

Health, Safety and Wellbeing Management Arrangements

Core | Consider | Complex

Health, Safety and Wellbeing Policy

For Flash Ley Community Primary School

March 2025

Review: March 2026

Health, Safety and Wellbeing Service

Supporting you in managing Health, Safety & Wellbeing



1. Success Indicators

The school has a Health, Safety and Wellbeing policy which:

- Provides an overview of the school policy on health, safety and wellbeing.
- Outlines the arrangements the school has in place for health, safety and wellbeing.
- Assigns roles and responsibilities to key staff in the school.
- Is monitored and reviewed regularly by senior leaders.

2. Overview

All schools are required to have a Health, Safety and Wellbeing Policy in place.

The School's Health, Safety and Wellbeing Policy should be developed by the Jo Banks, members of the School Leadership team in conjunction with the Governing Body/Trust/Academy Board.

3. Employer responsibilities

Where the school/sponsor/board of governors is the direct employer of school staff (such as in Academies, Trust Schools, Foundation Schools and Voluntary Aided (VA) Schools) the school must have a Health and Safety Policy in place to comply with the Health and Safety at Work Act. This can be in any format.

Where a County Council is the employer of school staff, such as in Maintained or Community Schools, Voluntary Controlled (VC) or Short Stay Schools it is recommended that schools use the Health, Safety and Wellbeing Policy template to develop their Health, Safety and Wellbeing Policy.

4. Day to day management of Health, Safety and Wellbeing

The organisation and arrangements which support the H,S and W Policy (day to day management of Health & Safety) are the responsibility of the Jo Banks and the School Business Manager (supported and monitored by the Governing Body).

Note that the Management of Health and Safety at Work Regulations requires employers to appoint one or more competent people to support their management of health and safety. This may be done by appointing an external provider to provide this advice.

Occupiers Liability

Regardless of the status of the employer, all school governing bodies have health and safety responsibility as the **occupier** of the premises and therefore must take steps to ensure that the premises are managed effectively to reduce risk to those using, entering or accessing the premises at any time for any reason.

Health, Safety and Wellbeing Policy

The policy has 4 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 the school.

Part E - The Key Performance Indicators.

A. Introduction

This policy statement complements (and should be read in conjunction with) the Staffordshire County Council Health, Safety & Wellbeing Policy. It records the local organisation and arrangements for implementing the Staffordshire County Council policy.

B. Policy Statement

The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Flash Ley Primary School Governing Body/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.

The 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/academy 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/academy will ensure that so far as is reasonably practicable that the health and safety of other non-employees is not adversely affected by its' activities.

Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representatives forms part of this policy.

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

<i>[Signature]</i>	<i>[Signature]</i>
Gavin Tuach (Chair of Governors)	Jo Banks (Jo Banks)
Review March 2026	Review March 2026

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 & Welfare Service</i>
<i>The contact details are</i>	<i>Duty Officer – Dean Willetts – 07773 791499</i>

Monitoring Health and Safety

<i>Name of person(s) responsible for the overall monitoring of health and safety in school:</i>	<i>Name: Donna King</i>
<i>Annual report to Governing Body: Presented annually in Autumn Term</i>	
<i>The school carries out formal evaluations and audits on the management of health and safety in line with Staffordshire County Council. January 22 Self Audit completed</i>	
<i>The last audit took place March 2023</i>	<i>Date: 2 March 2023 By: Dean Willetts</i>
<i>Name of person responsible for monitoring the implementation of health and safety policies</i>	<i>Name: Donna King</i>
<i>All staff are aware of the key performance indicators in part E and how they are monitored</i>	
<i>Workplace inspections - type</i>	<i>Name of person who carries these out:</i>
<i>Security Alarms</i>	<i>Chubb</i>
<i>Fire Alarms</i>	<i>Lantern</i>
<i>Emergency Lighting</i>	<i>Logic Fire and Fire Security Ltd</i>
<i>Fire Extinguishers</i>	<i>Chubb</i>
<i>Fixed Electrical Testing</i>	<i>Midwest Mechanical and Electrical Services</i>
<i>Water Hygiene</i>	<i>Concept Environmental Solutions</i>
<i>Playground Equipment</i>	<i>Mercury Sports</i>
<i>P E Equipment</i>	<i>Mercury Sports</i>
<i>PAT Testing</i>	<i>Calbarrie</i>
<i>Gas Tightness</i>	<i>British Gas Services</i>
<i>Boiler Maintenance</i>	<i>Sure Maintenance</i>

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<i>Air Conditioning</i>	<i>Keyis</i>
<i>Kitchen Equipment</i>	<i>SIME Catering</i>

D. Detailed Health and Safety Arrangements

Adapt this list of arrangements as appropriate for your school.

For further information from the Health, Safety and Wellbeing Service in any of these areas you may also wish to view the information on the SLN <https://education.staffordshire.gov.uk/School-Admin/HealthSafetyWellbeing/Health-Safety-and-Wellbeing-Service.aspx> or consult with your Health and Safety Adviser / Other Specialist Adviser.

1. Accident Reporting, Recording & Investigation

<i>Our arrangements for recording and investigating:</i>
<i>pupil accidents:</i> All minor injuries are recorded and kept on file. If a child receives a bump to the head a letter is always sent to parents/carers. If a more serious accident has happened and a child needs to see a doctor, needs to attend hospital or an ambulance is called, a HSF40 Form is completed in the first instance and then the accident is officially recorded on the Health & Safety Portal. An in-depth investigation will follow involving Donna King and Jo Banks. Donna King completes a post-accident risk assessment. A summary of accidents is produced on a termly basis taking into account the cause of the accident and the area that the accident happened, enabling us to pinpoint if there is a particular pattern/ problem area or cause. This report is presented to governors in the Autumn term as part of the Health & Safety Report to Governors.
<i>staff accidents:</i> A HSF40 Form is obtained from either Donna King or front reception desk and filled out in the first instance and then recorded on the official Health & Safety Portal. Jo Banks and Donna King will investigate exactly what took place and take appropriate action.
<i>visitor accidents:</i> As above
<i>The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: Jo Banks or Donna King</i>
<i>Our arrangements for reporting to the Governing Body are:</i> Health, Safety & Wellbeing forms part of the monthly Jo Banks report to Governors and so regular updates are received by governors and detailed in annual report to Governors which is presented in the Autumn term.
<i>Our arrangements for reviewing accidents and identifying trends are:</i> Report of all accidents is produced termly which shows (for example) how many head bangs have occurred over the term and in which part of the playground. This information will show any trend which can then be addressed. Donna King presents this report to Governors, annually, in the Autumn term.

2. Asbestos

<i>Name of Premises Manager responsible for Managing Asbestos.</i>	<i>Name:</i> <i>Donna King</i>
<i>Location of the Asbestos Management Log or Record System.</i>	<i>Location:</i> <i>Front Reception Desk</i>
<i>Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are:</i> Admin staff follow procedures when dealing with any contractor entering the school premises. After signing in a contractor is shown the Asbestos register and asked to check the area they will be working in and sign.	

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*Our arrangements to ensure all school staff such as class teachers or caretakers have information about asbestos risk on the premises:
Jo Banks, Donna King and Geoff King have received training on asbestos management.*

Staff must report damage to asbestos materials to:

*Name
Donna King or Jo Banks*

Staff must not drill or affix anything to walls without first obtaining approval from the premise's manager. Staff are reminded of this in the staff handbook.

3. Communication

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

*Name
Jo Banks*

Our arrangements for communicating about health and safety matters with all staff are: Health & Safety being an item on meeting Agenda's. There is also a Health & Safety notice board in the staff room.

*Staff can make suggestions for health and safety improvements by:
Speaking to Donna King, who encourages staff to make suggestions and to always report near misses.*

4. Construction Work *See also Contractor Management

Name of person coordinating any construction work / acting as Client for any construction project.

*Name
Donna King*

*Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are:
Any substantial work would be carried out by a County Contractor and managed by Duncan Bagnall, County Surveyor*

*Duty holders will be identified and named as part of any Construction project.
This would be the case*

*Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are:
The above are carried out by Donna King and are usually completed in conjunction with Duncan Bagnall. These include Hazard Exchange Forms and Intrusive Works Assessment Forms.*

*Our arrangements for the induction of contractors are:
There is a procedure in place for inducting contractors when they sign in in the main reception.*

*Staff should report concerns about contractors to:
Jo Banks or Donna King*

*We will review any construction activities on the site by:
Continual monitoring*

5. Consultation

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

*Name
Jo Banks*

The name of the Trade Union Health and Safety Representative is:

*Name
Kyla Young*

*Our arrangements for consulting with staff on health and safety matters are:
Agenda item at meetings, staff meetings*

*Staff can raise issues of concern by:
Speaking directly to Jo Banks or Donna King or by sending an e-mail*

6. Contractor Management

Name of person responsible for managing and monitoring contractor activity

*Name:
Donna King*

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Our arrangements for selecting competent contractors are: Use County contractors or a contractor that comes well recommended
Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: See Above
Our arrangements for the induction of contractors are: See Above
Staff should report concerns about contractors to: Donna King See above

7. Curriculum Areas – health and safety

Name of person who has overall responsibility for the curriculum areas as follows: e.g. Science D&T and Art PE Maths Literacy ICT	Rebecca Hughes – Early Years Leader Katie How – KS1 Deputy Headteacher Richard Atkinson – KS2 Headteacher Katie How Angela Bunn Kyla Young Katie How/Richard Atkinson Jenny Slade-Nowell Rebecca Hughes
Risk assessments for these curriculum areas are the responsibility of:	Lead staff as named above or if for example a class teacher was going to do a science experiment, it would be that teacher that is responsible for the risk assessment

8. Display Screen Equipment use (including PC's, laptops and tablets)

The school assesses the risk of the use of computers/laptops by carrying out a DSE assessment for staff using this type of equipment continuously and regularly for over an hour. Paperwork is completed annually.	
Our arrangements for carrying out DSE assessments are: Reviewed on an annual basis with staff being asked to complete the online training and also complete the relevant form.	
Name of person who has responsibility for carrying out Display Screen Equipment Assessments	Name: Donna King
DSE assessments are recorded and any control measures required to reduce risk are managed by	Name: Donna King

9. Early Years Foundation Stage (EYFS)

Name of person who has overall responsibility for EYFS	Name: Rebecca Hughes
Our arrangements for the safe management of EYFS are: Classroom risk assessments and daily risk assessments are in place and adhered to. Outdoor areas and security in conjunction with Donna King.	

10. Educational visits / Off-Site Activities

Name of person who has overall responsibility for Educational Visits	Name: Jo Banks
The Educational Visits Coordinator is	Name: Kyla Young

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*Our arrangements for the safe management of educational visits:
Kyla Young has received educational visit training and is responsible to ensure all relevant risk assessments and paperwork from teaching staff is in place for any off site visit which is then escalated to Jo Banks to sign off.*

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: Donna King</i>
<i>Fixed electrical wiring test records are located:</i>	<i>In Donna King's office</i>
<i>All staff visually inspect electrical equipment before use. This is the case</i>	
<i>Our arrangements for bringing personal electrical items onto the school site are: Staff are informed that bringing personal electrical items into school is not acceptable and if an item is needed for the purpose of teaching, school will endeavour to purchase necessary item.</i>	
<i>Name of person responsible for arranging the testing of portable electrical equipment (PAT):</i>	<i>Name: Donna King</i>
<i>Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:</i>	<i>Name Donna King – every 2 years as per H & S recommendations.</i>
<i>Portable electrical equipment (PAT) testing records are located:</i>	<i>Health & Safety file in Donna King's office</i>
<i>Staff must take defective electrical equipment out of use and report to:</i>	<i>Name Donna King</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: n/a</i>	

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

<i>Name of competent person responsible for undertaking & reviewing fire risk assessment in addition to any associated action planning</i>	<i>Name Donna King</i>
<i>The Fire Risk Assessment is located</i>	<i>Health & Safety File in SBM's office</i>
<i>When the fire alarm is raised the person responsible for calling the fire service is</i>	<i>Name: Donna King or Jo Banks</i>
<i>Name of person responsible for arranging and recording of fire drills</i>	<i>Name: Donna King</i>
<i>Name of person responsible for creating and reviewing Fire Evacuation arrangements</i>	<i>Name: Donna King</i>
<i>Our Fire Evacuation Arrangements are published ...</i>	<i>Location: In Health, Safety & Wellbeing file in Donna King's</i>
<i>Our Fire Marshals are listed</i>	<i>Location: At various locations around school</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: Donna King's Office</i>
<i>Name of person responsible for training staff in fire procedures</i>	<i>Name: Fire Marshalls trained through Entrust. All staff are made aware of fire procedures at their induction process.</i>
<i>All staff must be aware of the Fire Procedures in school All staff are very aware of fire procedures in school. Fire procedures are part of the induction process and reminders are sent out on newsletters. Fire drills are carried out every term.</i>	

13. First Aid *see also Medication

<i>Name of person responsible for carrying out the First Aid Assessment</i>	<i>Name: Vicki Locke</i>
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<i>The First Aid Assessment is located</i>	<i>Location: In locked first aid cupboard at top of reception stairs.</i>
<i>First Aiders are listed</i>	<i>Location: At various points around school next to first aid boxes.</i>
<i>Name of person responsible for arranging and monitoring First Aid Training</i>	<i>Name: Vicki Locke</i>
<i>Location of First Aid Boxes</i>	<i>Various locations around school: 2 in 'A' Corridor 3 in 'B' Corridor 1 in 'C' Corridor 1 in 'D' Corridor 3 in 'E' Corridor</i>
<i>Name of person responsible for checking & restocking first aid boxes</i>	<i>Vicki Locke Jane Hepple Marilyn Turner</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>Parent is contacted who will accompany child to hospital, however, if they cannot be contacted or if they do not arrive at school in time a member of staff (eg Jo Banks) will go with child to hospital and parent will be asked to go straight to hospital.</i>
<i>staff</i>	<i>As above but next of kin will be contacted.</i>
<i>visitors</i>	<i>If we are able to obtain next of kin details a call will be made for them to come to school and accompany person to hospital, if this is not possible a member of staff will accompany visitor to hospital if required.</i>
<i>Our arrangements for recording the use of First Aid are Any in school first aid instances are recorded initially in accident file: EYFS hold theirs within their area and pass to Mrs Wileman, Yr1-Yr6 the staff record on the clipboard within the reception area. Mrs Turner then records all instances electronically. If it is a serious incident a HSF40 form will be completed in the first instance and then the accident will be recorded on the Health & Safety Portal. Advice would be sought from our Health & Safety advisor if necessary. Letters are sent home daily and a phone call home if required for bumped head incidents.</i>	

14. Forest School

<i>Name of person in school who leads on Forest School activity</i>	<i>External company – Peak District Survival School</i>
<i>Our arrangements for developing, organising and running Forest School activity. Include here any details with regard to risk assessment, communication and supervision etc.</i>	
<p>Forest school activities are all run and organised by external trained Forest School Leaders. Activities happen at Flash Ley on school grounds.</p> <p>As a school we are going to develop and improve areas of the grounds so they are better suited to Forest School Activities, this will include tree planting and the development of a firepit and tool use area.</p> <p>All activities are risk assessed and managed by the external company and school health and safety officer.</p>	

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15. Glass & Glazing

<i>All glass in doors and side panels are constructed of safety glass</i> Yes	
<i>All replacement glass is of safety standard</i> Yes	
<i>A glass and glazing assessment took place in (year) and the record can be found</i>	<i>Date and Location: 26/06/2012 Health & Safety File</i>

16. Hazardous Substances (COSHH)

<i>Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)</i>	<i>Donna King</i>
<i>Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are: All cleaning substances are kept in a locked cupboard and any COSHH paperwork relevant to a particular product is brought to the attention of the cleaners and displayed inside the cleaning cupboard. The school uses CLEAPPS as a resource and all staff must be aware of how to access this information. Relevant staff are aware and do use CLEAPPS.</i>	

17. Health and Safety Law Poster

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

<i>All staff and pupils share the responsibility for keeping the school clean, tidy and free from hazards Flash Ley is a very clean and tidy site, children are aware of keeping school tidy, making sure coats and bags are tidy, cleaners clear all rubbish every day and our Casual maintenance staff member carries out inspections of the school grounds and regularly litter picks.</i>	
<i>Our waste management arrangements are: With Veolia and collection is once a week.</i>	
<i>Our site housekeeping arrangements are: Team of cleaners who are appointed by the school. Work takes place between 6.00-9.00am each day and stand down hours are worked during the holidays</i>	
<i>Site cleaning is provided by: In house cleaners</i>	<i>Name and contact details: Line Management by Donna King</i>
<i>Cleaning staff have received appropriate information, instruction and training about the following and are competent: Head cleaner has many years of experience and was trained by SCC. She cascades training to other cleaners. They are aware not to lift anything awkward or heavy and are aware of COSHH procedures. There is a cleaning risk assessment on the back of the door where cleaning products are stored which has been read and signed by all cleaners. COSHH paperwork is also readily available.</i>	
<i>work equipment</i> Yes	
<i>hazardous substances</i> Yes	
<i>Waste skips and bins are located away from the school building.</i> Yes	
<i>All staff and pupils must be aware of the arrangements for disposing of waste and the location of waste bins and skips.</i> Yes	
<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> Yes	

19. Infection Control

<i>Name of person responsible for managing infection control:</i>	<i>Name Jo Banks</i>
<i>Our infection control arrangements (including communicable diseases/hand hygiene standards) are:</i>	

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Flash Ley has adopted Supporting Children with Medical Needs Policy, produced by Government. Also, Public Health Guidance on infection control in schools and other childcare settings 2014.

20. Lettings

Name of Premises Manager or member of Leadership team responsible for Lettings	Name: Donna King No lettings at present time
Our arrangements for managing Lettings of the school/rooms or external premises are: Follow County guidelines/paperwork	
The health and safety considerations for Lettings are considered and reviewed annually. Yes	
Hirers have in place their own risk assessments, first aid arrangements/ fire procedures and emergency procedures. These would be requested	
Hirers are responsible for obtaining the necessary local authority licenses for their activities and these must be provided to the school on request. As above	
Hirers must provide a register of those present during a letting upon request. As above	

21. Lone Working

Our arrangements for managing lone working are:
If any member of staff enters school when there is no one else on site, they must text Donna King when they arrive and then again when they leave. Wherever possible lone working is not encouraged.

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

NOTE Types of equipment to consider in this section: Ladders and steps (checked 6 monthly and paperwork completed), fume cupboards, other extraction systems, PE equipment (annual service), D&T machines, lifts & lifting equipment, pressure cookers, autoclaves, fire alarm and smoke detection (tested as per contract by Lantern), emergency lighting (checked in house on a monthly basis and recorded and Marlowe check emergency lighting as per their contract), fire extinguishers (checked annually by Chubb). There is an annual maintenance programme for kitchen equipment and paperwork is kept in H S & Wellbeing file. Checks will also be carried out if a problem occurs with an item of equipment.	
Name of person responsible for the selection, maintenance / inspection and testing of equipment	Name: Donna King
Records of maintenance and inspection of equipment are retained and are located:	Location: Health & Safety (File in Donna's office)
Staff report any broken or defective equipment to:	Name: Donna King or Admin Team
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: n/a	

23. Manual Handling

Name of competent person responsible for carrying out manual handling risk assessments	Name Donna King
Our arrangements for managing manual handling activities are: No member of staff should be lifting any heavy items as they are not trained to do so and are not expected to do so. Our Site Officer has had relevant training and will deal with manual handling activities.	
Staff must aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided. Again, staff should consult with Donna King with regards to any manual handling.	
Staff who carry out manual handling must be aware of the manual handling risk assessment	

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<i>and the control measures in place for the task. This is the case</i>
<i>Staff are trained appropriately to carry out manual handling activities. Donna King has been on the relevant training.</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). This activity does not take place.</i>

24. Medication

<i>Name of person responsible for the management of and administration of medication to pupils in school</i>	<i>Name: Claire Wileman</i>
<i>Our arrangements for the administration of medicines to pupils are: See policy - Supporting Children with Medical Needs</i>	
<i>The names members of staff who are authorised to give / support pupils with medication are:</i>	<i>Vicki Locke Marilyn Turner Claire Wileman Jane Hepple (In certain situations, class teacher or TA would hold the responsibility but would have a full care plan).</i>
<i>Medication is stored:</i>	<i>Location Locked cabinet in first aid room and in fridge if required</i>
<i>A record of the administration of medication is located:</i>	<i>Location wherever medication is administered and placed with their care plan in the first aid file.</i>
<i>Pupils who administer and/or manage their own medication in school are authorised to do so by a person with parental responsibility and provided with a suitable location to administer medication/store medication and equipment. KS2 children take their medication with them around school (inhalers/epi-pen etc.). KS1/EYFS staff are responsible to keep their inhalers etc. in a safe place.</i>	
<i>Staff are trained to administer complex medication by the school nursing service when required. Epi pen/Oxygen/Asthma training is given to all staff in school. Training records are kept in first aid file.</i>	
<i>Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are: All staff are trained to administer an Epi pen if necessary (training received). Older children can administer inhalers themselves and First Aiders will administer inhalers to younger children.</i>	
<i>Staff who are taking medication must keep this personal medication in a secure area in a staff only location (staff have lockable lockers).</i>	
<i>Staff must advise the school leaders if they are taking any medication which might impair their ability to carry out their normal work. Yes. Staff are asked at their induction if they are on medication which we might need to know about.</i>	

25. Personal Protective Equipment (PPE) (links to Risk Assessment)

<i>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. Gloves/aprons are provided for changing nappies/first aid treatment/food service. Personalised fleeces are provided for staff to wear in cold weather if they so wish. Masks/Visors and Gloves are available to wear should a child show symptoms of Covid 19.</i>	
<i>Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for school.</i>	<i>Name: Donna King</i>

26. Radiation

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Name of the school/academy Radiation Protection Supervisor (RPS)	n/a
Name of the Radiation Protection Adviser (RPA)	n/a

27. Reporting Hazards or Defects

<i>All staff and pupils must report any hazards, defects or dangerous situations they see at school. Staff are encouraged to report any concerns to Jo Banks or Health & Safety Co-ordinator</i>
<i>Our arrangements for the reporting of hazards and defects: Report to Donna King who will deal with situation as necessary. Also, staff are asked to report any near misses.</i>

28. Risk Assessments

<i>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. Yes</i>	
<i>Risk assessments are in place for the following areas: (examples) Premises and grounds Curriculum / classrooms Hazardous activities or events Lettings or contract work which may affect staff or pupils in the school Fire Risk Assessment Hazardous Substances Work Equipment Manual handling activities Risks related to individuals e.g. health issues All In Place</i>	
<i>Name of person who has overall responsibility for the school risk assessment process and any associated action planning</i>	<i>Name: Jo Banks Donna King - General Kyla Young – Educational Visits Becky Kenney – Extended Care Rebecca Hughes –EYFS All Staff – Classroom Activities</i>
<i>Our arrangements for carrying out, recording, communicating and reviewing risk assessments are: Reviewing risk assessments on an annual basis although updates will take place if necessary throughout the year. Introducing any new risk assessments as and when necessary.</i>	
<i>Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments. (relevant staff booked onto training)</i>	
<i>When an accident or incident occurs a post risk assessment takes place when a new hazard has been identified. (yes)</i>	
<i>Risk assessments are created or reviewed when something new is introduced or a change has occurred. (Yes)</i>	

29. Smoking

<i>No smoking or vaping is permitted on site or in vehicles owned or operated by the school. (Yes)</i>
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30. Shared use of premises/shared workplace

<i>Name of Premises Manager or member of Leadership team responsible for Premises Management</i>	N/A
<i>The school/academy premises are shared with another organisation (e.g.Contract caterer/public</i>	N/A

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<i>leisure centre).</i>	
<i>Our arrangements for managing health and safety in a shared workplace are:</i>	
<i>N/A</i>	

31. Stress and Staff Well-being

<i>Name of person who has overall responsibility for the health and wellbeing of school</i>	<i>Name: Jo Banks (Senior Leadership Team)</i>
<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: Notice board in staff room with wellbeing information; Referral to Occupational Health if necessary; Staff Insurance with added perks; Childcare discount (25%) Open door policy for staff to discuss personal issues with SLT or Governors; Good environment, good parking; Available resources to ensure roles can be carried out without stress; Team Well Being Risk Assessment completed and actioned; Good quality catering to ensure staff have a good healthy choice of food throughout the day; Comfortable staff room/PPA work place. Back to work meetings following absence to discuss further support, possible referrals and phased returns. Staff are emailed a week sheet on a Friday for diary entries for the new week, this supports future communication of events within school. Staff are only expected to attend meetings relevant to their phase or position in school. Staff are encouraged to leave school by 4pm on a Friday.</i>	
<i>Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated. Wellbeing Risk Assessment in place which has been completed with staff input.</i>	
<i>All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work. Wellbeing Risk Assessment completed with input from staff. Staff are reminded through phase meetings that self-referrals to Think Well can be made at any time.</i>	
<i>Individual stress risk assessments take place when a member of staff requires additional individual support. This would be the case.</i>	
<i>A team stress risk assessment has been completed involving all staff and this is reviewed regularly.</i>	

32. Swimming Pool Operating Procedures (where applicable)

<i>Name of person who has overall responsibility for managing the swimming pool and it's environment.</i>	<i>N/A</i>
<i>Our arrangements for carrying out suitable swimming pool management (including minimum supervision standards, how to summon assistance in emergency, what to do if problem identified with pool water quality, supervision in changing areas, max numbers of swimmers, conditions of hire to outside organisations, first aid provision, training plant operators): n/a</i>	
<i>Staff operating the swimming pool have received appropriate training and information. n/a</i>	
<i>Emergency procedures are in pace for the use of the swimming pool and all staff who supervise swimming activities are trained appropriately in these procedures. n/a</i>	
<i>The health and safety considerations within curriculum swimming must be planned, supervised and managed by staff who include in their lesson planning. n/a</i>	

33. Training and Development

<i>Name of person who has overall responsibility for the training and development of staff.</i>	<i>Name: Jo Banks (Jo Banks)</i>
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<i>All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures. Yes</i>	
<i>Our arrangements for carrying out suitable and sufficient health and safety training for all staff are: Individual staff attend relevant health & safety training, induction process, updates in newsletters, fire drills etc.</i>	
<i>The school/academy has a health and safety training matrix to help in the planning of essential and development training for staff. Yes</i>	
<i>Training records are retained and are located H&S File</i>	
<i>Training and competency as a result of training is monitored and measured by:</i>	<i>Name: Jo Banks</i>

34. Vehicles owned or operated by the school/academy

<i>Name of person who has overall responsibility for the school vehicles</i>	<i>n.a</i>
<i>The school/academy operates no minibuses</i>	<i>n/a</i>
<i>Name of person who manages the driver medical examinations</i>	<i>n/a</i>
<i>Name of person who manages the vehicle license requirements</i>	<i>n/a</i>
<i>Name of person who undertakes vehicle checks such as oil, water and routine roadworthiness.</i>	<i>n/a</i>
<i>Name of person who arranges servicing and maintenance of the school vehicles</i>	<i>n/a</i>
<i>Our arrangements for the safe use of school vehicles are: n/a</i>	

35. Vehicle movement on site

<i>Name of Premises Manager responsible for the management of vehicles on site</i>	<i>Name Donna King</i>
<i>Our arrangements for the safe access and movement of vehicles on site are (include restriction on vehicle movement at certain times, speed limits, segregation vehicles from pedestrian areas, restrictions on reversing vehicles, special arrangements for deliveries etc): Flash Ley is a locked site before school and at the end of the day so there is no vehicle movement whatsoever. If work was taking place by contractors during the school day and there was the need for vehicle movement, this would be stated in the Hazard Exchange Forms that are completed before any work on site commences. Strict procedures would have to be followed as to the movement of vehicles.</i>	

36. Violence and Aggression and School/Academy Security

<i>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. Flash Ley has a Zero Tolerance policy in place and posters to that effect are displayed in the main reception area.</i>	
<i>A risk assessment is carried out where staff are at increased risk of injury due to their work. This would be the case.</i>	
<i>Training, information and instruction is available to staff to help them manage the risk of violence and aggression where required.</i>	
<i>Staff and pupils must report all incidents of verbal & physical violence to:</i>	<i>Name Donna King / Jo Banks /Deputy Headteacher's: Katie How and Richard Atkinson</i>
<i>Incidents of verbal & physical violence are investigated by:</i>	<i>Name As above</i>
<i>Name of person who has responsibility for site security:</i>	<i>Name Donna King/Jo Banks</i>
<i>Our arrangements for site security are:</i>	

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Flash Ley is a locked site all day for safety of all children and staff and before school and at the end of the day the main gate into school is also locked to avoid any movement of vehicles. School is opened at 7 a.m. and locked at 6.30 p.m.

37. Water System Safety

<i>Name of Premises Manager responsible for managing water system safety.</i>	<i>Name: Donna King</i>
<i>Name of contractors who have undertaken a risk assessment of the water system</i>	<i>Name Concept</i>
<i>Name of contractors who carry out regular testing of the water system:</i>	<i>Name Concept</i>
<i>Location of the water system safety manual/testing log</i>	<i>Location: Business Managers office</i>
<i>Our arrangements to ensure contractors have information about water systems are: All checks are recorded and are presented to contractors as and when necessary.</i>	
<i>Our arrangements to ensure all school staff carrying out checks or testing or maintenance have information about the water system: As above?</i>	

38. Working at Height

<i>Name(s) of person responsible managing the risk of work at height on the premises:</i>	<i>Name: Donna King</i>
<i>Work at height is avoided where possible. Yes</i>	
<i>Our arrangements for managing work at height are: Wherever possible work at height is avoided, however, if on an occasion it is necessary the equipment in question needs to be suited to job in hand and 2 members of staff must be present. Only Geoff King who has been trained in working at height should do so.</i>	
<i>Appropriate equipment is provided for work at height where required. Yes</i>	
<i>Staff who carry out work at height are trained to use the equipment provided Yes</i>	
<i>Work at height equipment is regularly inspected, maintained and records are kept Yes – information kept in H&S file</i>	

39. Work Experience

<i>Name of person who has overall responsibility for managing work experience and work placements for school pupils.</i>	<i>This can vary between Health & Safety Co-ordinator Phase Leader Extended Care Manager</i>
<i>Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are:</i>	
<i>The name of the person responsible for the health and safety of people on work experience in the school/academy premises:</i>	<i>As above</i>
<i>Our arrangements for managing the health and safety of work experience students in the school/academy are: varied – as above</i>	

40. Volunteers

<i>Name of person who has overall responsibility for managing/coordinating volunteers working within the school/academy:</i>	<i>Name Donna King Becky Kenney Phase Leaders</i>
<i>Volunteers are considered as a member of staff and all health and safety arrangements</i>	

<i>including induction and training must apply. Yes</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.

Staff have completed Classroom Risk Assessment	Reviewed annually in October
Self-Audit Tool completed – to be presented to Governors	Reviewed annually in January
Premise Evaluation Checklist completed – to be presented to Governors	Reviewed annually in October
Governor termly check	Completed every Term
Fire Risk Assessment completed	Reviewed annually in October
Accident Analysis completed and presented to Governors	Completed termly, presented to Governors in Annual Report to Governors
Refresher to take place in Health & Safety for Premises Managers; Management of Asbestos; Caretakers – Health and Safety essentials; COSSH training for cleaners; working at height; DSE; Manual handling; COSSH; Ladder safety; Asbestos essentials; Risk assessment and Fire Marshall	Reviewed as per the training cycle

School/Academy KPI's may be added here – include how you evaluate your success in this area. The Health Safety and Wellbeing Service may also request feedback on certain KPI's more details of these can be obtained from your Health and Safety Adviser.