

Health, Safety and Wellbeing Policy



Perton First School

A. Policy Statement

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

The Governing Board 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 are 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 the school will ensure that so far as is reasonably practicable that 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.

[Signature]	[Signature] 
Estee Griffin Chair of Governors	Anne Bennett Headteacher
[Insert date] 02.10.24	[Insert date] 02.10.24

B. 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

The school obtains competent health and safety advice from	Staffordshire County Council Health Safety and Wellbeing Service
The contact details are	Health, Safety and Wellbeing Service Wedgwood Building Tipping Street

	Stafford ST16 2DH shss@staffordshire.gov.uk 01785 355777
In an emergency we contact: 01538 355777	

Monitoring Health and Safety

Name of person(s) responsible for the overall monitoring of health and safety in school:	Anne Bennett
Our arrangements for the monitoring of health and safety are:	
<ul style="list-style-type: none"> • Termly reports to Governors • Fire Risk Assessment • Health and Safety Evaluation Checklist • Health and Safety Self Audit • LA Health and Safety Audit • Staff Meeting agenda item 	
Perton First School carries of out formal evaluations and audits on the management of health and safety annually.	
The last audit took place:	Date: January 2025 By: Anne Bennett
Name of person responsible for monitoring the implementation of health and safety policies	Anne Bennett
All staff are aware of the key performance indicators in part E and how they are monitored.	
Workplace inspections –termly.	Heath Watts-Robinson (Site Supervisor) & Anne Bennett (Headteacher) Governors Finance & Premises Committee

C. Detailed Health and Safety Arrangements

1. Accident Reporting, Recording & Investigation

Our arrangements for recording and investigating:
pupil accidents: Accident book in Year 2
staff accidents: Staff accidents reported using form in staff room.
visitor accidents: Form in staff room.
The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: Anne Bennett
Our arrangements for reporting to the Governing Board are through termly reports at Governors Finance and Premises meetings.
Our arrangements for reviewing accidents and identifying trends are through annual analysis completed by Headteacher.

2. Asbestos

Name of Premises Manager responsible for Managing Asbestos.	Anne Bennett
Location of the Asbestos Management Log or Record System.	School Office

Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are: all contractors are required to sign the Asbestos Register before starting any works in school.

Our arrangements to ensure all staff such as class teachers or caretakers have information about asbestos risk on the premises: staff are encouraged to look at the Asbestos Register so that they are aware of any hazards in their teaching areas. Any issues identified are discussed at staff meetings.

Staff must report damage to asbestos materials to:	Anne Bennett
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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:	Anne Bennett
Our arrangements for communicating about health and safety matters with all staff are through staff meetings or via MS Teams if urgent.	
Staff can make suggestions for health and safety improvements during staff meetings or via the open door policy with the Headteacher.	

4. Construction Work *See also Contractor Management

Name of person coordinating any construction work.	Debbie Robbins
Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are: Through Entrust Property Services. 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 via hazard exchange meeting arranged by Chris Bird from Property Services.	
Our arrangements for the induction of contractors are: Induction with Office Manager.	
Staff should report concerns about contractors to: Debbie Robbins	
We will review any construction activities on the site by regular meetings with contractors.	

5. Consultation

Name of SLT member who is responsible for consulting with staff on health and safety matters:	Anne Bennett
The name of the Trade Union Health and Safety Representative is:	N/A
Our arrangements for consulting with staff on health and safety matters are through weekly staff meetings.	
Staff can raise issues of concern by talking to the Headteacher/Assistant Headteachers.	

6. Contractor Management

Name of person responsible for managing and monitoring contractor activity	Debbie Robbins
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Our arrangements for selecting competent contractors are through Staffordshire County Council Property Services approved contractors list.
Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are through a pre-work meeting.
Our arrangements for the induction of contractors are: through a pre-work meeting.
Staff should report concerns about contractors to Debbie Robbins.

7. Curriculum Areas – health and safety

Name of person who has overall responsibility for the curriculum areas as follows:	
Science: Kelvin Jones	
D&T: Kim Murray	
PE: Jordan Walton	
Computing: Matt Shillito	
Art: Zoe Kulin	
Music: Emily Lloyd-Hickman	
EYFS: Emily Harris	
Risk assessments for curriculum areas are the responsibility of:	Curriculum Leaders

8. Display Screen Equipment use (including PCs, laptops and tablets)

The school 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: Headteacher carries out DSE Assessment in conjunction with staff who require them.	
Name of person who has responsibility for carrying out Display Screen Equipment Assessments	Anne Bennett
DSE assessments are recorded and any control measures required to reduce risk are managed by	All office staff who use screens complete the workstation self-assessment annually. Staff are also made aware of the eye care voucher should they wish to have one. Regular breaks from computer screens are strongly advised.

9. Early Years Foundation Stage (EYFS)

Name of person who has overall responsibility for EYFS	Emily Harris
Our arrangements for the safe management of EYFS are completed risk assessments for indoor and outdoor learning environments that are reviewed annually. Safeguarding procedures, medicine administration etc are as per existing school policies.	

10. Educational visits / Off-Site Activities

Name of person who has overall responsibility for Educational Visits	Anne Bennett
The Educational Visits Coordinator is	Anne Bennett
Our arrangements for the safe management of educational visits are through the use of EVOLVE.	

11. Electrical Equipment [fixed & portable]

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	Debbie Robbins
Fixed electrical wiring test records are located:	In the School Office
All staff visually inspect electrical equipment before use.	
Our arrangements for bringing personal electrical items onto the school site are that they are not allowed on site unless they have been PAT tested annually.	
Name of person responsible for arranging the testing of portable electrical equipment (PAT):	Debbie Robbins
Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:	Anne Bennett
Portable electrical equipment (PAT) testing records are located:	In the School Office
Staff must take defective electrical equipment out of use and report to:	Debbie Robbins
The portable electrical equipment on the school 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	Anne Bennett
The Fire Risk Assessment is located	In the Health & Safety File in the HT Office
When the fire alarm is raised the person responsible for calling the fire service is	Debbie Robbins
Name of person responsible for arranging and recording of fire drills	Anne Bennett
Name of person responsible for creating and reviewing Fire Evacuation arrangements	Anne Bennett
Our Fire Evacuation Arrangements are published:	At break points around school and in the staff room.
Our Fire Marshals are listed	In the Emergency Evacuation Policy
Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at	The School Office
Name of person responsible for training staff in fire procedures	Anne Bennett
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	Any member of staff with first aid training
The First Aid Assessment is located	in the school office
First Aiders are listed	In the staff room school office and hall.
Name of person responsible for arranging and monitoring First Aid Training	Anne Bennett

Location of First Aid Box	Y2
Name of person responsible for checking & restocking first aid boxes	Cindy Vickers
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	Parents are contacted and if possible accompany their child in the ambulance. If this is not possible, a member of staff will accompany the child or follow in their own vehicle
staff	Next of kin are contacted to accompany the staff member or meet at A&E. SLT will assess whether a member of staff is needed to accompany.
visitors	Contact will be made with the company the visitor represents for appropriate next of kin contact.
Our arrangements for recording the use of First Aid are in the accident book.	

14. Glass & Glazing

All glass in doors 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)	Heath Watts-Robinson
Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are: hazardous substances are not kept in areas where children have access. All cleaning fluids are locked in the Cleaners cupboards during school hours.	

16. Health and Safety Law Poster

The Health and Safety at Work poster is located:	In the staff room
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17. Housekeeping, cleaning & waste disposal

All staff and pupils share the responsibility for keeping the school site clean, tidy and free from hazards
Our waste management arrangements are through Biffa.
Our site housekeeping arrangements are through cleaners employed by the school.
Cleaning staff have received appropriate information, instruction and training about the following and are competent:
work equipment
hazardous substances
Waste skips and bins are located away from the school building and bins are locked securely overnight
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:	Anne Bennett
Our infection control arrangements (including communicable diseases/hand hygiene standards) are located in the school office	

19. Lone Working

Lone working in school is not encouraged for staff. During school holidays, the Site Supervisor may need to complete some DIY work in school alone so there is a system in place to ensure his safety.
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20. Maintenance / Inspection of Equipment (including selection of equipment)

Ladders and steps, other extraction systems, PE equipment, D&T machines, fire alarm and smoke detection, emergency lighting, fire extinguishers.	
Name of person responsible for the selection, maintenance / inspection and testing of equipment	Anne Bennett Debbie Robbins Cath Harper
Records of maintenance and inspection of equipment are retained and are located:	School office
Staff report any broken or defective equipment to:	Debbie Robbins
The equipment on the school site owned and used by contractors is the responsibility of the contractor, who must provide records of testing, inspection and maintenance if requested	

21. Manual Handling

Name of competent person responsible for carrying out manual handling risk assessments	Anne Bennett
Our arrangements for managing manual handling activities are staff report any manual handling training needs	
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 school	Anne Bennett
Our arrangements for the administration of medicines to pupils are: <ul style="list-style-type: none"> Only medication prescribed by a physician will be administered in school. Forms must be completed by parents, giving details of mediation and dosage 	

<ul style="list-style-type: none"> Parents of children with asthma complete a form and ensure inhalers are in date and in school. All medicine is stored out of reach of children 	
The names members of staff who are authorised to give / support pupils with medication are:	Class Teaching Assistants
Medication is stored:	In the school office or fridge in staffroom
A record of the administration of medication is located:	In the school 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 that these are given as and when required in an emergency by any member of staff	
Staff who are taking medication must keep this personal medication in a secure area in the school office	
Staff must advise the school 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 school staff.	Anne Bennett
Name of person responsible for the checking and maintenance of personal protective equipment provided for staff	Debbie Robbins
PPE provided for use in curriculum lessons is not "personal" as it is provided by pupils in classroom situations.	
Name of person responsible for selecting suitable personal protective equipment (PPE) for pupils.	Debbie Robbins
All PPE provided for use in a classroom environment is kept clean, free from defects and replaced as necessary.	
Name of person responsible for cleaning and checking pupil PPE.	Debbie Robbins

24. Reporting Hazards or Defects

All staff and pupils must report any hazards, defects or dangerous situations they see at school.
Hazards are reported by any member of staff that has noticed them to a member of SLT or the Office Manager. Decisions to repair or replace will be made by the Headteacher.

25. Risk Assessments

The school has in place risk assessments for any identified significant risk. Control measures which are put in place to eliminate or reduce risk are communicated to staff, pupils and other who may be exposed to the risk.
Risk assessments are in place for the following areas:
Premises and grounds

Garden Gang Fire Risk Assessment Hazardous Substances Manual handling activities Risks related to individuals e.g. health issues	
Name of person who has overall responsibility for the school risk assessment process and any associated action planning	Anne Bennett
Our arrangements for carrying out, recording, communicating and reviewing risk assessments are: All risk assessments are produced by the relevant staff with help and support from the Headteacher/SLT if required. All risk assessments relating to children are written by the SENCO in consultation with the class teacher and parents where necessary. If appropriate, these are shared with the whole staff.	
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 on school premises.

27. Stress and Staff Well-being

Name of person who has overall responsibility for the health and wellbeing of school staff	Anne Bennett
All staff have responsibility to take care of their own health and wellbeing and the school supports staff to do this by implementing the following arrangements: Our arrangements for managing health and safety in a shared workplace are: All staff have responsibility to take care of their own health and wellbeing and the school does this by implementing the following:	
<ul style="list-style-type: none"> • Promotion of a shared vision and values • Collective responsibility • Access to a trained counsellor via Thinkwell • Wellbeing champions • Member of SLT trained as mental health lead • Wellbeing time • A nurturing environment that values everyone 	
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.	
A team stress risk assessment has been completed involving all staff and this is reviewed regularly. Date Completed: June 2024	

28. Training and Development

Name of person who has overall responsibility for the training and development of staff.	Anne Bennett
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 through a comprehensive induction process, including safeguarding and issue of a staff handbook and relevant policies.	
Training records are retained and are located in the Headteacher's Office	

29. Vehicle movement on site

Name of Premises Manager responsible for the management of vehicles on site	Anne Bennett
Our arrangements for the safe access and movement of vehicles on site are : barrier to prevent unauthorised access to the car park, marked path for visitors to follow to school entrance and classrooms once entering the premises. Deliveries use the intercom before admittance.	

30. Violence and Aggression and School/Academy Security

The school provides a place of work which is designed and managed to minimise the risk of violence and aggression to staff, pupils and visitors.	
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:	Headteacher or any member of SLT
Incidents of verbal & physical violence are investigated by:	Headteacher or any member of SLT
Name of person who has responsibility for site security:	Anne Bennett
Our arrangements for site security are: <ul style="list-style-type: none">• All gates are locked• Visitors can only enter the school via the main entrance• After school, all doors and windows are locked and all gated entrances to school locked• CCTV operates around school	

31. Water System Safety

Name of Premises Manager responsible for managing water system safety.	Anne Bennett
Name of contractors who have undertaken a risk assessment of the water system	IWS
Name of contractors who carry out regular testing of the water system:	IWS
Location of the water system safety manual/testing log	School Office

Our arrangements to ensure contractors have information about water systems are: Logs are available at all times for inspection
Our arrangements to ensure all school staff carrying out checks or testing or maintenance have information about the water system: checks completed by Site Supervisor

32. Working at Height

Name(s) of person responsible managing the risk of work at height on the premises:	Anne Bennett
Work at height is avoided where possible.	
Our arrangements for managing work at height are: that two people are present and that the correct equipment is available and used at all times. Site Supervisor has been trained in working at height	
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 school office	

33. Work Experience

Name of person who has overall responsibility for managing work experience and work placements for school pupils.	Debbie Robbins
Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are: an induction meeting with the Office Manager upon arrival on site	
The name of the person responsible for the health and safety of people on work experience in the school premises:	Anne Bennett
Our arrangements for managing the health and safety of work experience students in the school are: through an induction meeting with the Office Manager.	

34. Volunteers

Name of person who has overall responsibility for managing/coordinating volunteers working within the school:	Anne Bennett
Volunteers are considered as a member of staff and all health and safety arrangements including induction and training must apply.	

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.

- Completion of action plans following all self audits
- Annual update of all risk assessments
- Complete surveys and obtain guidance from H&S advisors at SCC when required
- Health and Safety Audit – maintain Level 4 and work towards Level 5
- Continue to monitor, with the support of Property Services, the health and safety of the building and continue to seek financial support to ensure all urgent matters are addressed to ensure the safety of staff and pupils at all times