



# **SHOBNALL PRIMARY & NURSERY SCHOOL**

## **HEALTH, SAFETY AND WELLBEING PROCEDURES**



**NOVEMBER 2021**

Review:  
November 2024

**SHOBNALL PRIMARY & NURSERY SCHOOL  
HEALTH, SAFETY AND WELLBEING**

The document has 4 parts;

**Part A** - Introduction

**Part B** - The Health and Safety Document Statement

**Part C** - Management Arrangements

**Part D** - The detailed arrangements & procedures for Health, Safety and Wellbeing within Shobnall Primary & Nursery School.

**Part E** - The Key Performance Indicators.

**A. Introduction**

This document statement complements (and should be read in conjunction with) the Shobnall School Health and Safety Document. It records the local organisation and arrangements for implementing the John Taylor Multi Academy Trust document.

**B. Document Statement**

The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Shobnall Primary & Nursery School Governing Body and Trust recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc. Act 1974.

The 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.

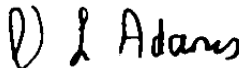
In addition to the above the school will ensure that so far as is reasonably practicable that the health and safety of other non-employees is not adversely affected by its' activities.

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

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

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[Signature] 	[Signature] 
<b>Gareth Moss, Chair, JTMAT Board of Trustees</b>	<b>Mike Donoghue, CEO, JTMAT</b>
<b>September 2019</b>	<b>September 2019</b>

	[Signature] 
<b>Mr G Dennis, Chair of Governors 21 October 2021</b>	<b>Mr D Adams, Headteacher 21 October 2021</b>

### 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

<i>The school obtains competent health and safety advice from</i>	<i>Health, Safety &amp; Wellbeing Service at Staffordshire County Council</i>
<i>The contact details are</i>	<i>01785 355777</i>
<i>In an emergency we contact the Duty Officer</i>	

#### Monitoring Health and Safety

<i>Name of person(s) responsible for the overall monitoring of health and safety in school:</i>	<i>Name: Mr D Adams</i>
<i>Our arrangements for the monitoring of health and safety are: reports to Governing Body / report to John Taylor MAT Board, report to Mr M Harris, John Taylor MAT Estate Manager, Premise Self Evaluation &amp; Wellbeing Staff returns to Staffordshire County Council Health, Safety &amp; Wellbeing Service Staffordshire County Council Strategic Property Services Compliance Landlord Requirements as Leaseholders Classroom H&amp;S Checklist Overviews of janitor &amp; contractor routine inspections</i>	

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<i>The school carries out formal evaluations and audits on the management of health and safety (frequency).</i>	
<i>The last audit took place</i>	<i>Date: October 2021 (self audit) By: Mrs R Ellerton</i>
<i>Name of person responsible for monitoring the implementation of health and safety policies</i>	<i>Name Mrs R Ellerton</i>
<i>All staff are aware of the key performance indicators in part E and how they are monitored - Yes</i>	
<i>Workplace inspections - type</i>	<i>Name of person who carries these out</i>
<i>Water Hygiene</i>	<i>Janitor &amp; IWS</i>
<i>Fire Alarm System</i>	<i>Janitor &amp; Lantern</i>
<i>Fire Extinguisher</i>	<i>Janitor &amp; Chubb</i>
<i>Emergency Lighting</i>	<i>Janitor &amp; Lantern</i>
<i>Ladder &amp; Kickstool</i>	<i>Janitor</i>
<i>Playground Equipment</i>	<i>Staff on duty / Wicksteed</i>
<i>Fixed Electrical test</i>	<i>Speed Electrical</i>
<i>PAT test</i>	<i>R Taylor &amp; Son Ltd</i>
<i>Boilers</i>	<i>Sure Maintenance</i>
<i>Controlled Access</i>	<i>BID</i>
<i>Intruder Alarm</i>	<i>Chubb</i>
<i>CCTV</i>	<i>Security Services</i>

## **D. Detailed Health and Safety Arrangements**

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

<i>Our arrangements for recording and investigating:</i>
<i>pupil accidents: those which result in pupils going to hospital from school must be recorded in the accident book plus to SCC Health &amp; Safety team using My Health &amp; Safety online reporting system. These accidents should be investigated (the amount of time spent investigating the accident should be relative to the accident).</i>
<i>staff accidents: recorded in HSE BI510 accident book (loose sheets) &amp; reported to SCC Health &amp; Safety team using My Health &amp; Safety online reporting system.</i>
<i>visitor accidents: as staff accidents above</i>
<i>The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: SCC Health, Safety &amp; Wellbeing Service</i>
<i>Our arrangements for reporting to the Governing Body are in Headteacher's report</i>
<i>Our arrangements for reviewing accidents and identifying trends are: types of injury / areas of school recorded, reviewed monthly &amp; annual overview produced</i>

### **2. Asbestos**

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<i>Name of Premises Manager responsible for Managing Asbestos.</i>	<i>Name Mr D Adams</i>
<i>Location of the Asbestos Management Log or Record System.</i>	<i>Location Main School Office</i>
<i>Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are: All contractors are shown the Asbestos RSM (sign as evidence) when completing the Control of Contractor Hazard Exchange Form prior to starting work. Any intrusive work needs prior consent from headteacher</i>	
<i>Our arrangements to ensure all school staff such as class teachers or caretakers have information about asbestos risk on the premises: Easy access to Asbestos Record System Manual &amp; everyone knows not to undertake any intrusive work without prior consent from headteacher &amp; review of Asbestos RSM</i>	
<i>Staff must report damage to asbestos materials to:</i>	<i>Name Mr Adams</i>
<i>Staff must not drill or affix anything to walls without first obtaining approval from the headteacher.</i>	

### **3. Communication**

<i>Name of SLT member who is responsible for communicating with staff on health and safety matters:</i>	<i>Name Mr D Adams</i>
<i>Our arrangements for communicating about health and safety matters with all staff are: Staff Briefing, INSET training days, urgent information by work email or text message &amp; staff noticeboard</i>	
<i>Staff can make suggestions for health and safety improvements by: bringing their ideas to attention of School Business Manager or Headteacher.</i>	

### **4. Construction Work \*See also Contractor Management**

<i>Name of person coordinating any construction work / acting as Client for any construction project.</i>	<i>Name Mrs R Ellerton</i>
<i>Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are: Seek advice &amp; guidance from competent person / company e.g. Entrust Property Services, G Musson &amp; Associates, MAT Estates Manager etc Duty holders will be identified and named as part of any Construction project.</i>	
<i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: Prior to work starting Control of Contractors Hazard Exchange form is completed, along with any other relevant H&amp;S paperwork e.g. Intrusive Works Assessment Form, Hot Work Permit, Risk Assessments, Method Statements, Construction Phase Plan</i>	

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<i>Our arrangements for the induction of contractors are: Hazard Exchange Forms</i>
<i>Staff should report concerns about contractors to: Mr Adams / Mrs Ellerton</i>
<i>We will review any construction activities on the site by: communicating regularly with contractor &amp; seek advice when required from competent person</i>

### **5. Consultation**

<i>Name of SLT member who is responsible for consulting with staff on health and safety matters:</i>	<i>Name Mr D Adams</i>
<i>The name of the Trade Union Health and Safety Representative is:</i>	<i>N/A</i>
<i>Our arrangements for consulting with staff on health and safety matters are: Staff Briefing, INSET / twilight training, risk assessment reviewed by different teachers</i>	
<i>Staff can raise issues of concern by: reporting to Headteacher or SBM</i>	

### **6. Contractor Management**

<i>Name of person responsible for managing and monitoring contractor activity</i>	<i>Name Mrs R Ellerton</i>
<i>Our arrangements for selecting competent contractors are: to use contractors approved by SCC / Entrust, unless for the work required, they do not have an approved contractor to undertake work required. Or via an auditor-approved procurement process</i>	
<i>Our arrangements for the exchange of health and safety information / risk assessments / safe working arrangements / monitoring are: Prior to work starting Control of Contractors Hazard Exchange form is completed, along with any other relevant H&amp;S paperwork e.g. Intrusive Works Assessment Form, Hot Work Permit, Risk Assessments etc. plus asbestos RSM &amp; water hygiene RSM are shared / acknowledged with contractor</i>	
<i>Our arrangements for the induction of contractors are: Hazard Exchange Forms</i>	
<i>Staff should report concerns about contractors to: Headteacher / SBM</i>	

### **7. Curriculum Areas – health and safety**

<i>Name of person who has overall responsibility for the curriculum areas as follows:</i>	<i>Curriculum Lead Name</i>
<i>Forest School</i>	<i>Mrs T Farrington</i>
<i>Science</i>	<i>Mr M Stevens &amp; Mrs V Knight</i>
<i>D&amp;T</i>	<i>Miss M Alexander</i>
<i>PE</i>	<i>Mrs L Waldron</i>

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<i>Risk assessments for these curriculum areas are the responsibility of:</i>	<i>Name(s) Mr D Adams</i>
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**8. Display Screen Equipment use (including PC's, laptops and tablets)**

<i>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.</i>	
<i>Our arrangements for carrying out DSE assessments are: Identified staff are asked to view the SCC Training for DSE Users Presentation prior to completing a DSE Self Assessment Checklist every 2 years. Checklist is shared with school DSE assessor &amp; any actions are agreed with users' line manager. Advice can be sort from SCC Health, Safety &amp; Wellbeing team. Users provided with advice booklet.</i>	
<i>Name of person who has responsibility for carrying out Display Screen Equipment Assessments</i>	<i>Name Mrs R Ellerton</i>
<i>DSE assessments are recorded and any control measures required to reduce risk are managed by</i>	<i>Name Mrs R Ellerton / Mr D Adams</i>

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

<i>Name of person who has overall responsibility for EYFS</i>	<i>Name Mrs T Farrington</i>
<i>Our arrangements for the safe management of EYFS are: We teach our children how to keep themselves safe. We do this by providing activities and resources which have some small risks and require the children to think independently about being safe. The staff think carefully before planning activities to ensure children can manage the risk successfully. Risk assessments for the indoor and outdoor environments and equipment are in line with the school policies and are checked at least once a year. In addition to this, a member of staff carries out a visual inspection each day before children use the outdoor area to ensure the ground, equipment and cleanliness of the area is suitable for pupils to access. Staff ensure that gates to the outdoor area and doors to the classrooms are shut and locked when pupils are on the school premises. Full risk assessments are carried out before any outing to ensure a sufficient adult to pupil ratio is adhered to, depending on the nature of the outing. For outings in the locality, pupils wear high fluorescent jackets.</i>	

**10. Educational visits / Off-Site Activities**

<i>Name of person who has overall responsibility for Educational Visits</i>	<i>Name Mr D Adams</i>
<i>The Educational Visits Coordinator (EVC) is</i>	<i>Name: Mrs R Ellerton</i>
<i>Our arrangements for the safe management of educational visits: Member of</i>	

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*staff responsible for trip reviews the Educational Visit Document, ensures staff pupil ratios meet statutory guidelines. Meets EVC to complete visit form on Evolve. Relevant documents are attached e.g. risk assessments, itinerary, attendee list, letters to parents etc. Once fully completed EVC submits form to headteacher (or EVA at Staffs County Council) for approval, depending upon type of visit.*

**11. Electrical Equipment [fixed & portable]**

<i>Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:</i>	<i>Name Mr D Adams, through SLA with Entrust we ensure compliance with obligatory service contracts</i>
<i>Fixed electrical wiring test records are located:</i>	<i>Back / middle office</i>
<i>All staff visually inspect electrical equipment before use.</i>	
<i>Our arrangements for bringing personal electrical items onto the school site are: Staff must not use their own personal equipment for work without authorisation</i>	
<i>Name of person responsible for arranging the testing of portable electrical equipment (PAT):</i>	<i>Name Mrs R Ellerton</i>
<i>Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:</i>	<i>Name Mr D Adams</i>
<i>Portable electrical equipment (PAT) testing records are located:</i>	<i>Main school office</i>
<i>Staff must take defective electrical equipment out of use and report to:</i>	<i>Name Mr D Adams / Mrs R Ellerton</i>
<i>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:</i>	

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

<i>Name of competent person responsible for undertaking &amp; reviewing fire risk assessment in addition to any associated action planning</i>	<i>Name Mrs R Ellerton</i>
<i>The Fire Risk Assessment is located .....</i>	<i>Main school office</i>
<i>When the fire alarm is raised the person responsible for calling the fire service is</i>	<i>Name Mrs R Ellerton</i>
<i>Name of person responsible for arranging</i>	<i>Name</i>



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<i>and recording of fire drills</i>	<i>Mrs R Ellerton</i>
<i>Name of person responsible for creating and reviewing Fire Evacuation arrangements</i>	<i>Name Mr D Adams</i>
<i>Our Fire Evacuation Arrangements are published ...</i>	<i>Location Evacuation notices are displayed in every classroom / office</i>
<i>Our Fire Marshals are listed</i>	<i>Location Staff room – lunchtime supervisors' class allocation. Teacher responsible for their class</i>
<i>Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at</i>	<i>Location Main school office</i>
<i>Name of person responsible for training staff in fire procedures</i>	<i>Name Mr D Adams</i>
<i>All staff must be aware of the Fire Procedures in school</i>	

**13. First Aid \*see also Medication**

<i>Name of person responsible for carrying out the First Aid Assessment</i>	<i>Name Mrs R Ellerton</i>
<i>The First Aid Assessment is located</i>	<i>Location Main school office</i>
<i>First Aiders are listed</i>	<i>Location All school staff trained in first aid, Paediatric / Forest School certificates displayed in staff room</i>
<i>Name of person responsible for arranging and monitoring First Aid Training</i>	<i>Name Mrs R Ellerton</i>
<i>Location of First Aid Box</i>	<i>Each class has its own medical bag, sports first aid bag &amp; medical room</i>
<i>Name of person responsible for checking &amp; restocking first aid boxes</i>	<i>Respective class teacher</i>
<i>In an emergency staff are aware of how to summon an ambulance - yes</i>	
<i>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):</i>	
<i>pupils</i>	<i>Contact parents / carers to collect from school. Depending on circumstances available member of staff accompany family</i>
<i>staff</i>	<i>Contact next of kin, if unavailable colleague take them</i>

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<i>visitors</i>	<i>Contact appropriate person</i>
<i>Our arrangements for recording the use of First Aid are accident books</i>	

#### **14. Forest School**

<i>Name of person in school who leads on Forest School activity</i>	<i>Mrs T Farrington</i>
<p><i>Our arrangements for developing, organising and running Forest School activity. All Forest School sessions are run by a fully qualified Forest School Leader who has met the qualification standards for the Level 3 Forest School Award. They are responsible for the planning, organisation and delivery of Forest School activities to ensure the health and safety of all pupils and adults taking part. Each year, our Forest School handbook and relevant policies is reviewed and updated where necessary. All activities delivered that involve tool use, fire, rope, natural resources, blindfolded activities and shelter building carry individual risk assessments.</i></p> <p><i>All class first aid kits are taken to forest school and in addition we have a 'fire first aid kit' which is specifically used for when activities involving fire are being taught.</i></p> <p><i>All Forest School Leaders take a mobile telephone with them during Forest School sessions as a means of communicating with staff at school.</i></p>	

#### **15. Glass & Glazing**

<i>All glass in doors and side panels are constructed of safety glass</i>	
<i>All replacement glass is of safety standard</i>	
<i>A glass and glazing assessment took place in (year) and the record can be found ....</i>	<i>Date and Location Back / inner office</i>

#### **16. Hazardous Substances (COSHH)**

<i>Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)</i>	<i>Mrs R Ellerton</i>
<p><i>Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are:</i></p> <p><i>Substances which are potentially hazardous to health are not permitted on site without a hazard data sheet &amp; a corresponding risk assessment. There are corresponding assessments from CLEAPPS for substances used within science and design &amp; technology. All substances must be stored safely. Chartwells (cleaning) and Mellors (catering) are responsible for the management of their own substances. School has a COSHH risk assessment and 'hazard data sheets' are stored in main school office, to manage risk</i></p>	

### 17. Health and Safety Law Poster

<i>The Health and Safety at Work poster is located:</i>	<i>Location Staffroom</i>
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### 18. Housekeeping, cleaning & waste disposal

<i>All staff and pupils share the responsibility for keeping the school site clean, tidy and free from hazards</i>	
<i>Our waste management arrangements are: contract cleaners collect waste from within school &amp; site management team ensure this is disposed of in Eurobins, emptied weekly by ESBC. Waste is recycled wherever possible</i>	
<i>Our site housekeeping arrangements are: G Taylor &amp; Son Ltd, contract site management team attend school regularly to ensure site is safe &amp; well maintained</i>	
<i>Site cleaning is provided by: External cleaning company</i>	<i>Name and contact details Sam Edwards, Area Manager Chartwells, 07792916419</i>
<i>Cleaning staff have received appropriate information, instruction and training about the following and are competent:</i>	
<i>work equipment</i>	
<i>hazardous substances</i>	
<i>Waste skips and bins are located away from the school building.</i>	
<i>All staff and pupils must be aware of the arrangements for disposing of waste and the location of waste bins and skips.</i>	
<i>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.</i>	

### 19. Infection Control

<i>Name of person responsible for managing infection control:</i>	<i>Name Mr D Adams</i>
<i>Our infection control arrangements (including communicable diseases/hand hygiene standards) are:</i>	
<i>Wash hands / use hand sanitiser on entry &amp; exit from school (pupils &amp; staff)</i>	
<i>Wash hands / use hand sanitiser on entry to staff room (staff)</i>	
<i>Wash hands regularly throughout the day (pupils &amp; staff)</i>	
<i>Wear gloves / face shield if administering personal hygiene to pupil</i>	

### 20. Lettings

<i>Name of Premises Manager or member of</i>	<i>Name</i>
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<i>Leadership team responsible for Lettings</i>	<i>Mr D Adams</i>
<i>Our arrangements for managing Lettings of the school rooms or external premises are:</i>	
<i>School follows the Guidance on Health &amp; Safety for Lettings provided by the Health, Safety &amp; Wellbeing Service. This includes completing a Hazard Exchange Information for Lettings form with hirers.</i>	
<i>The health and safety considerations for Lettings are considered and reviewed annually.</i>	
<i>Hirers have in place their own risk assessments, first aid arrangements / fire procedures and emergency procedures.</i>	
<i>Hirers are responsible for obtaining the necessary local authority licenses for their activities and these must be provided to the school on request.</i>	
<i>Hirers must provide a register of those present during a letting upon request.</i>	

### **21. Lone Working**

<i>Our arrangements for managing lone working are</i>
<i>We do not have any identified lone workers in school.</i>

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

<i>NOTE Types of equipment to consider in this section:</i>	
<i>Ladders and steps, extraction systems, PE equipment, lifting equipment, fire alarm and smoke detection, emergency lighting, fire extinguishers.</i>	
<i>This section <b>must include</b> the arrangements for school kitchens</i>	
<i>Name of person responsible for the selection, maintenance / inspection and testing of equipment</i>	<i>Name</i> <i>Mr D Adams</i>
<i>Records of maintenance and inspection of equipment are retained and are located:</i>	<i>Location</i> <i>Main school office</i>
<i>Staff report any broken or defective equipment to:</i>	<i>Name</i> <i>Mrs R Ellerton</i>
<i>The equipment on the school site owned and used by contractors is the responsibility of the contractor, who must provide records of testing, inspection and maintenance if requested</i>	

### **23. Manual Handling**

<i>Name of competent person responsible for carrying out manual handling risk assessments</i>	<i>Name</i> <i>Mrs R Ellerton</i>
<i>Our arrangements for managing manual handling activities are: School has suitable devices e.g. 'sack' trucks to transport heavy equipment/deliveries around school, a 'garden cart' for taking equipment / resources to forest school area.</i>	

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<i>Portable IT equipment is housed in purpose made cases / trollies for safe movement around school building. Folding tables / chairs are housed in purpose designed trollies too for ease of movement within hall.</i>
<i>Staff must aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided.</i>
<i>Staff who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task.</i>
<i>Staff are trained appropriately to carry out manual handling activities.</i>
<i>Where people handling takes place an Individual Manual Handling Plan must be in place and communicated to all parties (including where appropriate the young person/their parents/carers/support staff).</i>

## **24. Medication**

<i>Name of person responsible for the management of and administration of medication to pupils in school</i>	<i>Name Mr D Adams</i>
<i>Our arrangements for the administration of medicines to pupils are: No medication is allowed on site unless parents have made a request in writing &amp; school permission has been given. All medication must be labelled with the name of the pupil and details must be provided of dosages and frequencies. Medication will not be accepted on premises where it is reasonable to expect parents to administer the medication. The school will not administer any medication to students without prior written instruction from parents/carers</i>	
<i>The names members of staff who are authorised to give / support pupils with medication are:</i>	<i>Teachers and / or Office Staff</i>
<i>Medication is stored:</i>	<i>Location - main school office (one off / staffroom fridge) or class medical bag for regular medication e.g. inhaler, epi-pen</i>
<i>A record of the administration of medication is located:</i>	<i>Location – main school office</i>
<i>Pupils who administer and/or manage their own medication in school are authorised to do so by parents and provided with a suitable private location to administer medication/store medication and equipment. N/A</i>	
<i>Staff are trained to administer complex medication by the school nursing service when required e.g. epi-pens.</i>	
<i>Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are: included in first aid training for staff &amp; emergency medication stored in respective class medical bag, under supervision of teacher</i>	
<i>Staff who are taking medication must keep this personal medication in a secure</i>	

*area in a staff only location.*

*Staff must advise the school leaders if they are taking any medication which might impair their ability to carry out their normal work.*

## **25. 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.*

*Name  
Mr D Adams*

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

*Name  
Mr D Adams*

*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  
Mr D Adams*

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

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

*All staff and pupils must report any hazards, defects or dangerous situations they see at school.*

*Our arrangements for the reporting of hazards and defects: Staff & pupils know to report to school office*

## **27. 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:*

*Managed Catering, Contract Cleaning, In-House Site Maintenance*

*Pupil Wellbeing*

*Staff Wellbeing*

*Office & Reprographic Areas*

*Premises External and Premises Internal*

*General Classroom*

*Grounds Maintenance*

*Cleaning activities carried out by school*

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<p><i>Team Stress</i> <i>Hazardous substances</i> <i>Forest School</i> <i>Car Parking</i> <i>Fire Risk Assessment</i> <i>Hazardous Substances</i> <i>Commando Joe's</i> <i>Risks related to individuals e.g. health issues</i> <i>COVID-19</i></p>	
<p><i>Name of person who has overall responsibility for the school risk assessment process and any associated action planning</i></p>	<p><i>Name</i> <i>Mr D Adams</i></p>
<p><i>Our arrangements for carrying out, recording, communicating and reviewing risk assessments are:</i> <i>Teachers / SLT review risk assessments annually in rotation, shared with all staff for information. New risk assessments undertaken when required e.g. COVID-19</i></p>	
<p><i>Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments.</i></p>	
<p><i>When an accident or incident occurs a post risk assessment takes place when a new hazard has been identified.</i></p>	
<p><i>Risk assessments are created or reviewed when something new is introduced or a change has occurred.</i></p>	

**28. Smoking**

<p><i>No smoking or vaping is permitted on site or in vehicles owned or operated by the school.</i></p>
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**29. Shared use of premises/shared workplace**

<p><i>Name of Premises Manager or member of Leadership team responsible for Premises Management</i></p>	<p><i>Name</i> <i>Mr D Adams</i></p>
<p><i>The school premises are shared with another organisation (e.g. Contract caterer).</i></p>	<p><i>Name</i> <i>Mellors</i></p>
<p><i>Our arrangements for managing health and safety in a shared workplace are: exchange of relevant health &amp; safety documents e.g. risk assessments, reports and participation in fire drills</i></p>	

**30. Stress and Staff Well-being**

<p><i>Name of person who has overall responsibility for the health and wellbeing of school staff</i></p>	<p><i>Name</i> <i>Mr D Adams, supported by</i> <i>Mrs V Knight</i></p>
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<p><i>All staff have responsibility to take care of their own health and wellbeing and the school supports staff to do this by implementing the following arrangements:</i></p> <p><i>Achieving Wellbeing Award for Schools &amp; re-applying</i></p> <p><i>Trained Mental Health First Aiders</i></p> <p><i>Undertaking Team Stress Assessment, Staff &amp; Pupil Risk Assessments</i></p> <p><i>Health, Safety &amp; Wellbeing Self Audit completed annually in January</i></p> <p><i>SLT regularly consider staff workloads</i></p>
<p><i>Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated.</i></p>
<p><i>All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work.</i></p>
<p><i>Individual stress risk assessments take place when a member of staff requires additional individual support.</i></p>
<p><i>A team stress risk assessment has been completed and this is reviewed regularly.</i></p> <p><i>Date Completed / reviewed June 2020</i></p>

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

<p><i>Name of person who has overall responsibility for the training and development of staff.</i></p>	<p><i>Name</i></p> <p><i>Mr D Adams</i></p>
<p><i>All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.</i></p>	
<p><i>Our arrangements for carrying out suitable and sufficient health and safety training for all staff are:</i></p> <p><i>AT&amp;F Solutions online training courses available to all staff -fire, food hygiene etc</i></p> <p><i>First Aid course offered for all staff every 3 years</i></p> <p><i>Forest School / Paediatric / Mental Health First Aid courses for specific individuals</i></p> <p><i>Hays Wellbeing online training courses available to all staff</i></p> <p><i>NFTS courses offered to all, including governors</i></p> <p><i>Pupil specific medical courses as required</i></p>	
<p><i>The school has a health and safety training matrix to help in the planning of essential and development training for staff.</i></p>	
<p><i>Training records are retained and are located in main school office</i></p>	
<p><i>Training and competency as a result of training is monitored and measured by:</i></p>	<p><i>Name</i></p> <p><i>Mr D Adams</i></p>

### **32. Vehicle movement on site**

<p><i>Name of Premises Manager responsible for the management of vehicles on site</i></p>	<p><i>Name</i></p> <p><i>Mrs R Ellerton</i></p>
<p><i>Our arrangements for the safe access and movement of vehicles on site are: restriction on vehicle movement e.g. deliveries at certain times (when children</i></p>	



*are on the playground). Segregation of vehicles and pedestrians*

### 33. 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.*

<i>Staff and pupils must report all incidents of verbal &amp; physical violence to:</i>	<i>Name Mr D Adams / Class Teacher</i>
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<i>Incidents of verbal &amp; physical violence are investigated by:</i>	<i>Name Mr D Adams</i>
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<i>Name of person who has responsibility for site security:</i>	<i>Name Mr D Adams</i>
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*Our arrangements for site security are: Contracted Site Management team unlock / cancel burglar alarm & CCTV in the morning, leaving mag-locks securing perimeter gates / doors ready for school staff. Similarly at night the site management team check doors / windows locked before padlocking gates and alarming CCTV & burglar alarm.*

### 34. Water System Safety

<i>Name of Premises Manager responsible for managing water system safety.</i>	<i>Name Mr D Adams</i>
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<i>Name of contractors who have undertaken a risk assessment of the water system</i>	<i>Name IWS</i>
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<i>Name of contractors who carry out regular testing of the water system:</i>	<i>Name G Taylor &amp; Son Ltd (Site Technicians)</i>
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<i>Location of the water system safety manual/testing log</i>	<i>Location Main school office</i>
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*Our arrangements to ensure contractors have information about water systems are: Share water hygiene record system manual when contractors complete Hazard Exchange Form and Asbestos RSM too*

*Our arrangements to ensure all school staff carrying out checks or testing or maintenance have information about the water system: N/A, undertaken by G Taylor & Son Ltd as part of Site Technician service*

### 35. Working at Height

<i>Name(s) of person responsible managing</i>	<i>Name</i>
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<i>the risk of work at height on the premises:</i>	<i>Mr D Adams</i>
<i>Work at height is avoided where possible.</i>	
<i>Our arrangements for managing work at height are: contract cleaners have undertaken working at height training. Step ladders (regularly checked) are available for staff to use working on displays, as are kickstools.</i>	
<i>Appropriate equipment is provided for work at height where required.</i>	
<i>Staff who carry out work at height are trained to use the equipment provided</i>	
<i>Work at height equipment is regularly inspected, maintained and records are kept in main school office</i>	

### **36. Work Experience**

<i>The name of the person responsible for the health and safety of people on work experience in the school premises:</i>	<i>Name Mr D Adams</i>
<i>Our arrangements for managing the health and safety of work experience students in the school are: given Safeguarding Information Booklet, tour of school site to identify staff toilets, fire exits, fire assembly points, complete the H&amp;S work booklet schools / colleges provide their students with. Assigned to class teacher who would then advise them.</i>	

### **37. Volunteers**

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

## **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.*

*An annual report to the Governing Body outlining achievements against the H&S plan and annual KPI's (this 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).*