



Health, Safety & Wellbeing Policy Statement

Green Lea First School

The policy has 4 parts;

Part 1 - The Health and Safety Policy Statement

Part 2 - Information on organising for health and safety and the responsibilities of key

people within the school.

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

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

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

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

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



Health, Safety & Wellbeing Policy

Part 1 -

A. Introduction

This Policy complements (and should be read in conjunction with the Staffordshire County Council, The Creative Learning Trust Health, Safety and Wellbeing Policy.

The Governing Board will endorse and support the Health, Safety and Wellbeing Policy of Staffordshire County Council The Creative Learning Trust and assist the Council The Creative Learning Trust to discharge those responsibilities, which it holds as employer. This policy records the local organisation and arrangements for implementing the Staffordshire County Council The Creative Learning Trust policy.

B. Policy Statement

The requirement to provide a safe and healthy working environment for all employees is acknowledged and Green Lea First 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 comply with all relevant health and safety legislation and ensure so far as is reasonably practicable that:

all places and premises where employees 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 employees and pupils can avoid hazards and contribute in a positive manner towards their own and others health, safety and wellbeing.

a healthy working environment is maintained including adequate welfare facilities.

In addition to the above the school will ensure as far as 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 form part of this policy. All employees are expected to accept their responsibility to work safely by ensuring that they take reasonable care of their own health, safety, and wellbeing and that of other people who may be affected by their acts or omissions.

The Governors and Headteacher will draw this policy to the attention of all employees, and review annually.

Mr B Mackellar, Chair of Governors
Date: February 2024

Mrs L Harris, Headteacher/Principal
Date: February 2024



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

Part 2

Health, Safety and Wellbeing Policy – Organisation and Responsibility

A. Responsibilities (Delegation of Duties)

The delegation of responsibilities and duties of all employees is detailed in Staffordshire County Council's Health, Safety and Wellbeing Policy - Allocation of General Responsibilities document.

In addition to their general responsibilities:

The Governing Board will:

- Provide strategic guidance.
- Consider health and safety related information, statistics and reports.
- Monitor and review health, safety and wellbeing issues.
- Ensure adequate resources for health and safety are available.
- Nominate a Link Governor for Health, Safety and Wellbeing.
- Review and monitor the effectiveness of this policy.

The Head Teacher is responsible for implementing this policy and will:

- Promote a positive, open health, safety and wellbeing culture in the school.
- Report key health and safety issues to the Governing Board.
- Seek advice from other organisations or professionals as required.
- Ensure that all employees co-operate with this policy.
- Appoint appropriate persons with areas of responsibility within the school to implement this policy.
- Develop and implement safety procedures.
- Ensure there is a suitable system and process for developing risk assessments and that risk assessments are completed and reviewed on a regular basis.
- Ensure employees have access to appropriate training for their role.

The Headteacher is the nominated Premises Manager and is responsible for the day-to-day operations and maintenance of the buildings, grounds, and equipment. This includes ensuring that statutory inspections of equipment and systems are carried out.

Senior Leaders within the school will support the Head Teacher in their role.

They will:

- Implement and monitor the school's health and safety arrangements.
- Manage any hazardous practices, equipment or building issues and report to the Head



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Teacher if they remain unresolved.

- Provide a good example, guidance and support to employees on health, safety and wellbeing issues.
- Ensure health and safety inductions are carried out for all employees and keep records of that induction.

Heads of Curriculum/Department Leads will within their area(s) of responsibility:

- Identify and control hazards.
- Ensure risk assessments are carried out, reviewed at least annually and communicated to employees and pupils.
- Instigate and ensure that safety procedures are developed and adhered ensuring that these are in line with curriculum best practice e.g. Science, Design Technology, PE, etc.
- Maintain current knowledge of specific health and safety legislation and official guidance relevant to the safe delivery of their specialism.
- Ensure equipment, including personal protection equipment, is maintained in a safe condition and that substances hazardous to health are secured in a safe place.
- Ensure that all incidents (including near misses) are reported promptly and investigated.
- Notify the Headteacher/Senior Leaders of any proposed or impending changes affecting health, safety, and wellbeing such as in room allocation or usage, change of materials/equipment, new activities etc.

Teachers will:

- Carry out regular safety checks of their area of work and report any concerns.
- Contribute to the development of risk assessments.
- Supervise pupils and advise them on how to use equipment safely.
- Maintain current knowledge of specific health and safety issues within their specialisms.

All employees will:

- Comply with the school's health and safety arrangements, including the adherence to risk assessments, health and safety procedures and policies.
- Leave their area of work in a reasonably tidy and safe condition.
- Follow safety instructions when using equipment.
- Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate employee.
- Follow the accident reporting procedure.
- Contribute to and highlight any gaps in the school's risk assessments and health and safety procedures.



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Organisation and Responsibilities for Health, Safety and Wellbeing

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

Policy-makers	Devise and produce policy on health, safety and wellbeing at a strategic level. Preserve, develop, promote and maintain the School's and the Council's health and safety management system. Ensure that health and safety matters are taken into account when organisational decisions are made.
Planners	Develop the local plans to achieve corporate/school health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area
Implementers	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively
Assisters	Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field
Employees	Irrespective of their position within the County Councils structure, everyone is regarded as an employee and therefore the employee duties within the H&S Policy apply to them.

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

	Policy-makers	Planners	Implementers	Assisters	Employees
School Governors					
Headteacher					
School Leadership Team					
Deputy/Assistant Headteacher					
Health and Safety Coordinator					



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Heads of Dept					
Teachers					
Managers					
Premises Managers					
Teaching and Classroom Assistants					
Learning Support Staff					
Admin Staff					
Site Supervisor or Caretaker					
Council Health and Safety Forum					
Health, Safety and Wellbeing Advisors and Occupational Health Professionals					
Other Assisters Council Strategic Property Officers Insurance services Entrust Asbestos Management Team Property Services HR					Excluding Entrust Assisters

The responsibilities of Policy Makers, Planners, Implementers, Assisters and Employees within the Policy



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

The Policy makers;

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

As Policy Makers the Governing Board;

- Must ensure that those who have been assigned specific responsibilities in school for H&S have been identified, this has been communicated, and adequate training or instruction has been given.
- Must ensure that sufficient competent persons are in place to advise the school on H&S issues.
- Will set H&S targets (with Planners) to improve H&S performance.
- Is required to monitor that the H&S targets are being met and the school is meeting health and safety obligations by checking that policies and procedures are implemented in accordance with requirements, and by reviewing Key Performance Indicators (KPI) of health and safety performance on a regular basis.
 - *Some annual KPIs are required by the County Council, the GB can also identify other indicators they wish to monitor.*
 - *The H&S Coordinator may be delegated the responsibility to collate these KPI's on the Headteachers' behalf (see **Assisters** below)*
- Seek advice from and receive reports from the County Council Health, Safety & Wellbeing Service and their School H&S Coordinator as appropriate and take actions as necessary.
- Ensure that the auditing of H&S takes place and that action plans are developed as a result of audit.
- The GB will ensure that all their decisions reflect the commitment of this policy and promote a positive culture towards health, safety and wellbeing issues.



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- The GB will inform the Commissioner for Education and Wellbeing/Diocese/Trust/Sponsor of any issue which has significant health and safety implications which cannot be resolved satisfactorily without their support and involvement.

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

The Planners will;

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



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

Health and Safety Committee

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

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

Implementers



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

- Maintain an understanding of the Health and Safety Policies of the County Council and those developed within school
- Demonstrate commitment to the management of health and safety by:
 - Setting a good example to others
 - Promoting good practice
 - Identifying H&S problems and rectifying them if possible
 - Challenging poor H&S performance or attitudes
 - Communicating regularly about H&S
- Be responsible for and take the lead on implementation of health and safety policies and any arrangements which have been developed by the Policy makers and Planners.
- Understand and own the plans in place for H&S as part of the overall school planning process monitor progress in these areas and advise planners of the results or any deficiencies.
- Ensure that any personal targets set by Planners are achieved, feedback any issues identified in this process.
- Ensure that individuals have health and safety objectives as part of their annual review process (these may reflect the overall H&S plans)
- Encourage participation in H&S and ensure that communication about H&S issues takes place.
- Assess new and existing work activities for hazards, ensuring that risk assessments are in place, control measures implemented (safe methods of work/Personal Protective Equipment etc) and the results of risk assessments communicated.
- Ensure that, where responsibilities for health and safety have been delegated to staff members, these roles are properly assigned and understood by employees in their teams/areas.
- Ensure that staff in these roles have received appropriate training.
- Ensure that there is sufficient information, instruction and training and resources available for staff in order for them to do their job
- Consult with staff as necessary on matters of health and safety which may affect them at work and receive health and safety reports from Health and Safety Representatives,



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- responding as necessary.
- Supervise work adequately to ensure that good health and safety standards are maintained.
 - Ensure that adequate monitoring of H&S takes place e.g. by taking part on Premises H&S Evaluations and carrying out own inspection of work areas.
 - Carry out any reactive monitoring required such as investigation of accidents, near misses and occupational illness and ensure the information gained is used to improve H&S in the future.
 - Avoid allocating "blame" to individuals who report accidents, illness or near misses, and ensure that all reports of this nature are managed effectively.
 - Monitor H&S standards at the local level by retaining statistics to identify patterns and trends in events.
 - Seek advice from the CC H&S Adviser or other specialist as required.
 - Make use of other resources provided by the County Council to promote H&S at work (e.g. intranet/Newsletters)
 - *In addition to the above, Teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site e.g. classrooms, laboratories, workshops etc., and off site e.g. school trips.*

Premises Managers

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

1. To maintain an understanding of County Council health and safety policy arrangements and the premise manager responsibilities detailed within them, and an awareness of relevant premise related health and safety legislation, issues and procedures and operating within these requirements;
2. To control contractors working on the premises, and ensure that hazard information has been exchanged and suitable risk control measures implemented;
3. Ensuring adequate security arrangements are maintained;
4. Ensuring the general cleanliness of the premises and that adequate Wellbeing facilities are provided;
5. Arranging for regular inspection of the areas of the premises for which they are responsible to monitor that workplace health and safety standards are in effective working order and that a safe means of access and egress is maintained;
6. Ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained;
7. Ensuring that plant and equipment is adequately maintained;
8. Arranging for the regular testing and maintenance of electrical equipment;
9. Maintaining records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance;
10. Ensuring adequate first aid requirements for the premises are formally assessed and adequate provision is made;



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11. Ensuring that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored;
12. Undertaking thorough investigation of all premise related accidents/incidents. Ensure the availability of an accident book at each premise ;
13. Ensuring the adequate provision of health and safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations;
14. Ensuring that a copy of the Health and Safety Law Poster is displayed in an accessible location and the information on the poster kept up to date;
15. Maintaining a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations and make this available to contractors upon requests;
16. Ensuring that adequate systems are in place for the management of asbestos and control of legionella and excessive water temperatures;
17. To respond promptly to 'D1 Notifications' that is notification of a defect that could affect the health and safety of building occupants/visitors, informed to them by County Strategic/Entrust Property Services as a result of a maintenance contract visit.

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

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

The Health and Safety Coordinator;

- Is familiar with the responsibilities of Assisters laid down in the County Council Health, Safety and Wellbeing Policy.
- Has the core duty to ensure that there is a system established for the management of health and safety - this planning and organisation must take place with the Planner(s) and Policy makers as necessary.
- Will keep up to date with Health and Safety issues and changes by making use of resources provided by the County Council to promote H&S at work (e.g. intranet/Newsletters)
- May take on certain functions such as communication, collation of statistics, coordination of H&S Evaluation/Audits as directed, but the overall responsibility rests with the Head of Establishment.



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- May collate and produce an **annual report on Health and Safety performance including essential KPIs** (see Part 4) for Governing Bodies to view as part of their monitoring process. A template is available for this on the SLN at
- <http://education.staffordshire.gov.uk/School-Admin/HealthSafetyWellbeing/Health-and-Safety/Key-Documents/Key-Health-and-Safety-Documents.aspx>

Employees

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

Employees [including temporary & volunteers]

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

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

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

Pupils/students [This section should be drawn to attention of all pupils]

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

All pupils will:

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

Staff Safety Representatives

Health and safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the governing board is notified in



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writing of such an appointment, the safety representative shall have the following functions:

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

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

Part 3

Arrangements & Procedures for Health, Safety and Wellbeing

Green Lea First School

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

1. Accident Reporting, Recording & Investigation

All accidents must be recorded in the appropriate accident book. The Headteacher must be informed and if needed they will then inform the LA. Details of all accidents must be recorded in the appropriate accident book located in each classroom. All accidents recorded in the accident book will be investigated by the Headteacher, who will then report to The School Governing Board.

2. Asbestos

The Asbestos Register is located in the school office. It is the responsibility of the Headteacher to maintain the file and to make sure that it is seen by all contractors working on site. The register is monitored and reviewed by Staffordshire County Council and ENTRUST. Any damage to the asbestos materials must be reported to the Headteacher, who is then responsible for reporting it to the LA. Any member of staff wishing to fix anything into the wall or drill must seek the approval of the Headteacher and refer to the asbestos register.



3. Contractors

The school follows the Staffordshire procedure for the selection of contractors. The Headteacher is responsible for the completion of the Hazard Exchange Form with the contractors to agreed safe working arrangements. The Headteacher is also responsible for agreeing safe working arrangements, risk assessment, monitoring contractors and dealing with staff concerns. The frequency of meetings held with the contractors will be set before the project starts and will depend on the scale of the project.

4. Curriculum Safety

The risk assessments for curriculum safety are written prior to the activity and stored in the school office. All potentially hazardous activities must be reported to the Headteacher. Staff have access to the Safety in PE and the CLEAPSS Safe Science in School documents. All out of school activities must have completed risk assessments and follow the guidance in the schools Educational Visits Policy.

5. Drugs & Medications

Medicine will be administered within school only if it is prescribed by the doctor. The medicine must have the child's name on the label and clearly state the dosage. The medicine must have its own spoon or syringe with it. All parents will need to fill in and sign a health plan. The medicine will only be administered by a member of staff and they must complete and sign the doses given record found in the care plan folder in the office. All medicine will be either kept in the school office in the medical cupboard or in the fridge in the staff room. The school policy for medicines in school is available in the school office. If a child has more complex medical needs then further training will be given to staff.

6. Electrical Equipment [fixed & portable]

The school undertakes yearly PAT tests on all electrical equipment. This testing is co-ordinated by the Office Manager and the record of completion is kept in the school office. All staff are reminded to inspect electrical equipment before use and to report any concerns to the Headteacher. The equipment in the school kitchen is inspected by the company who provide the meals. The school completes a 5 yearly electrical inspection.

7. Fire Precautions & Procedures

The Headteacher is responsible for undertaking and reviewing fire risk assessments. Fire drills are initiated by the Office Manager termly and records of each drill are kept in the fire safety book in the school office. There are clear instructions



displayed around the school for the fire evacuation procedure. There is also clear signage around school for all evacuation points and for the fire assembly point. All staff are trained for basic fire safety and in the use of fire extinguishers. The fire alarm, fire extinguishers and emergency lighting are all checked yearly by an external company.

In case of an emergency the school would follow its disaster recovery plan which is located in the school office.

Fire Risk Assessment

A fire risk assessment is completed yearly by the Headteacher. Fire drills are initiated by the Office Manager termly and records of each drill are kept in the fire safety book in the school office. There are clear instructions displayed around the school for the fire evacuation procedure. There is also clear signage around school for all evacuation points and for the fire assembly point.

8. First Aid

The school has at least 4 Paediatric Trained First Aiders. The first aid cabinet is located outside the disabled toilet and the Office Manager is responsible for restocking it. In the event of an emergency a First Aider or the Office Manager will contact the ambulance service. The Headteacher or a first aider will accompany the injured person to hospital and wait there for a responsible person to arrive. There is a register of training/retraining that is reviewed termly by the Headteacher and Office Manager.

9. Glass & Glazing

All replacement glass in school must be of the required safety standard. All glass currently in school that is not safety glass must have protective film applied. This film must be regularly inspected. All glass in school has been inspected by Staffordshire County Council.

10. Hazardous Substances (COSHH)

No hazardous materials are to be used in school while pupils are present. Risk assessments are in place for all cleaning materials used and these are stored in the Cleaners Cupboard located in the Class 1 toilets. This cupboard is kept locked at all times. The cleaner must receive relevant training and this will be organised by the Office Manager on a regular basis. The risk assessments in place for the cleaning materials are reviewed on an annual basis.

11. Health and Safety Advice



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The school obtains health and safety advice from the Staffordshire County Council Safety & Wellbeing Service, 01785 355777

12. Housekeeping, cleaning & waste disposal

It is essential that good housekeeping arrangements are in place throughout the school and are followed by all staff. The school cleaner cleans the premises nightly. All staff are responsible for keeping the school tidy, rubbish free and walkways free from obstacles. All spills must be cleaned up immediately and wet floors identified with the 'yellow wet floor' signs. Spills involving bodily waste must be cleaned up with the designated cleaning equipment and disposed of appropriately. When disposing of sharp objects they are wrapped to minimise sharp edges and disposed of appropriately. The Site Technician is responsible for the removal of snow. The Site Technician clears the paths and applies salt to disperse the snow. The external waste bins are located away from the school and secured in place. They are emptied weekly by a waste contractor.

13. Handling & Lifting

Heavy lifting and handling should be kept to a minimum. Where objects do need to be lifted the appropriate equipment should be used and the person undertaking the activity should have completed the appropriate training. The risk assessment for handling and lifting is completed by the Headteacher and is kept in the Policy file in the office.

14. Jewellery

The wearing of jewellery is not permitted. However a simple watch and small studs in recently pierced ears are allowed. For safety reasons these must not be worn for Physical Education or swimming.

15. Lettings/shared use of premises

The school has a comprehensive lettings policy. The Headteacher is responsible for all risk assessments involving the letting of the premises to a third party.

16. Lone Working

The school has arranged its working practices to keep lone working to a minimum. The school has a **lone worker policy** that all staff are made aware of during their induction to the school. This policy is reviewed regularly.

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



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The following equipment is inspected on a regular basis either by the site manager or by an expert company:-

Ladders - Site Technician - twice yearly
PE equipment - outside company - yearly
Fire Alarm - outside company - twice yearly
Smoke Detectors - outside company - twice yearly
Emergency Lighting - Site Technician - monthly outside company - yearly
Outdoor Play equipment - Site Technician - monthly - outside company - yearly
Water Hygiene - outside company - twice yearly
Fire Extinguishers - outside company - yearly
Heating Boiler - outside company - yearly
Asbestos - outside company - yearly
Electrical Testing - LA 5 yearly
Electrical PAT testing - outside company - yearly

All records are kept by the Office Manager. Where new equipment is required the Headteacher is responsible for its selection. Where necessary the Headteacher will seek advice from the Local Authority or relevant experts.

18. Monitoring the Policy and Results

The Headteacher carries out the annual Health and Safety Evaluation Checklist in September. The Headteacher also carries out the annual Health and Safety Audit in January and then submits this to the LA Health and Safety Officer. The Headteacher is responsible for all aspects of Health and Safety including monitoring accidents, implementing new measures and updating policies. The Headteacher provides an annual Health and Safety Report to Governors at the Summer Term Full Governors Meeting.

19. Poster on Health and Safety Law

The Headteacher is responsible for keeping the poster up to date. The poster is located in the staffroom.

20. Personal Protective Equipment (PPE)

The school cleaner has a tabard and rubber gloves provided by the school. Where staff are required to clean up bodily fluids plastic gloves and aprons are available.

21. Reporting Defects

All hazards should be reported to the Headteacher or Office Manager. They will assess the hazard and make arrangements to rectify the issue.

22. Risk Assessments

The Headteacher is responsible for maintaining risk assessments. The Headteacher is also responsible for undertaking special risk assessments and also for reviewing risk assessments.



23. School Trips/ Off-Site Activities

The office manager is the Educational Visits co-ordinator and is responsible for completing and seeking authorisation through EVOLVE. The school follows its Educational Visits Policy which is located in the school office. Parental authorisation is always sought. The national recommended ratios of adult to child are adhered to and a member of staff trained in first aid accompanies every educational visit.

24. School Transport

The school does not own any transport. Daily school transport is provided by Staffordshire County Council and they perform all driver and vehicle checks. Where school arranges transport a registered coach company is used, relevant paper work is requested by the Office Manager and at least one member of staff always provides supervision

25. Smoking

The whole school site is designated a no smoking area. Signs promoting no smoking are clearly visible around school.

26. Staff Consultation and Communication

Health and safety is an agenda item at every staff meeting and responses are recorded in the minutes of the meeting. All staff are will be made aware of how to report a Health and Safety issue either by recording it in the Health and Safety red book found in the office or by directly speaking to the Headteacher. All staff are informed how to report an issue in the Staff Handbook.

27. Stress and Staff Wellbeing

School follows the county arrangements for Stress and Staff Wellbeing. The group risk assessment for Staff Stress and Wellbeing is completed annually. Where necessary individual staff may be directed towards individual support available through the County Council.

28. Supervision

Pupils must be supervised at all times and not be left unattended. When in school and when on educational visits the school adheres to the nationally agreed ratios for each age group of pupils. All adults working with children at Green Lea First School are required to have an up to date DBS check and the Office Manager is responsible for keeping an up to date record.

29. Training and Development

All new members of staff must undertake a health and safety briefing within the first week of employment. This will be completed with the Headteacher and will



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establish the minimum health and safety requirements for specific activities. The must read and sign the health and safety policy and appropriate risk assessments.

30. Use of VDU's / Display Screens / DSE

All staff using VDU'S/Display Screens/DSE's for significant amounts of time must report any health/safety concerns, training needs or defects to the Headteacher. All regular users of VDU's must undertake a yearly self-assessment.

31. Vehicles on Site

All vehicles on site are restricted to the carpark. Vehicles may only enter the playground with the permission of the Headteacher and when no children are outside. Vehicles and pedestrians are not easily separated in the carpark. Adults must remind children about how to keep safe on the carpark.

32. Violence to Staff / School Security

All visitors are required to report to the reception where they must sign in and receive a school identification badge. The code to the main school door must not be shared with any unauthorised visitors or parents. All external doors must be locked during the school day except for those exiting the classrooms onto the secure rear grassed area. At play time and lunch time the main gates onto the playground must be locked and only the adult supervising on the playground must open the gate. Verbal and physical violence will not be tolerated and must be reported to the Headteacher immediately. All incidents of violence will be recorded and reported to the LA. If there is a perceived risk of violence then additional members of staff will be in the building and no individual will be left with a possible perpetrator of violence on their own.

33. Working at Height

The school has two sets of step ladders and risk assessments have been completed for the use of both. All staff must be aware of the risk assessments and must sign to say that they have been read. Equipment must be stored so that it is accessible to all staff. The ladders are inspected twice a year by the site supervisor and these checks are recorded and stored with the risk assessments.

34. Water Hygiene

The water hygiene samples are taken as required by the Site Manager and are recorded in the Water Hygiene Manual which is always to be found in the school office. The water safety is reviewed and check by an outside agency twice yearly.

36. Work Experience

All work experience students undertake a health and safety induction with the Headteacher. All are given relevant policies and guidelines to read. The school also follows the Staffordshire Health and Safety Policy for school based work placements



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students and the relevant policy documents for university students. All students are allocated a school based supervisor for their placement in school.

Part 4

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

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

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