

Health and Safety Policy

Signed:

Chair of Governors: A. Jenkins *A. Jenkins*

Headteacher: S. Stevenson *S. Stevenson*

Date: 17th October 2023

Review date: October 2024

The policy has 4 parts;

Part A - Introduction

Part B - The Health and Safety Policy Statement

Part C - Management Arrangements

Part D - The detailed arrangements & procedures for Health, Safety and Wellbeing within Chesterton Community Sports College

Part E - The Key Performance Indicators.

A. Introduction

Crackley Bank Primary School is part of the Collective Vision Trust. This policy records the local organisation and arrangements for implementing the CVT policy.

B. Policy Statement

The requirement to provide a safe and healthy working environment for all employees is acknowledged and the board of trustees recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc. Act 1974.

The board of directors and local governing body will ensure so far as is reasonably practicable that:

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

In addition to the above Crackley Bank Primary School will ensure that, so far as is reasonably practicable, the health and safety of other non-employees is not adversely affected by its' activities.

Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representatives' forms part of this policy.

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

C. Management Arrangements

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

Competent Health and Safety Advice

Crackley Bank Primary School obtains competent health and safety advice from	The school has an SLA with entrust – advisor Steve Brown
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 Mobile no: 07837 832584 e-mail s.brown@staffordshire.gov.uk

Monitoring Health and Safety

Name of person(s) responsible for the overall monitoring of health and safety in CBPS:	Name Sara Stevenson Stephen Bentley
<p>Our arrangements for the monitoring of health and safety are:</p> <ul style="list-style-type: none"> • Termly H&S Governing Committee meetings • Self-evaluation Checklist completed each October • Self-audit completed each January • Yearly visit from HSE advisor • Audit process 	
<p>The academy carries out formal evaluations and audits on the management of health and safety yearly by director of pupil health safety and well-being. External audit completed in line with entrust policy.</p>	
<p>The last audit took place Internal Jan 2023 External by Steve Brown May 2023</p>	
Name of person responsible for monitoring the implementation of health and safety policies	Name Sara Stevenson
<p>All staff are aware of the key performance indicators in part E and how they are monitored</p>	
Workplace inspections	Name of person who carries these out
Water testing	HSL / Stephen Bentley
Fire point testing	Stephen Bentley / Lantern
Fire extinguisher checks	Chubb / Stephen Bentley
Technology equipment	CCSC IT staff
PE equipment check	Mercury / Health and safety monthly reviews
Internal H and S walk	Stephen Bentley – with relevant staff
External H and S walk	Stephen Bentley – with relevant staff

D. Detailed Health and Safety Arrangements

1. Accident Reporting, Recording & Investigation

Our arrangements for recording and investigating:
<p>Pupil accidents: All accidents and injuries are recorded on the first aid form by the first aid member of staff who gives treatment Qualified First-Aiders are available during the course of the school day. If timings go outside of the normal hours, provision will be but in place. In addition to the completion of the form, 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. Accidents will be analysed once a term and feedback / changes to risk assessments will be communicated to staff and governors</p>
<p>Staff / visitor accidents: 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. This is located in the main school office. An entry in the accident book must not be seen by anyone apart from those people who need to see it to investigate the accident and take the appropriate action. Completed accident records must be detached from the book and passed to Karen Timmis (Office Manager). All accidents will be analysed and reported to the trust board of any changes to risk assessment</p>
The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) are: Sara Stevenson
Our arrangements for reporting to the Academy Board are: <ul style="list-style-type: none"> • H&S trust meetings • Discussions with CEO / Headteacher • Termly reports to Governors and Directors
Our arrangements for reviewing accidents and identifying trends are: <ul style="list-style-type: none"> • Termly trustee report • Changes to risk assessments – all staff informed as part of staff meeting cycle

2. Asbestos

Name of Premises Manager responsible for Managing Asbestos.	Name Stephen Bentley
Location of the Asbestos Management Log or Record System.	Location Caretaker's office
Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are: <ul style="list-style-type: none"> • 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. 	
Our arrangements to ensure all academy staff such as class teachers or caretakers have information about asbestos risk on the premises are: <ul style="list-style-type: none"> • Forms part of induction training • Asbestos register is shown to relevant staff 	
Staff must report damage to asbestos materials to:	Name Stephen Bentley

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

3. Communication

Name of SLT member who is responsible for communicating with staff on health and safety matters:	Name Sara Stevenson
Our arrangements for communicating about health and safety matters with all staff are: <ul style="list-style-type: none"> • Staff meetings • Risk assessments • Policy documents • Individual assessments • Emails 	
Staff can make suggestions for health and safety improvements by: <ul style="list-style-type: none"> • Email • Staff meetings • Line manager meetings 	
Staff are encouraged to discuss health and safety throughout the year	

4. Construction Work *See also Contractor Management

Name of person coordinating any construction work	Name Sara Stevenson/Stephen Bentley
Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are: <ul style="list-style-type: none"> • 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.	
Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: <ul style="list-style-type: none"> • Hazard exchange forms • Meeting before key work starts • Support from Sara Stevenson/Stephen Bentley 	
Our arrangements for the induction of contractors are: Tour of site /area by Caretaker Stephen Bentley before work starts	
Staff should report concerns about contractors to: Sara Stevenson/Stephen Bentley	
We will review any construction activities on the site by: <ul style="list-style-type: none"> • Regular risk assessment • Review by Director of Premises 	

5. Consultation

Name of SLT member who is responsible for consulting with staff on health and safety matters:	Name Sara Stevenson
Our arrangements for consulting with staff on health and safety matters are: <ul style="list-style-type: none"> • Staff meetings • Emails • Risk assessment reviews • Health and safety walks 	
Staff can raise issues of concern by: <ul style="list-style-type: none"> • Emails • Staff meetings • Line Manager meetings 	

6. Contractor Management

Name of person responsible for managing and monitoring contractor activity	Name Stephen Bentley
Our arrangements for selecting competent contractors are: All contractors from the approved Staffordshire county council list	
Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: <ul style="list-style-type: none"> • Hazard exchange forms • Meeting before and during work • Monitored by Site Staff throughout the process 	
Our arrangements for the induction of contractors are: <ul style="list-style-type: none"> • Meeting with Stephen Bentley - Caretaker 	
Staff should report concerns about contractors to Sara Stevenson/Stephen Bentley	

7. Curriculum Areas – health and safety

Name of person who has overall responsibility for the curriculum areas as follows: Science PE Design Technology Computing	Curriculum Lead Name Anna Mee Lisa Taylor Sara Stevenson Kelly Norcup
Risk assessments for these curriculum areas are the responsibility of: Classrooms	Name(s) Class teachers

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

The 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	
Name of person who has responsibility for carrying out DSE Assessments	Name Karen Timmis
DSE assessments are recorded and any control measures required to reduce risk are managed by	Name Karen Timmis

9. Lettings

Name of Premises Manager or member of Leadership team responsible for Lettings	Name: Sara Stevenson
Our arrangements for managing Lettings of the academy /rooms or external premises are: <ul style="list-style-type: none"> • Contact Sara Stevenson • Complete documentation – booking forms / hazard exchange 	
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.	
Hirers are responsible for obtaining the necessary local authority licenses for their activities and these must be provided to the academy on request.	
Hirers must provide a register of those present during a letting upon request.	

10. Educational visits / Off-Site Activities

Name of person who has overall responsibility for Educational Visits	Name Sara Stevenson
The Educational Visits Coordinator is	Name Lisa Taylor
Our arrangements for the safe management of educational visits: 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	

11. Electrical Equipment [fixed & portable]

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	Name Stephen Bentley
Fixed electrical wiring test records are located:	Caretaker's office
All staff visually inspect electrical equipment before use.	
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. All items must be PAT tested before use	
Name of person responsible for arranging the testing of portable electrical equipment (PAT):	Name Stephen Bentley
Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:	Name Stephen Bentley
Portable electrical equipment (PAT) testing records are located:	In caretaker's office
Staff must take defective electrical equipment out of use and report to:	Name Stephen Bentley
The portable electrical equipment on the academy site owned and used by contractors is the responsibility of the contractor, who must provide records of this if requested:	

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

Name of competent person responsible for undertaking & reviewing fire risk assessment in addition to any associated action planning	Name Sara Stevenson
The Fire Risk Assessment is located	Electronically /Caretaker's office
When the fire alarm is raised the person responsible for calling the fire service is	Name Karen Timmis/Laura Gleaves/Emma Callahan
Name of person responsible for arranging and recording of fire drills	Name Stephen Bentley
Name of person responsible for creating and reviewing Fire Evacuation arrangements	Name Sara Stevenson
Our Fire Evacuation Arrangements are published ...	Location every classroom and communal area
Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located	Location – caretakers office
Name of person responsible for training staff in fire procedures	Name – Stephen Bentley
All staff must be aware of the Fire Procedures in school	

13. First Aid *see also Medication

Name of person responsible for carrying out the First Aid Assessment	Name Karen Timmis
The First Aid Assessment is located	Location <ul style="list-style-type: none"> • Electronically • Staffroom • Main office • Caretakers • Medical room
First Aiders are listed	Location <ul style="list-style-type: none"> • Medical Room • Office • Staffroom • Classrooms
Name of person responsible for arranging and monitoring First Aid Training	Name Karen Timmis
Location of First Aid Boxes	Medical room / school office / staff room/ resource room/ Nursery classroom/ Annexe corridor
Name of person responsible for checking & restocking first aid boxes	Laura Gleaves
In an emergency staff are aware of how to summon an ambulance	
Our arrangements for dealing with an injured person who has to go to hospital are (who is contacted/ who accompanies staff or children to hospital):	
pupils	Member of SLT
staff	Member of SLT or staff member's preferred colleague
visitors	Member of SLT or visitor's preferred colleague
Our arrangements for recording the use of First Aid are <ul style="list-style-type: none"> • First Aid form • Accident forms 	

14. Glass & Glazing

All glass in doors where needed and side panels are constructed of safety glass
All replacement glass is of safety standard

15. Hazardous Substances (COSHH)

Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)	Stephen Bentley
Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are: 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	

16. Health and Safety Law Poster

The Health and Safety at Work poster is located:	Location Staff room
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17. Housekeeping, cleaning & waste disposal

All staff and pupils share the responsibility for keeping the academy site clean, tidy and free from hazards	
Our site housekeeping arrangements are: Chartwells cleaning service	
Site cleaning is provided by: External cleaning company	Name and contact details Chartwells
Cleaning staff have received appropriate information, instruction and training about the following and are competent:	
Waste skips and bins are located away from the academy building.	
All staff and pupils must be aware of the arrangements for disposing of waste and the location of waste bins and skips.	
Staff in all Depts. who generate waste (e.g. catering/cleaning/curriculum areas) must be aware of the risk assessments and control measures in place for their role.	

18. Infection Control

Name of person responsible for managing infection control:	Name Karen Timmis/Stephen Bentley
Our infection control arrangements (including communicable diseases/hand hygiene standards) are: <ul style="list-style-type: none"> • 48 hours clear of sickness bug • Hand wash posters in all toilet areas • Advice sought from school nursing service / CD when needed • Through the curriculum - health and hygiene • Clear pest control in school 	

19. Lone Working

Our arrangements for managing lone working are No member of staff working alone is permitted to undertake high risk activities.

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

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	
Name of person responsible for the selection, maintenance / inspection and testing of equipment	Name Stephen Bentley
Records of maintenance and inspection of equipment are retained and are located:	Location Caretaker's office
Staff report any broken or defective equipment to:	Name Stephen Bentley/Office staff
The equipment on the academy site owned and used by contractors is the responsibility of the contractor, who must provide records of testing , inspection and maintenance if requested:	

21. Manual Handling

Name of competent person responsible for carrying out manual handling risk assessments	Name Sara Stevenson
Our arrangements for managing manual handling activities are: <ul style="list-style-type: none"> Staff are not permitted to undertake significant manual handling without completing appropriate training Training given as needed to key staff 	
Staff must 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).	

22 Medication

Name of person responsible for the management of and administration of medication to pupils in academy	Name Laura Gleaves
Our arrangements for the administration of medicines to pupils are: 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	
The names members of staff who are authorised to give / support pupils with medication are:	Laura Gleaves or other authorised first aider
Medication is stored:	Location Main school office
A record of the administration of medication is located:	Location Main office
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: 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 academy leaders if they are taking any medication which might impair their ability to carry out their normal work.	

23 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 academy staff.	Name Stephen Bentley
Name of person responsible for the checking and maintenance of personal protective equipment provided for staff	Name Stephen Bentley
PPE provided for use in curriculum lessons is not "personal" as it is provided by pupils in classroom situations.	
Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for pupils.	Name 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.	Name Class teacher

24. Reporting Hazards or Defects

All staff and pupils must report any hazards; defects or dangerous situations they see at academy.
Our arrangements for the reporting of hazards and defects: <ul style="list-style-type: none"> • By word of mouth to Headteacher / Site staff / Office staff • Email • Staff meeting

25. Risk Assessments

The academy has in place risk assessments for any identified significant risk. Control measures which are put in place to eliminate or reduce risk are communicated to staff, pupils and other who may be exposed to the risk.

Risk assessments are in place for the following areas:

Premises and grounds

Curriculum / classrooms

Fire Risk Assessment

Hazardous Substances

Risks related to individuals e.g. health issues

Staff well being

Pupil well being

Other bespoke RA dependent upon situation e.g. Farm Visits

Name of person who has overall responsibility for the academy risk assessment process and any associated action planning

Name
Sara Stevenson

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

- Reports to directors and director of pupil health, safety and well being

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

When an accident or incident occurs a post risk assessment takes place when a new hazard has been identified.

Risk assessments are created or reviewed when something new is introduced or a change has occurred.

26. Smoking

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

27 Stress and Staff Well-being

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

Name
Sara Stevenson

All staff have responsibility to take care of their own health and wellbeing and the academy supports staff to do this by implementing the following arrangements:

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.

28 Training and Development

Name of person who has overall responsibility for the training and development of staff.

Name
Sara Stevenson

All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.

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

- Induction plan
- Cascade from external sources
- Training for specific roles

29 Vehicles owned or operated by the academy

Name of person who has overall responsibility for the academy vehicles	Name Karen Timmis
The CBPS operates 1 mini bus	
Name of person who manages the driver medical examinations	Karen Timmis
Name of person who manages the vehicle license requirements	Karen Timmis
Name of person who undertakes vehicle checks such as oil, water and routine roadworthiness.	Stephen Bentley
Name of person who arranges servicing and maintenance of the academy vehicles	County Fleet care – Karen Timmis

30. Violence and Aggression and Academy Security

The 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.	
Staff and pupils must report all incidents of verbal & physical violence to:	Name Sara Stevenson
Incidents of verbal & physical violence are investigated by:	Name Sara Stevenson
Name of person who has responsibility for site security:	Name Stephen Bentley
Our arrangements for site security are: <ul style="list-style-type: none"> see risk assessment 	

31 Water System Safety

Name of Premises Manager responsible for managing water system safety.	Name Stephen Bentley
Name of contractors who have undertaken a risk assessment of the water system	Name IWS next due March 2024
Name of contractors who carry out regular testing of the water system:	Name HSL Next Due Feb 2023 / 6 Monthly
Location of the water system safety manual/testing log	Location Caretaker's office
Our arrangements to ensure contractors have information about water systems are: <ul style="list-style-type: none"> availability of book Site staff support new staff 	
Our arrangements to ensure all academy staff carrying out checks or testing or maintenance have information about the water system: <ul style="list-style-type: none"> All completed by external contract – monitored by site staff 	

32 Working at Height

Name(s) of person responsible managing the risk of work at height on the premises:	Name Stephen Bentley
Work at height is avoided where possible.	
Our arrangements for managing work at height are: Appropriate equipment provided Work at height to be avoided	
Appropriate equipment is provided for work at height where required.	
Staff who carry out work at height are trained to use the equipment provided	
Work at height equipment is regularly inspected, maintained and records are kept in the caretakers office	

33 Volunteers

Name of person who has overall responsibility for managing/coordinating volunteers working within the academy:	Name Lisa Taylor
Volunteers are considered as a member of staff and all health and safety arrangements including induction and training must apply. All volunteers will have the necessary safeguarding checks.	

E. Health and Safety Key Performance Indicators (KPI's)

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

KPIs

- 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

Health and Safety Policy

<p>Control Checks are carried out</p> <ul style="list-style-type: none"> • Fire • Water • Electrical • Asbestos • October and January audit • Playground / external premises • COSHH 	<p>Including</p> <ul style="list-style-type: none"> • Fire Risk assessment updated yearly – reviewed September 2023 • Fire points checked at least three times yearly on a rolling programme • Fire Extinguishers checked once a year – due Feb 2024 CHUBB • Fire alarm system checked every 6 months - Lantern due Jan 2024 • Emergency lighting once a year – Lantern due Feb 2024 • Emergency lightning internal checks by site staff once a month • Weekly flush of external & little used taps • Monthly water testing • Bi annual risk assessment IWS March 2022 and respond to recommendations within the timeframe where appropriate -due Feb 2024 by HSL • 5 year fixed electrical testing and respond to recommendations within the timeframe where appropriate – due Feb 2026 • PAT testing up to date – due Oct 2022 yearly Oct 2023 • Yearly check completed by Entrust (ZC) – asbestos due March 2024 • 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 – due Oct 2023 • January Audit completed and submitted to the authority – due Jan 2024 • Daily / Monthly visual check of premises Yearly ladder check – due Nov 2023 • COSHH risk assessment and data sheets in place for all items
<p>Evacuation & Lock Down</p> <ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Fire drills to take place at least termly • Records and recommendations reported and acted on
<p>Procedures</p> <ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Signing in includes health and safety • Induction programme has clear health and safety requirement

induction programme for new staff	
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