Health, Safety and Wellbeing Management Arrangements

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Health, Safety and Wellbeing Policy

Health, Safety and Wellbeing Service

Supporting you in managing Health, Safety & Wellbeing

Staffordshire County Council

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 Headteacher, 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 Headteacher/Principal and the School Senior Leadership Team (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.

5. Template for Health, Safety and Wellbeing Policy

The Staffordshire Health, Safety and Wellbeing Service provide a template Health, Safety and Wellbeing Policy for schools to customise and adapt for their own use. This is on the next page.

Health, Safety and Wellbeing Policy

Hednesford Valley High School

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 and Safety Policy. It records the local organisation and arrangements for implementing the County policy.

B. Policy Statement

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

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

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

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

		
Clive Cole, ***Chair of Governors/Board***		*Stephen Stokes,* ***Headteacher/Principal***
14/2/2026		*14/2/2026*

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

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

Monitoring Health and Safety

Name of person(s) responsible for the overall monitoring of health and safety in school:	*Stephen Stokes (Headteacher/Premises Manager)*
Our arrangements for the monitoring of health and safety are (include here how performance is measured, reported upon when these are reported and how e.g. annual report to Governing Body: *Health & Safety Walk once per term with Premises Manager, Health & Safety Co-ordinator and Site Technician.* *H&S Co-ordinator and Site Technician meet termly to monitor appropriate compliance checks are completed.* *Termly H&S Reports presented to Buildings Committee 3 times per year.* *Feedback from staff via emails and staff briefing minutes.*	
The school carries of out formal evaluations and audits on the management of health and safety (frequency).	
The last audit took place	*Date: 01/02/2026* *By: HT (PM) & SBM (H&S)*
Name of person responsible for monitoring the implementation of health and safety policies	*Name: HT (PM)*

All staff are aware of the key performance indicators in part E and how they are monitored	
Workplace inspections - type	*Name of person who carries these out*
Classroom Checklist	*HT, SBM (H&S), S.T & Teacher*
Health & Safety Walk around school	*HT (PM), SBM (H&S), S.T. & Governors*
Fire Alarm Points/Emergency Lighting/Water Temperature Checks / Minibus Checks	*S.T. (monitored termly by HT (PM) & SBM (H&S)*

D. Detailed Health and Safety Arrangements

1. Accident 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/illness 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 Health & Safety Co-ordinator 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* *All accidents that required a visit to hospital are uploaded onto the Health & Safety Reporting Portal.*
Staff accidents: *The Staff Accident Book must be completed, this is available from the School Business Manager and the on line 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. The SCIPr book must be completed on the same day that SCIPr is used.* *All accidents are uploaded onto the Health & Safety Reporting Portal.*
Visitor accidents: *The staff Accident Book must be completed with support/guidance from the School Business Manager who will carry 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: *HT or SBM (H&S)*
Our arrangements for reporting to the Governing Body: *Student & Staff Accidents/Injuries are reported to Governors as part of the termly H&S report.*
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.*

2. Asbestos

Name of Premises Manager responsible for	*HT (PM)*

Managing Asbestos.	
Location of the Asbestos Management Log or Record System.	*SBM (H&S)*
Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are: *The Site Technician or School Business Manager ensures all contractors read and sign the Asbestos Management Declaration Log before any work takes place. Ensuring they have read and understood its contents.* *Before completing any work in school contractors must complete a Hazard Exchange form with either the SBM or Site Technician and an Intrusive Work Risk Assessment.* *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 staff such as class teachers or caretakers have information about asbestos risk on the premises: *The HT & SBM have attended the Management of Asbestos Training by SCC* *Site Technician attended the Caretakers Refresher Training.* *All staff have read the Asbestos Information Briefing Powerpoint & Asbestos Fact Sheet and sign the Staff Asbestos Declaration sheet inside the Asbestos Register.* *Asbestos information is included in both the new staff H&S Induction Training and the annual Staff H&S Refresher Training.* *Information re. Asbestos is also displayed on the Health & Safety Noticeboard in the Staffroom.* *Annual visual inspection of Asbestos by the ST.*	
Staff must report damage to asbestos materials to:	*HT (PM), SBM (H&S)*
Staff must not drill or affix anything to walls without first obtaining approval from the premises manager who will complete an intrusive works R.A.	

3. Communication

Name of SLT member who is responsible for communicating with staff on health and safety matters:	*HT (PM), SBM (H&S)*
Our arrangements for communicating about health and safety matters with all staff are: *Health & Safety discussed at Staff Meeting each half-term.* *Staff are informed of Health & Safety issues at Staff briefings.* *The Health & Safety Co-ordinator will email staff with any updates or important Health & Safety Information.*	
Staff can make suggestions for health and safety improvements by: *Discussing Health & Safety ideas at the whole school staff meeting.* *Emailing the Premises Manager or Health & Safety Co-ordinator.* *Uploading H&S suggestion to TAMS*	

4. Construction Work *See also Contractor Management

Name of person coordinating any construction work / acting as Client for any construction project.	*Name* *HT (PM) / SBM (H&S)*
Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are:	

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 Health and Safety Coordinator who, in turn, will liaise with the Premises Manager.* *For smaller projects, a team involving the HT (PM), SBM (H&S) 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, Premises Manager, Health & Safety Co-ordinator and Site Technician 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 Health & Safety Co-ordinator or Site Technician (during school holidays) would be responsible for the induction of contractors. The induction programme includes:*
  ○ *Hazard Exchange form & Intrusive Works R.A.*
  ○ *Fire procedures*
  ○ *Reporting of Accidents*
  ○ *Signing in/out*
  ○ *Opening Times*
  ○ *Contact Details*
  ○ *Asbestos*
  ○ *Hot work permits*

Staff should report concerns about contractors to: *Premises Manager, Health & Safety Co-ordinator or Site Technician.*
We will review any construction activities on the site regularly.

5. Consultation

Name of SLT member who is responsible for consulting with staff on health and safety matters:	*Premises Manager and Health & Safety Co-ordinator*
The name of the Trade Union Health and Safety Representative is:	*Dan Watson (Unison Rep)*
Our arrangements for consulting with staff on health and safety matters are: • *Whole school staff meetings.* • *Emails*	
Staff can raise issues of concern by:	

• *Raising and issue at the whole school staff meeting.* • *Adding a Maintenance Request/H&S concern on TAMS.*

6. Contractor Management

Name of person responsible for managing and monitoring contractor activity	*Premises Manager, Health & Safety Co-ordinator or Entrust Property Services.*
Our arrangements for selecting competent contractors are: *Large construction works – It will be the responsibility of Entrust Property Services.* *For smaller construction works, we contact a Staffordshire County Council approved contractor from their list of approved contractors.*	
Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: *For Large construction, projects will be the responsibility of Entrust Property Services to liaise with the contractors regarding the exchange of health & safety information/risk assessments/safe working arrangements and monitoring.* *Prior to any construction work taking place a meeting will be held with the Contractor, Premises Manager, School Business Manager and Site Technician 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 School Business Manager or Site Technician (during school holidays) would be responsible for the induction of contractors. The induction programme includes:*
  ○ *Hazard Exchange Forms & Intrusive Works R.A.*
  ○ *Fire procedures*
  ○ *Reporting of Accidents*
  ○ *Signing in/out*
  ○ *Opening Times*
  ○ *Contact Details*
  ○ *Asbestos – Sign the contractors Understanding of Asbestos Declaration Form*
  ○ *Hot work permits*	

Staff should report concerns about contractors to: *Premises Manager, School Business Manager or Site Technician.*	

7. Curriculum Areas – health and safety

Risk assessments must be undertaken for any activities or equipment usage that represents a significant risk. The relevant staff hold these risk assessments. Copies of regular risk assessments are to be stored in the Risk Assessment section, under Health & Safety on Sharepoint. *Staff are required to read and review risk assessments annually, and complete a Microsoft Form to confirm this.*

Curriculum activities that require specific training / qualifications are only undertaken by those staff who have been trained or hold such qualifications. *Training may be given in service for the use of some equipment / activities, but undertaken under the supervision of a qualified person (e.g. for Food Tec, PE.)* *Relevant and up to date health and safety publications are made available and guidelines adhered to. Information for all staff is available on Share-point, Health and Safety.*	
Name of person who has overall responsibility for the curriculum areas as follows: *e.g.* *Science* *Food Technology* *PE* *Art*	*Subject Leader* *Name* *Christopher Wall* *Jayne Corstorphine* *Peter Willett* *Gemma Tedstone*
Risk assessments for these curriculum areas are the responsibility of: *Science* *Food Technology* *PE* *Art*	*Name(s)* *Christopher Wall* *Jayne Corstorphine* *Peter Willett* *Gemma Tedstone*

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.	
Our arrangements for carrying out DSE assessments are: *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.* *Staff who continuously and regularly use Display Screen Equipment are required to complete a self-assessment form annually.* *If staff in the above category are eligible for a voucher towards the cost of an eye test.* *Also refer to Risk Assessment for the Delivery of Education during a Pandemic.*	
Name of person who has responsibility for carrying out Display Screen Equipment Assessments	*Name: Louise Bent* *SBM (H&S)*
DSE assessments are recorded and any control measures required to reduce risk are managed by	*Name: Louise Bent* *SBM (H&S)*

9. Educational visits / Off-Site Activities

Name of person who has overall responsibility for Educational Visits	*Name: Stephen Stokes* *HT (PM)*
The Educational Visits Coordinator is	*Name: Louise Bent* *SBM (H&S)*
Our arrangements for the safe management of educational visits: • *HVH signs up to the SCC Evolve system for Local Area Visits & Educational Visits.* ***Local Area Visits (LAVS)*** ○ *Parents/Carers permission given annually for students to attend LAVS* ○ *Visits Leaders complete LAV section of Evolve* ○ *Visit Leader requests permission to attend the LAV from either HT or SBM*	

- *Visit must be within the LAV boundary*
- *Visit Leader must complete a LAV Risk Assessment making any amendments for the specific visit.*
- *Visit Leader to take Educational visits phone, bag containing R.A./CarePlans/PIPs First Aid equipment.*

Educational visits outside of LAV boundary/Adventurous Visits or Residentials

- *All visits must be booked at a minimum of two school weeks (not including holidays) before visit.*
- *If the visit involves adventurous or residential activities this is increased to six weeks (not including holidays) before the visit.*
- *Check with Deputy Headteacher that the date is available.*
- *Education Visit Leaders complete Evolve. Which is approved by the EVC and HT.*
- *The risk assessment, itinerary and letter to parents / carers/student list have to be included in the email to the EVC Co-ordinator.*
- *Parental consent must be sought for all students attending educational visits.*
- *Risk assessments must be relevant to the place you are visiting, the students 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 Site Technician/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 or have access to Arbor (available from the Office).*
- *If the above instructions are not successfully followed visits may be cancelled without notice.*

For assistance, please consult the EVC.

10. Electrical Equipment [fixed & portable]

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	*Louise Bent* *SBM (H&S)*
Fixed electrical wiring test records are located:	*SBM (H&S) Office* *TAMS*
All staff visually inspect electrical equipment before use.	
Our arrangements for bringing personal electrical items onto the school site are: *Personal electrical items can only be brought into school if the item is under 12 months old and appropriate receipts can validate this.* *Items have been PAT tested and label attached to item confirming this.*	
Name of person responsible for arranging the testing of portable electrical equipment (PAT):	*SBM arranges for SCC approved PAT Testing Contractor to complete PAT Testing annually.*
Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:	*SBM (H&S)* *All electrical items are tested on an annual basis.*
Portable electrical equipment (PAT) testing records are located:	*SBM (H&S) Office* *TAMS*
Staff must take defective electrical equipment out of use and report to:	*SBM (H&S) Office or S.T. via TAMS*
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.Fire Precautions & Procedures [and other emergencies incl. bomb threats]

Name of competent person responsible for undertaking & reviewing fire risk assessment in addition to any associated action planning	*Complex Fire Risk Assessment to be completed by SCC H&S every 3 years.* *Reviewed by either HT or SBM annually.*
The Fire Risk Assessment is located ……	*SBM (H&S) Office – Copy in Staffroom* *TAMS*
When the fire alarm is raised the person responsible for calling the fire service is *OR* *The site has a fire alarm which activates a response from (a 3rd party / listening service)*	*School Business Manager* *This happens during out of hours.*
Name of person responsible for arranging and recording of fire drills	*HT (PM) & SBM (H&S)*
Name of person responsible for creating and reviewing Fire Evacuation arrangements	*SBM (H&S)*
Our Fire Evacuation Arrangements are published …	*Displayed in all classrooms/offices and corridors.* *SharePoint under Health & Safety* *Health & Safety Noticeboard in the staffroom* *Visitor Golden Rules leaflet*
Our Fire Marshals are listed	*Staff Room* *Reception*

	LRC *Volumetric Buildings* *H&S PowerPoint Presentations*
Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at	*Fire Log Book – SBM Office.* *Health & Safety Section on Sharepoint* *Fire Evacuation Report emailed to all staff. Report includes Action Points.*
Name of person responsible for training staff in fire procedures	*HT (PM) & SBM (H&S)*
All staff must be aware of the Fire Procedures in school *Also refer to Risk Assessment for the Delivery of Education during a Pandemic.*	

12. First Aid *see also Medication

Name of person responsible for carrying out the First Aid Assessment	*Louise Bent – SBM / H&S Co-ordinator*
The First Aid Assessment is located	*SBM Office*
First Aiders are listed	*Medical Room* *Staff Room* *SLT office* *Volumetric Buildings* *SBM Office*
Name of person responsible for arranging and monitoring First Aid Training	*Eirwen Hill – Deputy Headteacher*
Location of First Aid Box	*Medical Room* *Food Technology Room* *Science Room* *Volumetric Buildings* *Cleaners Cupboard* *Boiler House* *All 5 minibuses*
Name of person responsible for checking & restocking first aid boxes	*Angela Rushton – Finance Assistant*
In an emergency staff are aware of how to summon an ambulance	
Our arrangements for dealing with an injured person who has to go to hospital are (who is contacted/ who accompanies staff or children to hospital):	
Students:	*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.*
staff	*Emergency contact is notified. A member of staff would accompany them in an ambulance.*
visitors	*If conscious, an emergency contact would be notified to meet them at the hospital. If unconscious, a member of SLT would accompany them in an ambulance.*

13. Forest School – N/A

Name of person in school who leads on Forest School activity	*N/A*

14. Glass & Glazing

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

15. Hazardous Substances (COSHH)

Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)	*SBM (H&S) & Site Technician*
Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are: *A record of all hazardous substances used by the cleaning staff is kept along with a hazard data record.* *Copies of all COSHH data sheets are kept in the SBM (H&S) Office and uploaded onto SharePoint.* *Memos sent at least annually to staff by SBM (H&S) to remind about use and cleaning of protective equipment - PPE* *Hazardous substances used elsewhere in the school are noted and kept in an appropriate place. e.g. hazard cabinets. Relevant hazard data sheets are sought from manufacturers. These can be relied upon as an assessment of the risks involved in their use.* ***All staff must complete a risk assessment for the use of any hazardous substance used.*** *The school uses CLEAPPS as a resource and all staff must be aware of how to access this information.*	

16. Health and Safety Law Poster

The Health and Safety at Work poster is located:	*School Reception.*

17. Housekeeping, cleaning & waste disposal

All staff and students 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.*

Fortress Food Recycling – Empty food waste weekly.
Our site housekeeping arrangements are: *The school premises are cleaned daily.* *Additional daily cleaning of toilets, sinks during sickness/flu/covid outbreak* *Additional Disinfecting of rooms by Site Technician using a V2 Antibacterial/Anti-viral Spray Gun.* *Spillages during the day are dealt with directly and slip hazards are marked using self-supporting stands.* *Snow clearing and gritting in areas identified as presenting risks are the responsibility of the janitor/ site technician. Grit bins are located around premises.* *External litterbins and skips are available for rubbish disposal. Bodily waste has dedicated bins and an approved agency disposal. Broken glass and other sharp objects (excluding sharps) are fully wrapped and disposed of directly into the outside rubbish containers. Science glass breakages are contained in specialist containers.* ***Staff must inform cleaners / janitor of any broken glass.*** *Clinical waste is disposed of into the appropriate colour bags and collected by PHS.* *Also refer to Risk Assessment for the Delivery of Education during a Pandemic.*

Site cleaning is provided by: *In house cleaners*	*SBM (H&S) is responsible for the in house cleaners.*

Cleaning staff have received appropriate information, instruction and training about the following and are competent:
work equipment
hazardous substances
Waste skips and bins are located away from the school building.
All staff and students must be aware of the arrangements for disposing of waste and the location of waste bins and skips.
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.

18. Infection Control

Name of person responsible for managing infection control:	*HT &/or SBM (H&S)*

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

- *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.*
- *Anti-bacterial soap is available in all toilets.*
- *Anti-bacterial wipes/spray are available in all classrooms.*
- *Hand-sanitiser is available in all rooms.*
- *The school is sprayed in an infection outbreak by the S.T. using V2 Antibacterial/Anti-viral Spray Gun.*
- *In a serious infection outbreak the school's Outbreak Management Plan would be implemented.*
- *Antibacterial spray & wipes available in all rooms.*

- *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.*
- *Hand hygiene Posters displayed around the school.*
- *Catch-it-bin-it-kill-it – boxes of tissues available in all rooms.*
- *Controlled disposal of clinical waste by PHS.*

19. Lettings – There are currently no lettings of the school in place.

Name of Premises Manager or member of Leadership team responsible for Lettings	*HT (PM)*
Our arrangements for managing Lettings of the school /rooms or external premises are: Applications are put forward to governors for approval and county guidelines are followed. Full policy details are available from the Head teacher. *[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.]*	
The health and safety considerations for Lettings are considered and reviewed annually.	
Hirers have in place their own risk assessments, first aid arrangements/ fire procedures and emergency procedures.	
Hirers are responsible for obtaining the necessary local authority licenses for their activities and these must be provided to the school on request.	
Hirers must provide a register of those present during a letting upon request.	

20. Lone Working

Our arrangements for managing lone working are:
In order to manage the risks identified, we have introduced the following control measures:

Risk of violence:

- *All external doors have security proximity keyless entry system fitted.*
- *Staff must not arrange meetings with parents or members of the public when 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 Headteacher/School Business Manager 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*
- *Carry either a mobile phone or school telephone at all times when lone working.*
- *Let someone know you are coming into work, how long you expect to be and when you are leaving.*
- *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/ school phone to contact the Head Teacher, the staff member's nominated person or the emergency services.*

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

NOTE Types of equipment to consider in this section: *Ladders and steps, fume cupboards, other extraction systems, PE equipment, D&T machines, lifts & lifting equipment, pressure cookers, autoclaves, fire alarm and smoke detection, emergency lighting, fire extinguishers.* *This section **must include** the arrangements for school kitchens, science laboratories or Design and Technology rooms* *Also refer to Risk Assessment for the Delivery of Education during a Pandemic.*	
Name of person responsible for the selection, maintenance / inspection and testing of equipment	*SBM (H&S)* *ST is responsible for the selection and inspection of Ladders and Power Tools prior to use.*
Records of maintenance and inspection of equipment are retained and are located:	*SBM (H&S) Office / TAMS*
Staff report any broken or defective equipment to:	*SBM (H&S) or S.T.*
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:	

22. Manual Handling

Name of competent person responsible for carrying out manual handling risk assessments	*Eirwen Hill (DHT)*
Our arrangements for managing manual handling activities are: *Relevant staff have had training in manual handling and lifting of humans. . Training is given when appropriate. All human lifting equipment i.e. hoists has been tested within the last 6 months.(School Business Managers Office records) Job specific trolleys are available for transporting chairs and heavy goods.*	
Staff must aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided.	
Staff who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task.	
Staff are trained appropriately to carry out manual handling activities.	
Where people handling takes place an Individual Manual Handling Plan must be in place and communicated to all parties (including where appropriate the young person/their parents/carers/support staff).	

23. Medication

Name of person responsible for the management of and administration of medication to students in school	*Eirwen Hill (DHT)*
Our arrangements for the administration of medicines to students are: *Drugs and medications are administered by delegated staff. They are held in a locked cabinet in the medical room along with written parental permission and dosages. A log of students requiring medication is also kept. HVH has recognised procedures for all medication entering / leaving the school premises – refer to school nurse.* *Appropriate staff training is provided for the administration of specific drugs. No students are allowed medication in school without the above procedures being followed.* *All medication brought into school must have the students name and dosage clearly attached from the pharmacy.* *Also refer to Risk Assessment for the Delivery of Education during a Pandemic.*	
The names members of staff who are authorised to give / support students with medication are:	*First Aiders – List of First Aiders available in Staff Room, Medical Room and Volumetric Building.*
Medication is stored:	*Medical Room in a locked cupboard.* *The key for the cupboard is available from Reception but must be signed out/in*
A record of the administration of medication is located:	*Medical Room*
Students who administer and/or manage their own medication in school are authorised to do so by the School Nurses and provided with a suitable private location to administer medication/store medication and equipment.	
Staff are trained to administer complex medication by the school nursing service when required.	
Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are: *Inhalers and Epi pens are kept in a locked cabinet in the medical room (the key is available from Reception but must be signed out/in)* *A first aider must collect the inhaler/epi pen and administer to the student.*	
Staff who are taking medication must keep this personal medication in a secure area in a staff only location.	
Staff must advise the school leaders if they are taking any medication which might impair their ability to carry out their normal work.	

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

PPE is provided free of charge where a risk assessment identifies this is needed to control a risk and the risk cannot be controlled by another means.	
Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for school staff.	*Premises Manager and Health & Safety Co-ordinator and Site Technician*
Name of person responsible for the checking and maintenance of personal protective equipment provided for staff	*Staff are responsible for their own PPE.*
PPE provided for use in curriculum lessons is not "personal" as it is provided by students in classroom situations.	
Name(s) of person responsible for selecting	*Jayne Corstorphine, WVTC Leader, Site*

suitable personal protective equipment (PPE) for students.	*Technician, Horticulture Leader and Teaching Staff from the Sensory Group.*
All PPE provided for use in a classroom environment is kept clean, free from defects and replaced as necessary.	
Name(s) of person responsible for cleaning and checking student PPE.	*Jayne Corstorphine – Food Technology* *Teaching Staff from Sensory Group* *WVTC Leaders* *Horticulture Leader*
Name(s) of personal responsible for auditing PPE	*Angela Rushton (Finance Assistant) and S.T.*

25. Reporting Hazards or Defects

All staff and students must report any hazards, defects or dangerous situations they see at school.
Our arrangements for the reporting of hazards and defects: *All hazards should be reported to the H&S Co-ordinator who in liaison with the Premises Manager (and county Health and Safety team if appropriate) instigates action to either rectify, remove from general circulation or where possible isolate from students or staff.* *Staff should report all Hazards & Defects on TAMS.*

26. Risk Assessments

The school has in place risk assessments for any identified significant risk. Control measures which are put in place to eliminate or reduce risk are communicated to staff, students and other who may be exposed to the risk.	
Risk assessments are in place for the following areas: *Contractors inhouse Building Works* *Outbreak Management Plan* *General Classroom Risk Assessments* *Lone Working* *Office Work* *Premises External* *Premises Internal* *Pedestrian & Vehicle Movement on Driveway* *Snowy-Icy Conditions* *Staff Wellbeing* *Student Wellbeing* *Working at Height* *Janitor & Site Technician* *Portable Power Tools* *Ride on Grass Cutter* *Storage of Petrol* *Cleaning Activities* *ICT*	*Roof, Gutter & Window Cleaning* *Various Food Tec Risk Assessments.* *PE Risk Assessment*

Roller Shutter Doors *Delivery of Education during a Pandemic.*	
Name of person who has overall responsibility for the school risk assessment process and any associated action planning	*Premises Risk Assessments – HT (PM) and SBM (H&S).* *Student Risk Assessments – Grace Evans, Pastoral Manager* *Individual Staff Risk Assessments - Headteacher*
Our arrangements for carrying out, recording, communicating and reviewing risk assessments are: *Risk assessments are undertaken with the support of the H&S Co-ordinator wherever a significant risk is identified. These may include HVH generic risk assessments (annual reviews), Educational Visits risk assessments, curriculum risk assessments, Reactive Management plans for students, individual activity risk assessments etc. These are kept by individual teachers, subject co-ordinators or the H&S Co-ordinator, as appropriate, and are periodically reviewed by those undertaking the activity.* *A folder of some of main risk assessments available in SBM office.* *Risk Assessments are uploaded onto Sharepoint and TAMS* *Personal risk assessments and arrangements are drawn up for special reasons such as students who have specific medical difficulties, staff who are pregnant or who have/ have recently had health problems etc. with the Headteacher.*	
Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments.	
When an accident or incident occurs a post risk assessment takes place when a new hazard has been identified.	
Risk assessments are created or reviewed when something new is introduced or a change has occurred.	

27. Smoking

Smoking or vaping is not permitted on site – at any time, or in vehicles owned or operated by the school. *Signs are displayed around the school building.*

28. Shared use of premises/shared workplace

Name of Premises Manager or member of Leadership team responsible for Premises Management	*HT (PM)*
The school premises are shared with another organisation (e.g.Contract caterer/public leisure centre).	*Edwards & Ward Catering* *NHS School Nurses*
Our arrangements for managing health and safety in a shared workplace are: *Fire Policy and Fire Information* *H&S Policy* *Asbestos Information* *RPA Insurance* *Appropriate R.A. are shared with the organisations.*	

29. Stress and Staff Well-being

Name of person who has overall responsibility for the health and wellbeing of school staff	*HT (PM)*
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: *Staff Wellbeing noticeboard in the Staffroom.* *Staff can self-refer to Thinkwell counselling service.* *Staff can request a management referral to CTC for physiotherapy etc.* *Staff can be referred to Occupation Health.* *Staff are requested to complete a Well-being Survey annually. - Whole Team Stress Risk Assessment is completed annually.* *Staff are requested to complete a Mental Health survey which helps shape the school action plan for Mental Health and Wellbeing of staff.* *Named Mental Health Lead is Eirwen Hill - AHT*	
Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated.	
All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work.	
Individual stress risk assessments take place when a member of staff requires additional individual support.	

30. Training and Development

Name of person who has overall responsibility for the training and development of staff.	*Eirwen Hill - DHT*
All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.	
Our arrangements for carrying out suitable and sufficient health and safety training for all staff are: *All staff are informed about Health and Safety information in the Staff handbook. New staff watch a Health & Safety PowerPoint as part of their induction and complete a Health & Safety Quiz. Staff watch a Health & Safety Refresher PowerPoint presentation annually in September and complete questions. Health & Safety information is also contained within the new staff information handbook. Staff are informed of issues / updates / information etc. by School Business Manager via* *e- mails, staff meetings, staff notice board etc.* *Following training courses / county updates School Business Manager cascades to staff.* *Examples:-* • *HT has attended the following courses:* *Accident Reporting & Investigation/Fire Marshall Training/Water System Safety Training/Managing Asbestos/Managing Contractors/Fire Risk Assessment/Premises Manager* *The SBM has attended Education Visits Co-ordinator Training & H&S Headteacher updates. – Asbestos Management, Fire R.A. Training.* *S.T. has attended the Caretakers Health & Safety Training.* • *Relevant staff receive medical training from school nurse or First Aid trainer, as appropriate.* • *All Teaching and Learning staff receive SCIPr update annually. Full SCIPr training has a*	

rolling programme, linked to safeguarding. • *All staff receive training in behaviour management.* • *All staff receive training for Child Protection annually and updates at staff meetings.* • *Site technician / janitor have attended training courses relevant to post, with recent updates / refreshers.* • *All Teaching and Learning, clerical staff, data and ICT support workers have received information on Display Screen Equipment.* • *Relevant staff receive manual handling training according to requirements, for example Manual Handling of students .* • *All staff complete Basic Fire Training.*
The school has a health and safety training matrix to help in the planning of essential and development training for staff.
Training records are retained and are located in the DHT office/SBM office

Training and competency as a result of training is monitored and measured by:	*Eirwen Hill*

31. Vehicles owned or operated by the school

Name of person who has overall responsibility for the school vehicles	*SBM (H&S) and S.T.*
The school operates (no.of 5) minibus/coaches/cars/other vehicles (e.g. quad bikes/ride on mowers).	*4 x Minibuses* *1 x Ride on Mower*
Name of person who manages the driver medical examinations	*SCC Minibus Service & SBM (H&S)*
Name of person who manages the vehicle license requirements	*SCC Minibus Service & SBM (H&S)*
Name of person who undertakes vehicle checks such as oil, water and routine roadworthiness.	*S.T. – See Site Technician minibus records.*
Name of person who arranges servicing and maintenance of the schools vehicles:	*S.T. & SBM (H&S)*
Our arrangements for the safe use of school vehicles are: *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 (H&S) Office./TAMS* *Trips with students on board require a driver plus another supervisory adult.* *The three school minibuses have periodic checks to ensure vehicle safety (weekly testing by site technician).*	

32.Vehicle movement on site

Name of Premises Manager responsible for the management of vehicles on site	*HT (PM)*
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): *Vehicles entering the school site are restricted to limited areas. Students brought to school by coach, minibus, car or taxi have supervised designated drop-off and collection points. There is a 5mph speed limit, one way system and separate entrance and exit gates. Pedestrians and cyclists have a separate school gate.*	

No vehicles are 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.* *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.*

33. Violence and Aggression and School Security

The school provides a place of work which is designed and managed to minimise the risk of violence and aggression to staff, students and visitors.	
A risk assessment is carried out where staff are at increased risk of injury due to their work.	
Training, information and instruction is available to staff to help them manage the risk of violence and aggression where required.	
Staff and students must report all incidents of verbal & physical violence to:	*SLT or SBM (H&S)*
Incidents of verbal & physical violence are investigated by:	*H.T. (PM)*
Name of person who has responsibility for site security:	*HT (PM)*
Our arrangements for site security are: *Refer to the Site Security and Visitors policy.*	

34. Water System Safety

Name of Premises Manager responsible for managing water system safety.	*HT (PM)*
Name of contractors who have undertaken a risk assessment of the water system	*Concept Environment Solutions*
Name of contractors who carry out regular testing of the water system:	*ST completed regular weekly/monthly/termly checks.* *Concept Environment Solutions carry out six monthly checks.*
Location of the water system safety manual/testing log	*S.T. Office*
Our arrangements to ensure contractors have information about water systems are: *If work involves our water system contractors will read the IWS Water Hygiene Risk Assessment and Management Plan prior to works taking place.*	
Our arrangements to ensure all school staff carrying out checks or testing or maintenance have information about the water system: *S.T. received training from John Burdett regarding the weekly/monthly/6 monthly checks.* *S.T has appropriate equipment for testing the water temperatures and logs the readings in the Water Hygiene Log Book.* *SBM & ST meet weekly to discuss all premises checks – SBM will checks the water logs are completed and raise any concerns with the HT/ST* *Concept Environment Solutions attend site 6 monthly to test the water temperatures against the readings taken by the S.T.*	

35.Working at Height

Name(s) of person responsible managing the risk of work at height on the premises:	*HT (PM) and SBM (H&S)*
Work at height is avoided where possible.	
Our arrangements for managing work at height are: *Students are not allowed to use ladders or step ladders.* *Staff are required to use appropriate kick stools or steps to gain access at low height.* *The site technician periodically inspects and records the condition of ladders and before use. The site technician has attended Ladder Training.* *Site Technician & IT Technician must carry out visual ladder checks and inform the SBM before any work using ladders commences.* *Ladder workstation is in the boiler house which contains relevant ladder information and inspection tools.* *All Staff have been informed not to work at height when lone working.* *Generic risk assessments are available for all staff.* *Contractors are not permitted to use school ladders, they must provide their own.*	
Appropriate equipment is provided for work at height where required.	
Staff 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 in the SBM Office.	

36.Work Experience

Name of person who has overall responsibility for managing work experience and work placements for school students.	*Eirwen Hill – DHT*
Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are: *The Deputy Head-teacher is responsible for overseeing work experience placements* *Data base organised by Staffordshire Partnership that can be logged on to.* *All companies on data base have been checked for work experience by county.* *New work placements are checked by Deputy Head-teacher. Checks include:* • *Necessary employers liability insurance* • *Relevant forms are completed.* • *DBS* *Relevant staff attend work experience co-ordinator meetings as organised by Staffs. Partnership. Experienced TA supports all placements as appropriate and regular visits are made during placements.* *All students have arrangements for induction and supervision whilst on work placement both in 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 in the school premises:	*Eirwen Hill – (DHT)*
Our arrangements for managing the health and safety of work experience students in the school are: *All work experience/student placements receive a Health & Safety Induction from the Deputy Headteacher before commencing in post.*	

37. Volunteers

Name of person who has overall responsibility for managing/coordinating volunteers working within the school:	*Eirwen Hill – (DHT)*
Volunteers are considered as a member of staff and all health and safety arrangements including induction and training must apply.	

Key		
HT (PM)	Headteacher (Premises Manager)	Stephen Stokes
SBM (H&S)	School Business Manager (SBM) (Health & Safety Co-ordinator)	Louise Bent
S.T.	Site Technician (ST)	Ian Griffiths
S.N.	School Nurse	
DHT	Deputy Headteacher (DHT)	Eirwen Hill

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.

- Health and Safety audit carried out in September 2025 by Staffordshire Health, Safety and Wellbeing team. Level 5 achieved. Our next audit is to be completed 2030.

- *Action plan with KPI is available from Head-teacher / H&S co-ordinator. (Last update February 2026) Purpose:- to indicate how the school's health and safety performance is measured, KPI's reported upon and how often these are reported and how .)*

- Annual Health and Safety audit completed by SBM 01/02/2025. Refer to action plan 2026/27, H&S checklist, Annual H&S Report.
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- Refer to annual audit for KPis and annual report to governors.

- Key Health & Safety Policies
    - First Aid Policy
    - Asbestos Management Plan Policy
    - Control of Hazardous Substances
    - Display Sc
    - Educations visits policy
    - Electrical Safety
    - Fire Safety
    - Infection Control
    - Lockdown
    - Lone Working
    - Management of Contractors
    - Management of Violence & Aggression
    - Manual Handling
    - Medication Policy
    - Personal Electrical
    - Risk Assessments – including R.A. Register
    - Water Systems
    - Working at Height

- Termly Health & Safety Reports

- Risk Assessment Register

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.