction work, including:

- The construction, alteration, conversion, fitting out, commission, renovation, repair, upkeep, redecoration, or other maintenance, decommissioning, demolition or dismantling of a structure.
- The preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion.
- The installation, commission, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure.
- The assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure.
- The removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure.

The headteacher (CEO for larger projects) will ensure that all construction and maintenance projects have a formally appointed principal designer and principal contractor. The headteacher /CEO will liaise with the principal contractor to identify if the scope of the project means that it should be notified to the HSE. The headteacher, CEO or Trust Estates Manager will also ensure that:

- The principal designer and principal contractor are provided with a 'client brief/CDM pre-construction information' at the earliest opportunity, to contain relevant information which should, as a minimum, include the following:
  - What the school wants built or maintained
  - The site and existing structures
  - Information about hazards, such as asbestos
  - Timescales and budget for the build
  - How the school expects the project to be managed
  - CDM appointments of the principal contractor and/or principal designer
  - Welfare arrangements
  - Details of the nearest A&E department

- The principal contractor draws up a Construction Phase Plan that explains how health and safety risks will be managed – permission will not be given for construction or maintenance work to begin until this is in place.
- The principal designer prepares a health and safety file containing information that will help the school manage risks associated with any future maintenance, repair, construction or demolition work.
- The roles, functions and responsibilities of the project team are clearly defined in writing, e.g. in the project plan.
- Sufficient time and resources are allocated, and effective mechanisms are in place to ensure good communication, cooperation and coordination between all members of the project team.
- The principal contractor has made arrangements for adequate welfare facilities for their workers before the construction or maintenance work starts.
- Following completion of the project, the health and safety file is handed over to the headteacher, kept up to date by the health and safety officer, and is made available to anyone who needs to alter or maintain the building.

The relevant school or trust leader will hold regular progress meetings with the project team to ensure that all members are carrying out their roles as required. Where the project is for a new workplace or alterations to an existing workplace, it must also meet the standards set out in The Workplace (Health, Safety and Welfare) Regulations 1992.

14. Personal protective equipment (PPE)

The school will provide employees and pupils who are exposed to a hazard at the school, which cannot be controlled by other means, with PPE where appropriate. All staff and pupils will be provided with protective eyewear in all workshops and laboratories. Visitors will also be supplied with PPE when appropriate.
Staff and pupils will use the PPE provided, and care for it according to the instructions and training given. Supervising staff will ensure PPE fits the wearer properly. Where more than one item of PPE must be worn, the items should be compatible and remain effective. PPE will not be worn if wearing it causes a hazard greater than the hazard it is intended to protect the wearer from.

Pupils will report any loss or defects to their class teacher, who will report it to the site manager or technician for repair. Damaged PPE will not be used and will be disposed of in line with the manufacturer's instructions if it is not possible to repair.

Thorough risk assessments will be carried out by the health and safety officer to determine the suitable PPE to be used for each hazard and these are reviewed on an annual basis.

Staff and pupils will receive appropriate health and safety training in order to ensure they know how to properly use, maintain and store PPE, and how to detect and report faults. Equipment manuals are readily available, and warning signs are clearly displayed in areas, and on equipment, where PPE is mandatory. When not in use, PPE will be properly stored, kept clean, and in good repair.

The school will cover the costs of purchase, cleaning and repair for all clothing that is:

- Protective clothing that staff require to fulfil their roles.
- A required uniform that employees only wear to work.

The Trust Accountant will keep a record of all expenses related to PPE and uniform for HR and finance purposes. In accordance with HMRC guidance, the school will report and pay tax and National Insurance on any clothing that does not meet the exemption criteria (e.g. items not classes as protective or with potential personal use). Clothing that qualifies as exempt under HMRC rules - such was PPE and uniforms that are clearly branded or cannot be worn outside of work - will not be reported. Using a P11D form, the school will report the cost of the following to HMRC, unless they are exempt:

- Buying the clothes for employees
- Lending clothes to employees
- Cleaning or repairing clothing

Under HMRC's Optional Remuneration Arrangement (OpRA) rules, if clothing or uniforms are provided via a salary sacrifice arrangement, the school will still report the benefit unless it qualifies as exempt (e.g. PPE or non-luxury uniforms required solely for work). If the school follows either of the below procedures, we will not report uniform costs as detailed in section 17 to HMRC:

- Where eligible, employees may claim a flat-rate tax deduction through HMRC for uniform maintenance costs, using either the standard benchmark rates or a bespoke rate approved by HMRC.
- Paying back the employee's actual costs

The school will always use PPE in line with UK Health Security Agency guidance.

15. Employee clothing

If the school purchases clothing for employees, or lends it to them, we will:

- Report the costs on P11D form.
- Pay Class 1A National Insurance on the value of the benefit.
- If employees purchase clothing that is necessary to complete their role and the school reimburses them, the school will:
- The school will process the reimbursed amount as a taxable benefit through payroll, deducting PAYE tax and (where applicable) National Insurance.
- Deduct and pay PAYE tax and Class 1 National Insurance through payroll.

If employees purchase non-durable clothing, e.g. rubber gloves, and the school reimburses them, the school will:

- The school will process the reimbursed amount as a taxable benefit through payroll, deducting PAYE tax and (where applicable) National Insurance.
- Deduct and pay PAYE tax (not Class 1 National Insurance) through payroll.

If employees pay to have clothing cleaned or repaired, the school will:

- The school will process the reimbursed amount as a taxable benefit through payroll, deducting PAYE tax and (where applicable) National Insurance. Deduct and pay PAYE tax and Class 1 National Insurance through payroll.

The valuation of clothing for tax and reporting will be based on HMRC's guidance for non-cash benefits and depend on whether the school has given or lent clothing to employees.

Where gifted; the school will use the higher of the cost or second-hand value.

Where lent; the school will use the higher of 20% of market value or the rental cost incurred.

16. Work-related hazards

Manual handling

According to the Manual Handling Operations Regulations 1992, manual handling is defined as **"any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force."**

Manual handling extends to the force required to move or restrain any animate or inanimate object. It also includes any twisting, bending, stretching or other awkward posture you may get in whilst doing a task.
Manual handling can prove hazardous when it has the potential to cause a musculoskeletal disorder. This can be due to repetition of the action, the force and/or posture involved in the completion of a handling task, and/or a person's ability to hold or grasp the particular item in a safe and balanced manner.

The school will, as far as practicable, will reduce the need for members of staff to carry out any manual handling tasks that involve a risk of injury. Where manual handling tasks are necessary, a risk assessment will be completed to identify the potential hazards and possible control measures. The control measures will be monitored to ensure they are reducing the risk of injury and being implemented correctly.

The capability and circumstances, e.g. age, of staff will be taken into account where manual handling tasks are required. Where there is an unacceptable risk of injury or harm, no manual handling tasks will take place.
All members of staff will receive manual handling information and training as needed.

Where manual handling involves assisting and/or moving a pupil, moving a pupil from a chair to a wheelchair, the staff member(s) involved will always refer to the pupil's individual care plan to ensure that correct equipment and instructions are used. Moves will be planned in advance to ensure that any equipment needed is available and ready to use at all times.

Working at heights

Policy and procedures concerning employees working at heights will be addressed in the Working at Heights Policy. Staff members are required to sign statements confirming that they have received, read and understood the policy, prior to being allowed to work at heights.

Lone working

Policy and procedures concerning employees' lone working will be addressed in the Lone Worker Policy. Staff members will be required to sign statements confirming that they have received, read and understood the relevant policies, prior to being allowed to undertake lone working.

Stress management

Staff will be aware of the symptoms of stress, including sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains and elevated heart rate, lack of focus, inability to concentrate and increased sweating. Staff members who suffer from any of these symptoms are advised to consult their GP as soon as possible. All staff wellbeing matters are managed in line with the Staff Wellbeing Policy.

Display screen equipment

Display screen assessments will be carried out by the member of staff assigned by the health and safety officer for teaching staff and administrative staff who regularly use laptops or desktops computers. Further information is provided in the appendices to this policy.

17. Maintaining equipment

The school will ensure that staff and pupils can expect that any equipment they use is suitable for its intended use and is properly maintained. Inspectors, or a trained health and safety technician, will inspect the following equipment for health and safety issues annually:

- All electrical appliances
- All fixed gymnasium equipment
- Any workshop equipment, e.g. lathes and kilns
- All fume cupboards

It will be the responsibility of the health and safety officer to ensure new equipment meets the appropriate standards and conforms to all health and safety requirements. A suitably qualified adviser will be consulted if necessary.

Any portable electrical equipment will be visually inspected on a daily basis by the site manager and undergo PAT at intervals suitable for the type of equipment and its frequency of use.

The school will make use of automated external defibrillator (AED) as part of its first aid equipment through the DfE's arrangements to buy, install and maintain an AED.

18. Hazardous materials

The school will act in accordance with the school's COSHH Policy at all times.

The school will only purchase hazardous materials from a reputable source, making sure that the relevant material safety data sheet (MSDS) is provided by the retailer on delivery. The school will only order supplies of hazardous materials when existing stocks are no longer adequate, and in quantities that are no larger than necessary. No chemicals or other hazardous materials will be used without the permission of the headteacher.

The health and safety officer will be responsible for ensuring all products that may be hazardous to health are risk assessed before being used, taking into account the advice on the relevant MSDS or Hazard – the latter is provided from CLEAPPS, recognised by Ofsted and HSE as a definitive basis for undertaking practical work safely.

The site manager or relevant technician, in liaison with the health and safety officer, will ensure that the relevant control measures and appropriate guidelines are put in place to manage the risks identified in risk assessments. Control measures will be checked and reviewed by the site manager or relevant technician on a termly basis to ensure continued effectiveness, even when they are known to be reliable.

The headteacher will ensure that at least two staff members are suitably trained in the handling of hazardous chemicals and materials.

All equipment, materials and chemicals will be held in appropriate containers and areas conforming to health and safety regulations. Hazardous substances will be labelled with the correct hazard sign and contents label. Storage life will be considered by relevant leaders. All COSHH and ionising radiations regulations will be adhered to.

Low-toxic products, such as corrective fluid and aerosol paints, will be stored securely and only used under supervision in a well-ventilated area. Dust and fumes will be safely controlled by local exhaust ventilation equipment.

No staff member or pupil will ever be put at risk through exposure to any hazardous substance used in our practical curriculum. No potentially hazardous materials will be used in lessons without the approval of the health and safety officer. The health and safety officer will ensure staff are appropriately trained to use hazardous materials.

Where a substance has a workplace exposure limit, control measures will ensure that exposure is below the limit.

The site manager or appointed person will keep an up-to-date inventory of all the hazardous chemicals and materials held at the school. A termly audit of hazardous materials will be undertaken by the site manager or appointed person with routine surveillance to ensure that they remain safe to store. Unwanted or surplus chemicals and materials, including those that have become unsafe, will be disposed of by a registered waste carrier, in accordance with school procedures.

19. Asbestos management

In accordance with HSE guidance, an asbestos management survey was undertaken as follows:

School	Date	Surveying Organisation
CCSC	16.04.25	Entrust (Andrew Joynson)
Churchfields	March 26	Entrust
Chesterton Primary	19.11.25	A Joynson (Entrust)
Crackley Bank	13.03.25	Entrust
Bursley	22.04.25	Entrust
Cheswardine	24.9.25	RSK Asbestos Group
Hinstock	4.11.09	Alcontrol On-site Services
Woore	4.12.25	RSK Asbestos

As a result of the asbestos management survey, risks were identified and dealt with on a priority basis. This survey will be undertaken again following any changes of use to a location or prior to any significant building work.

Further details concerning the management of asbestos can be found in the Asbestos Management Policy.

20. Cleaning

Where schools use contract cleaners, they will be monitored by the site manager. The standard required will be clear in the service level agreement held with the contracted cleaners. Special consideration will be given to hygiene areas.

Waste collection services will be monitored by the site manager. Special consideration will be given to the disposal of laboratory materials and clinical waste.

The headteacher is responsible for ensuring that the school is at a safe temperature for staff and pupils to work in. The school will adhere to the provisions as outlined in The Education (School Premises) Regulations 1999, which state the following:

Areas	Temperature
Where there is a below-normal level of physical activity due to ill health or a physical disability, e.g. isolation rooms; however, this does not include sleeping accommodation	21°C
Where there is a normal level of physical activity associated with teaching, private study or examinations	18°C
Where there is a high level of physical activity, e.g. PE sports halls, washrooms, sleeping accommodation and circulation spaces	15°C

21. Infection control

The school will actively prevent the spread of infection through the following measures:

- Routine immunisation
- Maintaining high standards of personal hygiene and practice
- Maintaining a clean environment

The school will keep up to date with national and local immunisation scheduling and advice. All pupils' immunisation status is checked at school entry and at the time of any vaccination. The school encourages parents to have their children immunised.

All staff will be subject to a full occupational health check before starting employment at the school.
The school will ensure that arrangements are in place to minimise any health risks, e.g. flu, by ensuring hygiene standards are maintained and pupils and staff are not permitted in school if they are unwell. Staff and pupils displaying signs of infection will be sent home and recommended to see a doctor.

Further information concerning the schools' policies and procedures addressing infection control can be found in the Infection Control Policy.

22. Allergens and anaphylaxis

The school's Allergen and Anaphylaxis Policy will be implemented consistently to ensure the safety of those with allergies.

Parents will be required to provide the school with up-to-date information relating to their children's allergies, as well as the necessary action to be taken in the event of an allergic reaction, such as any medication required. Staff will also be required to provide the headteacher with a list of their allergies.

Information regarding pupils' and staff members' allergies will be collated and stored securely. Under The Human Medicines (Amendment) Regulations 2017, the school is able to purchase adrenaline auto-injector (AAI) devices without a prescription, for emergency use on pupils who are at risk of anaphylaxis, but whose device is not available or is not working. The school will purchase spare AAIs from a pharmaceutical supplier, such as the local pharmacy.

The headteacher and catering team will ensure that all pre-packed foods for direct sale (PPDS) made on the school site meet the requirements of Natasha's Law, i.e. the product displays the name of the food and a full, up-to-date ingredients list with allergens emphasised, e.g. in bold, italics or a different colour. The catering team will also work with any external catering providers to ensure all requirements are met and that PPDS is labelled in line with Natasha's Law.

All staff regardless of role will receive appropriate training and support relevant to their level of responsibility, in order to assist pupils with managing their allergies.

Further information relating to the school's policies and procedures addressing allergens and anaphylaxis can be found in the Allergen and Anaphylaxis Policy.

23. Medication

The school's Supporting Pupils with Medical Conditions Policy will be read, understood and adhered to at all times. Staff will receive annual training in supporting pupils with medical conditions.

The school will obtain notification from parents regarding any medication that pupils are required to take. Only trained staff will administer medication. The school's Administering Medication Policy will be followed at all times. A record will be kept of any medication that pupils take – this will be checked prior to administering any non-prescription medication.

24. Smoking

The school is a non-smoking premises, and no smoking will be permitted on the grounds. This also applies to vaping.
There is also no smoking or vaping permitted in any school vehicle.

All staff, pupils, visitors and contractors will be made aware of the policy.

25. Security and theft

Steps taken to reduce security risks will be addressed in the School Security Policy.

CCTV systems will be used to monitor events and identify incidents taking place. CCTV systems may be used as evidence when investigating reports of incidents. CCTV footage is personal data, so will be handled in accordance with the school's Data Protection Policy.

Schools' systems operate on cashless procedures, thus reducing the risk of theft.

Staff and pupils will be responsible for their personal belongings and the school accepts no responsibility for loss or damage. Thefts will be reported to the police and staff will be expected to assist police with their investigation.

All staff will be expected to take reasonable measures to ensure the security of school equipment being used. Missing or believed stolen equipment will be reported immediately to a senior staff member.

The school will install access control and security measures to ensure the safety of the school, e.g. security glazing on windows. The school will ban individuals from the premises if they pose a risk to any member of the school community. The school will consider any risks that are posed by their local context, e.g. recent arson attacks.

26. Severe weather

The headteacher, in liaison with the CEO, will make a decision on school closure due to severe weather on the grounds of health and safety. If a closure takes place, the CEO will be promptly informed.

The school will be closed if one or more of the following conditions apply:

- Conditions on site are considered to be unsafe and are likely to present danger to users of the site
- Staff numbers are insufficient for the school to operate safely

Where the school is temporarily closed due to adverse weather, the headteacher will aim to ensure the school can provide remote education.

A closure of the school during the day and an early release of staff will only be considered in extreme circumstances.

If the school remains open when there has been snowfall or the site is icy, access to the site for pedestrians will be restricted to the pedestrian gates only and all pathways, wherever practical, will have been cleared and gritted before pupils arrive on the premises.

At the headteacher's discretion, during periods of adverse weather conditions, the playground may be out-of-bounds to pupils and parents.

All persons entering the school buildings will be asked to ensure they wipe their feet thoroughly, in order to reduce slip hazards.

Staff, visitors and parents have the personal responsibility to express caution and take responsibility for their own health and safety whilst on the school grounds. Staff members must take responsibility for the health and safety of any pupils under their supervision.

If anyone believes that the site is unsafe after the appropriate risk assessment has been completed, they will be advised to not enter the school grounds and inform either the headteacher or site manager so the site can be reassessed.

27. Safe use of minibuses

Health and safety policy and procedures concerning school minibuses will be contained in the Trust's Educational Visits Policy and in school-based guidance for use of the minibuses. The health and safety officer will be responsible for arranging the annual maintenance of the minibus, including MOTs and road tax.

The driver will have a current license, be aged 25 years or over and hold a full licence in Group D or passenger carrying vehicles. Drivers will complete the relevant form and supply a photocopy of their driving licence.

If passengers are paying a charge, the minibus permit will be clearly displayed in the vehicle. Internal damage to the minibus will be the responsibility of the individual or organisation using the minibus. The school will decide who is responsible for covering the cost of any repairs.

The minibus will carry strictly one person per seat and seat belts will be worn at all times.

Fines accrued will be paid by the driver at the time the offence was committed.

Starting and closing mileage, along with any potential risks or defects identified, will be reported upon return to the school.

28. School trips and visits

Health and safety policy and procedures concerning school trips and visits, including trips abroad, are contained in the Trust's Educational Visits and School Trips Policy.

29. Near misses

A 'near miss' is an event not causing harm but has the potential to cause injury or ill health.

If staff members, pupils, contractors, or visitors see or are involved in a near miss, they will report it in order to allow consideration of how to prevent a possible accident happening in the future.

Reporting will be conducted verbally or by email to the health and safety officer as soon as possible, who will then inform the headteacher as appropriate.

The school will report near misses that constitute as dangerous occurrences to the HSE. A 'dangerous occurrence' includes any incident which results in requiring hospital treatment or further attention.

All accidents and near misses, however small, will be reported and investigated by the health and safety officer and the outcomes recorded. The length of time dedicated to each investigation will vary depending on the seriousness of the accident.

After the investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

30. Monitoring and review

The effectiveness of this policy will be monitored continually by the CEO. Any necessary amendments will be made immediately.

The school will establish a monitoring system that is backed up by performance measures and this will be reviewed following an incident.

Appendix 1

Management Arrangements

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

Competent Health and Safety Advice

Collective Vision Trust obtains competent health and safety advice from Staffordshire Health, Safety and Wellbeing Service through an SLA that covers all schools.

The contact details are:

Steve Brown
Health and Safety Advisor
Health, Safety and Wellbeing Service
Staffordshire County Council
2 Staffordshire Place,
Tipping Street, Stafford. ST16 2DH.
Telephone 01785 355777 (duty officer)
Fax number 01785 355842
e-mail steve.brown@staffordshire.gov.uk

Monitoring Health and Safety

CEO, Rob Swindells has overall responsibility for monitoring Health and Safety across the Trust.

Individual Headteachers are responsible for ensuring adequate monitoring occurs within their schools and this is reported to the Trust Board termly via the Headteacher's Report.

Information for each school is found below.

Name of person(s) responsible for the overall monitoring of health and safety in school:

CCSC	Kathryn Dunne, Deputy Head Becky Baker, Assistant Head Steph Waterhouse, Headteacher Garry Gribbin, Estates Director and Site Manager
Churchfields	Diane Beardsmore, Headteacher Andy Wild, Site Manager
Chesterton Primary	Helen Swindells, Headteacher Heather Plant, Office Manager Neil Parsons, Site Manager
Crackley Bank	Sara Stevenson, Executive Headteacher Steve Bentley, Site Manager
Bursley Academy	Sara Stevenson, Executive Headteacher Ant Smith, Site Manager
Cheswardine	Rachael Williams, Executive Headteacher
Hinstock	Rachael Williams, Executive Headteacher
Woore	Michelle Ward, Headteacher

Arrangements for monitoring health and safety are:

- Termly report to Trust Board as part of Headteacher's Report
- Self-evaluation Checklist completed each October
- Self-audit completed each January
- Annual visits from HS advisor
- Audit process

External audits are completed in line with Staffordshire Health and Safety Service policy. The last audits took place on:

School	Internal audit:	External audit:
CCSC	January 26	Dec 25 grade 3
Churchfields	January 26	July 26 grade 4
Chesterton Primary	January 26	5th June 25, grade 4
Crackley Bank	January 26	23rd June 25, grade 3
Bursley Academy	January 26	3rd Feb 23, grade 4
Cheswardine	January 26	30th Jan 25, grade 3
Hinstock	January 26	5th Feb 25, grade 3
Woore	March 26	Awaiting first audit.

Name of person(s) responsible for monitoring the implementation of health and safety policies:

CCSC	Kathryn Dunne, Deputy Head
Churchfields	Diane Beardsmore, Headteacher
Chesterton Primary	Helen Swindells, Headteacher
Crackley Bank	Sara Stevenson, Executive Headteacher
Bursley Academy	Sara Stevenson, Executive Headteacher
Cheswardine	Rachael Williams, Executive Headteacher
Hinstock	Rachael Williams, Executive Headteacher
Woore	Michelle Ward, Headteacher

All staff are aware of the key performance indicators in appendix 3 and how they are monitored.

Workplace inspection	Name of person/contractor who carries out inspection							
	CCSC	Churchfields	Chesterton	Crackley	Bursley	Cheswardine	Hinstock	Woore
Internal walk	Kathryn Dunne with relevant staff	Andy Wild & Diane Beardsmore	Helen Swindells / Neil Parsons	Stephen Bentley	Ant Smith	Rachael Williams with admin	Rachael Williams with admin	Michelle Ward with Rob Luckett
External walk	Kathryn Dunne with relevant staff	Andy Wild	Helen Swindells / Neil Parsons	Stephen Bentley	Ant Smith	Rachael Williams with admin	Rachael Williams with admin	Michelle Ward with Rob Luckett
Fire call points & alarm	Garry Gribbin	Andy Wild	Lantern Fire and security	Lantern	Lantern	PMW Electrical Services (PSG) with admin	PMW Electrical Services (PSG) / Peter Humphreys	RMW Electrical Services Ltd
Emergency lighting	DFP Services Ltd		Midwest Mechanical and Electrical Services	Logic	Logic	Admin	Peter Humphreys	RMW Electrical Services Ltd
Water test	HSL / Garry Gribbin	HSL	Concept Environmental	HSL / Stephen	HSL	Graham Water	Graham Water	Graham Water

			Solutions / HSL / Neil Parsons	Bentley		Services (Shrops PSG)	Services (Shrops PSG)	Services (Shrops PSG)
Fire extinguisher	Chubb	Chubb	Neil Parsons	Chubb / Stephen Bentley	Chubb	Walker Fire UK (PSG)	Walker Fire UK (PSG)	Walker Fire UK (PSG)
PE / Sports equipment	Mercury / H&S monthly reviews		Sportsafe	Mercury / H&S monthly review	NA	Sportsafe UK LTD	Sportsafe UK LTD	Sportsafe UK Ltd
Playground equipment		Andy Wild	Neil Parsons	Steve Bentley/ Sportsafe		ROSPA	ROSPA	The Play Inspection Company
Barrier/security	SMD		BID	Chubb	Chubb			
Ladder checks	Zurich		Zurich	Steve Bentley	Ant Smith	Admin	Peter Humphreys	Rob Luckett
Environmental Health	Newcastle BC		Emery Pest Control Newcastle BC	Newcastle BC	Newcastle BC			
Technology equipment	Staffs CC (Roy Wright)		CCSC IT Staff	CCSC IT Staff		CCSC IT Staff	CCSC IT Staff	CCSC IT Staff
Science & Technology extraction units	HME	NA	NA	NA	NA	NA	NA	NA

Appendix 2

Detailed Arrangements

The detailed arrangements and procedures for Health, Safety and Wellbeing within Collective Vision Trust Schools are as set out below.

1. Accident Reporting, Recording & Investigation

Our arrangements for recording and investigating:

School	Pupil Accidents	Staff / Visitor Accidents
CCSC	All accidents and injuries are recorded on the first aid app by the first aid member of staff who gives treatment Qualified First-Aiders are available during the course of the school day. PE staff are First Aid Trained All PE staff are First Aid Trained in the swimming pool All office staff are First Aid trained **If timings go outside the normal hours, suitable First Aid provision is put in place.** **In addition to the completion of the app, the County Council Accident Investigation report form must be completed for death/major injuries/over three-day injuries and are sent to the Directorate Health and Safety Team who will notify HSE. Online system used for accidents with hospital visits.** **Accidents will be analysed once a term and feedback / changes to risk assessments will be communicated to staff and Directors - Post Accident RA**	All employees who have an accident at work that results in personal injury or ill health must make an entry in the accident book or have someone else make the entry on their behalf. * Online system to be used. (Historic incidents archived in Main Office) Due to the online system now in place, this ensures confidentiality, investigation and appropriate action to take place. All accidents will be analysed and reviewed
Churchfields	All accidents and injuries are recorded in the my incident online system when a child has to go home or hospital treatment. All other incidents where first aid treatment is given is recorded on TEAMS. Qualified First-Aiders are available during the course of the school day. The online reporting system will ensure the County Council Accident Investigation team are informed be completed for death/major injuries/over three-day injuries and are sent to the Directorate Health and Safety Team who will notify HSE. Accidents will be analysed once a term and feedback / changes to risk assessments will be communicated to staff and governors	All employees who have an accident at work that results in personal injury or ill health must make an entry on the online my incident (https://staffordshirecc.info-exchange.com/school) All accidents will be analysed and reported to the LGB/ trust board of any changes to risk assessment
Chesterton Primary	All accidents and injuries are logged on the school's administration system, Arbor, together with any first aid treatment given, action taken, adult informed and any other relevant information.	All employees who have an accident at work, resulting in personal injury or ill health must make an entry in the accident book or have someone else make the entry on their behalf.

	Qualified first-aiders are available during the course of the school day. In addition to the completion of the accident entre, the County Council Accident Investigation report form must be completed for death / major injuries / over three-day injuries and sent to the Directorate Health and Safety Team who notify the HSE. Accidents are logged on the internal system, analysed termly and feedback / changes to risk assessments are communicated to staff and governors.	An entry in the accident book must not be seen by anyone apart from those people who need to see it in order to investigate the accident and take appropriate action. Completed accident records must be detached from the book and passed to the Head Teacher. Use of My Health and Safety to report Staffordshire County Council. All accidents will be analysed and reported to the Trust board to inform any changes to risk assessments.
Crackley Bank	• First Aid forms completed by treating staff; entered on Arbor and filed. • Qualified First Aiders available during the school day; cover arranged for out-of-hours events. • Clear head injury protocol ensures strong communication with parents. • Parents always informed of injuries; contacted directly for serious cases. • Serious incidents (death, major, or 3+ day injuries) reported via My Incident Online; County H&S Team if necessary, notifies HSE. RIDDOR reports completed by Staffordshire County Council. • Accidents analysed termly; updates shared with staff and governors. • Risk assessments reviewed after investigations.	• All staff accidents/injuries must be recorded in the accident book (main school office) or entered on their behalf. • Records are confidential and passed to the Office Manager (Laura Gleaves). • All staff accidents are also reported via the My Incident Online System. • Accidents are analysed and reported to the Trust Board; risk assessments updated if needed.
Bursley Academy	• First Aid forms completed by treating staff; entered on Arbor and filed. • Qualified First Aiders available during the school day; cover arranged for out-of-hours events. • Clear head injury protocol ensures strong communication with parents. • Parents always informed of injuries; contacted directly for serious cases. • Serious incidents (death, major, or 3+ day injuries) reported via My Incident Online; County H&S Team if necessary, notifies HSE. RIDDOR reports completed by Staffordshire County Council. • Accidents analysed termly; updates shared with staff and governors. • Risk assessments reviewed after investigations.	• All staff accidents/injuries must be recorded in the accident book (main school office) or entered on their behalf. • Records are confidential and passed to the Office Manager (Deb Verdiani). • All staff accidents are also reported via the My Incident Online System. • Accidents are analysed and reported to the Trust Board; risk assessments updated if needed.
Cheswardine & Hinstock	**Pupil accidents:** All accidents and injuries are recorded in the my incident online system when a child has to go home or hospital treatment. All other	**Staff / visitor accidents:** All employees who have an accident at work that results in personal injury or ill health must make an entry on the online

	incidents where first aid treatment is given is recorded on school's MIS system. Qualified First-Aiders are available during the course of the school day. The online reporting system will ensure the County Council Accident Investigation team are informed be completed for death/major injuries/over three-day injuries and are sent to the Directorate Health and Safety Team who will notify HSE. Accidents will be analysed once a term and feedback / changes to risk assessments will be communicated to staff and governors	my incident (https://staffordshirecc.info-exchange.com/school) All accidents will be analysed and reported to the LGC/ trust board of any changes to risk assessment
Woore	**Pupil accidents:** All accidents and injuries are recorded in the my incident online system when a child has to go home or hospital treatment. In the event that a RIDDOR report is required (to be sent to the HSE), Staffordshire County council complete this from the information completed by the school on the My Incident Online system. As a school we make sure that the appropriate action is taken to reduce injury and ill health and to promote the care and wellbeing of all employees. The majority of staff are first aid trained at paediatric first aid level. We have two First Aid at Work trained staff and one Outdoor First aid Trained member of staff. All children are sent home with a slip to state that they have been injured and how and what treatment was given. A wristband is also applied in case the slip is mislaid or forgotten by the pupil. If necessary, parents are contacted to collect and take pupils to seek medical advice. We have an additional protocol in place for any head injuries which ensures communication with parents about incidents is clear and effective. A special head injury wristband is also worn by the child.	**Staff / visitor accidents:** All employees who have an accident at work that results in personal injury or ill health must make an entry on the online my incident (https://staffordshirecc.info-exchange.com/school) All accidents will be analysed and reported to the LGC/ trust board of any changes to risk assessment

The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR):

CCSC	Kathryn Dunne / Steph Waterhouse
Churchfields	Diane Beardsmore
Chesterton Primary	Helen Swindells
Crackley Bank	Sara Stevenson
Bursley Academy	Sara Stevenson
Cheswardine & Hinstock	Rachael Williams
Woore	Michelle Ward

Our arrangements for reporting to the Trust Board are:

CCSC	• H and S trust meetings

	• Discussions with CEO / Headteacher • Termly governor and trustee reports
Churchfields	• Discussions with CEO • Termly trustee reports • Agenda item on Trust Board meeting
Chesterton Primary	• Health and Safety discussion with Trust representative • Discussions with CEO • Termly trustee reports to local governing committee • Termly trustee local governing committee report • Changes to risk assessments – all staff informed as part of staff meeting cycle
Crackley Bank	• H&S trust meetings • Discussions with CEO / Executive Headteacher • Termly reports to Directors
Bursley Academy	• H&S trust meetings • Discussions with CEO / Executive Headteacher • Termly reports to Directors
Cheswardine & Hinstock	• H and S item in Trust Board meetings • Discussions with CEO • Termly trustee reports
Woore	• H and S item in Trust Board meetings • Discussions with CEO • Termly trustee reports

Our arrangements for reviewing accidents and identifying trends are:

CCSC	• Termly governor and trustee report • Changes to risk assessments – all staff informed as part of staff meeting cycle, access to risk assessments on Teams and emails
Churchfields	• Termly trustee report • Analyse near misses • Changes to risk assessments – all staff informed as part of staff meeting cycle
Chesterton Primary	• Termly trustee report • Changes to risk assessments – all staff informed as part of staff meeting cycle
Crackley Bank	• Termly trustee report • Changes to risk assessments – all staff informed as part of staff meeting cycle
Bursley Academy	• Termly trustee report • Changes to risk assessments – all staff informed as part of staff meeting cycle
Cheswardine & Hinstock	• Termly trustee report • Changes to risk assessments – all staff informed as part of staff meeting cycle
Woore	• Termly trustee report • Changes to risk assessments – all staff informed as part of staff meeting cycle

2. Asbestos

School	Premises Manager responsible for managing asbestos	Location of the asbestos management log or record system
CCSC	Garry Gribbin	Caretaker's Office
Churchfields	Andrew Wild	Caretaker's Office
Chesterton Primary	Heather Plant and Neil Parsons.	Record System: School office

Crackley Bank	Stephen Bentley	Caretaker's Office
Bursley Academy	Anthony Smith	Caretaker's Office
Cheswardine & Hinstock	Rachael Williams	School Offices
Woore	Michelle Ward	School Office

Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are:

CCSC	• Hazard exchange • Office staff to inform Site Staff if any contractors arrive on site and ensure asbestos record is completed before any work can take place.
Churchfields	• Hazard exchange • Office staff to inform Site Staff if any contractors arrive on site and ensure asbestos record is completed before any work can take place.
Chesterton Primary	• Hazard exchange • Office staff to inform Office Manager and Site Manager if any contractors arrive on site and ensure asbestos record is completed before any work can take place.
Crackley Bank	• **Hazard exchange forms are completed** • Office staff to inform Site Staff if any contractors arrive on site and ensure asbestos record is completed before any work can take place. • All contractors are required to sign the asbestos register prior to engaging in any work. We undertake the asbestos Intrusive Works assessment and seek the advice of the Asbestos team if any uncertainty about presence of asbestos. • Annual Asbestos training for staff
Bursley Academy	• **Hazard exchange forms are completed** • Office staff to inform Site Staff if any contractors arrive on site and ensure asbestos record is completed before any work can take place. • All contractors are required to sign the asbestos register prior to engaging in any work. We undertake the asbestos Intrusive Works assessment and seek the advice of the Asbestos team if any uncertainty about presence of asbestos. • Annual Asbestos training for staff
Cheswardine & Hinstock	• Hazard exchange • Office staff to be aware if any contractors arrive on site and ensure asbestos record is completed before any work can take place.
Woore	• Hazard exchange/Declaration of Understanding Forms • Office staff to be aware if any contractors arrive on site and ensure asbestos record is completed before any work can take place.

Our arrangements to ensure all school/academy staff such as class teachers or caretakers have information about asbestos risk on the premises are:

CCSC	• Forms part of induction training • Asbestos register is shown to staff – staff aware of the location of asbestos (refer to register). Staff reminded not to drill or affix anything to walls without first obtaining approval from the premises manager. • All staff who work in the building will sign the asbestos register (annually)
Churchfields	• All staff have been shown and discussed the asbestos register and signed • Awareness session delivered in September each year • Forms part of induction training if outside of the September window

Chesterton Primary	• All staff have discussed and been shown the asbestos register (and signed to acknowledge) • Forms part of induction training
Crackley Bank	• Annual asbestos training for staff • Asbestos awareness forms part of induction training • Asbestos register is shared with staff including the map of the areas which contain asbestos. • Staff have all signed the register to say they have seen and understood these documents. • Staff are instructed not to drill or affix anything to walls without first obtaining approval from premises manager/checking manual.
Bursley Academy	• Annual asbestos training for staff • Asbestos awareness forms part of induction training • Asbestos register is shared with staff including the map of the areas which contain asbestos. • Staff have all signed the register to say they have seen and understood these documents. • Staff are instructed not to drill or affix anything to walls without first obtaining approval from premises manager/checking manual.
Cheswardine & Hinstock	• All staff have been shown and discussed the asbestos register and signed • Forms part of induction training
Woore	• Whole staff training followed by Employee Declaration of Understanding Form • New staff to receive information on induction

Staff must not drill or affix anything to walls.

Staff must report damage to asbestos materials to:

CCSC	Garry Gribbin / Paddy Findlay
Churchfields	Andrew Wild
Chesterton Primary	Heather Plant / Neil Parsons
Crackley Bank	Stephen Bentley, Lisa Taylor
Bursley Academy	Ant Smith, Emily Harley
Cheswardine & Hinstock	Rachael Williams
Woore	Michelle Ward / Marni Shapiro-Day

3. Communication

Name of SLT member who is responsible for communicating with staff on health and safety matters:

CCSC	Kathryn Dunne/Becky Baker
Churchfields	Diane Beardsmore
Chesterton Primary	Helen Swindells
Crackley Bank	Sara Stevenson
Bursley Academy	Sara Stevenson
Cheswardine & Hinstock	Rachael Williams
Woore	Michelle Ward

School	Arrangements for communicating about H&S matters with all staff are:	Staff can make suggestions about H&S improvements by:
CCSC	• Staff meetings • Risk assessments • Policy documents • Individual assessments	• Email • Line managers meetings • Staff are asked to review risk assessments and suggest

	• Emails – (send and receive notifications)	improvements • Staff are made aware of any post-accident review of a risk assessment.
Churchfields	• Staff meetings • Risk assessments • Policy documents • Individual assessments • Emails	• Health and Safety meetings • Email • Staff are encouraged to discuss health and safety throughout the year
Chesterton Primary	• Staff meetings • Risk assessments • Policy documents • Individual assessments • Emails • Health and safety meetings	• Staff are encouraged to discuss health and safety throughout the year • Line manager meetings • Email
Crackley Bank	• Staff meetings • Risk assessments • Policy documents • Individual assessments • Emails	• Email - Sara Stevenson, to include Lisa Taylor, Stephen Bentley • Staff meetings – standing agenda item • Staff are encouraged to discuss health and safety throughout the year
Bursley Academy	• Staff meetings • Risk assessments • Policy documents • Individual assessments • Emails	• Email - Sara Stevenson, to include Emily Harley & Ant Smith • Staff meetings – standing agenda item • Staff are encouraged to discuss health and safety throughout the year
Cheswardine & Hinstock	• Staff meetings • Risk assessments • Policy documents • Individual assessments • Emails	• Raising in staff meetings • Email • Staff are encouraged to discuss health and safety throughout the year
Woore	• Staff meetings • Risk assessments • Policy documents • Individual assessments • Emails	• Raising in staff meetings • Email • Staff are encouraged to discuss health and safety throughout the year • Staff are asked to review risk assessments and suggest improvements

4. Construction Work *See also Contractor Management

Name of person coordinating any construction work:

CCSC	Rob Swindells / Garry Gribbin / Julia Revell
Churchfields	Andrew Wild
Chesterton Primary	Helen Swindells, Neil Parsons, Garry Gribbin (CVT)
Crackley Bank	Stephen Bentley and Sara Stevenson in conjunction with Garry Gribbin (Trust)
Bursley Academy	Anthony Smith and Deborah Verdiani in conjunction with Garry Gribbin (Trust)
Cheswardine & Hinstock	Rachael Williams / Garry Gribbin / Alison Baker – Shropshire PSG Surveyor
Woore	Michelle Ward / Garry Gribbin / Alison Baker – Shropshire PSG Surveyor

School	**Arrangements for managing construction projects within the scope of the**	**Arrangements for the exchange of H&S information / risk assessments / safe**

	Construction Design and Management Regulations are:	working arrangements / monitoring are:
CCSC	• Meeting to take place before any work takes place with Rob Swindells / Site Staff • Hazard exchange form to be completed • School to use approved SSC/ENTRUST contractors • Duty holders will be identified and named as part of any Construction project.	• Hazard exchange forms • Meeting before key work starts • Support from Rob Swindells
Churchfields	• Meeting to take place before any work takes place with Diane Beardsmore / Andy Wild • Hazard exchange form to be completed • School to use approved Staffordshire County council contractors where possible • Duty holders will be identified and named as part of any Construction project.	• Hazard exchange forms • Meeting before key work starts • Support from Rob Swindells
Chesterton Primary	• Meeting between the above-named responsible person to take place prior to commencement of any work. • Hazard exchange form to be completed. • School to use approved Staffordshire County Council contractors. • Duty holders will be identified and named as part of any construction project.	• Hazard exchange forms • Meeting before commencement of key work • Support from Rob Swindells
Crackley Bank	• Meeting to take place before any work takes place with Sara Stevenson/Stephen Bentley • Hazard exchange form to be completed • School to use approved Staffordshire County council contractors • Duty holders will be identified and named as part of any Construction project.	• Hazard exchange forms • Meeting before key work starts • Support from Sara Stevenson/Stephen Bentley
Bursley Academy	• Meeting to take place before any work takes place with Sara Stevenson/Ant Smith • Hazard exchange form to be completed • School to use approved Staffordshire County council contractors • Duty holders will be identified and named as part of any Construction project.	• Hazard exchange forms • Meeting before key work starts • Support from Sara Stevenson / Ant Smith

Cheswardine & Hinstock	• Meeting to take place before any work takes place with Rachael Williams / Garry Gribbin / Alison Baker • Hazard exchange form to be completed • School to use approved Staffordshire or Shropshire County council contractors (PSG) where possible • Duty holders will be identified and named as part of any Construction project.	• Hazard exchange forms • Meeting before key work starts • Support from Trust via Rob Swindells
Woore	• Meeting to take place before any work takes place with Rachael Williams / Garry Gribbin / Alison Baker • Hazard exchange form to be completed • School to use approved Staffordshire or Shropshire County council contractors (PSG) where possible • Duty holders will be identified and named as part of any Construction project.	• Hazard exchange forms • Meeting before key work starts • Support from Trust via Rob Swindells

School	**Arrangements for the induction of contactors are:**	**Staff should report concerns about contractors to:**	**We will review any construction activities on the site by:**
CCSC	Initial meeting, tour of site /area by Site managers before work starts, exchange of documentation	Rob Swindells / Site manager (Garry Gribbin)/SLT	• Regular risk assessment • Review by RS/Garry Gribbin
Churchfields	Tour of site /area by Andy Wild before work starts	Andrew Wild / Diane Beardsmore	• Regular risk assessment
Chesterton Primary	Tour of site with responsible persons (Helen Swindells or Neil Parsons) before work begins	Helen Swindells and/or Neil Parsons.	• Regular risk assessment
Crackley Bank	Site supervisor provides induction to contractors, completes hazard exchange form and shares any information regarding emergency procedures, site security and safe working practices prior to work commencing. Records kept.	Lisa Taylor /Stephen Bentley	• Regular risk assessment
Bursley Academy	Site supervisor provides induction to contractors, completes hazard exchange form and shares any information regarding emergency procedures, site security and safe working practices prior to work	Emily Harley / Ant Smith	• Premises manager and site supervisor to complete regular checks and completion evaluations and

	commencing. Records kept.		review project outcomes accordingly.
Cheswardine & Hinstock	Tour of site /area by Rachael Williams and PSG surveyor before work starts	Rachael Williams	• Regular risk assessment • Review CEO
Woore	Tour of site /area by Michelle Ward and PSG surveyor before work starts	Michelle Ward	• Regular risk assessment • Review CEO / Garry Gribbin

5. Consultation

Name of SLT member who is responsible for consulting with staff on health and safety matters:

CCSC	Kathryn Dunne
Churchfields	Diane Beardsmore
Chesterton Primary	Helen Swindells
Crackley Bank	Sara Stevenson
Bursley Academy	Sara Stevenson
Cheswardine & Hinstock	Rachael Williams
Woore	Michelle Ward

School	Arrangements for consulting with staff on H&S matters:	Staff can raise issues of concern by:
CCSC	• Staff meetings • H&S Committee Meetings (SH, CI, JHa, SF, RS, GG, PS/SB, MC) • Emails – (send and receive notifications) • Risk assessment reviews • Health and safety walks • Microsoft Teams	• Emails • Line managers meetings • Site mangers communication • Main Office communication including specific site cleaners • Open door policy to SLT
Churchfields	• Staff meetings • Emails • Risk assessment reviews • Microsoft TEAMS	• Emails • Staff meeting agendas • Site manager monthly meetings
Chesterton Primary	• Staff meetings • Emails • Risk assessment reviews	• Emails • Face-to-face • Staff meeting agendas
Crackley Bank	• Staff meetings • Emails • Risk assessment reviews • Health and safety walks	• Email – Stephen Bentley, to include Lisa Taylor & Sara Stevenson • Urgent issues – reported to Stephen Bentley and Lisa Taylor in person and immediately • Staff meetings
Bursley Academy	• Staff meetings • Emails • Risk assessment reviews • Health and safety walks	• Email - Ant Smith, to include Emily Harley & Sara Stevenson • Urgent issues – reported to Ant Smith and Emily Harley in person and immediately • Staff meetings
Cheswardine & Hinstock	• Staff meetings • Emails • Risk assessment reviews	• Emails • Staff meeting agendas

Woore	• Staff meetings • Emails • Risk assessment reviews • Policy Reviews • Health & Safety Walks	• Emails • Staff meetings • Direct to Michelle Ward/Rob Luckett/Marni Shapiro-Day

6. Contractor Management

Name of person responsible for managing and monitoring contractor activity:

CCSC	Rob Swindells / Garry Gribbin / Julia Revell
Churchfields	Andrew Wild
Chesterton Primary	Helen Swindells, Neil Parsons, Garry Gribbin (CVT
Crackley Bank	Stephen Bentley
Bursley Academy	Anthony Smith (site manager) In conjunction with Garry Gribbin (Trust)
Cheswardine & Hinstock	Rachael Williams / Garry Gribbin
Woore	Michelle Ward / Marni Shapiro-Day

School	**Arrangements for selecting competent contractors are:**	**Arrangements for the exchange of H&S information / risk assessments / safe working arrangements / monitoring are:**
CCSC	Meeting with Robert Swindells/Garry Gribbin/Julia Revel Conversations and reports to Trust Board Predominantly use Crown Commercial, Entrust and CC approved contactors – same process as above	• Hazard exchange forms • Meeting before and during work • Monitored by Site Staff /SLT/Office Staff throughout the process
Churchfields	All contractors from the approved Staffordshire County council list Conversations with CEO and Garry Gribbin	• Hazard exchange forms • Meeting before and during work • Monitored by Andy Wild throughout the process
Chesterton Primary	All contractors from the approved Staffordshire County Council list.	• Hazard exchange forms • Meeting before and during work • Monitored by Heather Plant, Helen Swindells, Neil Parsons, Garry Gribbin (CVT) as appropriate throughout the process. • Meeting with Garry Gribbin, Helen Swindells and Neil Parsons
Crackley Bank	All contractors from the approved Staffordshire County council list	• Hazard exchange forms • Meeting before and during work • Monitored by Site Staff throughout the process
Bursley Academy	All contractors from the approved Staffordshire County council list	• Hazard exchange forms • Meeting before and during work • Monitored by Site Staff throughout the process
Cheswardine & Hinstock	All contractors from the approved Staffordshire or Shropshire County council (PSG) list	• Hazard exchange forms • Meeting before and during work • Monitored by Rachael Williams with PSG throughout the process
Woore	All contractors from the approved Staffordshire or Shropshire County council	• Hazard exchange forms

	(PSG) list	• Meeting before and during work • Monitored by Michelle Ward with PSG throughout the process

School	Arrangements for the induction of contactors are:	Staff should report concerns about contractors to:
CCSC	Meeting with Rob Swindells / Site staff	Rob Swindells / Site staff / SLT/ Julia Revel
Churchfields	Meeting with Rob Swindells / Andy Wild	Andy Wild or Diane Beardsmore
Chesterton Primary	Meeting with Neil Parsons - Caretaker	Neil Parsons, Heather Plant, Helen Swindells
Crackley Bank	Meeting with Stephen Bentley - Caretaker	Lisa Taylor and Stephen Bentley
Bursley Academy	Meeting with Ant Smith and Deborah Verdiani	Emily Harley and Ant Smith
Cheswardine & Hinstock	Meeting with Rob Swindells / Rachael Williams / Garry Gribbin / PSG Surveyor (Alison Baker)	Rachael Williams
Woore	Meeting with Rob Swindells / Michelle Ward / Garry Gribbin / PSG Surveyor (Alison Baker)	Michelle Ward

7. Curriculum Area – Health and Safety

Name of the person(s) who have overall responsibility for H&S in specific curriculum areas and is responsible for the risk assessments for these areas.

	Science	PE	Technology	ICT
CCSC	Jill Hawkesworth / Dave Macbeth / Mark Cartlidge	Paul Salt/Shauna Baldry	Simone Hawkins	Matt Kelsall
Churchfields	Jessica Long	Luke Sinclair	Jon Skupham	Mitch Cotton
Chesterton Primary	Helen Swindells Lemara Rotherham (RA)	Helen Swindells Lemara Rotherham (RA)	Helen Swindells Lemara Rotherham (RA)	Helen Swindells Lemara Rotherham (RA)
Crackley Bank	Kate Curley	Lisa Taylor	Sara Stevenson	Kelly Norcup
Bursley Academy	E Harley	G Rushton	M Bond	
Cheswardine & Hinstock	Rebecca Tomkinson Suzanne Lines	David Rushton Rachael Williams	Rebecca Tomkinson David Rushton	Rebecca Tomkinson David Rushton
Woore	Class teachers Michelle Ward	Class teachers Michelle Ward	Class teachers Michelle Ward	Class teachers Michelle Ward

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 to be carried out yearly on all admin staff. Other roles reviewed to check if DSE assessment needed.

School	Name of person responsible for carrying out DSE Assessments:	DSE Assessments are recorded and any control measures required to reduce risk are managed by:
CCSC	Julia Revel	Julia Revel
Churchfields	Michelle Tucker	Michelle Tucker
Chesterton Primary	Heather Plant	Heather Plant
Crackley Bank	Laura Gleaves	Laura Gleaves
Bursley Academy	Deborah Verdiani	Deborah Verdiani

Cheswardine & Hinstock	Rachael Williams	Rachael Williams
Woore	Michelle Ward	Michelle Ward

9. Early Years Foundation Stage

Name of person who has overall responsibility for EYFS

Churchfields	Diane Beardsmore
Chesterton Primary	Lemara Rotherham
Crackley Bank	Kelly Norcup
Bursley Academy	Amy Green
Cheswardine	Rachael Williams / Leanne Allman
Hinstock	Rachael Williams / Gemma Watkins
Woore	Michelle Ward / Charlotte Ashley

Our arrangements for the safe management of EYFS are:

Churchfields	Detailed in the EYFS Policy
Chesterton Primary	Detailed in the EYFS Policy
Crackley Bank	Detailed in the EYFS Policy
Bursley Academy	Detailed in the EYFS Policy
Cheswardine & Hinstock	• Daily visual checks are completed both inside and outside the property. Any faulty/dangerous equipment/ground is documented and reported immediately to the site supervisor. The area will be safely cornered off until work has been completed and all children are informed to stay away from the coned off areas • All perimeter gates are locked immediately after arrival and departure. • All activities are risk assessed, and children's medical needs are documented, read and understood. • Medical care plans are in place and communicated to all. All staff are paediatric first aid trained. • All visitors sign in at the main entrance and wear badges - anyone without a badge will be questioned by staff and pupils. • All students/visitors are given relevant policies and conduct procedures. • Accidents are treated by first aider, documented on an accident form which are signed by parents/carers and kept on file. • Accidents and incidents on arrival forms are completed and documented and signed by parent/carer and EYFS coordinator. • Accidents are analysed for trends and risk assessments amended where necessary. • Refer to EYFS policy file.
Woore	Detailed in the EYFS Policy

10. Lettings

School	**Name of person responsible for lettings:**	**Arrangements for managing lettings of rooms or external premises are:**
CCSC	Carl Inskip / Robert Swindells / Julia Revel / Kathryn Dunne / Becky Baker	• Contact Carl Inskip – initial meeting held, talk through protocol and requirements, authorised by RS/SLT • Complete documentation – booking forms / hazard exchange / Risk Assessments
Churchfields	NA	NA
Chesterton Primary	NA	NA
Crackley Bank	Sara Stevenson	• Contact Sara Stevenson • Complete documentation – booking forms / hazard

		exchange / Risk assessments
Bursley Academy	Deborah Verdiani and Ant Smith	• Contact Deborah Verdiani and Ant Smith • Complete documentation – booking forms / hazard exchange/Risk assessments
Cheswardine & Hinstock	NA	NA
Woore	Michelle Ward	Michelle Ward/Marni Shapiro-Day Booking forms to be completed, Lettings policy issued

The health and safety considerations for Lettings are considered and reviewed annually.
Hirers have in place their own risk assessments, first aid arrangements/ fire procedures and emergency procedures these are reviewed annually by:

CCSC	Carl Inskip /Kathryn Dunne / Becky Baker
Churchfields	NA
Chesterton Primary	NA
Crackley Bank	Sara Stevenson
Bursley Academy	Deborah Verdiani
Cheswardine & Hinstock	NA
Woore	Michelle Ward

Hirers are responsible for obtaining the necessary local authority licenses for their activities and these must be provided to the school/academy as part of the hazard exchange.
Hirers must provide a register of those present during a letting upon request.

11. Educational visits /Off-site Activities

School	**Name of person with overall responsibility for Educational Visits:**	**The Educational Visits Coordinator is:**
CCSC	Steph Waterhouse	Steph Waterhouse / Kathryn Dunne
Churchfields	Diane Beardsmore	Jon Skupham
Chesterton Primary	Helen Swindells	Heather Plant
Crackley Bank	Sara Stevenson	Lisa Taylor
Bursley Academy	Emily Harley	Matt Bond
Cheswardine & Hinstock	Rachael Williams	Dawn Morris
Woore	Michelle Ward	Michelle Ward

Our arrangements for the safe management of educational visits:

CCSC	• All educational visits must be logged on Evolve and reviewed by KD and SW. • KD will support new staff with the completion of risk assessments • Induction provided to all new staff • All staff complete an online course for risk assessment essentials (National College) • CPD provided to all staff on completion of risk assessments and Evolve (LM) • H&S Teams page has all relevant documentation relating to educational visits
Churchfields	• Educational Visits must be logged on Evolve • Jon Skupham EVC coordinator will support new staff with the completion of risk assessments • Induction provided to all new staff • PowerPoint of support available on teams
Chesterton Primary	• Educational visits must be logged on Evolve • Identified mentor will support new staff with the completion of risk assessments • Induction provided to all new staff

	• Templates and examples available for guidance
Crackley Bank	• Educational Visits must be logged on Evolve • EVC coordinator will support new staff with the completion of risk assessments • Induction provided to all new staff as needed
Bursley Academy	• Educational Visits must be logged on Evolve • EVC coordinator will support new staff with the completion of risk assessments • Induction provided to all new staff as needed
Cheswardine & Hinstock	• Educational Visits must be logged on with Shropshire EVC. • EVC coordinator will support new staff with the completion of risk assessments • Induction provided to all new staff • PowerPoint of support available on teams
Woore	• Educational Visits must be logged on with Shropshire EVC. • EVC coordinator will support new staff with the completion of risk assessments • Shropshire Termly Update meetings for EVC Coordinator • Induction provided to all new staff

12. Electrical Equipment (fixed and portable)

School	Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	Fixed electrical wiring tests are located:
CCSC	Garry Gribbin / ICT Support	Caretaker's office
Churchfields	Andrew Wild	Caretaker's office
Chesterton Primary	Neil Parsons	school's front office
Crackley Bank	Stephen Bentley	Caretaker's office
Bursley Academy	Anthony Smith	Digital records Caretakers' cupboard
Cheswardine & Hinstock	Rachael Williams supported by PSG and PSG organise remedial action	School Offices
Woore	Michelle Ward supported by PSG	School Office

All staff visually inspect electrical equipment before use. Staff are responsible for visually inspecting electrical equipment in their classroom. Staff are responsible for reporting any issues with electrical equipment.

Our arrangements for bringing personal electrical items onto the school site are:
NO ITEM – can be brought into school without the prior permission of the headteacher and site staff.
All items must be PAT tested before use

	Person responsible for arranging PAT testing	Person responsible for defining the frequency of PAT testing	PAT testing records are located in:	Staff must take defective electrical equipment out of use and report to:
CCSC	Garry Gribbin PAT completed in house by ICT Technicians	Garry Gribbin/David Lawton	Caretaker's office	Garry Gribbin / ICT Support / Main Office
Churchfields	Andrew Wild /	Diane Beardsmore	Electronically –	Andrew Wild

	Diane Beardsmore		printed copy with Andy Wild	
Chesterton Primary	Neil Parsons	Neil Parsons	electronically and in hard copy with Heather Plant.	Neil Parsons
Crackley Bank	Stephen Bentley	Stephen Bentley	Electrically stored – printed copy with Stephen Bentley	Stephen Bentley
Bursley Academy	Anthony Smith – Site Supervisor	Gary Gribbin	Electrically stored – printed copy with Ant Smith	Anthony Smith
Cheswardine	Rebecca Binnersley	Nathan Bridgwood / ICT support	Electronically	Admin School office
Hinstock	Jodie Eaton	Nathan Bridgwood / ICT support	Electronically	Admin School office
Woore	Marni Shapiro-Day	Michelle Ward	Electronically	Admin School office Headteacher

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.

13. 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

CCSC	Kathryn Dunne Robert Swindells Garry Gribbin
Churchfields	Diane Beardsmore / Andrew Wild/ Clare Pattison / Michelle Tucker
Chesterton Primary	Helen Swindells / Heather Plant / Neil Parsons
Crackley Bank	Sara Stevenson and Stephen Bailey
Bursley Academy	Sara Stevenson, and Ant Smith
Cheswardine & Hinstock	Rachael Williams
Woore	Michelle Ward

The Fire Risk Assessment is located ……

CCSC	Electronically (Microsoft Teams) / main office
Churchfields	Electronically / main office / staff room / caretaker's office
Chesterton Primary	electronically, main office, staff room
Crackley Bank	Electronically/Main office/staff room/caretakers office
Bursley Academy	Electronically/Main office/staff room/caretakers office
Cheswardine & Hinstock	Electronically and in main office
Woore	Electronically and in main office

When the fire alarm is raised the person responsible for calling the fire service is

CCSC	1. Cate Dean 2. Annabelle Whitcombe-Hill 3. Lorraine Cummins-Bloor 4. Rebecca Brady
Churchfields	Michelle Tucker / Andy Wild
Chesterton Primary	Heather Plant / Neil Parsons
Crackley Bank	Laura Gleaves/Claire Thompson
Bursley Academy	Julie Micklewright / Alison Pye / Deborah Verdiani
Cheswardine	Rebecca Binnersley / Amanda Blank

Hinstock	Jodie Eaton
Woore	Marni Shapiro-Day/Rachel James/Michelle Ward

Name of person responsible for arranging and recording of fire drills

CCSC	Kathryn Dunne / Becky Baker
Churchfields	Diane Beardsmore / Andy Wild
Chesterton Primary	Helen Swindells / Heather Plant
Crackley Bank	Stephen Bentley
Bursley Academy	Ant Smith
Cheswardine & Hinstock	Rachael Williams
Woore	Rob Luckett/Michelle Ward

Name of person responsible for creating and reviewing Fire Evacuation arrangements

CCSC	Kathryn Dunne / Garry Gribbin / Sarah Francis / Julia Revel /Becky Baker
Churchfields	Diane Beardsmore / Andy Wild / SLT
Chesterton Primary	Helen Swindells / Heather Plant
Crackley Bank	Sara Stevenson and Lisa Taylor
Bursley Academy	Sara Stevenson and Emily Harley
Cheswardine & Hinstock	Rachael Williams / SLT
Cheswardine & Hinstock	Cheswardine & Hinstock
Woore	Michelle Ward

Our Fire Evacuation Arrangements are published

CCSC	Every classroom and area
Churchfields	Every classroom and area
Chesterton Primary	Every classroom and area
Crackley Bank	Every classroom and area
Bursley Academy	Every classroom and area
Cheswardine & Hinstock	Every classroom and area
Woore	Every classroom and area

Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Logbook located

CCSC	Caretaker's office
Churchfields	Caretaker's office
Chesterton Primary	Fire Logbook located in the Office Manager's office
Crackley Bank	Caretaker's office
Bursley Academy	Caretakers' cupboard – PE store
Cheswardine & Hinstock	School office
Woore	School office

Training:

School	**Name of person responsible for training staff in fire procedures:**	**Where and how are fire and emergency plans communicated:**
CCSC	Kathryn Dunne / Science Technicians / Julia Revel / Sarah Francis / Garry Gribbin /Becky Baker	All relevant information on fire procedures is kept on the H&S teams page.
Churchfields	Diane Beardsmore	
Chesterton Primary	Helen Swindells	All staff are made aware of the Fire Procedures and all other emergency

		procedures in school at induction. Regular staff meetings and emails. Visitors are briefed on the fire evacuation procedures and other emergency procedures by the office staff upon arrival.
Crackley Bank	Stephen Bentley	• All relevant information on fire procedures is kept on the H&S teams page. • Induction for staff • Visitors are briefed on arrival. • Emergency plans are discussed in staff meetings -yearly basis or when there has been a change.
Bursley Academy	Ant Smith	• All relevant information on fire procedures is kept on the H&S teams page. • Induction for staff • Visitors are briefed on arrival. • Emergency plans are discussed in staff meetings -yearly basis or when there has been a change.
Cheswardine & Hinstock	Rachael Williams	• All relevant information on fire procedures is kept on the H&S teams page. • Induction for staff • Visitors are briefed on arrival. • Emergency plans are discussed in staff meetings -yearly basis or when there has been a change.
Woore	Michelle Ward	• All staff are made aware of the Fire Procedures and all other emergency procedures in school at induction. • Emergency plans are discussed in staff meetings on either a yearly basis or when there has been a change. • Via Email • During Fire Safety Training

14. First Aid *see all Medication

	Person responsible for carrying out First Aid Assessment	**First Aid Assessment is located in**	**First Aiders are listed in:**	**Person responsible for arranging and monitoring First Aid training:**
CCSC	Cate Dean / Annabelle Whitcombe-Hill/Lorraine Cummins-Bloor / specific Learning Support Staff / PE staff / Science	• Electronically • Staffroom • Main office • Caretakers • Medical room	• HR Office • Main Office • Microsoft Teams	Julia Revel Emma Lowton Kathryn Dunne Cate Dean Becky Baker

	Technicians / Technology staff			
Churchfields	Diane Beardsmore / Sue Darlington	• Electronically • Staffroom • Main office • Caretakers • Medical room	• Medical Room • Office • Staffroom	Michelle Tucker
Chesterton Primary	Helen Swindells and Catherine Taylor	• Electronically, in the staff room • Main school office	All classrooms	Catherine Taylor
Crackley Bank	Laura Gleaves	• Electronically • Staffroom • Main office • Medical room	• Medical Room • Office • Staffroom • Classrooms	Laura Gleaves
Bursley Academy	Deborah Verdiani	• Electronically • Staffroom • Main office	• Main office • Staff room • Every classroom	Deborah Verdiani
Cheswardine & Hinstock	Rachael Williams	• Electronically • Staffroom • Main office	• Offices • Staffroom	Rebecca Binnersley and Jodie Eaton
Woore	Michelle Ward	• Electronically • Staffroom • Main office	Near each first aid box-Class 1, library, nursery, staff room, hall, reception	Michelle Ward

	Location of First Aid Box	**Person responsible for checking and restocking first aid boxes**
CCSC	Medical room / school office / prep room / PE office / Minibus / food room / Technology	1. Sarah Francis 2. Cate Dean 3. Annabelle Whitcombe-Hill 4. Lorraine Cummins-Bloor 5. Minibus – Emma Lowton/Julia Revell 6. PE - Paul Salt/Shauna Baldry 7. Out of Hours (Sports Centre) – Carl Inskip 8. Science - Jill Hawkesworth 9. Technology – Simone Hawkins
Churchfields	Medical Room / Staffroom / EYFS classroom / Office	Suzanne Darlington Charlotte Lee
Chesterton Primary	In every classroom	Catherine Taylor
Crackley Bank	Medical room / school office / staff room/ resource room/ Nursery classroom/ Annexe corridor	Laura Gleaves
Bursley Academy	1.Nursery inside kitchen cupboard 2.Reception above water fountain 3.Ladies toilet near main entrance 4.Above chair by first aid area by office 5.Cleaning cupboard (for cleaners) 6.Double doors by library	J Micklewright

	7.Opposite year 3 classes on wall 8.By year 6 classes 9.One on each minibus	
Cheswardine	Staffroom	Cheryl Hughes, Amanda Blank, Kim Baker and Rebecca Binnersley
Hinstock	Cupboard opposite admin office	Cheryl Hughes, Amanda Blank, Kim Baker and Rebecca Binnersley
Woore	Class 1, library, nursery, staff room, kitchen	Rachel James and Marnis Shapiro-Day

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):

CCSC	Office staff (Cate Dean / Lorraine Cummins-Bloor) are responsible for contacting the emergency contact for staff & pupils Office staff would accompany a pupil to hospital when appropriate
Churchfields	Pupils – LSA attached to class / parent Staff – Staff identified as needed Visitors – Staff identified as needed
Chesterton Primary	• Pupils – teacher or LSA connected with class / parent • Staff – staff identified as needed • Visitors – staff identified as needed
Crackley Bank	Pupils – Member of SLT or member of staff known to pupil / parent Staff – Member of SLT or staff member's preferred colleague Visitors – Member of SLT or staff visitor's preferred colleague
Bursley Academy	Pupils – Member of SLT or member of staff known to pupil / parent Staff – Member of SLT or staff member's preferred colleague Visitors – Member of SLT or staff visitor's preferred colleague
Cheswardine & Hinstock	Pupils – LSA attached to class / parent Staff – Staff identified as needed Visitors – Staff identified as needed
Woore	Pupils – Member of staff known to pupil / parent Staff – Staff identified as needed Visitors – Staff identified as needed

Our arrangements for recording the use of First Aid are:

CCSC	• First Aid email account to request First Aid • Online app • Accident forms • iSAMS
Churchfields	• Book in medical room – linked to parental notes – TEAMS • Online app • Accident forms
Chesterton Primary	• Medical book – linked to parental notes • Online programme • Accident forms
Crackley Bank	• First Aid form • Accident forms • Logged on Arbor • Accidents are analysed for trends and to inform risk assessment process.

Bursley Academy	• First Aid form • Accident forms • Logged on Arbor • Accidents are analysed for trends and to inform risk assessment process.
Cheswardine & Hinstock	• Accident reporting book • Accident forms and Carbon copy forms to parents
Woore	• First Aid Record book (two copies of incident generated-one for school records, one for parent) • Wristband worn by the child with first aid given • In the event of a serious accident/admission to hospital from school, the school office completes my health and safety online form (Staffordshire County council).

15. Glass and Glazing

CCSC	All glass in doors where needed and side panels are constructed of safety glass All replacement glass is of safety standard – Reviewed and checked – Robert Swindells, Garry Gribbin
Churchfields	All glass in doors where needed and side panels are constructed of safety glass All replacement glass is of safety standard A glass and glazing assessment took place in 2015, and the record can be found in caretaker's office
Chesterton Primary	All glass in doors, where needed, and side panels are constructed from safety glass. All replacement glass is of safety standard. All glazing is either laminated, toughened, heat strengthened or other, but not all confirmed as meeting BS6206 as it is not all marked as such. Where it could not be confirmed as meeting the British standard, the option to install safety film as advised by the surveyors was taken. This work carried out shortly after the survey. The glazing compliance audit took place on the 28th March 2013. Date and location: office manager's office.
Crackley Bank	All glass in doors where needed and side panels are constructed of safety glass All replacement glass is of safety standard
Bursley Academy	All glass in doors where needed and side panels are constructed of safety glass All replacement glass is of safety standard
Cheswardine & Hinstock	All glass in doors where needed and side panels are constructed of safety glass All replacement glass is of safety standard
Woore	All glass in doors where needed and side panels are constructed of safety glass All replacement glass is of safety standard

16. Hazardous Substances (COSHH)

Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)

CCSC	Jill Hawkesworth / Kathryn Dunne / Becky Baker
Churchfields	Andrew Wild / Diane Beardsmore
Chesterton Primary	Neil Parsons
Crackley Bank	Stephen Bentley
Bursley Academy	Anthony Smith
Cheswardine & Hinstock	Shires and Rachael Williams
Woore	Michelle Ward

Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk

control etc.) are:

CCSC	All hazardous substances being used, stored or transported in school are included on the COSHH register and have been assessed. All items are stored in two areas – chem store, PE locked storage area. Premises Manager holds data sheets for swimming pool chemicals.
Churchfields	All hazardous substances being used, stored or transported in school are included on the CoSHH register and have been assessed. All items are stored in two areas – cupboard by gent's toilet / caretaker storage area **No hazardous substance should be bought into school by staff**
Chesterton Primary	all hazardous substances being used, stored or transported in school are included on the COSHH register and have been assessed. All items are stored in two areas: cupboard by the male toilet and caretaker's storage area. **No hazardous substance should be brought into school by staff.**
Crackley Bank	All hazardous substances being used, stored or transported in school are included on the CoSHH register and have been assessed. All items are stored in the locked cleaning cupboards No hazardous substance should be bought into school by staff – any substances they need to use must be checked against the CoSHH register and risk assessment of substance fully read.
Bursley Academy	All hazardous substances being used, stored or transported in school are included on the CoSHH register and have been assessed. All items are stored in the locked cleaning cupboards No hazardous substance should be bought into school by staff – any substances they need to use must be checked against the CoSHH register and risk assessment of substance fully read.
Cheswardine & Hinstock	All hazardous substances being used, stored or transported in school are included on the CoSHH register and have been assessed. All items are stored in two areas – cupboard by gent's toilet / caretaker storage area **No hazardous substance should be bought into school by staff**
Woore	All hazardous substances being used, stored or transported in school are included on the CoSHH register and have been assessed. All items are stored in two areas – main kitchen / cleaner's storage area **No hazardous substance should be bought into school by staff**

17. Health and Safety Law Poster

The Health and Safety at Work poster is located:

CCSC	Staff room / Main office entrance/Sports Centre/SEN entrance/Library entrance
Churchfields	Staff room
Chesterton Primary	School entrance
Crackley Bank	Staff room
Bursley Academy	Staffroom
Cheswardine & Hinstock	Offices
Woore	Staff room

18. Housekeeping, cleaning and waste disposal

All staff and pupils share the responsibility for keeping the school/academy site clean, tidy and free from hazards.

School	Our site housekeeping arrangements are:	Site cleaning is provided by:
CCSC	Chartwells Cleaning Service/Compass Group	External cleaning company Chartwells/Compass Group

Churchfields	Chartwells Cleaning Service/Compass Group	External cleaning company Chartwells/Compass Group
Chesterton Primary	Chartwells Cleaning Service/Compass Group	External cleaning company Chartwells/Compass Group
Crackley Bank	Chartwells Cleaning Service/Compass Group	External cleaning company Chartwells/Compass Group
Bursley Academy	Lead cleaner and 2 School cleaners	In house cleaners
Cheswardine	Helen Allman	Helen Allman
Hinstock	Dragonfly Cleaning Services	Dragonfly Cleaning Services
Woore	Susan Griffiths-managed by Michelle Ward. Occasional training/audits completed by Watson, Lennard and Payne (WLP)	In house cleaner

Cleaning staff have received appropriate information, instruction and training about the following and are competent.

Waste skips and bins are located away from the school/academy building. The following authorize location of bins and skips:

CCSC	Garry Gribbin
Churchfields	Diane Beardsmore
Chesterton Primary	Neil Parsons
Crackley Bank	Stephen Bentley
Bursley Academy	Ant Smith
Cheswardine	Rebecca Binnersley
Hinstock	Jodie Eaton
Woore	Michelle Ward

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:

CCSC	1. Science Technicians/Teachers 2. Simone Hawkin/Amanda O'Rourke – Technology 3. ICT Support 4. Chartwells – Sharon Powell via Garry Gribbin
Churchfields	Chartwells – Jo Clarke ICT support
Chesterton Primary	Neil Parsons
Crackley Bank	Curriculum – Lisa Taylor Technology - IT Support Cleaning - Chartwells Catering - Chartwells
Bursley Academy	Curriculum–Emily Harley Technology - IT Support Cleaning -Ant Smith Catering - Chartwells
Cheswardine	All staff onsite
Hinstock	All staff onsite
Woore	All staff onsite

19. Infection Control

Name of person responsible for managing infection control:

CCSC	Steph Waterhouse / Kathryn Dunne / Cate Dean / Lorraine Cummins-Bloor
Churchfields	Diane Beardsmore
Chesterton Primary	Helen Swindells
Crackley Bank	Lisa Taylor
Bursley Academy	Emily Harley
Cheswardine & Hinstock	Rachael Williams
Woore	Michelle Ward

Our infection control arrangements (including communicable diseases/hand hygiene standards) are:

CCSC	• 48 hours clear of sickness bug • Advice sought from NHS/Staffs CC when needed • Through the curriculum – PSHE – Health & Hygiene, PSHE Days, Technology (hand washing, aprons, hand sanitisers) • Staff promoting good hygiene • Clear pest control in school
Churchfields	• Children encouraged to wash hands • 48 hours clear if sickness bug • Advice sought from school nurse / CD when needed • See RA for COVID
Chesterton Primary	• Children encouraged to wash hands. • 48 hours clear if sickness bug. • Advice sought from the school nurse / booklet when needed. • Curriculum planning – PSHE / Technology • Clear pest control in school
Crackley Bank	• 48 hours clear of sickness bug • Hand wash posters in all toilet areas and encouraged to wash hands • Advice sought from school nursing service • Through the curriculum - health and hygiene • Clear pest control in school • Communicable diseases information shared on website
Bursley Academy	• 48 hours clear of sickness bug • Hand wash posters in all toilet areas and encouraged to wash hands • Advice sought from school nursing service • Through the curriculum - health and hygiene • Clear pest control in school • Communicable diseases information shared on website
Cheswardine & Hinstock	• Children encouraged to wash hands • 48 hours clear if sickness bug • Advice sought from school nurse / CD when needed • Hand wash posters in all toilet areas • Through the curriculum - health and hygiene • The communicable diseases information poster is displayed in the office and communicated to parents via newsletter
Woore	• Children encouraged to wash hands and use sanitiser (especially when sickness bugs prevalent) • 48 hours clear if sickness bug • Advice sought from school nurse if needed • Hand wash posters in all toilet areas • Through the curriculum - health and hygiene

	• The communicable diseases information poster is displayed in the office and communicated to parents via newsletter

20. Lone Working

Our arrangements for managing lone working are

CCSC	**No member of staff working alone is permitted to undertake high risk activities.** Refer to Lone Working RA – Site Staff, OOH teaching staff, working during school holidays Staff to undertake training via the National College on Lone Working
Churchfields	**No member of staff working alone is permitted to undertake high risk activities.**
Chesterton Primary	**No member of staff working alone is permitted to undertake high risk activities.**
Crackley Bank	**No member of staff working alone is permitted to undertake high risk activities.**
Bursley Academy	**No member of staff working alone is permitted to undertake high risk activities.**
Cheswardine & Hinstock	**No member of staff working alone is permitted to undertake high risk activities.**
Woore	**No member of staff working alone is permitted to undertake high risk activities.** Regular reminders to staff about lone working, including having mobile phone on their person, communicating to someone else (at school or home) of them being alone in school. Putting lights on around the school for safety reasons.

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

CCSC	Ladders and steps – Garry Gribbin / Paddy Finlay– Zurich PE equipment – Paul Salt/Shauna Baldry/Carl Inskip and Mercury Lifts & lifting equipment – RJ lifts Fire alarm panel (Lantern Fire and Security) and smoke detection – Garry Gribbin / Chubb Emergency lighting tested annually; day check by site staff; monthly check by site staff Fire extinguishers – Chubb Technology equipment – Staffordshire County Council – Simone Hawkins / Liam Smith Ovens – Polaris Science – Fume cupboards – TES, pressure vessel – Zurich. In house maintenance – Dave Macbeth/Jill Hawkesworth Mowers & Grounds equipment – Cornthwaite Group Kitchen – Chartwells Hoovers – Chartwells ICT Equipment – David Lawton, Nathan Bridgwood Music Equipment – Matthew Horner Drama Props/equipment – Katie Owen, Nathan Bridgwood General classroom equipment (tables, chairs, flooring) – site managers/teaching staff/technicians Textiles equipment (sewing machines) – Deryth Machin, PAT tested A/C - key integrated services (4 monthly) Pool – Site Managers/Total Leisure Astro - PE staff/Carl Inskip/Site Managers/Replay Maintenance
Churchfields	Ladders and steps – Andy Wild PE equipment – Andy Wild Lifts & lifting equipment – external contract (Hi-Tech) Fire alarm and smoke detection – Andy Wild Emergency lighting, fire extinguishers – Andy Wild / external contract Playground equipment – Andy Wild / yearly external contract

	ICT equipment – Scott Higginson Fire extinguishers - Chubb
Chesterton Primary	PE equipment – external contract with Sportscape Ladders and steps – Neil Parsons Fire alarm and smoke detection – Lantern Fire & Security / Neil Parsons and Heather Plant, weekly check Emergency lighting, fire extinguishers – Neil Parsons Playground equipment – Neil Parsons
Crackley Bank	Ladders and steps – Stephen Bentley PE equipment – Stephen Bentley and Mercury Lifts & lifting equipment – Hi-Tech / RJ Lft services Fire alarm and smoke detection – Stephen Bentley / Lantern Fire & Security Emergency lighting, fire extinguishers – Stephen Bentley / Lantern Fire & Security and Chubb
Bursley Academy	When new equipment is required, Sara Stevenson, and Ant Smith will select this and define whether it is suitable and ensure the equipment is installed correctly. It is maintained/tested as follows: Electrical items - Annual PAT testing in place, Fire alarm system – weekly testing of the fire alarm and smoke detection, testing of the ladders and steps – six monthly inspection PE equipment – annual emergency lighting, fire extinguishers ladders and steps kitchen equipment is inspected and tested by Chartwells
Cheswardine & Hinstock	Ladders and steps – Rebecca Binnersley / Peter Humphreys PE equipment – David Rushton Fire alarm and smoke detection –Rebecca Binnersley / Peter Humphreys Emergency lighting, fire extinguishers – Rebecca Binnersley / Peter Humphreys / RMW -PSG Playground equipment – ROSPA
Woore	Ladders and steps – Rob Luckett PE equipment – Rob Luckett, Sportsafe Fire alarm and smoke detection – Rob Luckett Emergency lighting, fire extinguishers – Rob Luckett / RMW -PSG Playground equipment – The Playground Inspection Company, Rob Luckett Kitchen Equipment- Watson, Lennard and Payne (WLP)

School	**Person responsible for the selection, maintenance / inspection and testing of equipment:**	**Records of maintenance and inspections of equipment are located:**	**Staff report any broken or defective equipment:**
CCSC	Garry Gribbin / Robert Swindells / Specific Heads of Department / Technicians	Caretakers' office / relevant departments / ICT office / Main office / Chartwells / external companies	Via email - Site staff / Technicians (Technology & Science) / PE / Main office / Carl Inskip / ICT Support / SLT
Churchfields	Andrew Wild	Caretakers' office	Andrew Wild
Chesterton Primary	Neil Parsons	school office	Heather Plant / Neil Parsons
Crackley Bank	Stephen Bentley	Caretaker's office	Stephen Bentley/Office staff
Bursley Academy	Site Supervisor	Caretakers' cupboard	Anthony Smith – Site Supervisor
Cheswardine	Rebecca Binnersley	School office	School office
Hinstock	Jodie Eaton	School office	School office
Woore	Michelle Ward, Marni Shapiro-Day	School Office	Rob Luckett, Michelle Ward, Marni Shapiro-Day, Rachel James

The equipment on the school/academy site owned and used by contractors is the responsibility of the contractor, who must provide records of testing, inspection and maintenance if requested.

22. Manual Handling

Name of competent person responsible for carrying out manual handling risk assessments

CCSC	Garry Gribbin Simone Hawkins
Churchfields	Diane Beardsmore
Chesterton Primary	Neil Parsons
Crackley Bank	Sara Stevenson and Stephen Bentley
Bursley Academy	Sara Stevenson and Anthony Smith
Cheswardine & Hinstock	Rachael Williams
Woore	Michelle Ward

Our arrangements for managing manual handling activities are:

CCSC	• Staff are not permitted to undertake significant manual handling without completing appropriate training • Appropriate staff undergo Manual Handling training via the National College
Churchfields	• Staff are not permitted to undertake significant manual handling without completing appropriate training • Training given as needed to key staff
Chesterton Primary	• Staff are not permitted to undertake significant manual handling without completing appropriate training. • Training given as needed to key staff.
Crackley Bank	• Staff are not permitted to undertake significant manual handling without completing appropriate training • Manual handling is a last resort where there are no other means of movement. • Training given as needed to key staff • Mechanical aids are available and should be used e.g., trolley/sack barrow.
Bursley Academy	• Staff are not permitted to undertake significant manual handling without completing appropriate training • Manual handling is a last resort where there are no other means of movement. • Training given as needed to key staff • Mechanical aids are available and should be used e.g., trolley/sack barrow.
Cheswardine & Hinstock	• Staff are not permitted to undertake significant manual handling without completing appropriate training • Training given as needed to key staff
Woore	• Staff are not permitted to undertake significant manual handling without completing appropriate training • All staff undergo Manual Handling training via the National College

Staff must be aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided.

Staff who carry out manual handling must be aware of the manual handling risk assessment and the

control measures in place for the task.

Staff 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). This is done by:

CCSC	Full staff training provided by DM/SLT Staff training via the National College Pastoral staff have update training in Pastoral meetings
Churchfields	Full staff training provided by DB / EP for specific children Staff training via the National College
Chesterton Primary	Full staff training delivered by Entrust
Crackley Bank	Sara Stevenson
Bursley Academy	Sara Stevenson
Cheswardine	Rachael Williams
Hinstock	Rachael Williams
Woore	Michelle Ward

23. Medication

Name of person responsible for the management of and administration of medication to pupils in school/academy

CCSC	Cate Dean Lorraine Cummins-Bloor
Churchfields	Suzanne Darlington / Charlotte Lee
Chesterton Primary	Catherine Taylor
Crackley Bank	Laura Gleaves
Bursley Academy	Julie Micklewright
Cheswardine	Amanda Blank
Hinstock	Cheryl Hughes
Woore	Marni Shapiro-Day Individual Class teachers

Our arrangements for the administration of medicines to pupils are:

CCSC	Parents complete a medication form or a detailed signed letter from parent/carer Medication must be prescribed or part of a child's care plan
Churchfields	Parents complete a medication form Medication must be prescribed or part of a child's care plan
Chesterton Primary	• Parents complete a medication form • Medications must be prescribed or part of a child's care plan
Crackley Bank	Parents complete a medication form Parents must provide the medication Medication must be prescribed, part of a child's care plan or common over the counter child medication e.g. Calpol
Bursley Academy	Parents complete a medication form Parents must provide the medication Medication must be prescribed, part of a child's care plan or common over the counter child medication e.g. Calpol
Cheswardine & Hinstock	Parents complete a medication form Medication must be prescribed or part of a child's care plan
Woore	Parents complete a medication form Medication must be prescribed or part of a child's care plan or common over the

	counter child medication e.g. Calpol School follow the medications policy

School	The members of staff who are authorised to give / support pupils with medication are:	Medication is stored:	A record of the administration of medication is located:
CCSC	Office staff	Medical Room / main school office	Main office
Churchfields	Suzanne Darlington LSA – who has received first aid training as identified on care plans	Medical Room / Small kitchen	Main office
Chesterton Primary	Catherine Taylor and staff who have received first aid training / persons identified on care plans	office / staff room fridge or cupboard	Main office
Crackley Bank	Laura Gleaves or other authorised first aider	Main school office – locked storage and fridge	Main office
Bursley Academy	J Micklewright and other authorised first aider	Main school office – locked storage and fridge	Main office
Cheswardine & Hinstock	All teaching assistants and admin staff	School office or in the staff room fridges.	School office
Woore	All teachers/teaching assistants and admin staff/headteacher	Staff room-locked medicines box Staffroom fridge Emergency Inhaler-library area Pupil spare inhalers-school office Emergency Anaphylaxis kit – staff room	Staff room Inhaler usage-individual classrooms

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:

CCSC	Asthma plans Care Plans
Churchfields	Asthma plans and care plans in place
Chesterton Primary	Asthma plans and care plans in place.
Crackley Bank	Asthma plans and care plans in place Emergency inhalers and epi-pens in school Defibrillator in school
Bursley Academy	Asthma plans and care plans in place Emergency inhalers and epi-pens in school Defibrillator in school
Cheswardine & Hinstock	Asthma plans and care plans in place Emergency inhalers and epi-pens in school Defibrillator in school Annual Asthma and Anaphylaxis training for staff
Woore	Annual training for all staff-Asthma/Anayphylaxis Emergency inhaler kept in library area Defibrillator kept in main reception area Asthma plans and care plans in place

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.

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.

CCSC	PPE / First Aid: 1. Lorraine Cummins-Bloor 2. Cate Dean 3. Julia Revell 4. Emma Lowton PE: 1. Paul Salt 2. Shauna Baldry 3. Carl Inskip Science: 1. Jill Hawkesworth 2. Dave Macbeth Premises: 1. Garry Gribbin 2. Adam Findlay Technology: 1. Simone Hawkins 2. Liam Smith 3. Amanda O'Rourke 3. Wendy Wall
Churchfields	Andy Wild
Chesterton Primary	Helen Swindells
Crackley Bank	Stephen Bentley
Bursley Academy	A Smith – in relation to the site management J Micklewright – in relation to first aid/hygiene
Cheswardine & Hinstock	Rachael Williams
Woore	Michelle Ward

Name of person responsible for the checking and maintenance of personal protective equipment provided for staff

CCSC	PPE/First Aid: 1. Lorraine Cummins-Bloor 2. Cate Dean 3. Annabelle Whitcome-Hill PE: 1. Paul Salt 2. Shauna Baldry 3. Carl Inskip Science: 1. Jill Hawkesworth 2. Dave Macbeth

	Premises: 1. Garry Gribbin 2. Adam Findlay Technology: 1. Simone Hawkins 2. Liam Smith 3. Amanda O'Rourke 4. Wendy Wall
Churchfields	Garry Gribbin / Andy Wild
Chesterton Primary	Helen Swindells
Crackley Bank	Stephen Bentley
Bursley Academy	A Smith – in relation to the site management J Micklewright – in relation to first aid/hygiene
Cheswardine & Hinstock	Rachael Williams
Woore	Michelle Ward

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.

CCSC	Class Teacher has overriding responsibility, but in specialist areas they must seek advice from: Technology: 1. Simone Hawkins 2. Amanda O'Rourke 3. Wendy Wall 4. Liam Smith Science: 1. Jilly Hawkesworth/Dave Macbeth 2. Mark Cartlidge (HOD) PE: 1. Paul Salt 2. Shauna Baldry ICT: 1. ICT Support (Nathan Bridgwood Lead) 2. Matthew Kelsall (HOD)
Churchfields	Class teacher / SENDCo
Chesterton Primary	Class teacher
Crackley Bank	Class teacher
Bursley Academy	Class teacher
Cheswardine & Hinstock	Class teacher
Woore	Class teacher

All PPE provided for use in a classroom environment is kept clean, free from defects and replaced as necessary.

Name(s) of person responsible for cleaning and checking pupil PPE.

CCSC	1. Site Managers (Garry Gribbin lead) 3. Specific subject staff (see above)
Churchfields	Class teacher / LSA
Chesterton Primary	Class teacher
Crackley Bank	Class teacher

Bursley Academy	Class Teacher
Cheswardine & Hinstock	Class teacher
Woore	Class teacher

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:

CCSC	• Email Site Managers copying in SLT • Email Main Office copying in SLT • Email On Call/First Aid • Pupils to tell classroom teacher/form teacher/Main Office • Pupils encouraged to email teachers using iPADS • Full time cleaning/supervising staff – pupils to report any issues at lunch
Churchfields	• By word of mouth to headteacher / caretaker • Email • Staff meeting • Children inform main office • Cleaning staff inform Andy Wild
Chesterton Primary	• By word-of-mouth to Head Teacher / Office Manager. • Email to Head Teacher / Office Manager. • Staff meeting.
Crackley Bank	• Email Caretaker copying in SLT • By word of mouth to Executive Headteacher or Head of School / Site staff / Office staff • Staff meeting
Bursley Academy	• Email Caretaker copying in SLT • Word of mouth to Sara Stevenson, Emily Harley and Ant Smith • Staff meetings
Cheswardine & Hinstock	• By word of mouth to headteacher / school office • Email • Staff meeting
Woore	• By word of mouth to headteacher / school office • Email • Staff meeting

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 others who may be exposed to the risk. This is done by:

CCSC	email, Microsoft Teams, staff meetings, pupil assemblies and form time.
Churchfields	Email, TEAMS, staff meetings, assemblies, newsletter
Chesterton Primary	Microsoft Teams, Staff meeting, emails, assemblies and through class discussions
Crackley Bank	All staff section on Teams– Health and Safety
Bursley Academy	All staff section on Teams– Health and Safety
Cheswardine & Hinstock	Shared and communicated with staff through Teams. Members of staff in charge adapt appropriately for own need. Rachael Williams oversees and completes general school Ras.
Woore	Michelle Ward and Class teachers, RA's stored on shared drive and added to

	Evisits for educational visits

The table below shows the risk assessments in place in each school:

Area	CCSC	Churchfields	Chesterton	Crackley	Bursley	Cheswardine	Hinstock	Woore
Premises /grounds	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Curriculum / classrooms	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
PE specific activities	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
First Aid	Yes	Yes		Yes	Yes	Yes	Yes	
Fire Risk Assessment	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Hazardous Substances	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Risks related to individuals	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Staff Wellbeing	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Pupil Wellbeing	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
EVC	Yes	Yes		Yes	Yes	Yes	Yes	
Lone Working	Yes			Yes	Yes	Yes	Yes	
Managing Contractors	Yes	Yes		Yes	Yes	Yes	Yes	
Catering School Staff	Yes			Yes	Yes	Yes	Yes	Yes
Other bespoke RA dependent upon situation e.g. Farm Visits, Hazardous activities	Yes		Yes	Yes	Yes	Yes	Yes	Yes
Work Equipment	Yes			Yes	Yes	Yes	Yes	Yes

Name of person who has overall responsibility for the school/academy Risk Assessment process and any associated action planning

CCSC	Kathryn Dunne/Robert Swindells
Churchfields	Diane Beardsmore
Chesterton Primary	Helen Swindells
Crackley Bank	Sara Stevenson
Bursley Academy	Sara Stevenson
Cheswardine & Hinstock	Rachael Williams
Woore	Michelle Ward

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

CCSC	• Standard Agenda item for SLT • Section in Director Report each term • Report to Trust Board
Churchfields	Reports to directors
Chesterton Primary	• Reports to directors • 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 and/or reviewed when something new is introduced or a change has occurred.
Crackley Bank	• Reports to directors • 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 and/or reviewed when something new is introduced or a change has occurred.
Bursley Academy	• Reports to directors • 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 and/or reviewed when something new is introduced or a change has occurred.
Cheswardine & Hinstock	• Reports to directors and Trust Leaders • When an accident or incident occurs, a post risk assessment takes place when a new hazard has been identified. • Risk assessments are created and/or reviewed when something new is introduced or a change has occurred.
Woore	• Monitoring cycle of RA's • Review RA's with appropriate staff when needed • Reports to directors and Trust Leaders

Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments

When an accident or incident occurs a post-accident 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

Smoking or vaping is NOT permitted on site or in vehicles owned or operated by the school/academy.

28. Stress and Well-being

Name of person who has overall responsibility for the health and wellbeing of school/academy staff

CCSC	Steph Waterhouse Kathryn Dunne Becky Baker
Churchfields	Diane Beardsmore
Chesterton Primary	Helen Swindells
Crackley Bank	Sara Stevenson
Bursley Academy	Sara Stevenson
Cheswardine & Hinstock	Rachael Williams
Woore	Michelle Ward

All staff have a responsibility to take care of their own health and wellbeing and the

school/academy supports staff to do this by implementing the following arrangements:

CCSC	• Weekly SLT meetings with HOD's • Operate an open-door policy throughout • Staff complete a weekly reflection sheet – monitored by HOD and SLT • Weekly department meetings led by HOD • On Call and Quiet Room logs – reviewed and monitored by pastoral team and SLT • Well-being is continually reviewed and raised during staff meetings, department meetings, weekly line managers and Directors Reports • Allstaff wellbeing section on Teams
Churchfields	• Operate an open door policy • Meetings • Learning walks • SLT conducts staff wellbeing surveys and report to staff on these findings – making appropriate changes where applicable. • Individual staff stress risk assessment are carried out • Hand-outs and flyers available in the staffroom on the notice board of services available for support
Chesterton Primary	• Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated. • All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work. • Individual stress risk assessments take place when a member of staff requires additional individual support. • Individual support as needed. • Operates an open-door policy throughout. • Wellbeing is continually reviewed and discussed during meetings. • Fully trained Senior Mental Health Lead in post. • Thinkwell information available in the staffroom and on Teams
Crackley Bank	• SLT conducts staff wellbeing surveys and report to staff on these findings – making appropriate changes where applicable. • Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated. • Open door policy whereby individuals can come and talk about personal issues is offered by any member of the SLT. • Individual staff stress risk assessment are carried out if need be • Thinkwell information available in the staffroom and on Teams • Individual support as needed.
Bursley Academy	• SLT conducts staff wellbeing surveys and report to staff on these findings – making appropriate changes where applicable. • Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated. • Open door policy whereby individuals can come and talk about personal issues is offered by any member of the SLT. • Individual staff stress risk assessment are carried out if need be • Thinkwell information available in the staffroom and on Teams • Individual support as needed.
Cheswardine & Hinstock	• Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated. • All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work. • Individual stress risk assessments take place when a member of staff requires additional individual support. • Individual support as needed. • Operates an open-door policy throughout.

	• Wellbeing is continually reviewed and discussed during meetings. AN annual well-being survey is taken with staff and action plans followed up.
Woore	• Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated. • All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work. • Individual stress risk assessments take place when a member of staff requires additional individual support. • Individual support as needed. • Annual staff well-being surveys • Reduction in workload actions by headteacher • Thinkwell information available in the staffroom

Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated.

All staff have an opportunity to contribute to discussions, meetings and initiatives around well-being 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 the training and development of staff.

CCSC	Hannah Felton / Steph Waterhouse / Kathryn Dunne - SLT
Churchfields	Diane Beardsmore
Chesterton Primary	Helen Swindells
Crackley Bank	Sara Stevenson
Bursley Academy	Sara Stevenson
Cheswardine & Hinstock	Rachael Williams
Woore	Michelle Ward

All new staff receive an induction which includes health and safety (including Asbestos awareness), fire procedures, first aid and emergency procedures:

CCSC	• Health and Safety Training is delivered by KD to all staff when relevant • New Health and Safety measures are emailed to staff when relevant • Staff made aware of changes to Risk Assessments – these are available to all staff on Microsoft Teams
Churchfields	• Health and Safety Training is delivered by DB to all staff when relevant • Staff made aware of changes to Risk Assessments via email and updated on TEAMS
Chesterton Primary	Upon arrival to school. New measures / amendments are shared with staff via staff meetings and / or email. Access to Microsoft Teams.
Crackley Bank	• Health and Safety Training is delivered by relevant trainer as required • New Health and Safety measures are emailed to staff when relevant • Staff made aware of changes to Risk Assessments – these are available to all staff on Microsoft Teams
Bursley Academy	• Health and Safety Training is delivered by relevant trainer as required • New Health and Safety measures are emailed to staff when relevant

	• Staff made aware of changes to Risk Assessments – these are available to all staff on Microsoft Teams
Cheswardine & Hinstock	• Upon arrival to school. • New measures / amendments are shared with staff via staff meetings and / or email. • Access to Microsoft Teams.
Woore	• Health and Safety Training is delivered to all staff by National College and MW where relevant • New Health and Safety measures are emailed to staff when relevant • Staff made aware of changes to Risk Assessments – these are available to relevant staff on shared drive

Our arrangements for carrying out suitable and sufficient health and safety training for all staff are:

CCSC	• Induction plan • Cascade from external sources – where applicable • Training for specific roles
Churchfields	• Induction plan • Cascade from external sources • Training for specific roles
Chesterton Primary	• Induction plan • Cascade from external sources • Training for specific roles
Crackley Bank	• Induction plan • Cascade from external sources • Training for specific roles
Bursley Academy	• Induction plan • Cascade from external sources • Training for specific roles
Cheswardine & Hinstock	• Induction plan • Cascade from external sources • Training for specific roles • Monitoring training records to ensure timely renewal
Woore	• Induction plan • Cascade from external sources • Training for specific roles

30. Vehicles owned or operated by the school / academy

School	The school operates the following vehicles:	Overall responsibility for school vehicles	Person who manages driver medical examinations
CCSC	2 minibuses	Robert Swindells/Garry Gribbin/Julia Revell, Emma Lowton	Emma Lowton/Julia Revell
Churchfields	None	NA	NA
Chesterton Primary	1 minibus	Heather Plant / Neil Parsons (weekly check).	N/A (external through Entrust).
Crackley Bank	1 minibus	Stephen Bentley	Laura Gleaves
Bursley Academy	School minibus x 2 Ride on mower Go Carts	Ant Smith	Deborah Verdiani
Cheswardine & Hinstock	None	NA	NA
Woore	None	NA	NA

School	Person who manages vehicle licence requirements	Person who undertakes vehicle checks e.g. oil, water, routine roadworthiness	Person who arranges servicing and maintenance
CCSC	Emma Lowton/Julia Revell	Site Staff / Driver / Emma Lowton	Julia Revell/Emma Lowton Bridle Group Maintenance
Churchfields	NA	NA	NA
Chesterton Primary	Heather Plant	Driver, as per policy	Heather Plant
Crackley Bank	Karen Timmis	Stephen Bentley	Laura Gleaves
Bursley Academy	Deb Verdiani	Ant Smith	Deb Verdiani
Cheswardine & Hinstock	NA	NA	NA
Woore	NA	NA	NA

31. Violence, Aggression and School / Academy Security

The school/academy provides a place of work which is designed and managed to minimise the risk of violence and aggression to staff, pupils and visitors.

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.

School	Staff and pupils must report all incidents of verbal & physical violence to:	Incidents of verbal & physical violence are investigated by:	Name of person who has responsibility for site security:
CCSC	Rob Swindells/SLT/Pastoral Line Managers/Deryth Machin/Deb Fox – using emails, iSAMS and On Call reports. MyConcern would be used where appropriate.	Rob Swindells/SLT/Pastoral Line Managers/Deryth Machin/Deb Fox – using emails, iSAMS and On Call reports. MyConcern would be used where appropriate.	Garry Gribbin/TAdam Findlay/Robert Swindells/Sarah Francis/SLT/Duty Staff
Churchfields	Diane Beardsmore	Diane Beardsmore / Rob Swindells	Andy Wild
Chesterton Primary	Helen Swindells	Helen Swindells / Rob Swindells (CEO)	Helen Swindells, Heather Plant, Neil Parson and Scott Higginson (lock up)
Crackley Bank	Sara Stevenson	Sara Stevenson	Stephen Bentley
Bursley Academy	SLT	SLT	SLT
Cheswardine & Hinstock	Rachael Williams	Rachael Williams	Rachael Williams, Helen Allman, Peter Humphreys
Woore	Michelle Ward	Michelle Ward	Michelle Ward Rob Luckett

Our arrangements for site security are:

CCSC	• Cameras • School Gates – locked during the school day. Operated by office staff using intercom service. • Review of doors • On Call

	• First Aid • Staff will email any unusual activity on site • Main office staff sign in visitors – escorted to location in school by office staff
Churchfields	• CCTV • Review of doors • Staff encouraged to questions anyone on site without a visitors' badge • All visitors sign in through main office
Chesterton Primary	• CCTV • Gates locked during school hours, intercom at main entrance • Security barrier at the main entrance / driveway • Perimeter fencing • Security doors with pass access only
Crackley Bank	• CCTV • Gates locked during school hours; intercom at main entrance. • Deliveries monitored by staff until gates are locked again. • 6ft fencing prevents perimeter climbing. • All visitors sign in at reception, receive emergency procedures, and must wear a badge. • Visitors without badges are challenged. • Staff never meet aggressive parents/carers alone; aggressive behaviour not tolerated. • Conduct notices issued to parents/carers after outbursts. • Lone working rules in place with restrictions on work type; enforced and shared with staff.
Bursley Academy	• CCTV • Gates locked during school hours; intercom at main entrance. • Deliveries monitored by staff until gates are locked again. • 6ft fencing prevents perimeter climbing. • All visitors sign in at reception, receive emergency procedures, and must wear a badge. • Visitors without badges are challenged. • Staff never meet aggressive parents/carers alone; aggressive behaviour not tolerated. • Conduct notices issued to parents/carers after outbursts. • Lone working rules in place with restrictions on work type; enforced and shared with staff.
Cheswardine & Hinstock	see risk assessment
Woore	• CCTV Cameras • School Gates – locked during the school day. • Electronic door entry in reception • Phones in each classroom, staff room and Oasis room • Air horns for lockdown • Door wedges for lockdown • Emergency response Plan in grab bag-HT office and Admin office • Pupil contact details in grab bags and in each classroom and on Arbor • Main office staff sign in visitors – escorted to location in school by office staff • Lockdown drills, information to staff, parents, pupils

32. Water System Safety

School	Name of Premises Manager responsible for managing water system safety.	Name of contractors who have undertaken a risk assessment of the water system
CCSC	Garry Gribbin	IWS
Churchfields	Andy Wild	IWS / HSL
Chesterton	Neil Parsons / CVT Team	IWS

Primary		
Crackley Bank	Stephen Bentley	IWS
Bursley Academy	Ant Smith	HSL
Cheswardine & Hinstock	Rachael Williams	Graham Water Services
Woore	Michelle Ward	Graham Water Services

School	**Name of contractors who carry out regular testing of the water system:**	**Location of the water system safety manual/testing log**
CCSC	HSL	Caretaker's office
Churchfields	HSL	Caretaker's office
Chesterton Primary	HSL	Office Manager's office
Crackley Bank	HSL	Caretaker's office
Bursley Academy	HSL	caretaker cupboard – PE store
Cheswardine & Hinstock	Graham Water Services	School office
Woore	Graham Water Services	School office

Our arrangements to ensure contractors have information about water systems are:

CCSC	• Site staff training • Given logs where appropriate • Review of Risk Assessments before work begins in conjunction with day-to-day site procedures
Churchfields	• availability of book • Hazard exchange
Chesterton Primary	• Availability of book • Hazard exchange
Crackley Bank	• Site staff training • Availability of log book • Hazard exchange
Bursley Academy	• Site staff training • Availability of log book • Hazard exchange
Cheswardine & Hinstock	• availability of book • Hazard exchange
Woore	• availability of book • Hazard exchange

Our arrangements to ensure all school/academy staff carrying out checks or testing or maintenance have information about the water system:

CCSC	All completed by external contract – monitored by site staff (Garry Gribbin lead)
Churchfields	All completed by external contract – monitored by Andy Wild
Chesterton Primary	all completed by external contract and monitored by Neil Parsons
Crackley Bank	All completed by external contract – monitored by Stephen Bentley
Bursley Academy	All completed by external contract – monitored by Ant Smith
Cheswardine & Hinstock	All completed by external contract – monitored by Rachael Williams
Woore	All completed by external contract – monitored by Michelle Ward

33. Working at Height

Name(s) of person responsible managing the risk of work at height on the premises:

CCSC	Garry Gribbin
Churchfields	Andrew Wild
Chesterton Primary	Neil Parsons
Crackley Bank	Stephen Bentley
Bursley Academy	Ant Smith
Cheswardine & Hinstock	Rachael Williams
Woore	Michelle Ward

Work at height is avoided most times as external companies will be used to deal with specific needs.

Our arrangements for managing work at height are:

CCSC	Appropriate equipment provided Work at height to be avoided
Churchfields	Appropriate equipment provided Work at height to be avoided
Chesterton Primary	Appropriate equipment provided. Work at height to be avoided.
Crackley Bank	Appropriate equipment provided Work at height to be avoided – RA available if needed
Bursley Academy	Appropriate equipment provided Work at height to be avoided – RA available if needed
Cheswardine & Hinstock	Appropriate equipment provided Work at height to be avoided Ladders checked annually by office staff
Woore	Appropriate equipment and training provided-National College Work at height to be avoided where possible, only step ladders to be used for displays and reaching items in rooms Ladders to be checked by caretaker

Appropriate equipment is provided for work at height where required.

Staff who carry out work at height are trained to use the equipment provided by external providers (National College/SSSS)

CCSC	1. Garry Gribbin 2. Paddy Findlay 3. Nathan Bridgwood 4. Simone Hawkins 5. Liam Smith
Churchfields	1.Andy Wild 2. Nathan Bridgwood 3. Garry Gribbin
Chesterton Primary	Neil Parsons
Crackley Bank	Stephen Bentley
Bursley Academy	Ant Smith
Cheswardine & Hinstock	Peter Humphries
Woore	All Staff

Work at height equipment is regularly inspected, maintained and records are kept in:

CCSC	Caretaker's office (Zurich Insurance do an annual check on ladders and step ladders)
Churchfields	Caretaker's office
Chesterton Primary	Caretaker's office

Crackley Bank	Caretaker's office
Bursley Academy	Hall - next to the ladders.
Cheswardine & Hinstock	Administrator's office
Woore	National College certification - office

34. Work Experience

Name of person who has overall responsibility for managing work experience and work placements for school pupils.

CCSC	Steph Waterhouse / Hannah Felton
Churchfields	Michelle Tucker
Chesterton Primary	Helen Swindells
Crackley Bank	Lisa Taylor
Bursley Academy	Emma Jones
Cheswardine	Rachael Williams
Hinstock	Rachael Williams
Woore	Michelle Ward

Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are:

CCSC	Hannah Felton
Churchfields	Informal interview to check suitably for role Risk assessments shared Mentor assigned Sign in and out Daily check in
Chesterton Primary	Helen Swindells
Crackley Bank	Lisa Taylor
Bursley Academy	**University students:** The school has a strong partnership with Keele University. The school checks their DBS documentation before placement commences. The school receives documentation from the University regarding the suitability of the candidate and a personal statement is received from the student, including any health issues or concerns they may need support with. As the placement commences a formal meeting takes place between the student, School Mentor and the University Link Tutor. An induction pack including H&S documentation, relevant risk assessment and emergency procedures is included in this pack. Students have regular weekly and termly meetings with their school tutor and termly meetings with their Link Tutor whereby they can share/discuss any issues. **College students/work experience:** Students have an informal interview with E Jones whereby she establishes their suitability, and to reinforce expectations of conduct. We check their DBS information from the college, and they also receive a student handbook which also includes the relevant information regarding H&S, risk assessments and emergency procedures. All students sign to say they have read the documentation.
Cheswardine	Emma Titchen
Hinstock	Daniel Walne
Woore	**University students:** The school has occasional partnerships with Chester University. The school checks their DBS documentation before placement commences. The school receives documentation from the University regarding the suitability of the candidate. As the placement commences a formal meeting takes place between the student, School Mentor and the University Link Tutor where H&S is discussed. Students have regular

	weekly and termly meetings with their school tutor and termly meetings with their Link Tutor whereby they can share/discuss any issues. **College students/work experience:** Students communicate with admin and Michelle Ward whereby the student's suitability is assessed. We check their DBS information from the college. School work experience students complete a volunteer application form and provide two character referees. All students over 16 years of age need a DBS.

The name of the person responsible for the health and safety of people on work experience in the school premises:

CCSC	Hannah Felton
Churchfields	Michelle Tucker
Chesterton Primary	Helen Swindells
Crackley Bank	Lisa Taylor
Bursley Academy	Emily Harley
Cheswardine	Rebecca Binnersley
Hinstock	Jodie Eaton
Woore	Michelle Ward

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

CCSC	All students have an induction with HF include emergency procedures, first aid, safeguarding.
Churchfields	All students undergo an induction process including emergency procedures, first aid, facilities, safeguarding, data protection and have access to school policies and risk assessments.
Chesterton Primary	All students access an induction including emergency procedures, reporting, safeguarding and data protection. Policies are available online.
Crackley Bank	Lisa Taylor to liaise with high school staff All students complete an induction covering: • Emergency procedures • First aid • Facilities • Safeguarding • Data protection • Students given access to school policies and risk assessment
Bursley Academy	Emily Harley to liaise with high school staff All students complete an induction covering: • Emergency procedures • First aid • Facilities • Safeguarding • Data protection Students given access to school policies and risk assessment
Cheswardine & Hinstock	Rachael Williams to liaise with high school staff All students complete an induction covering: • Emergency procedures • First aid • Facilities • Safeguarding • Data protection Students given access to school policies and risk assessment

Woore	All students undergo an induction process including emergency procedures, first aid, facilities, safeguarding, data protection and have access to school policies and risk assessments.

35. Volunteers

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

CCSC	Hannah Felton (lead) who will then directs and trains specific Head of Department
Churchfields	Michelle Tucker
Chesterton Primary	Helen Swindells / Heather Plant
Crackley Bank	Emma Kelly
Bursley Academy	Amy Green
Cheswardine & Hinstock	Rachael Williams
Woore	Michelle Ward

Volunteers are considered a member of staff and all Health and Safety arrangements including induction and training must apply. All volunteers will have the necessary safeguarding checks, no one will be allowed into the building without a DBS check.

36. Swimming pool operations (CCSC only)

Name of person who has overall responsibility for managing the swimming pool and its environment:

- Garry Gribbin
- Carl Inskip
- Paul Salt/Shauna Baldry/ Anabel Gittens/Laurie Essenhigh/Georgia Fellows

Our arrangements for carrying out suitable swimming pool management (including minimum supervision standards, how to summon assistance in emergency, what to do if problem identified with pool water quality, supervision in changing areas, max numbers of swimmers, conditions of hire to outside organisations, first aid provision, training plant operators):

- Users of the pool must have procedures in place and following the centre Normal Operating Procedures/Emergency Action Plan.
- A minimum of two Water Safety checks are completed on a daily basis and a record kept.
- Total Leisure Engineering Group Ltd are the contractors that regularly check the pool conditions. Newcastle Borough Council Environmental Health Department checks the water on a Monthly basis.
- During school operational hours First Aid assistance is called upon from the Main Office and all PE staff are first aid trained (in the pool).
- All PE staff are First Aid trained.
- Outside of school hours it is the responsibility of the outside organisation to provide their own First Aid provision (Carl Inskip lead). Hazard exchange documentation states this clearly.
- Gary Gribbin is trained in swimming pool plant operation procedures.

Staff operating the swimming pool have received appropriate training and information. – PE staff

First Aid trained in the pool
PE staff undergo training with Andy Lipscombe in swimming pool rescue.

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.
The health and safety considerations within curriculum swimming must be planned, supervised and managed by staff who include in their lesson planning.

Appendix 3

Health and Safety Key Performance Indicators (KPIs)

It is important that Trust Leaders, School Leaders, Directors 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.
The KPIs identified in each school / academy are as follows:

CCSC

100% Control Checks are carried out • Fire • Water • Electrical • Swimming Pool (if appropriate) • Asbestos • October and January audit • Playground / external premises (astroturf) • COSHH	Including • Fire Risk assessment updated annually • Fire points checked on a weekly basis at different points on a rota basis in different school zones • Fire Extinguishers checked annually by – weekly visual check by site staff, logged • Fire alarm system checked every 6 months • Emergency lighting serviced twice a year – Logic Fire and Security • Emergency lighting internal checks by site staff daily walk to ensure that they are charging • Weekly flush of external taps • Monthly water testing (HSL) • Biannual risk assessment (IWS) and respond to recommendations within the timeframe where appropriate • 5 year fixed electrical testing and respond to recommendations within the timeframe where appropriate • PAT testing up to date • Swimming pool - Water and chemical checks in line with the policy • Yearly check completed by Entrust (ZC) • All staff and contractors to sign Asbestos register • Intrusive works assessment form completed for all work on site when needed • Hazard Exchange forms completed – when needed • October premises evaluation checklist completed by KD • January Audit completed and

	submitted to the authority • Monthly visual check of premises completed by Garry Gribbin fills in report that is sent to SLT. • Yearly ladder check – Zurich. Visual by site staff before use. Only used by site staff. • Pool – Total Leisure • Astroturf - Replay Maintenance
Evacuation & Lock Down • A minimum of 3 fire drills per year • Staff & Pupils are made aware of the procedure for lock down • Timings to remain under 5 minutes for whole school evacuation and everyone accounted for	• Fire drills to take place at least termly • Kathryn Dunne records and recommendations reported and acted on through SLT meetings and subsequent training to staff.
Procedures • Staff, Visitors and pupils are aware of procedures for the school when signing in • Induction of new staff to health and safety main procedures take place within 5 days of starting employment – more detailed and bespoke training to form part of induction programme for new staff	• Signing in includes Health and Safety • Induction programme has clear health and safety requirement

100% Control Checks are carried out • Fire • Water • Electrical • Asbestos • October and January audit • Playground / external premises • COSHH	Including • Fire Risk assessment updated yearly • Individual fire call points checked at least three times yearly on a rolling programme • Fire Extinguishers serviced once a year and checked monthly (correct place / vandalism) • Fire alarm system checked 2 times yearly – 2 servicing visits • Emergency lighting once a year – battery life test • Emergency lightning internal checks by site staff once a month (all units) • Weekly flush of external taps and any taps identified by risk assessments – records kept • Monthly water testing completed and records available (HSL) • Current risk assessment (IWS) and respond to recommendations within the timeframe where appropriate with clear records of actions • 5 year fixed electrical testing and respond to recommendations within the timeframe where appropriate with clear records of actions • Up to date inventory of electrical items with appropriate PAT • Asbestos yearly check completed by Entrust (ZC) • Annual check completed by site staff and concerns reported to Entrust on HSF50 • All staff and contractors to sign Asbestos register • Intrusive works assessment form completed for all work on site when needed • Hazard Exchange forms completed for all contractors including cleaning, catering, music, grounds, ICT • October premises evaluation checklist completed – identified actions incorporated in an action plan • January Audit completed and submitted to the authority – identified actions incorporated in an action plan • Daily / Monthly visual check of premises to

	take place and monthly checks recorded • Twice yearly ladder / steps inspection and documented • COSHH risk assessment and data sheets in place for all hazardous items and assurances from external contractors
Evacuation & Lock Down • A minimum of 3 fire drills per year • Pupils are made aware of the procedure for lock down • Timings to remain under 5 minutes for whole school evacuation and everyone accounted for	• Fire drills to take place at least termly and accommodate the range of hours • Records and recommendations reported and acted on
Procedures • Staff, Visitors and pupils are aware of procedures for the school when signing in • Induction of new staff to health and safety main procedures take place within 5 days of starting employment – more detailed and bespoke training to form part of induction programme for new staff • First aid assessment completed yearly, and recommendations identified	• Signing in includes health and safety • Induction programme has clear health and safety requirement

Chesterton Primary School

- All control checks completed as required – fire, water and electric.
- Staff, visitor and children aware of procedures.
- Staff meetings discuss health and safety.
- Key risk assessments to be displayed around the school/academy.
- Vigilant monitoring of accidents and identification of patterns, with remedial action required to aim for a decrease in accidents.
- Clear evidence that staff are aware of health and safety issues.
- Health and Safety Plan.
- Training record for staff.
- Minibus.
- Plan for loss of services – power, gas, catering.
- Accident statistics and reporting.
- Risk Assessments.
- Evolve system.
- Documentation for fire risk assessments, self-audits, Health and Safety evaluation checklist

- Caretaker log
- Fire evacuation drills termly
- Lockdown practise
- First aid assessments and training monitored
- Site signing in / out system
- All staff sign the asbestos register
- COSHH risk assessment in place
- Annual checks of all safety equipment

Crackley Bank Primary School

- All control checks completed as required – fire, water and electric
- Staff, Visitors and children aware of procedures.
- All key assessments to be updated and an electronic rolling programme created

100% Control Checks are carried out • Fire • Water • Electrical • Asbestos • October and January audit • Playground / external premises • COSHH	Including • Fire Risk assessment updated yearly – reviewed annually in September • Fire points checked at least three times yearly on a rolling programme • Fire Extinguishers checked once a year –CHUBB • Fire alarm system checked every 6 months - Lantern • Emergency lighting once a year – Lantern • Emergency lightning internal checks by site staff once a month • Weekly flush of external & little used taps • Monthly water testing • Biannual risk assessment IWS and respond to recommendations within the timeframe where appropriate - HSL • 5 year fixed electrical testing and respond to recommendations within the timeframe where appropriate • PAT testing up to date • Yearly check completed by Entrust (ZC) – asbestos • All staff and contractors to sign Asbestos register • Intrusive works assessment form completed for all work on site when needed • Hazard Exchange forms completed • October premises evaluation checklist completed • January Audit completed and submitted to the authority • Daily / Monthly visual check of premises Yearly ladder check • COSHH risk assessment and data sheets in place for all items
Evacuation & Lock Down • A minimum of 3 fire drills per year • Pupils are made aware of the procedure for lock down • Timings to remain under 5 minutes for whole school evacuation and everyone accounted for	• Fire drills to take place at least termly • Records and recommendations reported and acted on

Procedures • Staff, Visitors and pupils are aware of procedures for the school when signing in • Induction of new staff to health and safety main procedures take place within 5 days of starting employment – more detailed and bespoke training to form part of induction programme for new staff	• Signing in includes health and safety • Induction programme has clear health and safety requirement

Bursley Academy

- All control checks completed as required – fire, water and electric
- Staff, Visitors and children aware of procedures.
- All key assessments to be updated and an electronic rolling programme created

100% Control Checks are carried out • Fire • Water • Electrical • Asbestos • October and January audit • Playground / external premises • COSHH	Including • Fire Risk assessment updated yearly – reviewed annually in September • Fire points checked at least three times yearly on a rolling programme • Fire Extinguishers checked once a year –CHUBB • Fire alarm system checked every 6 months - Lantern • Emergency lighting once a year – Lantern • Emergency lightning internal checks by site staff once a month • Weekly flush of external & little used taps • Monthly water testing • Biannual risk assessment IWS and respond to recommendations within the timeframe where appropriate - HSL • 5 year fixed electrical testing and respond to recommendations within the timeframe where appropriate • PAT testing up to date • Yearly check completed by Entrust (ZC) – asbestos • All staff and contractors to sign Asbestos register • Intrusive works assessment form completed for all

	work on site when needed • Hazard Exchange forms completed • October premises evaluation checklist completed • January Audit completed and submitted to the authority • Daily / Monthly visual check of premises Yearly ladder check • COSHH risk assessment and data sheets in place for all items
Evacuation & Lock Down • A minimum of 3 fire drills per year • Pupils are made aware of the procedure for lock down • Timings to remain under 5 minutes for whole school evacuation and everyone accounted for	• Fire drills to take place at least termly • Records and recommendations reported and acted on
Procedures • Staff, Visitors and pupils are aware of procedures for the school when signing in • Induction of new staff to health and safety main procedures take place within 5 days of starting employment – more detailed and bespoke training to form part of induction programme for new staff	• Signing in includes health and safety • Induction programme has clear health and safety requirement

100% Control Checks are carried out • Fire • Water • Electrical • Asbestos • October and January audit • Playground / external premises • COSHH	Including • Fire Risk assessment updated yearly • Individual fire call points checked at least three times yearly on a rolling programme • Fire Extinguishers serviced once a year and checked monthly (correct place / vandalism) • Fire alarm system checked 2 times yearly – 2 servicing visits • Emergency lighting once a year – battery life test • Emergency lightning internal checks by site staff once a month (all units) • Weekly flush of external taps and any taps identified by risk assessments – records kept • Monthly water testing completed and records available (HSL) • Current risk assessment (IWS) and respond to recommendations within the timeframe where appropriate with clear records of actions • 5 year fixed electrical testing and respond to recommendations within the timeframe where appropriate with clear records of actions • Up to date inventory of electrical items with appropriate PAT • Asbestos yearly check completed by Entrust (ZC) • Annual check completed by site staff and concerns reported to Entrust on HSF50 • All staff and contractors to sign Asbestos register • Intrusive works assessment form completed for all work on site when needed

	• Hazard Exchange forms completed for all contractors including cleaning, catering, music, grounds, ICT • October premises evaluation checklist completed – identified actions incorporated in an action plan • January Audit completed and submitted to the authority – identified actions incorporated in an action plan • Daily / Monthly visual check of premises to take place and monthly checks recorded • Twice yearly ladder / steps inspection and documented • COSHH risk assessment and data sheets in place for all hazardous items and assurances from external contractors
Evacuation & Lock Down • A minimum of 3 fire drills per year • Pupils are made aware of the procedure for lock down • Timings to remain under 5 minutes for whole school evacuation and everyone accounted for	• Fire drills to take place at least termly and accommodate the range of hours • Records and recommendations reported and acted on
Procedures • Staff, Visitors and pupils are aware of procedures for the school when signing in • Induction of new staff to health and safety main procedures take place within 5 days of starting employment – more detailed and bespoke training to form part of induction programme for	• Signing in includes health and safety • Induction programme has clear health and safety requirement

new staff • First aid assessment completed yearly, and recommendations identified	

Hinstock Primary School

100% Control Checks are carried out • Fire • Water • Electrical • October and January audit • Playground / external premises • COSHH	Including • Fire Risk assessment updated yearly • Individual fire call points checked at least three times yearly on a rolling programme • Fire Extinguishers serviced once a year and checked monthly (correct place / vandalism) • Fire alarm system checked 2 times yearly – 2 servicing visits • Emergency lighting once a year – battery life test • Emergency lightning internal checks by site staff once a month (all units) • Weekly flush of external taps and any taps identified by risk assessments – records kept • Monthly water testing completed and records available (HSL) • Current risk assessment (IWS) and respond to recommendations within the timeframe where appropriate with clear records of actions • 5 year fixed electrical testing and respond to recommendations within the timeframe where appropriate with clear records of actions • Up to date inventory of electrical items with appropriate PAT • Asbestos yearly check completed by Entrust (ZC) • Annual check completed by site staff and concerns reported to Entrust on HSF50 • All staff and contractors to sign Asbestos register • Intrusive works assessment form completed for all work on site when needed • Hazard Exchange forms completed for all contractors including cleaning, catering, music, grounds, ICT • October premises evaluation checklist completed – identified actions incorporated in an action plan • January Audit completed and submitted to the authority – identified actions incorporated in an action plan • Daily / Monthly visual check of premises to

	take place and monthly checks recorded • Twice yearly ladder / steps inspection and documented • COSHH risk assessment and data sheets in place for all hazardous items and assurances from external contractors
Evacuation & Lock Down • A minimum of 3 fire drills per year • Pupils are made aware of the procedure for lock down • Timings to remain under 5 minutes for whole school evacuation and everyone accounted for	• Fire drills to take place at least termly and accommodate the range of hours • Records and recommendations reported and acted on
Procedures • Staff, Visitors and pupils are aware of procedures for the school when signing in • Induction of new staff to health and safety main procedures take place within 5 days of starting employment – more detailed and bespoke training to form part of induction programme for new staff • First aid assessment completed yearly, and recommendations identified	• Signing in includes health and safety • Induction programme has clear health and safety requirement

Woore Primary School

100% Control Checks are carried out • Fire • Water • Electrical • Asbestos • Playground / external premises • COSHH • Emergency lighting	Including • Fire Risk assessment updated yearly • Fire points checked at least three times yearly on a rolling programme • Fire Extinguishers checked once a year • Fire alarm system checked • Emergency lighting once a year-RMW • Emergency lightning internal checks by site staff once a month • Weekly flush of external & little used taps • Monthly water testing • 5 year fixed electrical testing and respond to recommendations within the timeframe where appropriate • PAT testing annually • Yearly check completed by Entrust/Headteacher – asbestos • All staff and contractors to sign Asbestos register • Intrusive works assessment form completed for all work on site when needed • Hazard Exchange forms completed • Daily / Monthly visual check of premises Annual ladder check • COSHH risk assessment and data sheets in place for all items
Evacuation & Lock Down • A minimum of 3 fire drills per year • Pupils/staff/parents are made aware of the procedure for lock down	• Fire drills to take place at least termly, procedures monitored and adapted for different circumstances • Lockdown drill termly • Records and recommendations reported and acted on
Procedures • Staff, Visitors and pupils are aware of procedures for the school when signing in • Induction of new staff to health and safety main procedures take place within 5 days of starting employment – more detailed and bespoke training to form part of induction programme for new	• Signing in includes • Induction programme has clear health and safety requirement

staff	