



Health, Safety and Wellbeing Policy

Signed:

Chair: R. Dutton

Head: H. Swindells

Date: 15th October 2024

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Chesterton Primary School Health, Safety and Wellbeing Policy

This policy has 5 parts:

Part A - Introduction

Part B - The Health and Safety Policy
Statement

Part C - Management Arrangements

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

Part E - The Key Performance Indicators



Chesterton Primary School Health, Safety and Wellbeing Policy

A. Introduction

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

B. Policy Statement

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

The board of trustees 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, Chesterton Primary 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 safety, and consultation on health and safety with employees and employee representatives forms part of this policy.

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

C. Management Arrangements

The following procedures and arrangements have been established within Chesterton Primary 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

Chesterton Primary School obtains competent health and safety advice through the SLA with Entrust.



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The contact details are: Duty Officer, Health and Safety Advisor, Health and Safety Wellbeing Service, Staffordshire County Council, 2 Staffordshire Place, Tipping Stree, Stafford ST16 2DH. 01785 355777 / 07838 832584.

Monitoring Health and Safety

Person/s responsible for the overall monitoring of health and safety in Chesterton Primary School is Helen Swindells, Heather Plant and Neil Parsons. This is carried out through:

- termly report to local governing committee
- two audits completed termly
- annual visits from HSE advisor
- audit process

The school / academy carries out formal evaluations and audits on the management of health and safety annually alongside other Trust schools. External audits are completed in line with the Entrust policy.

The last audit took place in February 2023.

The person responsible for monitoring the implementation of health and safety policies is Helen Swindells.

All staff are aware of the key performance indicators in part E and how they are monitored.

Workplace inspections:	Name of person/s who carries these out:
Water testing	IWS / HSL / Neil Parsons
Fire point testing	Lantern Fire & Security
Fire extinguisher checks	Neil Parsons
Playground equipment checks	Neil Parsons
Internal health and safety walk	Helen Swindells / Neil Parsons
External health and safety walk	Helen Swindells / Neil Parsons

1). Accident Reporting, Recording and Investigation

Our arrangements for recording and investigating:

Pupil Accidents:

All accidents and injuries are logged on the school's administration system, Scholar Pack, together with any first aid treatment given, action taken, adult informed and any other relevant information.

Qualified first-aiders are available during the course of the school day. In addition to the completion of the accident entre, the County Council Accident Investigation report form must be completed for death / major injuries / over three-day injuries and sent to the Directorate Health and Safety Team who notify the HSE.

Accidents are logged on the internal system, analysed termly and feedback / changes to risk assessments are communicated to staff and governors.

Staff / Visitor Accidents:

All employees who have an accident at work, resulting in personal injury or ill health must make an entry in the accident book or have someone else make the entry on their behalf.

An entry in the accident book must not be seen by anyone apart from those people who need to see it in order to investigate the accident and take appropriate action. Completed accident records must be detached from the book and passed to the Head Teacher. Use of My Health and Safety to report Staffordshire County Council.

All accidents will be analysed and reported to the Trust board to inform any changes to risk assessments.

The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is Helen Swindells.

Our arrangements for report to the Academy Board are:

- Health and Safety discussion with Trust representative
- Discussions with CEO
- Termly trustee reports to local governing committee
- Termly trustee local governing committee report
- Changes to risk assessments – all staff informed as part of staff meeting cycle

2). Asbestos

Name of Premises Manager/s responsible for managing asbestos: Heather Plant and Neil Parsons.

Location of Asbestos Management Log / Record System: School office.

Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are:

- Hazard exchange
- Office staff to inform Office Manager and Site Manager if any contractors arrive on site and ensure asbestos record is completed before any work can take place.

Our arrangements to ensure all school / academy staff such as class teachers or support staff have information about asbestos risk on the premises are:

- All staff have discussed and been shown the asbestos register (and signed to acknowledge)
- Forms part of induction training

Staff must report damage to asbestos materials to Heather Plant / Neil Parsons.

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

3). Communication

Name of SLT member who is responsible for communicating with staff on health and safety matters: Helen Swindells

Our arrangements for communicating about health and safety matters with all staff are:

- Staff meetings
- Risk assessments
- Policy documents
- Individual assessments
- Emails
- Health and safety meetings

Staff are encouraged to discuss health and safety throughout the year.

4). Construction Work *also see Contractor Management

Name of person co-ordinating any construction work: Helen Swindells, Neil Parsons, Garry Gribbin (CVT)

Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are:

- Meeting between the above named responsible person to take place prior to commencement of any work.
- Hazard exchange form to be completed.
- School to use approved Staffordshire County Council contractors.

Duty holders will be identified and named as part of any construction project.

Our arrangements for the exchange of health and safety information, risk assessments, safe working arrangements and monitoring are:

- Hazard exchange forms
- Meeting before commencement of key work
- Support from Director of Premises, Rob Swindells

Our arrangements for the induction of contractors are:

- Tour of site with responsible persons (Helen Swindells or Neil Parsons) before work begins

Any concerns about contractors should be reported to: Helen Swindells and/or Neil Parsons.

We will review any construction activities on the site by:

- Regular risk assessment
- Review by Director of Premises

5). Consultation

Name of SLT member who is responsible for consulting with staff on Health and Safety matters: Helen Swindells. This will be done by:

- Staff meetings
- Emails
- Risk assessment reviews

Staff can raise issues of concern by:

- Emails
- Face-to-face
- Staff meeting agendas

6). Contractor Management

Name of person responsible for managing and monitoring contractor activity: Helen Swindells, Neil Parsons, Garry Gribbin (CVT).

Our arrangements for selecting competent contractors are:

- All contractors from the approved Staffordshire County Council list.

Our arrangements for exchange of Health and Safety information, risk assessments, safe working arrangements and monitoring are:

- Hazard exchange forms
- Meeting before and during work
- Monitored by Heather Plant, Helen Swindells, Neil Parsons, Garry Gribbin (CVT) as appropriate throughout the process.
- Meeting with Garry Gribbin, Helen Swindells and Neil Parsons

Staff must report concerns about contractors to Neil Parsons, Heather Plant, Helen Swindells.

7). Curriculum Areas – Health and Safety

Name of person who has overall responsibility for the curriculum areas as follows: Helen Swindells.

Risk assessments for these curriculum areas are the responsibility of: Lemara Rotherham.

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

The school / academy assesses the risk of use of computers, laptops by carrying out a DSE assessment for staff using this type of equipment continuously and regularly over an hour.

Our arrangements for carrying our DSE assessments are:

- DSE assessments to be carried out yearly on all administrative staff and headteacher. Other roles reviewed to check if DSE assessment needed.

Name of person who has responsibility for carrying out DSE assessments: Heather Plant.

DSE assessments are recorded and any control measures required to reduce risk are managed by: Heather Plant.

9). Early Years Foundation Stage (EYFS)

Name of person who has overall responsibility for EYFS: Lemara Rotherham

Our arrangements for the safe management of EYFS are: detailed in the EYFS policy.

10). Educational Visits / Off-site Activities

Name of person who has overall responsibility for educational visits: Helen Swindells

The Educational Visits Co-ordinator is: Heather Plant

Our arrangements for the safe management of educational visits:

- Educational visits must be logged on Evolve
- Identified mentor will support new staff with the completion of risk assessments
- Induction provided to all new staff
- Templates and examples available for guidance

11). Electrical Equipment (fixed and portable)

Name of person responsible for arranging Fixed Electrical Wiring tests and taking any remedial action required: Neil Parsons.

Fixed Electrical Wiring test records are located in the school's front office.

All staff visually inspect electrical items before use.

Our arrangements for bringing personal items onto the school premises are:

- NO ITEM can be brought into school without the prior permission of the Head Teacher.



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- All items must be PAT tested before use.

Name of person responsible for arranging the testing of portable electrical equipment (PAT): Neil Parsons.

Name of person responsible for defining the frequency of portable electrical equipment testing (PAT): Neil Parsons.

Portable electrical equipment testing (PAT) records are located: electronically and in hard copy with Heather Plant.

Staff must take defective electrical equipment out of use and report to: Neil Parsons

The portable electrical equipment on the school site owned and used by contractors is the responsibility of the contractor, who must provide records of this if requested.

12). Fire Precautions & Procedures (and other emergencies incl. bomb threat)

Name of competent person responsible for undertaking and reviewing fire risk assessment in addition to any associated action planning: Heather Plant / Neil Parsons.

The Fire Risk Assessment is located: electronically, main office, staff room.

When the fire alarm is raised the person responsible for calling the fire service: Heather Plant / Neil Parsons.

Name of person responsible for arranging and recording of fire drills: Helen Swindells / Heather Plant.

Name of person responsible for creating and reviewing Fire Evacuation arrangements: Helen Swindells / Heather Plant.

Our Fire Evacuation Arrangements are published and displayed in every classroom and area.

Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located in the Office Manager's office.

Name of person responsible for training staff in fire procedures: Helen Swindells.

All staff must be aware of the Fire Procedures in school.

13). First Aid *also see Medication

Name of person responsible for carrying out the First Aid Assessment: Helen Swindells and Catherine Taylor.

The First Aid Assessment is located: electronically, in the staff room and the main school office.

First Aiders are listed: in all classrooms.

Location of First Aid Box: In every classroom.

Name of person responsible for arranging and monitoring First Aid Training: Catherine Taylor.

Name of person responsible for checking and restocking first aid boxes: Catherine Taylor.

In an emergency, staff are aware of how to summon an ambulance.

Our arrangements for dealing with an injured person who has to go to hospital are (who is contacted / who accompanies staff / children to hospital):

- Pupils – teacher or LSA connected with class / parent
- Staff – staff identified as needed
- Visitors – staff identified as needed

Our arrangements for recording the use of First Aid are:

- Medical book – linked to parental notes
- Online programme
- Accident forms

14). Glass and Glazing

All glass in doors, where needed, and side panels are constructed from safety glass.

All replacement glass is of safety standard. All glazing is either laminated, toughened, heat strengthened or other, but not all confirmed as meeting BS6206 as it is not all marked as such. Where it could not be confirmed as meeting the British standard, the option to install safety film as advised by the surveyors was taken. This work carried out shortly after the survey.

The glazing compliance audit took place on the 28th March 2013. Date and location: office manager's office.

15). Hazardous Substances (COSHH)

Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments): Neil Parsons.

Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc) are: all hazardous substances being used, stored or transported in school are included on the COSHH register and have been assessed. All items are stored in two areas: cupboard by the male toilet and caretaker's storage area.

No hazardous substance should be brought into school by staff.

16). Health and Safety Law Poster

The Health and Safety at Work Poster is located: School entrance.

17). Housekeeping, Cleaning and Waste Disposal

All staff and pupils share the responsibility for keeping the school/academy site clean, tidy and free from hazards.

Our site housekeeping arrangements are: Chartwells Cleaning Service.

Site cleaning is provided by: Chartwells Cleaning Service (external cleaning company)

Cleaning staff have received appropriate information, instruction and training about the following and are competent:

- Waste skips and bins are located away from the school/academy building.
- All staff and pupils must be aware of the arrangements for disposing of waste and the location of waste bins and skips.
- Staff in all departments who generate waste (eg. Catering, cleaning, curriculum areas) must be aware of the risk assessments and control measures in place for their role.

18). Infection Control

Name of person responsible for managing infection control: Helen Swindells

Our infection control arrangements (including communicable diseases, hand hygiene standards) are:

- Children encouraged to wash hands.
- 48 hours clear if sickness bug.
- Advice sought from the school nurse / booklet when needed.

19). Lone Working

Our arrangements for managing lone working are:

No member of staff working alone is permitted to undertake high-risk activities.

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

PE equipment – external contract with Sportscape

Ladders and steps – Neil Parsons

Fire alarm and smoke detection – Lantern Fire & Security / Neil Parsons and Heather Plant, weekly check

Emergency lighting, fire extinguishers – Neil Parsons

Playground equipment – Neil Parsons

The equipment on the school / academy site owned and used by contractors who must provide records of testing, inspection and maintenance.

Name of person responsible for the selection, maintenance, inspection of testing equipment: Neil Parsons.

Records of maintenance and inspection of equipment are retained and located: school office.

Staff report any broken / defective equipment to: Heather Plant / Neil Parsons.

21). Manual Handling

Name of competent person responsible for carrying out manual handling risk assessments: Neil Parsons.

- Staff are not permitted to undertake significant manual handling without completing appropriate training.
- Training given as needed to key staff.
- Staff must be aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided.
- Staff who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task.

- Staff are trained appropriately to carry out manual handling activities.
- Where people handling takes place, an Individual Manual Handling Plan must be in place and communicated to all parties (including where appropriate the young person / their parents / carers / support staff).

22). Medication

Name of person responsible for the management of and administration of medication to pupils in school / academy: Catherine Taylor.

Our arrangements for the administration of medicines to pupils are:

- Parents complete a medication form
- Medications must be prescribed or part of a child's care plan

Members of staff who are authorised to give / support pupils with medication are: Catherine Taylor / persons identified on care plans.

Medication is stored: office / staff room fridge or cupboard.

A record of the administration of medication is located: main office.

Staff are trained to administer complex medication by the school nursing service when required.

Our arrangements for administering emergency medication (eg. Asthma inhalers, Epi pen) are:

- Asthma plans and care plans in place.

Staff who are taking medication must keep this personal medication in a secure area in a staff only location. Staff must advise the Head Teacher if they are taking any medication which might impair their ability to carry out their normal work.

23). Personal Protective Equipment (PPE) (Links to Risk Assessment).

PPE is provided where a risk assessment identifies this is needed to control a risk and the risk cannot be controlled by another means.

Name of person responsible for selecting suitable personal protective equipment (PPE) for school / academy staff: Helen Swindells.

Name of person responsible for the checking and maintenance of personal protective equipment provided for staff: Helen Swindells.

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: class teacher.

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

Name(s) of person responsible for cleaning and checking pupil PPE: class teacher.

24). Reporting Hazards or Defects

All staff and pupils must report any hazards, defects or dangerous situations they see at the school / academy. Our arrangements for the reporting of hazards and defects:

- By word-of-mouth to Head Teacher / Office Manager.
- Email to Head Teacher / Office Manager.
- Staff meeting.

25). Risk Assessments

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

- Premises and grounds
- Curriculum / classrooms
- Fire Risk Assessment
- Hazardous substances
- Risks related to individuals
- Staff wellbeing
- Pupil wellbeing

Name of person who has overall responsibility for the school/academy risk assessment process and any associated action planning: Helen Swindells.

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

- Reports to directors and director of pupil health, safety and wellbeing.
- Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments.
- When an accident or incident occurs, a post risk assessment takes place when a new hazard has been identified.
- Risk assessments are created and/or reviewed when something new is introduced or a change has occurred.

26). Smoking

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

27). Stress and Staff Wellbeing

Name of person who has overall responsibility for the health and wellbeing of the school/academy staff: Helen Swindells.

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

- Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated.
- All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work.
- Individual stress risk assessments take place when a member of staff requires additional individual support.

- Individual support as needed.

28). Training and Development

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

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

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

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

29). Vehicles owned or operated by the school/academy

Name of person who has overall responsibility for the school/academy vehicles: Heather Plant / Neil Parsons (weekly check).

The school/academy operates one vehicle: minibus.

Name of person who manages the driver medical examinations: N/A (external through Entrust).

Name of person who manages the vehicle licence requirements: Heather Plant.

Name of person who undertakes vehicle checks such as oil, water and routine roadworthiness: Driver, as per policy.

Name of person who arranges servicing and maintenance of the academy vehicles: Heather Plant.

30). Violence and Aggression and School/Academy Security

The school/academy provides a place of work which is designed and managed to minimise the risk of violence and aggression to staff, pupils and visitors. A risk assessment is carried out where staff are at increased risk of injury due to their work. Training, information and instruction is available to staff to help them manage the risk of violence and aggression where required.

Staff and pupils must report all incidents of verbal and physical violence to: Helen Swindells.

Incidents of verbal and physical violence are investigated by: Helen Swindells / Lynn Jackson (CEO)

Name of person who has responsibility for site security: Helen Swindells, Heather Plant, Neil Parson and Scott Higginson (lock up), Karen Jones (relief opening and locking up).

Our arrangements for site security are: see risk assessment.

31). Water System Safety

Name of premises manager responsible for managing water system safety: Neil Parsons / CVT Team.

Name of contractors who have undertaken a risk assessment of the water system: IWS.

Name of contractors who carry out regular testing of the water system: HSL.

Location of the water system safety manual / testing log: Office Manager's office.

Our arrangements to ensure contractors have information about water systems are:

- Availability of book
- Hazard exchange

Our arrangements to ensure all school/academy staff carrying out checks, testing or maintenance have information about the water system: all completed by external contract and monitored by Neil Parsons.

32). Working at Height

Name of person responsible for managing the risk of work at height on the premises: Neil Parsons.

Work at height is avoided where possible.

Our arrangements for managing work at height are:

- Appropriate equipments provided.
- Work at height to be avoided.
- Appropriate equipment is provided for work at height where required.
- Staff who carry our work at height are trained to use the equipment provided.
- Work at height equipment is regularly inspected, maintained and records are kept in the caretaker's office.

33). Volunteers

Name(s) of person who has overall responsibility for managing/co-ordinating volunteers working within the school/academy: Helen Swindells / Heather Plant.

Volunteers are considered as a member of staff and all health and safety arrangements including induction and training must apply.

E. Health and Safety Key Performance Indicators (KPIs)

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.

- All control checks completed as required – fire, water and electric.
- Staff, visitor and children aware of procedures.
- Staff meetings discuss health and safety.
- Key risk assessments to be displayed around the school/academy.
- Vigilant monitoring of accidents and identification of patterns, with remedial action required to aim for a decrease in accidents.
- Clear evidence that staff are aware of health and safety issues.
- Health and Safety Plan.



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- Training record for staff.
- Minibus.
- Plan for loss of services – power, gas, catering.
- Accident statistics and reporting.
- Risk Assessments.
- Evolve system.
- Documentation for fire risk assessments, self audits, Health and Safety evaluation checklist
- Caretaker log