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## Health, Safety & Wellbeing Policy Statement

### Haughton St Giles CE Primary Academy

1. This policy statement complements (and should be read in conjunction with) the West Stafford Multi-Academy Trust Board Health, Safety & Wellbeing Policy, it records the school's local organisation and arrangements for implementing the WSMAT Policy.
2. The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Governing Body and those in control of the school recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc Act 1974.
3. In compliance with the Health and Safety at Work etc. Act, this school's 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 school premises or taking part in school 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 Wellbeing facilities.
4. In addition to the above the school will ensure that so far as is reasonably practicable that the health and safety of non employees is not adversely affected by its' activities.
5. 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.
6. This policy statement and the accompanying organisational arrangements supersede any previously issued.

*[Insert signature]*

*[Insert signature]*

**C.Kingdon, Chair of Governors**

**V.Hulme, Headteacher**

September 19

September 19

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## Part 2

### Health, Safety and Wellbeing Policy – Organisation and Responsibility

Overall responsibility for health and safety in schools rests with the employer. Who the employer is, depends upon the type of school.

Type of School	Who is the Employer?	Comments
Community Schools Community Special Schools Voluntary Controlled (VC) Schools Maintained Nursery Schools Pupil Referral Units	<b>The County Council.</b>	Governors of schools in this category have an obligation to ensure that the County Council Health, Safety and Wellbeing Policy/Management Arrangements are implemented.
Foundation Schools Foundation Special Schools Voluntary Aided (VA) Schools	<b>The Governing Body.</b>	The employer must ensure that suitable policies and health and safety management arrangements are developed and implemented.
Academy	<b>The Governing Body/Board/Sponsor</b>	The employer must ensure that suitable policies and health and safety management arrangements are developed and implemented.

Regardless of anything stated above, all school governing bodies have health and safety responsibility as the **occupier** of the premises.

Headteachers must make arrangements for ensuring the implementation of the health and safety policies of their employer and/or any Governing Body arrangements arising out of their health and safety responsibilities.

#### 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

<b>Policy-makers</b>	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.
<b>Planners</b>	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
<b>Implementers</b>	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
<b>Assisters</b>	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

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**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					
Executive Headteacher/ Head of School					
School Leadership Team					
Deputy/Assistant Headteacher					
Health and Safety Coordinator					
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					

<b>Other Assisters</b> <b>Council</b> Strategic Property Officers Insurance services <b>Entrust</b> Asbestos Management Team Property Services HR					<b>Excluding Entrust Assisters</b>
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**The responsibilities of Policy Makers, Planners, Implementers, Assisters and Employees within the Policy**

<b>Policy-makers</b>	
<b>School Governors</b> <b>Executive Headteacher/ Head of School</b> <b>WSMAT Board</b> <b>H&amp;S Advisers</b>	Devise and produce policy on health, safety and Wellbeing at a strategic level. Preserve, develop, promote and maintain the School's and the WSMAT Board'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 West Stafford MAT Board 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 Body;

- 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 WSMAT Board, 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.
- The GB will inform the WSMAT Board of any issue which has significant health and safety implications which cannot be resolved satisfactorily without their support and involvement.

<b>Planners</b>	
<b>Executive Headteacher/Head of School</b> <b>Members of the School Leadership Team</b> <b>School Governors</b> <b>Health and Safety Coordinator</b> <b>Managers</b> <b>Premises Manager</b>	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 West Stafford MAT Board 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 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

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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 WSMAT Board Policy.
- Seek help from the CC H&S Adviser to ensure that H&S Policy can be implemented effectively and advise the GB and/or WSMAT Board (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 which WSMAT have adopted. (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 which WSMAT have adopted. (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 Body 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.

<b>Implementers</b>	
<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

The Implementers will;

- Maintain an understanding of the Health and Safety Policies of the County Council and those

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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, 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 West Stafford MAT Board, Safety and Wellbeing policy. These are reproduced here;**

1. To maintain an understanding of WSMAT Board Health and Safety Policy arrangements and the premise manager responsibilities detailed within them, and an awareness of

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- 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;
  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.

<b>Assisters</b>	
<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 WSMAT Board 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.
- 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 WSMAT Board 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 WSMAT Board Health, Safety and Wellbeing Policy apply to everyone. All employees in the establishment are aware of the responsibilities of Employees laid down in the WSMAT Board 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 body 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

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 body is notified in 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 /Senior Teacher on general matters affecting the health, safety and Wellbeing of employees;

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- 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**

#### **Haughton St Giles CE Primary Academy**

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 minor accidents should be reported in the minor accident book. Where necessary, staff, parents/ guardians or other persons as deemed necessary should be notified of the accident.*

*The Accident book for employees is located in the office and minor accident book (First aid Book) in the first aid cabinet in Class 2. Details of medical issues and allergies are located on the board in the office.*

*All serious accidents that occur on the site should be recorded on a County Council accident form and the details forwarded immediately or as soon as is possible, as well as a copy to the Health & Safety Officer of the WSMAT Board. The Headteacher should be informed at the time of the accident and Designated First Aider called for. The Headteacher or, in her absence, the Deputy shall complete the accident form. Details of how to complete and where to send are in the file.*

*All accidents will receive some level of investigation, proportional to the severity of the injury. More serious incidents will be investigated by the Senior Management Team and the Health and Safety Governor informed.*

##### **2. Asbestos**

**Haughton St Giles CE Academy has a SLA with SCC Asbestos Service and as such follows their safety procedures.**

*The Headteacher is responsible for the Asbestos Record System Manual. It is located in the staffroom cupboard. All office staff and the site technician have been instructed that when any contractor comes on site to complete any work they should be asked to read, date and sign the register prior to beginning any work. School staff are made aware of the register at a staff meeting at the beginning of the academic year and are advised not to drill or affix anything to walls without first obtaining approval from Headteacher (Premises Manager). Staff should report damage to asbestos material to the Head of School or Office Administrator immediately who will clear the area then call the County Asbestos team.*

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**3. Contractors**

*References are taken up for any contractors used that are not on the County list. Governor policy is followed in obtaining 3 quotes as necessary (ref. Scheme of Financial delegation.)*

*Appointments are requested from contractors before attending site meetings or to complete any work.*

*Safe working arrangements are agreed before any work takes place through the Hazard Exchange Form. All contractors and visitors entering the premises are required to sign in and wear a visitors' badge. They are alerted to important health and safety information. In addition, contractors are advised about the location of asbestos and asked to sign to acknowledge that they have received this information. They are required to complete the contractors' declaration before commencing any work. The office staff are responsible for ensuring this is done.*

*Any concerns should be raised with the Headteacher about any issue relating to contractors on site.*

**4. Curriculum Safety**

*Risk assessments must be completed whenever there is the possibility that a hazard or danger might be encountered as part of a school activity. A list of risk assessments and proformas are kept in the Risk Assessment Folder in the administration file in the school office. These are reviewed either annually or biannually or when further information comes to light which requires the risk to be reviewed. The risk assessment must identify the leader and the suitability of that person clarified. Where there are curriculum safety guidelines they must be clearly followed. The school follows the "Safety in PE" document which includes no earrings for P.E lessons and hair must be tied back.*

*Staff should inform senior management if they notice that any risk assessment appears dated or does not deal with the potential risks encountered. Expectant members of staff are risk assessed and as is every off-site visit.*

**5. Drugs & Medications**

*See 'Supporting Children with Medical Needs' Policy*

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

*Haughton St Giles CE Academy ensures a contractor tests all portable appliances on an annual basis. Registers are kept in the office itemising each appliance and details of tests carried out. Electrical items received or purchased by the school are recorded in the register by the office administrator. All defective items are removed or repaired.*

*Staff should be vigilant for:*

*Damage to plugs and switches*

*Damage to leads*

*Correctly fitted connectors*

*Coloured insulation of the internal wires not showing at plug or appliance*

*Damage to outer case of equipment*

*Signs of overheating*

*Signs of liquid spillage or entry of foreign materials, ventilation ports not*

*blocked*

*The appliance being used for the purpose it was designed for*

*Pupils in years KS2 are allowed to connect/ disconnect electrical equipment (under*

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supervision), they are not allowed to carry heavy electrical equipment around school. Staff **must not** use their own personal electrical equipment unless it has been electrically tested or there is proof that it has been bought in the last year.

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

*A Fire Emergency Plan has been developed and shared with staff.*

**Fire Risk Assessment**- this is located in the Fire Safety folder in the office. The Headteacher also keeps a copy in the Health & Safety folder located in her office.

**8. First Aid**

*The following people are currently Paediatric first aid trained*

**Hellen Parker, Dawn Taylor & Sophie Plant**

*The following people have training in Emergency First Aid*

**Karen Hodgkins, Heather Stickley**

*Where it is felt that a child has injuries that require more specialist advice parents are called to take the child to the health centre or hospital. Where appropriate an ambulance is called and a member of staff will accompany the child.*

*Please refer to the First Aid Policy*

**9. Glass & Glazing**

*All glass in doors, side panels etc are safety glass, all replacement glass to be of safety standard.*

**10. Hazardous Substances (COSHH)**

*Purchases of all materials in school are from recognised sources and LA approved catalogues. There are very few hazardous substances used in school and those that are, are kept in the cleaners' cupboards or staff stock cupboard which are locked and children do not access. Children are not allowed to use any substance marked hazardous. Staff do not use sprays when children are about and wherever possible they are used outside.*

**11. Health and Safety Advice**

*Houghton St Giles CE Academy obtains its competent health and safety advice from the Health, Safety & Wellbeing Service, Staffordshire County Council, 01785-355777.*

**12. Housekeeping, cleaning & waste disposal**

*The site technician is responsible for the safe disposal of waste other than daily cleaning collection. The site technician has a relative job description and other work as directed by the headteacher is logged in the handy person's job book. Cleaning and lunchtime staff have yellow hazard notices for wet floor incidents and access to mops etc.*

**13. Handling & Lifting**

*The site technician has had training on manual lifting as required. Industrial ladders are available for reaching shelves and putting up displays. A sack truck is available for transporting heavy goods.*

*All members of staff should be aware of manual handling activities involved in their day-to-day activities i.e. the movement of bundles of paper, the re-organisation of classroom furniture, the carrying of books, the movement of audio/ visual equipment, music equipment etc.*

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*Children should not be required to move heavy objects and should only move awkward objects with appropriate supervision. Children are taught correct procedures for moving PE equipment.*

*Staff and students are reminded annually about correct posture when lifting and carrying equipment. All staff should alert senior members of staff if they feel that an action they are involved with is having an effect on their physical health and well-being.*

**14. Jewellery**

*Haughton St Giles' policy is that children should not wear jewellery at school unless ears are pierced. Children are only allowed to wear sleeper studs not hoops of any kind. Children are not allowed to swim with earrings in and all studs must be removed for PE. Staff are not allowed to remove studs for PE etc. Watches are allowed but necklaces of any kind are not.*

**15. Lettings/shared use of premises**

*See Lettings Policy*

**16. Lone Working**

*WSMAT Board, as a responsible employer, does not expect any employee to go into a dangerous situation for which he/ she is not prepared. If you think you may be exposing yourself to danger in entering a building or site you should not do so. If any school employee keyholder is called out the following should be noted:*

*Key holders responding to an alarm should always assume an alarm is genuine. If possible, speak to anyone who has drawn your attention to the alarm or incident to find out if they have any information about what may be happening. Take a mobile phone, torch and a personal attack alarm with you if you have one. Be vigilant outside your own home before going out in case someone is watching you leave. Tell someone where you are going and how long you are likely to be. If police are attending the incident then wait for the police to arrive before entering the site.*

*If the police are not attending:*

*Never confront an intruder or approach or enter a building if you think an intruder may be in there. Call the police and wait outside.*

*Do not enter or approach a building on your own if you are concerned for your safety. Check from outside of the school and at a distance to see whether there are any signs of an intrusion.*

*Check whether there are any unexpected vehicles in the area.*

*Make sure you have a mobile phone to summon help if necessary*

*Staff working alone in the building*

*If you are working alone in the building or in an isolated situation, take the following precautions:*

*Tell somebody where you are and what time you will be home.*

*Ensure that entrances are secure – ensure that the main entrance is bolted and that you can get out of another door in case of an emergency without using a key.*

*If you are the last member of staff to leave ensure that the door through which you leave locks behind you.*

*If anyone suspicious attempts to enter the building or you see or hear anything suspicious contact the police using the telephone in the headteacher's room, main office, mobile or own phone.*

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*Always be alert when leaving the building*

*Key holders managing lettings*

*As far as possible only open up the part of the building which has been hired.  
For locking up, return to the building before the hirer leaves.  
Check the areas for any hidden intruders before the hirer leaves.*

*Leaving an empty building*

*Carry out locking up and security checks from the inside of the building wherever possible.  
Start the locking up process while there is still staff inside the building.  
Set all alarms.  
Always be on the alert when leaving an empty building in case someone is waiting for you to do so.*

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

*Electrical equipment is tested annually as are fire extinguishers. The fire alarm is tested on a rolling programme by the site technician and details recorded in the log book. The system is also tested annually under the contractual agreement, as is the burglar alarm. Emergency lighting is also tested by the site technician and logged. Every 5 years, a contractor appointed by County checks the electrical sockets etc in a detailed survey. (The academy holds an SLA with Staffs CC)  
CMC who manage Haughton St Giles Catering, check catering appliances and ensure they are fit for purpose and PAT tested.  
Records, contracts and invoices are all located in the office.*

**18. Monitoring the Policy and Results**

*The headteacher (as Premises Manager), carry out the annual Health and Safety Evaluation Checklist and Self Audit, as well as the annual review of the Health & Safety Policy.  
The Headteacher monitors the type and frequency of accidents as appropriate and takes action when necessary. Complaints are monitored by the Headteacher, whether complaints are from staff, children or parents.  
Staff are asked to report accident trends and they are raised at staff meetings if appropriate. The Governing Body oversees these policies and procedures.*

**19. Poster on Health and Safety Law**

*The Headteacher is responsible for siting this poster in the staff room and keeping it up to date.*

**20. Personal Protective Equipment (PPE)**

*Medical protective aprons and gloves are available in the first aid area.  
Catering staff PPE is provided by*

**21. Reporting Defects**

*Defects in electrical equipment are reported to the Headteacher and Site technician immediately and removed from use. Defects in indoor and outdoor furniture are reported to the site technician through his job book. Urgent defects are reported to the headteacher and staff are expected to be responsible for removing defective equipment out of reach of children and in a safe place from adults too.  
Where the site technician cannot repair equipment, the office, under the direction of the Headteacher, will organise the repair.*

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**22. Risk Assessments**

*Risk assessments must be completed whenever there is the possibility that a hazard or danger might be encountered as part of a school activity. A list of risk assessments and proformas are kept in the Risk Assessment file in the school office. These are reviewed yearly or biannually or when the risk is reviewed. The Headteacher has overall responsibility to ensure risk assessments are carried out. Teaching staff are accountable for their lesson activities and ensure they complete appropriate risk assessments.*

*When on a school trip or village walk the party leader is responsible for completing the risk assessment and must ensure it is shared with all adults helping on the trip.*

*Staff should inform senior management if they notice that any risk assessment appears dated or does not deal with the potential risks encountered. Expectant members of staff are risk assessed, as is every off-site visit.*

*Please refer to the Risk Assessment File in the office.*

**23. School Trips/ Off-Site Activities**

*The school follows the DSCF guidance with regard to precautions implemented regarding off site trips and visits. All coaches used are from the LA's approved list. The party leader completes the risk assessments for school trips and follows the county procedures. The Headteacher and Educational Visits Coordinator must agree all trips before they are booked and parents notified. The School Administrator ensures letters are sent, and emergency lists are prepared. Medical first aid boxes are gathered by the TAs attending the trip under the direct guidance of the class teacher. Medicines are carried by the child, teacher or TA as appropriate to the medicine, age of the child and group arrangements.*

**24. School Transport – e.g. minibuses**

*Some children are transported to and from school by school bus. The contract for this is managed by Staffs County Council. Parents and children are given annual reminders of health and safety arrangements for travelling on the school bus. Where parent transport is used for trips the Office ensures the correct procedures are followed and insurance details are checked.*

**25. Smoking**

*Smoking is not permitted anywhere on the Haughton St Giles CE Academy site.*

**26. Staff Consultation and Communication**

*Staff are informed verbally of any issues that may affect them and are given opportunities via staff meetings to raise any issues relating to health and safety. All staff meetings are minuted.*

**27. Stress and Staff Wellbeing**

*Staff are signposted to help in the staff code of conduct. Stress and wellbeing are discussed in staff meetings and an 'open' culture is encouraged.*

**28. Supervision**

*Staff must ensure that children are in sight and/or hearing of a responsible adult at all times although this must be proportionate to the age of the child and the activity they are taking part in, as it is right that our Year 5/6 children begin to develop some independence and responsibility in preparation for Secondary School.*

*When taking children on school trips the LA guidance on staffing/pupil ratios is*

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*followed. All volunteer adults working in school on a regular basis, who may work with children out of the sight of a teacher, will complete DBS clearance forms before starting and are advised on safe working practices in school. Appointment of staff follow the Academy's policy on Safer Recruitment. Lunchtime supervisors have guidance on their role through their handbook.*

**29. Training and Development**

*Staff are informed on an ongoing basis about procedures for health and safety. They are asked to read this policy on beginning work at Haughton St Giles as part of their induction. Staff are expected to be accountable for their own actions and state training needs through performance management or staff meeting agendas. Training needs are identified by the Headteacher and staff signposted to suitable training/updates.*

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

*All relevant staff such as administrative staff, headteacher etc should undertake the DSC training module located on the County Health and Safety intranet site. Following this, relevant staff should complete the self-assessment, where if problems are identified further assessment/support will be provided.*

*Any equipment defects should be reported to the School Administrator who will then discuss the issue with the Headteacher. Relevant staff are told of the free eye sight test arrangements.*

**31. Vehicles on Site**

*There is no access for pedestrians across the school car park.*

*Deliveries, where possible, are restricted to times when children are not entering or leaving the premises.*

**32. Violence to Staff / School Security**

*Staff are vigilant in security. Visitors are asked to sign in and wear a 'visitor badge'.*

*The playground gate access is locked once parents have left the site in the morning so the only way to access the school is through the front entrance. The gate is unlocked at the end of the school day so parents can pick up their children.*

*Colleagues do not leave staff in a vulnerable position when they know a potential irate or abusive parent is on site. The Headteacher is informed when such a parent makes an appointment. Staff report all abusive incidents to the Head of School who will ensure a 'Violence and Aggression' form will be completed and submitted to WSMAT Board.*

**33. Working at Height**

*Staff must use step ladders for working at height and not climb on furniture. This is reinforced at staff meetings and on induction for new staff.*

*The caretaker has undertaken the relevant training and follows the risk assessment for 'Working at Height.' Ladder checks are carried out on a six monthly basis.*

**34. Water Hygiene**

*Water hygiene checks are carried out by an appropriately trained person through the SLA with SCC. The report is kept in the school office. The school's caretaker keeps a record of the water temperature checks and these are also located in the office.*

**36. Work Experience**

*Work experience students must meet with the Headteacher and have an induction that includes Health & Safety procedures as part of this.*

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*Reviewed by V Hulme Headteacher  
Sept 2019*

*Date of next review Sept 2020*

## **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 WSMAT Board Health Safety and Wellbeing Policy also requires feedback on certain KPI's.

Houghton St Giles CE Academy will:

- **Have a Health & Safety Policy (using the Staffs model policy format), which is reviewed and updated annually**
- **Carry out termly fire drills and an annual fire audit**
- **Complete and submit the Staffs County Self Audit tool by 31st January each year**
- **Ensure risk assessments are reviewed and updated every 2 years or sooner when practice changes.**
- **Carry out a termly review of accident data to identify trends / patterns**