



# Health, Safety and Wellbeing Policy

## *Hednesford Valley High School*

The policy has 5 parts;

**Part A** - Introduction

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

**Part C** - Responsibilities (delegation of tasks)

**Part D** - The detailed arrangements and procedures to reduce risk within the school.

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



## **A. Introduction**

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

The Governing Body will endorse and support the Health, Safety and Wellbeing Policy of Staffordshire County Council and assist the Council to discharge those responsibilities, which it holds as employer.

This policy 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 Hednesford Valley High School Governing Body recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc. Act 1974.

The Governing Body will comply with all relevant health and safety legislation and ensure so far as is reasonably practicable that:


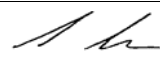
- all places and premises where employees and pupils are required to work and engage in school activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on the premises or taking part in educational activities elsewhere.)
- all plant and equipment are safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
- appropriate safe systems of work exist and are maintained.
- sufficient information, instruction, training, and supervision is available and provided to ensure that employees and pupils can avoid hazards and contribute in a positive manner towards their own and others health, safety and wellbeing.
- a healthy working environment is maintained including adequate welfare facilities.



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

Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representatives form part of this policy. All employees are expected to accept their responsibility to work safely by ensuring that they take reasonable care of their own health, safety, and wellbeing and that of other people who may be affected by their acts or omissions.

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

Signature 	Signature 
<b>Clive Cole, Chair of Governors/Board</b>	<b>Stephen Stokes, Headteacher</b>
Date: 22 <sup>nd</sup> February 2024	Date 22 <sup>nd</sup> February 2024

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

### C. Responsibilities (Delegation of Duties)

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

In addition to their general responsibilities:

The **Governing Body** will:

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



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

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

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

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

They will:

- Implement and monitor the school's health and safety arrangements.
- Manage any hazardous practices, equipment or building issues and report to the Head Teacher if they remain unresolved.
- Provide a good example, guidance and support to employees on health, safety and wellbeing issues.
- Ensure health and safety inductions are carried out for all employees and keep records of that induction.

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

- Identify and control hazards.
- Ensure risk assessments are carried out, reviewed at least annually and communicated to employees and pupils.
- Instigate and ensure that safety procedures are developed and adhered ensuring that these are in line with curriculum best practice e.g. Science, Design Technology, PE, etc.
- Maintain current knowledge of specific health and safety legislation and official guidance relevant to the safe delivery of their specialism.
- Ensure equipment, including personal protection equipment, is maintained in a safe condition and that substances hazardous to health are secured in a safe place.



- Ensure that all incidents (including near misses) are reported promptly and investigated.
- Notify the Headteacher/Senior Leaders of any proposed or impending changes affecting health, safety, and wellbeing such as in room allocation or usage, change of materials/equipment, new activities etc.

**Teachers will:**

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

**All employees will:**

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

**Competent Health and Safety Advice**

<i>The school obtains competent health and safety advice from:</i>	<i>Staffordshire County Council - Health, Safety &amp; Wellbeing Service.</i>
<i>The contact details are:</i>	<i>Wedgwood Building Tipping Street Stafford ST16 2DH 01785 355777</i>
<i>In an emergency we contact : Duty Officer – 01785 355777 or John Burdett – 07773 791520</i>	

**Monitoring Health and Safety**

<i>Name of person(s) responsible for the</i>	<i>Name(s) Stephen Stokes</i>
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<p><i>overall monitoring of health and safety in school:</i></p>	<p><i>(Headteacher/Premises Manager &amp; Louise Fox – School Business Manager</i></p>
<p><i>Our arrangements for the monitoring of health and safety are</i></p> <ul style="list-style-type: none"> <li>● <i>Health &amp; Safety Monitoring Walk once per term with Headteacher (HT – Premises Manager) School Business Manager (SBM - Health &amp; Safety Co-ordinator) and Site Technician (ST).</i></li> <li>● <i>Site Monitoring Meeting between SBM and ST termly.</i></li> <li>● <i>Health &amp; Safety Reports presented to Buildings Committee 3 times per year.</i></li> <li>● <i>Annual Health &amp; Safety Report presented to governors.</i></li> <li>● <i>Feedback from staff via emails and staff briefing minutes.</i></li> <li>● <i>Health &amp; Safety is an Agenda item at SLT Meetings.</i></li> <li>● <i>Health &amp; Safety is an Agenda item at termly Staff Meeting.</i></li> </ul>	
<p><i>The school carries out formal evaluations and audits on the management of health and safety.</i></p>	
<p><i>The last audit took place</i></p>	<p><i>Date: 5/2/2023 By: HT &amp; SBM</i></p>
<p><i>Name of person(s) responsible for monitoring the implementation of health and safety policies</i></p>	<p><i>Name(s) Stephen Stokes - HT</i></p>
<p><i>All employees are made aware of the key performance indicators in part E and how they are monitored</i></p> <ul style="list-style-type: none"> <li>● <i>Emails</i></li> <li>● <i>Termly Staff meetings</i></li> <li>● <i>Annual Health &amp; Safety Refresher.</i></li> </ul>	
<p><i>Workplace inspections –</i></p> <ul style="list-style-type: none"> <li>● <i>Annual Health and Safety Evaluation Checklist,</i></li> <li>● <i>caretaker checks</i></li> <li>● <i>Premises monitoring walks</i></li> <li>● <i>H&amp;S Reports -</i></li> </ul>	<p><i>Name of person(s) who does these</i></p> <p><i>Louise Fox – SBM</i></p> <p><i>Louise Fox/Ian Griffiths – ST</i></p> <p><i>Stephen Stokes, Louise Fox, Clive Cole</i></p>



Where specific responsibilities for health, safety and wellbeing are allocated to employees these delegated responsibilities are detailed in Section D below.

## **D. Health and Safety 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.

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

*Our arrangements for recording and investigating:*

*All accidents in school and those out of school whilst undertaking school activities must be reported and investigated by appropriate staff. (whether by person/s or involving premises).*

#### **Student accidents:**

- *A student accident book is available in the Medical Room. (These are presently stored until the student's twenty-fifth birthday. A copy must be sent home and a copy retained in the accident book. If a serious accident takes place, where parent/carers are advised to seek further medical advice the on-line Report an Accident or Violence & Aggression form must also be completed. The SBM should be informed of all accidents that require further medical attention.*
- *All incidents involving violence / aggression, bullying, racism, swearing, serious incidents must be logged on a HVH incident sheet (SIMS) (refer to Behaviour Management policy) and forwarded to the Head-teacher, Assistant Headteacher, Student Behaviour Support officer and Form Tutor. Follow school guidelines if racist remarks are made.*
- *If physical intervention on a students is required then the SCIPr book must be completed on the same day that SCIPr is used.*
- *All serious accidents/Violence & Aggression incidents involving students requiring further medical attention are uploaded onto the H&S Portal.*
- *Accidents/Violence & Aggression incidents are reported to Governors each term.*
- *Included in HT termly report to the Full Governing Body.*
- *Annual Accident Report is presented to Governors.*



*employee accidents:*

- *The Staff Accident Book must be completed, this is available from the School Business Manager and the Report an Accident or Violence & Aggression form must be completed, preferably on the same day as accident. These are available to download from Share-point.*
- *All staff accidents/Violence & Aggression incidents are uploaded onto the SCC Health & Safety Reporting Portal.*

*visitor accidents:*

- *The staff Accident Book must be completed with support/guidance from the SBM who will carry out an accident investigation if required.*
- *All accidents are uploaded onto the Health & Safety Reporting Portal.*

*The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: Stephen Stokes – HT or Louise Fox – SBM.*

*Our arrangements for reporting to the Governing Body are:*

- *Student & Staff Accidents/Injuries are reported to the Buildings committee each term.*
- *An Annual Accident Report is presented to Governors annually during the Autumn Term.*
- *Included in termly Headteachers Report to Full Governing Body.*

*Our arrangements for reviewing accidents and identifying trends are:*

*Student & Staff Accidents/Injuries are categorised into area of school, nature of accident, when accidents happened to identify any trends. This is report is presented to both Governors and staff annually.*

## **2. Asbestos**

<i>Name of person responsible for managing asbestos on the school site:</i>	<i>Name – Stephen Stokes HT</i>
<i>Location of the Asbestos Management Log or Record System:</i>	<i>Location – SBM Office</i>





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

- *The ST or SBM ensures all contractors read and sign the Asbestos Management Log before any work takes place. Ensuring they have read and understood its contents.*
- *If there are any concerns regarding the possibility of asbestos then further advice must be sought from SCC Asbestos Team before any work proceeds.*

*Our arrangements to ensure all school employees such as class teachers or caretakers have information about asbestos risk on the premises are:*

- *The HT, SBM and ST have all attended Asbestos Training by SCC Health & Safety Trainers.*
- *Staff are reminded in September to read and sign the asbestos register.*
- *All new staff watch a Health & Safety Presentation as part of their induction which includes Asbestos. At the end of the presentation they complete a H&S Quiz which includes a question on Asbestos.*
- *Information re. Asbestos is also displayed on the Health & Safety Noticeboard in the Staffroom.*
- *An Annual Asbestos Site Review is completed each year by SCC Asbestos Team.*
- *An Annual visual inspection of Asbestos is completed by the ST.*

*Employees must report damage to asbestos materials to:*

*HT, SBM or ST*

*Employees must not drill or affix anything to walls without first obtaining approval from the person responsible for managing asbestos.*

### **3. Communication**

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

*Stephen Stokes – Headteacher  
Louise Fox – SBM*

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

- *Health & Safety discussed at Staff Meeting each term.*



- *Health & Safety issues discussed at daily Staff Briefing.*
- *The SBM will email staff with any updates or important Health & Safety Information.*

**Staff can make suggestions for health and safety improvements by:**

- *Discussing Health & Safety at termly staff meeting.*
- *Emailing the Premises Manager or Health & Safety Co-ordinator.*
- *Completing the Health & Safety & Maintenance Request form on Share point.*

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

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

*Name*  
*Stephen Stokes – HT*  
*Louise Fox – SBM*  
*Ian Griffiths – ST (during school holidays)*

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

- *For Large Building Projects - The Councils Strategic Property Team and Entrust Property Services are normally responsible for selecting and arranging for the induction of contractors to exchange health and safety information and to agree safe working arrangements.*
- *Any concerns that staff may have should be raised with the HT, SBM or ST.*
- *For smaller projects, a team involving the HT, SBM and S.T. will manage these.*
- *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/monitoring are:*

- *Prior to construction work taking place, a meeting will be held with the Contractor, HT, SBM and ST, where the exchange of Health & Safety Information/Risk Assessments/Safe Working Arrangements and monitoring are discussed.*

*Our arrangements for the induction of contractors are:*

- *Entrust Property Services manage large construction projects and the Project Manager would be responsible for the induction of contractors.*
- *For smaller construction projects either the HT, SBM or ST (during school*

*holidays) would be responsible for the induction of contractors. The induction programme includes:*

- *Fire procedures*
- *Reporting of Accidents*
- *Signing in/out*
- *Opening Times*
- *Contact Details*
- *Asbestos*
- *Hot work permits*

*Staff should report concerns about contractors to:*

- *HT, SBM or ST*

*We will review any construction activities on the site regularly.*

- *Review Risk Assessments*
- *Contractors Hazard Exchange Form*
- *Dangerous work hazards/work practices*
- *Noise*

## **5. Consultation**

<i>Name of SLT member who is responsible for consulting with employees on health and safety matters:</i>	<i>Stephen Stokes – HT Louise Fox – SBM</i>
<i>The name of the Trade Union Health and Safety Representative is:</i>	<i>Dan Watson (Unison H&amp;S Rep)</i>
<p><i>Our arrangements for consulting with employees on health and safety matters are:</i></p> <ul style="list-style-type: none"> <li>● <i>Whole school staff meetings.</i></li> <li>● <i>Daily Staff Briefing</i></li> <li>● <i>Emails</i></li> <li>● <i>Training Sessions</i></li> </ul>	
<p><i>Employees can raise issues of concern by:</i></p> <ul style="list-style-type: none"> <li>● <i>Raising an issue at the whole school staff meeting/daily briefing.</i></li> <li>● <i>Speaking to or Emailing the HT, SBM or ST</i></li> <li>● <i>Completing the Health &amp; Safety &amp; Maintenance Request form on Share point.</i></li> </ul>	



- *Writing a concern in the Site Technicians Maintenance Log – located in the staff room.*

## 6. Contractor Management

<p><i>Name of person responsible for managing and monitoring contractor activity</i></p>	<p><u><i>During Term Time:</i></u>  <i>Stephen Stokes – Headteacher</i>  <i>Louise Fox – SBM</i></p> <p><u><i>During School Holidays</i></u>  <i>Ian Griffiths – Site Technician</i></p>
<p><i>Our arrangements for selecting competent contractors are:</i></p> <ul style="list-style-type: none"> <li>• <i>Large construction works – It will be the responsibility of Entrust Property Services.</i></li> <li>• <i>For smaller construction works, we contact a Staffordshire County Council approved contractor from their list of approved contractors.</i></li> </ul>	
<p><i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are:</i></p> <ul style="list-style-type: none"> <li>• <i>For Large construction, projects will be the responsibility of Entrust Property Services to liaise with the contractors regarding the exchange of health &amp; safety information/risk assessments/safe working arrangements and monitoring.</i></li> <li>• <i>Prior to any construction work taking place a meeting will be held with the Contractor, HT, SBM and ST where the exchange of Health &amp; Safety Information/Risk Assessments/Safe Working Arrangements and monitoring are discussed</i></li> </ul>	
<p><i>Our arrangements for the induction of contractors are:</i></p> <ul style="list-style-type: none"> <li>• <i>Entrust Property Services manage large construction projects and the Project Manager would be responsible for the induction of contractors.</i></li> <li>• <i>For smaller construction projects either the HT, SBM or ST (during school holidays) would be responsible for the induction of contractors. The induction programme includes:</i> <ul style="list-style-type: none"> <li>○ <i>Fire procedures</i></li> <li>○ <i>Reporting of Accidents</i></li> <li>○ <i>Signing in/out</i></li> </ul> </li> </ul>	



<ul style="list-style-type: none"> <li>○ <i>Opening Times</i></li> <li>○ <i>Contact Details</i></li> <li>○ <i>Asbestos</i></li> <li>○ <i>Hot work permits</i></li> </ul>
<p><i>Employees should report concerns about contractors to:</i></p> <ul style="list-style-type: none"> <li>○ <i>HT, SBM or ST</i></li> </ul>

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

<p><i>Name of person who has overall responsibility for the curriculum areas as follows:</i></p> <p><i>Science</i> <i>Food Technology</i> <i>PE</i> <i>Art</i> <i>Sixth Form</i></p>	<p><i>Christopher Wall</i> <i>Jayne Corstorphine</i> <i>Peter Willett</i> <i>Gemma Tedstone</i> <i>Emma Perry</i></p>
<p><i>Risk assessments for these curriculum areas are the responsibility of:</i></p> <p><i>Science</i> <i>Food Technology</i> <i>PE</i> <i>Art</i> <i>Sixth Form</i></p>	<p><i>Name(s)</i></p> <p><i>Christopher Wall</i> <i>Jayne Corstorphine</i> <i>Peter Willett</i> <i>Gemma Tedstone</i> <i>Emma Perry</i></p>

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

<p><i>The school assesses the risk of the use of computers/laptops by carrying out a DSE assessment for any employees using this type of equipment continuously and regularly for over an hour.</i></p>
<p><i>Our arrangements for carrying out DSE assessments are:</i></p> <ul style="list-style-type: none"> <li>● <i>All Teaching and Learning, admin staff, data and ICT support workers have received the Training for DSE users, PowerPoint and working with VDUs pdf document bi-annually.</i></li> <li>● <i>All staff who have been designated a “user” under the Display Screen Equipment Regulations 1992, are required to complete a self-assessment form</i></li> </ul>



<p><i>annually.</i></p> <ul style="list-style-type: none"> <li><i>Staff in the above category are eligible for a voucher towards the cost of an eye test.</i></li> </ul>	
<p><i>Name of person who has responsibility for carrying out Display Screen Equipment Assessments:</i></p>	<p><i>Name:</i></p> <p><i>Louise Fox - SBM</i></p>
<p><i>DSE assessments are recorded, and any control measures required to reduce risk are managed by:</i></p>	<p><i>Name</i></p> <p><i>Louise Fox - SBM</i></p>

### 9. Educational visits / Off-Site Activities

<p><i>Name of person who has overall responsibility for Educational Visits</i></p>	<p><i>Name:</i></p> <p><i>Stephen Stokes - HT</i></p>
<p><i>The Educational Visits Coordinator is</i></p>	<p><i>Name</i></p> <p><i>Louise Fox - SBM</i></p>
<p><i>Our arrangements for the safe management of educational visits are:</i></p> <p><i>Please refer to the schools <b><u>Educational Visits Policy</u></b></i></p> <p><b><u>Education visits outside of the Local Area or visits that are deemed as Adventurous or Residential Activities.</u></b></p> <ul style="list-style-type: none"> <li><i>All visits must be booked at a minimum of two school weeks (not including holidays) before visit.</i></li> <li><i>If the visit involves adventurous or residential activities this is increased to six weeks (not including holidays) before the visit.</i></li> <li><i>Education Visit Leaders complete Evolve. Which is approved by the EVC and HT.</i></li> <li><i>The risk assessment, itinerary and letter to parents / carers/student list have to be included in the email to the EVC Co-ordinator.</i></li> <li><i>Parental consent must be sought for all students attending educational visits.</i></li> <li><i>Risk assessments must be relevant to the place you are visiting, the students</i></li> </ul>	

*taken, the activity involved etc. They may be needed to defend future liability insurance claims. There are some examples available on the HVH staff area and in the archive educational visits folders available from the Educational Visits Co-ordinator (EVC). If you are visiting a public space (such as a museum, Waterworld, castle, zoo or Alton Towers) their risk assessment for schools should also be uploaded. Control measures must be understood and complied with by all persons staffing the visit. Where parents and other persons are used as assistant leaders on normal risk visits this may be achieved by giving a briefing to the students in the presence of the assistant leaders.*

- The itinerary must include a brief overview of the visit and the names of all students going (if possible). If it is not available, (e.g. students have to return letters for limited places) staff are emailed as soon as names are collected because it does affect planning and lessons for other staff. If any students have behaviour management plans or require medicines / have medical conditions, their BMP / RMP and / or care plan must be attached to the email. These are available from HVH staff area.*
- Base groups must assign staff to specific students and upload (additional documents) any care plans and behaviour plans.*
- The letter to parents / carers must be written with the assistance of the Office (Admin Assistant)*
- Arrangements to cover all duties of any accompanying staff must be pre-arranged.*
- If the visit includes lunchtime, please inform the school cook.*
- If the visit includes outside school hours (e.g. return to school at 6.00) the visit leader must check that the janitor/security company is aware of this. They must also arrange with the Head- teacher / Deputy Head - teacher a contact number because in the event of an accident etc. county have to be informed and parents / carers contacted. They must also take a contact list of parent's / carer's telephone numbers (available from the Office).*
- If the above instructions are not successfully followed visits may be cancelled without notice.*

*For Local Area Visits:*

- Visits/activities within the 'Local Learning Area' that are part of the normal*

*curriculum and take place during the normal school day following the Operating Procedure below.*

*These visits/activities:*

- *must be recorded on EVOLVE via the 'Local Area Visit' module.*
- *do not require parental consent, however, there may be occasions where will informed parents/carers in advance via a letter home with reply slip.*
- *do not normally need any additional risk assessments / notes (other than following the Operating Procedure below).*

### ***Boundaries***

*The boundaries of the Local Learning Area are shown on the attached map. This area includes, but is not limited to, the following frequently used venues e.g.*

- *Tesco, Hednesford*
- *Hednesford Park,*
- *Marquis Drive, Cannock Chase visitor centre*
- *German Cemetery*
- *Cannock Chase Museum*
- *Hednesford Train Station*
- *Cannock Leisure Centre &*
- *Wolesely Centre*

*Sporting fixtures to the following venues are also included within the Local Area Learning area:*

*Two Rivers School, Tamworth*

*Southall school, Telford*

*Wolverhampton Cricket Club, Wolverhampton*

*Aldersley Stadium, Wolverhampton*

*Wolves Dome, Wolverhampton*

*Lichfield Cricket Club, Lichfield*

*Westcroft school, Wolverhampton.*

*Friary School, Lichfield*

*Wightwick Hall School, Wolverhampton.*





**'No-go' areas within the Boundaries - e.g.**

- Areas of Cannock Chase not mentioned above
- Gailey Reservoir
- Chase Water

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

<i>Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:</i>	<i>Name: Louise Fox - SBM</i>
<i>Fixed electrical wiring test records are located:</i>	<i>SBM Office</i>
<i>All employees are required to visually inspect electrical equipment before use.</i>	
<i>Our arrangements for bringing personal electrical items onto the school site are:</i>	
<i>Name of person responsible for arranging the testing of portable electrical equipment (PAT):</i>	<i>Name: Louise Fox - SBM</i>
<i>Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:</i>	<i>Name Stephen Stokes - HT</i> <i>Louise Fox - SBM</i> <i>All electrical items are tested on an annual basis.</i>
<i>Portable electrical equipment (PAT) testing records are located:</i>	<i>SBM Office</i>
<i>Employees must take defective electrical equipment out of use and report to:</i>	<i>SBM or ST</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.*

### **11. Emergency Preparedness**

*Name of SLT member who is responsible for developing and maintaining the school's response to major risks Business Continuity Plan (BCP).*

*Stephen Stokes – HT*

*Louise Fox - SBM*

*Our arrangements for communicating emergency arrangements to all employees are:*

- A lockdown situation may be identified through a variety of different methods. The following list includes the most typical situations but is not an exhaustive list;*
- A situation develops in the School Office area or car park/entrance area*
- A situation or intruder is observed somewhere outside in the school grounds*
- An intruder manages to gain access to the school building and is discovered inside by a staff member.*
- The school office or senior leadership team receive information from the police/outside agency.*
  
- If the situation arises in the School Office area, the School Office staff will immediately alert the most senior person on site and when instructed to do so, will initiate the lockdown signal/cascade.*
- If the situation arises elsewhere in the school, the staff must endeavour to alert the School Office and/or the most senior person on site as soon as possible, so that lockdown procedures can commence.*

*Full Lockdown:*

- The continuous sound of the fire alarm will not be used to alert staff of the need to lockdown to avoid potential confusion. If the fire alarm continuously sounds during a lockdown it is to be ignored unless smoke or flames are directly visible and pose an immediate threat to your location.*
- Staff will be alerted via the school radio, telephone and Senso message will*

be displayed on all computers.

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

<p><i>Name of competent person responsible for undertaking and reviewing the fire risk assessment in addition to any associated action planning:</i></p>	<p><i>Stephen Stokes – HT</i></p> <p><i>Louise Fox - SBM</i></p>
<p><i>The Fire Risk Assessment is located .....</i></p>	<ul style="list-style-type: none"> <li>• <i>Staffroom</i></li> <li>• <i>Sharepoint</i></li> <li>• <i>SBM Office</i></li> </ul>
<p><i>The Fire Risk Assessment is shared with other employers who share the site.</i></p>	<p><i>Names of employers</i></p> <p><i>Edwards &amp; Ward Caterers</i></p>
<p><i>When the fire alarm is raised the person responsible for calling the fire service is: (include out of hours arrangements)</i></p>	<p><i>Name : Louise Fox – SBM</i></p> <p><i>Out of Hours</i></p> <p><i>Taybar Security</i></p> <p><i>Stephen Stokes – Headteacher</i></p>
<p><i>Name of person responsible for arranging and recording of fire drills:</i></p>	<p><i>Name: Stephen Stokes – HT</i></p> <p><i>Louise Fox - SBM</i></p>
<p><i>Name of person responsible for creating, communicating and reviewing Fire Evacuation arrangements:</i></p>	<p><i>Name: Louise Fox - SBM</i></p>
<p><i>Our Fire Evacuation Arrangements are displayed:</i></p>	<ul style="list-style-type: none"> <li>• <i>Displayed in all classrooms/offices and corridors.</i></li> <li>• <i>SharePoint under Health &amp; Safety</i></li> <li>• <i>Health &amp; Safety Noticeboard in the staffroom</i></li> <li>• <i>Visitor Golden Rules leaflet</i></li> </ul>
<p><i>Our Fire Marshals are displayed:</i></p>	<ul style="list-style-type: none"> <li>• <i>Staff Room</i></li> <li>• <i>Reception</i></li> </ul>



	<ul style="list-style-type: none"> <li>• LRC</li> <li>• Volumetric Buildings</li> <li>• H&amp;S PowerPoint Presentations</li> </ul>
Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Logbook located at:	<ul style="list-style-type: none"> <li>• Fire Log Book – SBM Office.</li> <li>• Health &amp; Safety Section on Sharepoint</li> <li>• Fire Evacuation Report emailed to all staff. Report includes Action Points.</li> <li>• Buildings Governor meeting minutes.</li> <li>• HT Termly Report to FGB.</li> </ul>
Name of person responsible for training employees in fire procedures:	Stephen Stokes – HT Louise Fox - SBM
Employees awareness of the Fire Procedures in school is repeated Termly	

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

Name of person responsible for carrying out the First Aid Assessment:	Name: Louise Fox - SBM
The First Aid Assessment is located:	Location: SBM Office
First Aiders are displayed:	<ul style="list-style-type: none"> <li>• Medical Room</li> <li>• Staff Room</li> <li>• SLT office</li> <li>• Volumetric Buildings</li> <li>• SBM Office</li> </ul>
Name of person responsible for arranging and monitoring First Aid Training	• Eirwen Hill - AHT
Location of First Aid Box(es):	<ul style="list-style-type: none"> <li>• Medical Room</li> <li>• Food Technology Room</li> <li>• Science Room</li> <li>• Volumetric Buildings</li> <li>• Cleaners Cupboard</li> </ul>



	<ul style="list-style-type: none"> <li>• Boiler House</li> <li>• All 5 minibuses</li> </ul>
<i>Name of person responsible for checking and restocking first aid box(es):</i>	<i>Ian Griffiths - ST</i>
<i>Arrangements on how to summon an ambulance in an emergency are:</i>	
<i>Staff contact Reception to ring for an ambulance.</i>	
<i>Our arrangements for dealing with an injured person who has to go to hospital are:</i>	
<i>pupils</i>	<ul style="list-style-type: none"> <li>• <i>Parent/carer is contacted. If unavailable, a member of staff would accompany the students to hospital and stay with them until their parent/carer arrives.</i></li> </ul>
<i>employees</i>	<ul style="list-style-type: none"> <li>• <i>Emergency contact is notified.</i></li> <li>• <i>A member of staff would accompany them in an ambulance.</i></li> </ul>
<i>visitors</i>	<ul style="list-style-type: none"> <li>• <i>If conscious, an emergency contact would be notified to meet them at the hospital.</i></li> <li>• <i>If unconscious, a member of SLT would accompany them in an ambulance.</i></li> </ul>
<i>Our arrangements for recording First Aid provided are:</i>	
<ul style="list-style-type: none"> <li>• <i>Staff who provide first aid for students complete the student accident book detailing First Aid provided.</i></li> <li>• <i>Staff who provide first aid to staff/visitors email the SBM with a statement of the first aid provided, which is kept with the accident log.</i></li> </ul>	

## 14. Forest School



<p><i>Name of person in school who leads on Forest School activity:</i></p>	<p><i>Name Kelly Tuft – HLTA</i></p>
<p><i>Our arrangements for developing, organising and running Forest School activity.</i></p> <ul style="list-style-type: none"> <li>• <i>Kelly Tuft has completed Forest Schools Training.</i></li> <li>• <i>Students attend Forest School at Hednesford Park that is run by a Forest School Provider.</i></li> <li>• <i>Personnel from the park carry out supervision of activities. (Lyn Evans)</i></li> <li>• <i>Forest Schools is delivered on the HVH site when accessing Hednesford Park is not possible.</i></li> <li>• <i>A Risk Assessment for Forest Schools activities is available on Sharepoint.</i></li> <li>• <i>All Risk Assessments for activities are provided by the Forest School Provider and are located in the Forest School Handbook – SBM office</i></li> <li>• <i>Forest School Leaders complete EVOLVE for all of the Forest School Groups including Risk Assessments, RMPS and Care plans.</i></li> </ul>	

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

<p><i>All glass in doors and side panels are constructed of safety glass</i></p>	
<p><i>All replacement glass is of safety standard</i></p>	
<p><i>A glass and glazing assessment took place in August 2011.</i></p>	<p><i>The local schools building inspector has verified that all glazing, both internal and external and that the current rolling programme of replacements is satisfactory.</i></p>

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

<p><i>Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments):</i></p>	<p><i>Louise Fox SBM</i>  <i>Ian Griffiths - ST</i></p>
<p><i>Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are:</i></p> <p><i>For Science the school uses CLEAPPS as a resource and access this information is available by the Science Staff – Mr Chris Wall &amp; Mr Alex Lewis.</i></p>	



*Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are:*

- *ST completes an Annual COSHH Audit.*
- *Finance Support Officer prints COSHH Data Sheet when purchasing COSHH products and passes to the ST.*
- *A record of all hazardous substances used by the premises/cleaning staff is kept along with a hazard data record.*
- *A COSHH Register including Data Sheets and Risk Assessments is uploaded to Share-point.*
- *COSHH Register kept in every classroom.*
- *Hazardous substances in the school are stored in an appropriate place. e.g. hazard cabinets.*
- *COSHH Chemicals are kept locked away when not in use.*
- *All staff must complete a risk assessment for the use of any hazardous substance used.*

### **17. Health and Safety Law Poster**

*The Health and Safety at Work poster is displayed:*

*Location: Reception*

### **18. Housekeeping, cleaning and waste disposal**

*All employees and pupils share the responsibility for keeping the school site clean, tidy and free from hazards.*

*Our waste management arrangements are:*

- *Cannock Council collect our waste bins on a weekly basis.*
- *PHS are contracted to collect Bodily Waste, empty sanitary bins etc.*

*Our site housekeeping arrangements are:*

- *The school employs 4 x cleaners who clean the school between 3pm and 5.30pm Monday-Friday.*
- *Additional deep cleans take place twice a year.*
- *Additional enhanced cleaning of key touch points and sanitary wear takes place in the outbreak of norovirus or flu/COVID outbreaks.*

- *The ST Monitors the cleaning of the school on a weekly basis.*
- *Bodily fluids are dealt with directly by HVH staff/ST*
- *Bodily fluids are bagged up and discarded into dedicated bins which are emptied by PHS.*
- *Wet areas are indicated to all using self-support warning stands.*
- *External litter bins are emptied daily by the ST.*
- *Broken glass and other sharp objects (excluding sharps) are fully wrapped and disposed by directly into the outside rubbish bins.*
- *Science glass breakages are contained in specialist containers.*
- *Sanitary bins are available in all toilets.*
- *Hand sanitiser/disinfectant is available in all classrooms/offices.*
- *The ST completes daily checks of the school grounds. Log sheets are kept in the SBM office.*
- *In Icy/Snow conditions the car-park and pathways are gritted.*
- *Grit bins are located around the premises.*
- *We have a dedicated trolley is used to move heavy objects/rubbish bags around the school.*
- *The ST cuts the grass, hedges and borders.*
- *Gutters & drains are cleaned termly.*
- *All routine building checks are completed by the ST weekly and recorded.*
- *Rentokil attend site once a month for vermin control.*
- *All mandatory checks are completed within the correct time frame – refer to records in SBM office.*

*Site cleaning is provided by:*

*Name and contact details*

*In house cleaners*

*Employees of HVH*

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

*Work equipment : The ST keeps a log of all work equipment used by Cleaners & Premise staff – Log is kept in the SBM Office.*

*Hazardous substances –*

- *COSHH Logs – Data Sheets & Risk Assessments are kept in the Cleaners Cupboard & Boiler House.*





<ul style="list-style-type: none"> <li>• Full COSHH Register is available on Sharepoint</li> <li>• Full COSHH Register is in the SBM office</li> </ul>
<p>Waste skips and bins are located away from the school building.</p>
<p>Our arrangements for disposing of waste and the location of waste bins and skips are communicated to employees and pupils.</p>
<p>Employees 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.</p>

### 19. Infection Control

<p>Name of person responsible for managing infection control:</p>	<p>Name: Stephen Stokes – HT Louise Fox - SBM</p>
<p>Our infection control arrangements (including communicable diseases/hand hygiene standards) are:</p> <p>Our infection control arrangements (including communicable diseases/hand hygiene standards) are:</p> <ul style="list-style-type: none"> <li>• When a student/member of staff has a communicable disease the Health Protection Agencies – Guidelines for the Control of Infection and Communicable Disease Booklet is consulted for guidance regarding control of the disease and whether exclusion from school is required for a period of time.</li> <li>• Vulnerable Students/Staff or Pregnant workers are alerted to outbreaks of infections and Risk Assessments are put in place.</li> <li>• If further advice is required, school would contact the SCC H&amp;S Help desk.</li> <li>• Anti-bacterial soap is available in all toilets.</li> <li>• Anti-bacterial wipes/Disinfectant are available in all classrooms/offices.</li> <li>• Hand-sanitiser is available in all rooms.</li> <li>• Refer to Risk Assessment for the Delivery of Education during a Pandemic.</li> <li>• PPE available – face masks, visors, disposal aprons and gloves for staff who cannot socially distance from students or who are involved in personal care of students.</li> <li>• Hand hygiene Posters displayed around the school.</li> </ul>	



- *Catch-it-bin-it-kill-it – boxes of tissues available in all rooms.*
- *Controlled disposal of clinical waste by PHS.*
- *Additional enhanced cleaning during a sickness outbreak.*

## 20. Lettings

<i>Name of Premises Manager or member of Leadership team responsible for Lettings</i>	<i>Name</i> <i>Stephen Stokes – HT</i> <i>Louise Fox - SBM</i>
<p><i>Our arrangements for managing Lettings of the school/rooms or external premises are:</i></p> <ul style="list-style-type: none"> <li>• <i>Applications are put forward to governors for approval and county guidelines are followed. Full policy details are available from the HT/SBM.</i></li> <li>• <i>[included are restrictions on use of equipment, staffing requirements, first aid provision, fire and emergency arrangements, standard operating procedures, agreeing responsibilities at school fetes and other fund raising events, emergency lighting, public entertainment license, who will carry out risk assessments and follow up on these.</i></li> </ul>	
<p><i>The health and safety considerations for Lettings are considered and reviewed annually.</i></p>	
<p><i>Hirers must have in place their own risk assessments, first aid arrangements/ fire procedures and emergency procedures.</i></p>	
<p><i>Hirers are responsible for obtaining the necessary local authority licenses for their activities and these must be provided to the school on request.</i></p>	
<p><i>Hirers must provide a register of those present during a letting upon request.</i></p>	

## 21. Lone Working

<p><i>Our arrangements for managing lone working are:</i></p> <p><b><i>Risk of violence:</i></b></p> <ul style="list-style-type: none"> <li>• <i>All external doors have security proximity keyless entry system fitted.</i></li> <li>• <i>Staff must not arrange meetings with parents or members of the public when</i></li> </ul>
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*lone working. All meetings must be arranged during school occupancy times or when there is more than one member of staff on site for the duration of the meeting.*

- *Late meetings must finish promptly and not leave one member of staff alone on site.*
- *Staff must not approach, or let into the buildings, unauthorised persons when lone working.*
- *All staff are required to give 24 hours' notice to the HT or SBM before lone working, either after hours or through holiday periods. The school will be locked during these periods.*

**Communication: Staff are advised to:**

- *Avoid lone working wherever possible by arranging to work in pairs or as a group.*
- *Sign in and off the site via the board in the staffroom.*
- *Carry either a mobile phone at all times when lone working, with the contact details for the ST and SLT.*
- *Let someone know you are coming into work, how long you expect to be and when you are leaving. It is important someone also knows the time you are expected to return by.*
- *Comply with fire evacuation procedures and attend fire assembly points, ensuring that you are cleared to leave the site in the event of an incident.*

**First aid:**

*For those working on our premises, first aid kits can be found in the Medical Room, Food Tec Room, Volumetric Buildings and Cleaners Cupboard.*

**Emergency procedures:**

*In the event that a lone worker falls ill, or into difficulties, they are to use their mobile phone to contact the ST or a member of SLT, the staff member's nominated person or the emergency services.*

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

- *The Site Technician completes a Maintenance Schedule for all equipment checks/service requirements to ensure the school is compliant for the following.*

- *The ST and SBM meet termly to monitor checks are being completed.*
- *Daily checks are completed for:*
  - *Heating*
  - *Grounds*
  - *Playground*
  - *Ladders as and when used.*
- *Routine weekly checks are completed for:*
  - *Showerheads*
  - *Minibus Checks*
  - *Fire Alarm point checks*
  - *Emergency Lighting*
  - *Defibrillator*
  - *Outlets on Kitchen Roof*
  - *Visual checks of external steps*
  - *Drains/Grids & Gutters*
- *Monthly Checks*
  - *Water Temperature checks*
  - *Fire Extinguishers*
  - *Fire Drills*
- *Six monthly checks*
  - *Lifting Equipment*
  - *Fire Alarm by external contractor*
  - *Water Hygiene – external contractor*
  - *Security Alarm – external contractor*
  - *Automated roller shutters – external contractor*
  - *Emergency Lighting – external contractor*
- *Annual Checks*
  - *Visual Asbestos Check*
  - *Fire Extinguisher service*
  - *PAT Testing*
  - *Boilers*
  - *PE Equipment*
  - *Playground Equipment*
  - *MOT/Service of Minibuses*
  - *Fume Cupboard*

<ul style="list-style-type: none"> <li>○ Gas Safety checks</li> <li>○ Hoover service</li> <li>● 2 Yearly Checks             <ul style="list-style-type: none"> <li>○ Legionnaires Water Check</li> </ul> </li> <li>● 5 Yearly Checks             <ul style="list-style-type: none"> <li>○ Fixed Electrical Testing</li> </ul> </li> <li>● Kitchen Equipment is inspected by Edwards &amp; Ward Catering Company. Any issues are reported to school.</li> <li>● All D1's issued are rectified as a matter of urgency, and reported to Buildings Governor – see minutes.</li> </ul>	
Name of person responsible for the selection, maintenance / inspection and testing of equipment:	Name Stephen Stokes – HT Louise Fox - SBM Ian Griffith - ST
Records of maintenance and inspection of equipment are retained and are located:	SBM Office
Employees report any broken or defective equipment to:	SBM or ST.
<p>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.</p>	

### 23. Manual Handling

Name of person responsible for carrying out manual handling risk assessments:	Name: Stephen Stokes - HT
<p>Our arrangements for managing manual handling activities are:</p> <ul style="list-style-type: none"> <li>● Relevant staff have had training in manual handling and lifting of humans. . Training is provided by SCC Health &amp; Safety – Manual Handling when appropriate.</li> <li>● All human lifting equipment i.e. hoists has been tested within the last 6 months.</li> </ul>	



<ul style="list-style-type: none"> <li>• <i>Job specific trolleys are available for transporting heavy equipment/resources and rubbish bags.</i></li> </ul>
<p><i>Employees must be aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided.</i></p>
<p><i>Employees who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task.</i></p>
<p><i>Employees are trained appropriately to carry out manual handling activities.</i></p>
<p><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 employees).</i></p>

#### **24. Medication**

<p><i>Name of person responsible for the management of and administration of medication to pupils in school:</i></p>	<p><i>School Nurses and designated members of staff who have been trained in the administration of medicines and controlled drugs.</i></p>
<p><i>Our arrangements for the administration of medicines to pupils are:</i></p> <ul style="list-style-type: none"> <li>• <i>Our arrangements for the administration of medicines to students are:</i></li> <li>• <i>Drugs and medications are administered by delegated staff.</i></li> <li>• <i>All drugs and medication must be received into school in the original container, labelled with the student's name, name of medication and dosage.</i></li> <li>• <i>The Receipt of Medication Form must be completed, and a signature obtained from the parent/carer or school escort driver on arrival at school.</i></li> <li>• <i>The form must be signed by the member of staff in school receiving the medication.</i></li> <li>• <i>When the medication is returned home the same form must be completed.</i></li> <li>• <i>Medication is signed into the medical room and kept locked in the medical box.</i></li> <li>• <i>Keys to the medical box are signed in and out at Reception.</i></li> <li>• <i>GP's are refusing to prescribe liquid Paracetamol as this can be bought as an over the counter medicine. Staff can administer Paracetamol to children providing they adhere to the procedure for the administration of paracetamol</i></li> </ul>	

*(liquid) in the Medication policy.*

- *The Name of the child*
- *The reason why paracetamol is required*
- *The dose to be given*
- *The time the dose needs to be administered*
- *The time of the previous dose.*
- *There will only be one dose given in school.*
- *School staff will check the expiry date to ensure we are not administering out of date medicine.*
- *School staff will only give the dose as directed within the guidelines included within the paracetamol box i.e. if 5ml or 10ml to be given depending on the age of the child then that is what will be administered.*
- *Staff will complete and sign the medication form every time the paracetamol is administered.*
- *If there is no prescription label on the bottle of paracetamol a member of the school staff will ensure the bottle is labelled with the child's name.*
- *The paracetamol will be stored in the locked medicine cupboard in the medical room.*
- *The paracetamol will be returned home at the end of the school day.*
- *The paracetamol will only be administered to the child whose parent/carer has made the request and will not be administered to any other child.*
- *Paracetamol will only be administered by school staff for a maximum of three consecutive days.*
- *School staff will recommend to parents/carers to seek medical advice if paracetamol is required after day 3.*
- *Medicines containing Ibuprofen cannot be given in school unless prescribed by the GP (see medication policy)*
- *Staff can administer Hay fever Relief medication (liquid or tablet) where a child is known to have an extreme reaction to the various pollens as it can ultimately impact that child's learning.*
- *Hay fever medication procedure*
- *The name of the child*
- *The dose to be given*
- *The time the dose needs to be administered*
- *The time of the previous dose*

<ul style="list-style-type: none"> <li>• <i>There will only be one dose given in school.</i></li> <li>• <i>School staff will check the expiry date to ensure we are not administering out of date medicine.</i></li> <li>• <i>School staff will only give the dose as directed within the guidelines included on the box,</i></li> <li>• <i>i.e. if 5ml or 10ml to be given depending on the age of the child then that is what will be administered.</i></li> <li>• <i>Staff will complete and sign the medication form every time the Hay Fever Relief is administered.</i></li> <li>•</li> </ul>	
<p><i>The names members of employees who are authorised to give / support pupils with medication are:</i></p>	<p><i>First Aiders – List of First Aiders available in Staff Room, Medical Room and Volumetric Building.</i></p> <p><i>Staff who have received relevant training from school nurses.</i></p>
<p><i>Medication is stored:</i></p>	<p><i>Location: Medical Room in a locked cupboard.</i></p> <p><i>The key for the cupboard is available from Reception but must be signed out/in</i></p>
<p><i>A record of the administration of medication is located:</i></p>	<p><i>Location: Medical Room</i></p>
<p><i>Pupils who administer and/or manage their own medication in school are authorised to do so by a School Nurse and provided with a suitable private location to administer medication/store medication and equipment.</i></p>	
<p><i>Employees are trained to administer complex medication by the school nursing service when required.</i></p>	
<p><i>Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are:</i></p> <p><i>Inhalers and Epi pens are kept in a locked cabinet in the medical room (the key is</i></p>	





<p><i>available from Reception but must be signed out/in)</i></p> <p><i>A first aider must collect the inhaler/epi pen and administer to the student.</i></p>
<p><i>Employees who are taking medication must keep their personal medication in a secure area in a employees only location.</i></p>
<p><i>Employees must advise the school leaders if they are taking any medication which might impair their ability to carry out their normal work.</i></p>

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

<p><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.</i></p>	
<p><i>Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for school employees:</i></p>	<p><i>Stephen Stokes – HT</i> <i>Louise Fox – SBM</i> <i>Ian Griffiths – ST</i></p>
<p><i>Name of person responsible for the checking and maintenance of personal protective equipment provided for employees:</i></p>	<p><i>Staff are responsible for their own PPE and should report any issues to the SBM.</i></p>
<p><i>PPE provided for use in curriculum lessons is not “personal” as it is provided by pupils in classroom situations.</i></p>	
<p><i>Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for pupils:</i></p>	<p><i>Jayne Corstorphine, Jean Cotton and Teaching Staff from the Sensory Group.</i> <i>Ian Griffiths – For Site Work Exp Students</i></p>
<p><i>All PPE provided for use in a classroom environment is kept clean, free from defects and replaced as necessary.</i></p>	
<p><i>Name(s) of person responsible for cleaning and checking pupil PPE.</i></p>	<p><i>Name(s)</i> <i>Jayne Corstorphine, Jean Cotton and Teaching Staff from the Sensory Group.</i> <i>Ian Griffiths – For Site Work Exp Students</i></p>



## 26. Reporting Hazards or Defects

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

*Our arrangements for the reporting of hazards and defects:*

- All staff are responsible for reporting Health & Safety hazards or defects.*
- Staff should speak to HT, SBM or ST immediately they are aware of a H&S hazard.*
- Staff should complete the Health & Safety and Maintenance Request Form on Sharepoint.*
- Defective equipment will be removed from use immediately.*

## 27. Risk Assessments

*The school has in place risk assessments for any identified significant risk. Control measures which are put in place to eliminate or reduce risk are communicated to employees, pupils and other who may be exposed to the risk.*

*Risk assessments are in place for the following areas:*

*Contractors inhouse Building Works  
COVID Secure (including Outbreak Management Plan)  
General Classroom Risk Assessments  
Including curriculum area R.A.  
Lone Working  
Office Work  
Premises External  
Premises Internal  
Pedestrian & Vehicle Movement on Driveway  
Snowy-Icy Conditions  
Staff Wellbeing  
Student Wellbeing  
Working at Height*

*Roof, Gutter & Window Cleaning  
Various Food Tec Risk Assessments.  
PE Risk Assessment  
Educational visits  
CLEAPS for Science Risk Assessments*

***All Risk Assessments are available to download from the Health & Safety Section on Sharepoint.***



<p><i>Janitor &amp; Site Technician</i></p> <p><i>Portable Power Tools</i></p> <p><i>Ride on Grass Cutter</i></p> <p><i>Storage of Petrol</i></p> <p><i>Cleaning Activities</i></p> <p><i>ICT</i></p> <p><i>Kiln</i></p> <p><i>Roller Shutter Doors</i></p> <p><i>Educational visits</i></p>	
<p><i>Name of person who has overall responsibility for the school risk assessment process and any associated action planning:</i></p>	<p><i>Premises Risk Assessments – HT and SBM - ST</i></p> <p><i>Student Risk Assessments – Grace Evans – Pastoral Manager</i></p> <p><i>Individual Staff Risk Assessments/Pregnancy R.A. - Headteacher</i></p>
<p><i>Our arrangements for carrying out, recording, communicating and reviewing risk assessments are:</i></p> <ul style="list-style-type: none"> <li>• <i>Staff are encouraged to complete risk assessments for their Classrooms/Curriculum Areas/Educational Visits/Premises</i></li> <li>• <i>Training and Support is provided by the SBM.</i></li> <li>• <i>Classroom Risk Assessments are emailed to all staff to review/amend before the start of the academic year.</i></li> <li>• <i>Risk Assessments should be reviewed annually by the Headteacher and/or the SBM.</i></li> <li>• <i>A carousel of Risk Assessments are reviewed each term and presented to governors.</i></li> <li>• <i>Staff are emailed when new Risk Assessments have been added or a Risk Assessment has been reviewed and updated on Share point.</i></li> </ul>	
<p><i>Appropriate training is provided for employees who are creating, reviewing or implementing risk assessments.</i></p> <ul style="list-style-type: none"> <li>• <i>Risk Assessment training is provided to staff annually.</i></li> </ul>	



*When an accident or incident occurs a post incident risk assessment is developed when a new hazard has been identified and/or new additional controls are needed.*

*Risk assessments are created or reviewed when something new is introduced or a change has occurred.*

## **28. Smoking**

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

## **29. Shared use of premises/shared workplace**

<i>Name of Premises Manager or member of Leadership team responsible for Premises Management</i>	<i>Name Stephen Stokes - HT</i>
<i>The school premises are shared with another organisation</i>	<i>Edwards &amp; Ward Caterers.</i>
<i>Our arrangements for managing health and safety in a shared workplace are:</i>	
<ul style="list-style-type: none"><li><i>• Edwards &amp; Ward Risk Assessments shared with HVH.</i></li><li><i>• HVH Fire Risk Assessment and Procedures are shared with Kitchen staff.</i></li><li><i>• Meetings held between Edwards &amp; Ward and HT and SBM.</i></li><li><i>• ST to carry out Building and Equipment checks.</i></li></ul>	

## **30. Stress and Employees Well-being**

<i>Name of person who has overall responsibility for the health and wellbeing of school employees:</i>	<i>Name: Stephen Stokes - HT</i>
<i>All employees have responsibility to take care of their own health and wellbeing and the school supports employees to do this by implementing the following arrangements:</i>	
<ul style="list-style-type: none"><li><i>• Staff Wellbeing noticeboard in the Staffroom.</i></li><li><i>• Staff can self-refer to Thinkwell counselling service.</i></li><li><i>• Staff can request a management referral to CTC for physiotherapy etc.</i></li></ul>	



<ul style="list-style-type: none"> <li>• <i>Staff can be referred to Occupation Health.</i></li> <li>• <i>Staff have access to SLN MINDKIND</i></li> <li>• <i>Staff are requested to complete a Well-being Survey annually. - Whole Team Stress Risk Assessment is completed annually.</i></li> <li>• <i>Staff are requested to complete a Mental Health survey which helps shape the school action plan for Mental Health and Wellbeing of staff.</i></li> <li>• <i>Named Mental Health Lead is Eirwen Hill – AHT</i></li> <li>• <i>Menopause Champions &amp; Time for Pause Menopause meetings.</i></li> </ul>
<p><i>Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated.</i></p>
<p><i>All employees have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work.</i></p>
<p><i>Individual stress risk assessments take place when a member of employees requires additional individual support.</i></p>
<p><i>A team stress risk assessment has been completed involving all employees and this is reviewed regularly. To be reviewed February 2024</i></p>

**31. Training and Development**

<p><i>Name of person who has overall responsibility for the training and development of employees:</i></p>	<p><i>Name: Stephen Stokes – HT</i></p> <p><i>Eirwen Hill - AHT</i></p>
<p><i>All new employees receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.</i></p>	
<p><i>Our arrangements for carrying out suitable and sufficient health and safety training for all employees are:</i></p> <ul style="list-style-type: none"> <li>• <i>Health &amp; Safety has been added to the Staff Meeting CPD Training Carousel which takes place termly.</i></li> <li>• <i>All new staff watch a Health &amp; Safety Powerpoint training induction, followed by a Health &amp; Safety Quiz.</i></li> <li>• <i>All staff complete a Health &amp; Safety Refresher training module at the start of each academic year.</i></li> </ul>	

- *All staff have a log in for FLICK training and are encouraged to complete various Health & Training modules including:*
  - *Fire Marshall*
  - *Risk Assessment*
  - *Food Hygiene*
- *Supply Staff/Volunteers/Governors receive an information pack which contained key Health & Safety Information.*
- *The Health, Safety and Wellbeing Training Matrix is reviewed to ensure relevant staff have completed mandatory Health & Safety Training as listed below:*
  - *Accident Reporting & Investigation*
  - *Fire Marshall Training*
  - *Water System Safety Training*
  - *Managing Asbestos/Managing Contractors*
  - *Fire Risk Assessment*
  - *Premises Manager*
- *The HT and SBM attend termly SCC Health & Safety Briefings.*
- *The ST attends SCC Caretaker Health & Safety training which includes*
  - *Working at Height*
  - *Manual Handling*
  - *Asbestos Awareness*
- *The ST and the IT Network Manager have both completed Ladder training.*
- *The SBM will cascade relevant training updates for the at termly staff meetings or through training emails.*
- *Staff can request additional training they require for their post through performance management reviews or by complete the Health & Safety Training Request Form.*
- *SBM keeps all Health & Safety training records.*
- *Teaching and Teaching support staff receive the following training:*
  - *Medical training from school nurse or First Aid trainer, as appropriate.*
  - *SCIPr update annually. Full SCIPr training has a rolling programme, linked to safeguarding.*
- *All staff receive training in behaviour management.*



<ul style="list-style-type: none"> <li>• All staff receive training for Child Protection annually and updates at staff meetings.</li> <li>• All Teaching and Learning, admin staff, data and ICT support workers have received information on Display Screen Equipment.</li> <li>• Staff receive manual handling training according to requirements, for example Manual Handling of students .</li> </ul>	
<p>The school has a health and safety training matrix to help in the planning of essential and development training for employees.</p>	
<p>Training records are retained and are located by the SBM</p>	
<p>Training and use of new competency training/skills is monitored and measured by:</p>	<p>Name: Louise Fox - SBM</p>

### 32. Vehicles owned or operated by the school

<p>Name of person who has overall responsibility for school vehicles:</p>	<p>Name: Stephen Stokes - HT</p>
<p>The school operates the following vehicles:</p>	<p>List:</p> <ul style="list-style-type: none"> <li>• 5 x Minibuses</li> <li>• 1 x Ride on Lawn Mower</li> </ul>
<p>Name of person who manages the driver medical examinations:</p>	<p>Name: Louise Fox – SBM</p> <p>All medical examinations are completed by SCC OH.</p>
<p>Name of person who manages the vehicle license requirements:</p>	<p>Name: Louise Fox - SBM</p>
<p>Name of person who undertakes vehicle checks such as oil, water and routine roadworthiness:</p>	<p>Name; Ian Griffiths – ST.</p>
<p>Name of person who arranges servicing</p>	<p>Name:</p>



<i>and maintenance of our vehicles:</i>	<i>Louise Fox - SBM</i> <i>Ian Griffiths - ST</i>
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*Our arrangements for the safe use of school vehicles are:*

- *Minibuses at MOT tested and serviced annually.*
- *Repairs are completed by a qualified mechanic.*
- *All school minibus drivers have undergone the county minibus driver test and 5 yearly re-tests.*
- *Relevant paperwork e.g. licence records, minibus checks etc. kept in SBM Office*
- *All vehicles have AA Roadside Cover.*
- *Trips with students on board require a driver plus another supervisory adult.*
- *The school minibuses have weekly checks to ensure vehicle safety completed by the ST.*
- *Staff are required to complete vehicle checks on minibuses before leaving the school site. These include:*
  - *Road worthiness*
  - *Fuel check*
  - *Indicator/Break lights working*
  - *Tyres*
  - *Seat belts*
- *Staff should report issues with minibuses to either SBM or ST.*

### **33. Vehicle movement on site**

<i>Name of Premises Manager responsible for the management of vehicles on site</i>	<i>Name Stephen Stokes - HT</i>
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*Our arrangements for the safe access and movement of vehicles on site are*

- *Vehicles are restricted from entering the school site by automated gates.*
- *There is a designated gate for entering and a designated gate for exiting the school site.*
- *Vehicles wanting to enter the school site must contact Reception via the intercom system.*
- *Students brought to school by coach, minibus, car or taxi have supervised designated drop-off and collection points. Manned by school staff.*
- *There is a 5mph speed limit, one way system.*





- Pedestrians and cyclists have a separate proximity access gate. Operated via the intercom system.
- Vehicles are not permitted to over-take on the school premises but must wait in line.
- Between 9.15 am and 2.45 pm each day the school entrance/exit gates are closed. Access is granted via the intercom system.
- Delivery vehicles and staff cars use designated areas.
- Car park areas are clearly marked and segregated from general access areas.
- Large deliveries or construction traffic have special arrangements for drop offs.
- Any contractors on site for building projects are not permitted to enter/exit the site during school transport time.

### 34. Violence and Aggression and School Security

<i>The school provides a place of work which is designed and managed to minimise the risk of violence and aggression to employees, pupils and visitors.</i>	
<i>A risk assessment is carried out where employees are at increased risk of injury due to their work.</i>	
<i>Training, information, and instruction is available to employees to help them manage the risk of violence and aggression where required.</i>	
<i>Employees and pupils must report all incidents of verbal &amp; physical violence to:</i>	<i>Name : Stephen Stokes – HT or Louise Fox - SBM</i>
<i>Incidents of verbal &amp; physical violence are investigated by:</i>	<i>Name: Stephen Stokes – HT or Louise Fox - SBM</i>
<i>Name of person who has responsibility for site security:</i>	<i>Name: Stephen Stokes - HT</i>
<i>Our arrangements for site security are:</i> <ul style="list-style-type: none"> <li>• <i>The Site Technician opens the school at 7.00 am Monday to Friday.</i></li> <li>• <i>Routine daily security and health &amp; safety checks of the building and grounds are carried out and documented.</i></li> <li>• <i>Students enter and leave the school via the Student entrance at 8:30, 8:50 am and 3:00 pm. This is always supervised by Staff during set times.</i></li> <li>• <i>The Student entrance door is locked at 8:40, 9:00 am and 3:15 pm. If Students arrive or need to leave the site at any other time they have to go</i></li> </ul>	



*through the school reception.*

- *An effective monitored intruder alarm is in operation. This is always set when the school is empty.*
- *The school employs Taybar Security Company who respond to out of hours intruder alarm call-outs. All out of hour's call-outs are reported to the School Business Manager.*
- *Designated key holders are:*
  - *Site Technician*
  - *Taybar Security*
  - *Headteacher*
  - *School Business Manager*
- *From March 2024 the school will be monitored by CCTV.*
- *Security lighting has been installed at various points around the school grounds.*
- *It is the responsibility of the Site Technician to check daily that all locks and catches are in working order, that the emergency lighting is working and that the fire alarm has no faults. The operation of the intruder alarm will also be checked regularly.*
- *Staff must make sure that windows and doors are shut when they leave a classroom.*
- *Before leaving the premises, the ST has a duty to ensure that all the windows are closed, that the doors are locked and secure, blinds/curtains are closed.*
- *The ST will ensure all external door and gates are locked and set the intruder alarm.*
- *Between the months of October to February if Staff are working later than 4:30 pm in school they are requested to work in the main school building.*
- *Cleaning Staff to lock the Mobile buildings once cleaning is complete before moving to the main building. There is good lighting around the site to ensure that there is good visibility to all.*
- *On occasions Staff or contractors may require access to the school out of normal school hours, at the weekends or in the school holidays. Staff are aware that where possible they should not be working alone, however if this is unavoidable, they should follow the lone working policy and procedures.*
- *One of the most serious threats is arson and to reduce the risk we take the following precautions:*



- *Automatic fire detection and fire alarm are in place throughout the school. These are tested regularly and the results documented.*
- *Fire drills take place each term. All fire exits are kept clear at all times and neither left open, nor locked from the inside.*
- *The school grounds are kept clear of litter and movable objects that could be used to start a fire. The school refuse bins are secured away from the building.*
- *All incidents of crime and losses are recorded, including information on the date, time, location, cost, action taken etc. The Police and LA are notified.*
- *Incidents over the year are reported to Governors.*
- *The SBM must be informed of any serious injury caused to a Student, member of Staff or visitor.*
  - *All school staff are issued with a HVH Photo ID Badge and Proximity Access key fob.*

*All visitors to the school may be asked to bring formal identification with them at the time of their visit (unless they are named on the approved visitors/contractors list as set out below).*

- *Once on site, all visitors must report to reception first. No visitor is permitted to enter the school via any other entrance under any circumstances.*
- *At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification upon request.*
- *All visitors will be asked to sign the Visitors Ipad which is kept in reception at all times, making note of their name, organisation, who they are visiting and car registration.*
- *All visitors will be required to wear an identification badge – the badge must remain visible throughout their visit.*
- *All visitors will be given Important Information for Visitors and Contractors – this includes information on Safeguarding, Health & Safety and named points of contact.*
- *Visitors who are not DBS cleared must not be left 1:1 with Students.*
- *Contractors – For all contractors attending site the DBS Risk Assessment Flowchart should be followed.*
- *The Headteacher must be informed if any visitors or contractors will be on the*



*site during the school holidays or the weekends.*

- *Any visitor to the school site who is not wearing an identity badge should be challenged politely to enquire who they are and their business on the school site.*
- *If an unknown/uninvited visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave the school grounds, police assistance will be called for.*

### **35. Water System Safety**

<i>Name of Premises Manager responsible for managing water system safety.</i>	<i>Name Stephen Stokes - HT</i>
<i>Name of contractors who have undertaken a risk assessment of the water system</i>	<i>Name: Concept Environmental Solutions</i>
<i>Name of contractors who carry out regular testing of the water system:</i>	<i>Name: Ian Griffith – ST &amp; Concept Environmental Solutions</i>
<i>Location of the water system safety manual/testing log</i>	<i>Location: SBM Office</i>
<p><i>Our arrangements to ensure contractors have information about water systems are:</i></p> <p><i>If work involves our water system, contractors will read the IWS Water Hygiene Risk Assessment and Management Plan prior to works taking place.</i></p>	
<p><i>Our arrangements to ensure all school employees carrying out checks or testing or maintenance have information about the water system:</i></p> <ul style="list-style-type: none"> <li>• <i>S.T. received training from John Burdett regarding the weekly/monthly/6 monthly checks.</i></li> <li>• <i>ST attends SCC Water Hygiene Training</i></li> <li>• <i>S.T has appropriate equipment for testing the water temperatures and logs the readings in the Water Hygiene Log Book.</i></li> <li>• <i>IWS attend site 6 monthly to test the water temperatures against the</i></li> </ul>	



*readings taken by the S.T.*

- SBM & ST hold termly premises monitoring meetings.*

**36. Working at Height**

<i>Name(s) of person responsible managing the risk of work at height on the premises:</i>	<i>Name: Stephen Stokes – HT Louise Fox - SBM</i>
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*Work at height is avoided where possible.*

*Our arrangements for managing work at height are*

- Staff must not climb on chairs or tables etc.*
- Only the ST and IT Technician have completed ladder training and are permitted to use ladders and step ladders.*
- All other Staff are required to use appropriate kick stools or steps to gain access at low height below 2.5 metres (normal height within a classroom).*
- Students are not permitted to climb ladders or step ladders. Students can use kick stools under direct supervision and a risk assessment should be carried out prior to use.*
- The site technician inspects and records the condition of ladders before use and as part of his termly checks.*
- When working at height the appropriate safety checks must be made prior to work taking place.*
- No working at height outdoors should take place in bad weather conditions i.e. high winds, heavy rain.*
- No one should be working at height when working alone.*
- Working at height risk assessment in place.*
- When working at height the working at height risk assessment must be followed.*
- Contractors are not permitted to use school ladders, they must provide their own.*

*Appropriate equipment is provided for work at height where required.*

*Employees who carry out work at height are trained to use the equipment*



*provided*

*Work at height equipment is regularly inspected, maintained and records are kept SBM office.*

### **37. Work Experience/Volunteers**

*Name of person who has overall responsibility for managing work experience and work placements for school pupils.*

*Name: Emma Perry – AHT*

*Our arrangements for assessing potential work placements, arrangements for induction and supervision of our students on work placement are:*

- *The Head of Sixth Form is responsible for overseeing work experience placements*
- *The school has a SLA with Entrust Work Experience Space that resources to manage effective work experience opportunities.*
  - *Including health & safety risk assessments.*
  - *Request Inspection checks,*
  - *Employer Liability Insurance*
  - *Monitor and manage the experience of students.*
- *The Work Experience Co-ordinator visits the placements and completes DBS Children’s Barred List work checks.*
- *All students have arrangements for induction and supervision whilst on work placement both in the community and within own establishment. This includes careers related curriculum work, a work experience diary, support from staff.*
- *Students attend HVH on an intermittent, but regular basis. An induction training is given and a supervisor / mentor appointed.*

*The name of the person responsible for the health and safety of people on work experience/Volunteers on the school premises:*

*Name : Louise Fox - SBM*

*Name of person who has overall*

*Name: Eirwen Hill - AHT*



*responsibility for managing/coordinating volunteers working within the school:*

*Our arrangements for managing the health and safety of work experience students/Volunteers in the school are:*

- *Volunteers aged 17 and over complete a Volunteer Application Form and must have an Enhanced DBS.*
- *All volunteers/students on Work Experience receive a HVH Induction Handbook which contains relevant Building, Health & Safety and Safeguarding information.*
- *Volunteers/students on Work Experience are given a tour of the school and information on how/where to evacuate to in a Fire Drill/Evacuation.*
- *Volunteers are provided with a Volunteer ID Badge.*
- *Students on Work Experience are provided with a Work Experience ID Badge.*
- *Volunteers/students on work experience are considered as a member of employees and all health and safety arrangements including induction and training apply.*