We Belong, We Have Purpose, We Are Connected

Brownhills West
Primary School

Health, Safety and Wellbeing Policy

Brownhills West Primary School

Date:	23/02/2026
Review Due on:	23/02/2027

Contents

Part A

Introduction

Part B

Policy Statement

Part C

Management Arrangements

Competent Health and Safety Advice

Monitoring Health and Safety

Detailed Health and Safety Arrangements

1. Accident Reporting, Recording & Investigation

2. Asbestos

3. Communication

4. Construction Work (also see Contractor Management section 6)

5. Consultation

6. Contractor Management

7. Curriculum Areas – Health and Safety

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

9. Early Years Foundation Stage (EYFS)

10. Educational visits / Off-Site Activities

11. Electrical Equipment [fixed & portable]

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

13. First Aid *see also Medication

14. Forest School

15. Glass & Glazing

16. Hazardous Substances (COSHH)

17. Health and Safety Law Poster

18. Housekeeping, cleaning & waste disposal

19. Infection Control

20. Lettings

21. Lone Working

22. Maintenance / Inspection of Equipment (including selection of equipment)
23. Manual Handling
24. Medication
25. Personal Protective Equipment (PPE) (links to Risk Assessment)
26. Protective Preparedness
27. Reporting Hazards or Defects
28. Risk Assessments
29. Smoking
30. Shared use of premises/shared workplace
31. Stress and Staff Well-being
32. Training and Development
33. Vehicle movement on site
34. Violence and Aggression and School/Academy Security
35. Water System Safety
36. Working at Height
37. Work Experience
38. Volunteers

Part E

Health and Safety Key Performance Indicators (KPI's)

Part D

Annual Review

Part A

Introduction

This policy statement complements and should be read in conjunction with The Central Cooperative Learning Trust (CCLT) Health and Safety Policy and

Management Arrangements. It records the local organisation and arrangements for implementing the CCLT policy.

Part B

Policy Statement

The requirement to provide a safe and healthy working environment for all employees is acknowledged and the School Governing Body/those in control of the school recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc. Act 1974.

The Governing Body will ensure so far as is reasonably practicable that:

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

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

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

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

[Signature]	
[Name and Role]	Jon McNamee
[Date]	Tuesday 24th February 2026

Part 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's (SCC) Health, Safety and Wellbeing Service
The contact details are:	Tel – 01785 35777 Email – shss@staffordshire.gov.uk
In an emergency we contact the out of hours team on: 01785 35777 to be directed to the officer on call.	

Monitoring Health and Safety

Person responsible for the overall	Name: Jon McNamee, Headteacher

monitoring of health and safety in school:	
Our arrangements for the monitoring of health and safety are: • Reports to the Local Governing Board • Regular site meetings • Agenda item at staff meetings • Discussions with Wider/Senior Leadership Teams • Liaison with the Trust Operations Team	
The school carries out formal evaluations and audits on the management of health and safety.	
The last audit took place:	**Date: 12/09/2024**
Name of person responsible for monitoring the implementation of health and safety policies:	Jon McNamee, Headteacher Charley Cuddy, H&S Governor
All staff are aware of the key performance indicators in part E and how they are monitored	
Workplace inspections carried out:	**Name of person who carries these out**:
Visual site inspection (daily) *Whole Premises (weekly)* *Outside Play Equipment (weekly)* *Fire Alarm Tests (weekly)* *Emergency lighting tests (monthly)* *Water temperature checks (monthly)* *Gutter and Grid Checks (monthly)* *Fire Drills (termly)* *Window Checks (daily)* *Stairwells (daily)* *Emergency lighting (6 mth and annually)* *Fire alarm (6 monthly)* *Fire Extinguishers (annual)* *Intruder alarm (6 monthly)*	Gary Wood, Caretaker Gary Wood, Caretaker Gary Wood, Caretaker/EYFS Staff Gary Wood, Caretaker Gary Wood, Caretaker Franks Portlock (Contractor) Gary Wood, Caretaker Gary Wood, Caretaker Gary Wood, Caretaker Gary Wood, Caretaker ***External Contractors*** *Midland Fire* *Midland Fire* *Midland Fire* *Chubb*

Fixed Electrical (5 yearly)	*Woodwards*
PAT testing (24 months)	*Calbarrie*
Boiler Servicing (annual)	*PHS Plumbing and Heating Services*
Water Testing (monthly)	*Franks Portlock*
Gas Testing (annually)	*Sime*
Air Conditioning (6 monthly)	*Envtec*
Automatic Barriers & Shutters (annually)	*Woodwards*
Lightning Conductor (annually)	*PTSG*
PE Equipment (annually)	*Mercury Sports*

Detailed Health and Safety 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 Reporting, Recording & Investigation

Our arrangements for recording and investigating: All accidents in school are recorded and reported, where appropriate, under RIDDOR. Accidents are investigated in school with support from the Trust Operations Team.
Accident records for children are located: Medical Room
Adult accidents (including staff and visitors) are recorded: Using the HSE Official Accident Book and these are reported using the My Health and Safety portal and the record is put in their personnel file.
Jon McNamee, Headteacher and Samantha Laud, CCLT H&S should be notified of any serious accident for pupils and all adult injuries.
More serious accidents are reported to the LA via the online form at:

https://staffordshirecc.info-exchange.staffs.uk
Jon McNamee, Headteacher and Samantha Laud, CCLT H&S will report to the Local Authority (LA) as well as carrying out an investigation into the accident, involving any relevant staff as necessary.
The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: Jon McNamee, Headteacher and Samantha Laud, CCLT H&S
Our arrangements for reporting to the Governing Body or Academy Board are: Headteacher report to Governing Body and via CCLT Operations Team to The Board of Trustees.
Our arrangements for reviewing accidents and identifying trends are: Half termly review reviews by the Headteacher.

2. Asbestos

Name of Premises Manager responsible for Managing Asbestos:	Jon McNamee, Headteacher
Location of the Asbestos Register and Asbestos Management Plan:	SLT Office
Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are: • Contractors and Service Engineers are shown the Asbestos Register prior to starting any work on the premises. This must be signed by each contractor employee every time they come onto site. • A Hazard Exchange (HSF46) form is completed prior to contractors undertaking any work. • An Intrusive Works (HSF45) form is carried out where contractors are working on the fabric of the building. • Where there is uncertainty of the presence of asbestos and the work is intrusive, the asbestos management team are to be contacted and samples are to be taken by a competent person. No work is to be carried out until it is confirmed that there is no asbestos present.	

- Inductions include sight of the register and staff are instructed not to drill or affix anything to walls without first checking with the register and approval should be obtained from the Headteacher.
- Any staff finding damage relating to any surface containing asbestos should report it without delay to the Headteacher.

3. Communication

Name of SLT member who is responsible for communicating with staff on health and safety matters:	Jon McNamee, Headteacher
Our arrangements for communicating about health and safety matters with all staff are: • Staff emails & meetings • H&S notice board • Notices around the school	
Staff can make suggestions for health and safety improvements by talking to a member of SLT.	

4. Construction Work (also see Contractor Management section 6)

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

- Contractors are selected ensuring that they have the appropriate insurance and are competent.
- Exchange of health and safety information/risk assessment, etc. is carried out prior to works commencing.
- A named person co-coordinating any construction work/acting as client for

any construction project will be identified • Duty holders (key holder) will be identified and named as part of any Construction project. • If work is taking place during school holidays, the site staff should report any issues to a member of SLT (depending on availability). Where work has been commissioned by the Trust the contact will be the Operations Team. • A review of work is undertaken by the nominated person from the school.
Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are monitored by: Samantha Laud, CCLT H&S and Glenn Frost, CCLT Estates
Our arrangements for the induction of contractors are: • Contractors are selected ensuring that they have the appropriate insurance and are competent. • Exchange of health and safety information/risk assessment, etc. is carried out prior to works commencing
Staff should report concerns about contractors to: • Headteacher • Caretaker • CCLT Operations Team
We will review any construction activities on the site by: • Regular review by the Trust site staff and contractor during works; post completion by Trust site staff; Glenn Frost with the contractor.

5. Consultation

Name of SLT member who is responsible for consulting with staff on health and safety matters:	Jon McNamee, Headteacher
The name of the Trade Union Health and Safety Representative is:	Recognition agreement with Trade Unions. Advice sought from local representatives as required.

Our arrangements for consulting with staff on health and safety matters are:

- Emails and Meetings
- Notice board in staff room
- INSET day content
- Feedback is encouraged from stakeholders

Staff can raise issues of concern by:

- Contacting the nominated H&S staff member in school. The details of which are available on the H&S notice board.

6. Contractor Management

Name of person responsible for managing and monitoring contractor activity	Gary Wood, Caretaker

Our arrangements for selecting competent contractors are:

- Contractors are selected ensuring that they have the appropriate insurance and are competent.
- Where appropriate references are sought for new contractors prior to appointment.

Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: • Exchange of health and safety information/risk assessment, etc. is carried out prior to works commencing • If work is taking place during school holidays, the site staff should report any issues to Jon McNamee, Headteacher (depending on availability). Where work has been commissioned by the Trust the contact will be the Operations Team
Staff should report concerns about contractors to: • Headteacher • Caretaker • The Trust Operations Team

7. Curriculum Areas – Health and Safety

Name of person who has overall responsibility for the curriculum areas is:	Jon McNamee, Headteacher
• Should an activity not fall within the remit of an existing risk assessment, then staff are required to carry out or request for a risk assessment to be undertaken prior to the activity taking place. • Teaching staff must undertake suitable (written) risk assessments prior to commencing hazardous activities, or when using specific equipment for curriculum purposes e.g. Cooking or Science equipment. • Specification of staff qualification requirements to teach certain activities, refer to any health and safety publications adopted by the school which staff must be familiar with e.g. "Safety in PE".	

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: • A Display Screen Equipment (DSE) self-assessment is carried out for staff using computers/laptops continuously and regularly for over an hour. • Users are given information on the use of their work stations. • Users are reminded of their training and encouraged to report any problems or defects relating to their work station affecting their health at the time of periodic risk assessment or assessment following workstation change. • Eye tests and glasses specially required for DSE users can be re-claimed by the employee or given a voucher if requested, in line with legislation.

Name of person who has responsibility for carrying out Display Screen Equipment Assessments:	Jon McNamee, Headteacher Samantha Laud, CCLT H&S
DSE assessments are recorded and any control measures required to reduce risk are managed by:	Jon McNamee, Headteacher Samantha Laud, CCLT H&S

9. Early Years Foundation Stage (EYFS)

Name of person who has overall responsibility for EYFS:	Holly Pike
Our arrangements for the safe management of EYFS are:	

- To ensure safe ratios of staffing to children.
- To be vigilant in assessing any H&S potentials for injury or harm.
- We carry our daily checks on the internal and external learning areas of school plus equipment used.
- Risk assessments have been carried out and are communicated with all staff where foreseeable risks are identified and managed.
- Risk assessment control measures are put in place and have been assessed based on the risk and the benefit.
- Staff are to receive paediatric training when working in the EYFS classrooms.

10. Educational visits / Off-Site Activities

Name of person who has overall responsibility for Educational Visits:	John McNamee
The Educational Visits Coordinator is:	Rebecca Britton

Our arrangements for the safe management of educational visits:

- Such activities are taken in accordance with the LA guidelines and the school's policy.
- The Headteacher approves any off site activity.
- The Headteacher must be notified regarding any hazardous visits and those involving water safety.
- Emergency arrangements must be considered and staff mobile phone number and parental contact numbers made available to the duty teacher.
- Parental authorisation must be obtained (when appropriate) for any visit off school site.
- Supervision ratios must comply with current guidelines and all adults on visits must have an enhanced DBS.

- A paediatric first aid qualified member of school staff should go on all visits.
- First aid equipment to be taken on a visit.
- The group leader must have full details of any health issues or allergies within the group.

11. Electrical Equipment [fixed & portable]

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	CCLT Operations Team (fixed)
• Fixed electrics are tested every five years by an approved contractor. • Records are maintained and equipment labelled.	
Fixed electrical wiring test records are located:	On Every Compliance https://www.every.education/
All staff visually inspect electrical equipment before use.	
Our arrangements for bringing personal electrical items onto the school site are: • Domestic/personal equipment is not allowed in school unless this has been PAT tested or proof of receipt to show the date purchased is within two years	
Lettings: • As per the conditions of use policy for external lettings, the hire does not include the use of any equipment except where specifically agreed. If the Hirer wishes to use their own electrical equipment, then this should be tested under the requirements for PAT testing or proof of receipt to show the date purchased is within two years and checked for any defects prior to use. The use of electrical equipment is noted on the Hazard Exchange Information for	

Lettings form where necessary.	
Name of person responsible for arranging the testing of portable electrical equipment (PAT):	Gary Wood, Caretaker
Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:	CCLT Operations Team
Portable electrical equipment (PAT) testing records are located:	On Every Compliance https://www.every.education/
Staff must take defective electrical equipment out of use and report to:	Gary Wood
The portable electrical equipment on the school site owned and used by contractors is the responsibility of the contractor, who must provide records of this if requested:	

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

Name of competent person responsible for undertaking & reviewing fire risk assessment in addition to any associated action planning (this person must undertake Fire Risk Assessor Training):	Jon McNamee, Headteacher Samantha Laud, CCLT H&S
The Fire Risk Assessment is located:	SLT Office and Every Compliance
When the fire alarm is raised the person responsible for calling the fire service is	Jon McNamee, Headteacher
Name of person responsible for arranging and recording of fire drills	Jon McNamee, Headteacher
Name of person responsible for creating and reviewing Fire Evacuation arrangements	Jon McNamee, Headteacher Samantha Laud, CCLT H&S
Our Fire Evacuation Arrangements are published in each room and can be found:	On all doors
Our Fire Marshals are:	Jon McNamee

	Abbie Briley Rebecca Britton Amy Oreton Faye Perry
Results of the testing and maintenance of fire equipment and installations are recorded in a Fire Log Book located:	SLT Office and Every Compliance
Name of person responsible for training staff in fire procedures	Jon McNamee
All staff must be aware of the Fire Procedures in school during their induction, at the start of the academic year, after any changes are made and throughout the year during staff meetings and drills.	

13. First Aid *see also Medication

Name of person responsible for carrying out the First Aid Assessment	Jon McNamee, Headteacher Samantha Laud, CCLT H&S
The First Aid Needs Assessment can be found:	In the Main Office and CCLT Health and Safety Drive / Brownhills West / First Aid and Medical
First Aiders are sufficient in number	1 First Aid at work 13 Paediatric First Aid 5 Emergency Paediatric 2 Emergency First Aid at work 2 Mental Health First Aid
Name of person responsible for arranging and monitoring First Aid Training:	Rebecca Britton
Location of First Aid Boxes:	Staffroom Main Office
Name of person(s) responsible for checking & restocking first aid boxes:	Amy Oreton and Rebecca Britton, Office Administrators
In an emergency staff are aware of how to summon an ambulance.	
Our arrangements for dealing with an injured or unwell person who has to go to	

hospital are to contact ambulance, contact parents or emergency contacts:	
Pupils	• All injured pupils should be referred to a first aider for assessment. • A record of sick and injured pupils attended to will be kept in the accident book. • If the sick or injured pupils are not able to get to a first aider, a first aider should be called to the pupil. • In the event of a child attending hospital the Headteacher is to ensure an appropriate member of staff accompanies the child if the child's parents/carers are unable to be contacted/attend.
Staff	• Injured staff should be referred to a first aider for assessment. • The accident needs to be reported to Jon McNamee, Headteacher (who will report the incident to Staffordshire County Council Health and Safety team). • In the event of a member of staff needing hospital treatment their emergency contact will be informed and

	they will be accompanied to hospital by an appropriate member of staff/emergency contact.
Visitors	• Injured visitors should be referred to a first aider for assessment. • The accident needs to be reported to Jon McNamee (who will report the incident to Staffordshire County Council Health and Safety team). • In the event of a visitor needing hospital treatment their emergency contact will be informed and if necessary they will be accompanied to hospital by an appropriate member of staff or their emergency contact.

Our arrangements for recording the use of First Aid are:

- See above for location of first aid boxes.
- Accident reporting sheets are maintained and stored in the school office.
- When required, the office staff will summon an ambulance. The Headteacher or senior teacher on duty will be informed.
- Training and refresher training for first aiders is organised by Rebecca Britton and records maintained and kept in the school office.

14. Forest School

Name of person in school who leads on Forest School activity:	Charley Cuddy
Our arrangements for developing, organising and running Forest School activity. Include here any details with regard to risk assessment, communication and supervision etc. • The risk assessments are located electronically in the Central Staff Drive. • Only qualified members of staff are allowed to conduct Forest School activities.	

15. Glass & Glazing

All glass in doors and side panels are constructed of safety glass
All replacement glass is of safety standard
Where a school is deemed to not have had a glazing survey, the Trust are aware and will plan for this accordingly.

16. Hazardous Substances (COSHH)

Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)	Gary Wood, Caretaker
Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are: • A hazardous substances risk assessment is available along with the data safety sheets in the COSHH folders which can be found in the main school office, in the cleaning cupboard and on the staff shared drive.	

- Data safety sheets for cleaning materials are located in the cleaning cupboard.
- The cleaning cupboards and site staff store rooms are kept locked for safety purposes.
- The site staff and cleaners undertake training for dealing with hazardous substances.
- Hazardous substances are discussed at the induction and Gary Wood, Caretaker is to ensure that data safety sheets are provided prior to the substance being used on site.

17. Health and Safety Law Poster

The Health and Safety at Work poster is located:	On the health and safety board in the staffroom.

18. Housekeeping, cleaning & waste disposal

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

Our waste management arrangements are:

- Bins are emptied every day by the cleaning staff.
- External bins have signage to denote the type of waste for each bin.
- Food waste is to be separated by staff, pupils and kitchen staff in clear bags and this is put into a separate food waste bin.
- Catering staff are aware of the correct bin for disposal of waste.
- External bins are emptied by a licensed refuse collection company on a weekly basis.
- Bins are kept away from the main school building in a dedicated space and are secured.
- PHS removes bodily fluid; sanitary items and sharps.

• Site staff are responsible for ensuring that large waste items are removed from school and disposed of in the appropriate bin. • When required skips are hired from a licensed provider and monitored whilst on site by the site staff..
Our site housekeeping arrangements are: • The school employs contract cleaners who are responsible for keeping the school clean. • Deep cleaning is undertaken during the Easter and summer school holidays. • Deep cleaning in the kitchen is undertaken by the catering company (Mellors) on a termly basis. • A grit plan is in place.
Cleaning staff have received appropriate information, instruction and training about the following and are competent: • This is completed by the cleaning company. • Data safety sheets are in the cleaning cupboard and office. • Cleaning cupboards are kept locked at all times.
Waste bins are kept at least 5 metres away from the school building and are kept in a locked area. **Waste skips are occasionally used and are kept at least 6 metres away from the school building. These must be placed in an area that can be locked when the school is closed.**
All staff and pupils must be aware of the arrangements for disposing of waste and the location of waste bins and skips.
Staff in all 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.

19. Infection Control

Name of person responsible for managing infection control:	Jon McNamee, Headteacher

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

- Staff inform the headteacher of any suspected communicable disease immediately.
- The headteacher will advise if any actions should be taken after checking the guidance on communicable diseases and with the Health & Safety Team if necessary.
- Deep cleaning takes place in the event of serious infections based on guidance from Public Health England.
- At risk groups are informed (e.g. vulnerable children and staff, pregnant women).
- Communication e.g. letters; newsletters; emails; text messages or telephone calls.

20. Lettings

Name of Premises Manager or member of Leadership team responsible for lettings:	Jon McNamee, Headteacher

Our arrangements for managing Lettings of the school/rooms or external premises are:

- Please refer to lettings policy on our website

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.

21. Lone Working

Our arrangements for managing lone working are:

- A lone working risk assessment has been carried out.
- The CCLT Lone Working Policy has been communicated with all staff.
- Vulnerable individuals are not to lone work unless this has been risk assessed and has been agreed by the Headteacher.
- Lone working procedures for check ins and communication are in place and monitored.
- All staff have received training on safe lone working practices.

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

- *Ladders and steps*
- *Fume cupboards*
- *Air conditioning*
- *PE equipment*
- *Fire alarm and smoke detection*
- *Emergency lighting*
- *Fire extinguishers.*

Name of person responsible for the selection, maintenance / inspection and testing of equipment:	Gary Wood, Caretaker
Records of maintenance and inspection of equipment are retained and are located:	Caretaker folder all compliance records are kept on Every Compliance.
Staff report any broken or defective equipment to:	Gary Wood, Caretaker

- An SLA is in place for the inspection, examination and testing of all services and equipment by contractors, i.e. PE equipment, boilers, water, fire alarm, fire extinguishers, emergency lighting, air conditioning, intruder alarm, automatic barriers and roller shutters, fixed electrical and portable electrical appliances.
- Records are retained and stored as detailed above.
- Site staff test the fire call points, emergency lighting, ladders and external play equipment and record these in the relevant log books and on Every.
- Defective equipment is taken out of service and reported to site staff for repair / disposal, accordingly.

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.

23. Manual Handling

Name of competent person responsible for carrying out manual handling risk assessments:	Jon McNamee, Headteacher

Our arrangements for managing manual handling activities are:

- A risk assessment has been carried out for general manual handling and for individual tasks if deemed necessary.

• Staff receive information on manual handling during their induction. • Pupils are not permitted to lift heavy items. • Trolleys are provided for site staff to manoeuvre large/heavy items.
Staff must be aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided.
Staff who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task.
Staff are trained appropriately to carry out manual handling activities.
Where people handling takes place an Individual Manual Handling Plan must be in place and communicated to all parties (including where appropriate the young person/their parents/carers/support staff).

24. Medication

Name of person responsible for the management of and administration of medication to pupils in school:	Mrs Rebecca Britton/Mrs Amy Oreton
Our arrangements for the administration of medicines to pupils are: • Further information around the administration of medicines to pupils can be found in the Health and Wellbeing Policies document. • Parental requests for medication to be administered should be completed on the agreed form and taken to the office. • Only prescribed medication can be administered to pupils with consent in place from the parent/carer. • Medication should be kept in the medical fridge which is locked. • Medication that is kept in school for health care plans must be checked regularly to ensure it is in date. • Staff record when medication has been administered and the form is countersigned.	

<table>
<tr><td colspan="2">

- Parents are permitted to administer medication to their child themselves on site.

</td></tr>
<tr><td>The members of staff who are authorised to give / support pupils with medication are:</td><td>First Aiders and trained staff e.g. epipens</td></tr>
<tr><td>Medication is stored:</td><td>Main Office
Epi-Pens and Inhalars are kept in the pupil's classroom</td></tr>
<tr><td>A record of the administration of medication is located:</td><td>Medical file in the main office</td></tr>
<tr><td colspan="2">Staff are trained to administer complex medication by the school nursing service or hospital staff when required.</td></tr>
<tr><td colspan="2">Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are:

• Annual training given to staff in teaching, office, dinner supervision, before/after school care.
• We have one member of staff who is Forest School First Aid trained
• Two members of staff have Emergency First Aid at Work
• We have Thirteen members of staff who are Paediatric First Aid trained
• Two members of staff have Mental Health First Aid
• All staff have had awareness asthma training</td></tr>
<tr><td colspan="2">Staff who are taking medication must keep this personal medication in a secure area in a staff only location.</td></tr>
<tr><td colspan="2">Staff must advise the school leaders if they are taking any medication which might impair their ability to carry out their normal work.</td></tr>
</table>

25. 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 the person responsible for selecting suitable personal protective equipment (PPE) for school staff:	Jon McNamee, Headteacher
Name of person responsible for the checking and maintenance of personal protective equipment provided for staff:	Jon McNamee, Headteacher
PPE provided for use in curriculum lessons is not "personal" as it is provided by pupils in classroom situations.	
Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for pupils:	Jon McNamee, Headteacher
All PPE provided for use in a classroom environment is kept clean, free from defects and replaced as necessary.	
Name(s) of person responsible for cleaning and checking pupil PPE:	N/A

26. Protective Preparedness

Person responsible for Protective Preparedness plans and actions:	Jon McNamee, Headteacher
Our arrangements for Protective Preparedness are: • We have a Protective Preparedness Policy in place and this is communicated with all staff. • There are full and partial lockdown plans in place. • We will communicate any drills or real life events with parents as necessary. • Pupils are supported to understand the plans that we have put in place and the importance of keeping the school safe from any harm. • Our policy and plans will only be communicated in school and staff are aware of the importance of confidentiality regarding these documents.	

27. Reporting Hazards or Defects

All staff and pupils 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 either; the Caretaker, the Headteacher or Office Staff. • Interim measures to be taken pending rectification if approved by the Headteacher.

28. Risk Assessments

The school has risk assessments in place for any foreseeable significant risks that have been identified. Control measures which are put in place to eliminate or reduce risk are communicated to staff, pupils and others who may be exposed to the risk.	
Risk assessments are in place for the following areas: • Premises and grounds • Curriculum / classrooms • Hazardous activities or events • Lettings or contract work which may affect staff or pupils in the school • Fire Risk Assessment • Hazardous Substances • Work Equipment • Manual handling activities • Team stress • Risks related to individuals e.g. health issues	
Name of person who has overall responsibility for the school risk	Jon McNamee, Headteacher

assessment process and any associated action planning:	

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

- Risk assessments are in place for any identified and foreseeable significant risk. Control measures are put in place to eliminate or reduce such risks.
- New risk assessments are carried out when something new is introduced or a change has occurred.
- Risk assessments may be carried out post accident if highlighted during the investigation process.
- Risk assessments are communicated to staff, pupils and others who may be exposed to the risk. Copies of risk assessments can be found in CCLT Health and Safety Drive / Brownhills West / Risk Assessments
- Risk assessments are periodically reviewed by SLT and CCLT H&S.

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.

29. Smoking

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

30. Shared use of premises/shared workplace

Name of Premises Manager or member of Leadership team responsible for Premises	Jon McNamee, Headteacher

Management:	
The school premises are shared with another organisation (e.g. contract caterer/public leisure centre):	Mellors Catering

Our arrangements for managing health and safety in a shared workplace are:

- Mellors catering undertakes a risk assessment for the premises.
- Mellors catering communicates the risk assessment to their staff.
- Mellors catering has access to risk assessments within school by contacting the school office.

31. Stress and Staff Well-being

Name of person who has overall responsibility for the health and wellbeing of school/academy staff:	Jon McNamee, Headteacher

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 have access to a support service for their well-being and are encouraged to use the service.
- A staff well-being questionnaire is undertaken.
- All staff have responsibility to take care of their own health and wellbeing and should seek support where necessary.

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.
A team stress risk assessment is completed involving all staff and reviewed regularly.

32. Training and Development

Name of person who has overall responsibility for the training and development of staff:	Jon McNamee, Headteacher
All new staff receive an induction which includes health and safety, fire procedures, asbestos awareness, first aid and emergency procedures.	
Our arrangements for carrying out suitable and sufficient health and safety training for all staff are: • New staff/students/volunteers are provided with an induction to make them familiar with the general Health & Safety procedures in school. • The CCLT induction checklist is used and those who have specific responsibilities are briefed further for activities related to their role. • All staff and governors undertake the Level 1 Safeguarding training every three years and are also given other relevant training where necessary.	
The Trust has a health and safety training matrix to help schools in the planning of essential and development training for staff.	
Training records are retained by the Headteacher.	
Training and competency as a result of training is monitored and measured by:	**Line Managers across school**

33. Vehicle movement on site

Name of Premises Manager responsible for the management of vehicles on site:	Jon McNamee, Headteacher

Our arrangements for the safe access and movement of vehicles on site are:

- Vehicle and pedestrian access are segregated.
- Safety barriers or marked paths are in place between the car park and pedestrian routes.
- Deliveries are not allowed on site during the periods for children arriving and leaving the school site.
- A vehicle movement restriction is in place during school drop off and collection.

34. Violence and Aggression and School/Academy Security

The school provides a place of work which is designed and managed to minimise the risk of violence and aggression to staff, pupils and visitors.	
A risk assessment is carried out where staff are at increased risk of injury due to their work.	
Training, information and instruction is available to staff to help them manage the risk of violence and aggression where required.	
Staff and pupils must report all incidents of verbal & physical violence to:	Their line manager and pupils' behaviour logged on CPOMS.
Incidents of verbal & physical violence are investigated by:	Line Managers or Headteacher
Name of person who has responsibility for site security:	Headteacher

Our arrangements for site security are:

- During the school day the gates immediately around the school are locked.
- Access onto the school site is via an intercom system.
- Internally doors from reception to the school building are operated on an Intercom system and Paxton.

- All visitors must sign in at reception using the Inventry system. An ID badge is printed and must be worn whilst the visitor is on the premises. The badge is returned when a visitor signs out.
- Only Guide Dogs or Pets as Therapy animals are allowed on the school site.
- There is a requirement for all staff to report all incidents of verbal and physical violence.
- At the start and end of day parents collect and drop off pupils from designated areas and these areas are supervised by a member of staff.

35. Water System Safety

Name of Premises Manager responsible for managing water system safety:	Site Team (Contractor – Franks Portlock)
Name of contractors who have undertaken a risk assessment of the water system:	(Contractor – Franks Portlock)
Name of contractors who carry out regular testing of the water system:	(Contractor – Franks Portlock)
Location of the water system safety manual/testing log:	Franks Portlock's portal and Every Compliance

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

- External contractors have access to the water hygiene manual and record of testing.

Our arrangements to ensure all school staff carrying out checks or testing or maintenance have information about the water system:

- Site staff have access to the water hygiene manual and record of testing.
- The water hygiene manual is located in Main Office for access by all school staff.

36. Working at Height

Name(s) of person responsible managing the risk of work at height on the premises:	Jon McNamee, Headteacher
Work at height is avoided where possible.	
Our arrangements for managing work at height are: • A general working at height risk assessment is available and has been communicated to all staff. • Staff are reminded of the dangers of standing on chairs or other furniture. • Suitable equipment is provided for working at height e.g. 3 tread steps for classrooms; kick stools. • Contractors working on site are expected to provide their own access equipment and are not allowed to use school equipment. • Contractors working on site are required to work safely and in compliance with instructions given by school staff and necessary safety regulations.	
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.	

37. Work Experience

Name of person who has overall responsibility for managing work experience and work placements for school/academy pupils:	Mrs Abbie Briley

Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are: • Work experience students are allocated a member of staff who will act as their mentor in school. • Work experience students are required to act in a professional manner, as would any other member of staff. • Work experience requests are only considered for applicants 21 years old and over.	
The name of the person responsible for the health and safety of people on work experience in the school premises:	Jon McNamee, Headteacher
Our arrangements for managing the health and safety of work experience students in the school are: • Induction is carried out with the students using the school induction checklist.	

38. Volunteers

Name of person who has overall responsibility for managing/coordinating volunteers working within the school/academy:	Mrs Abbie Briley
Volunteers are considered as a member of staff and all health and safety arrangements including induction and training must apply.	

Part 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.

Area	KPI	How we monitor	By Whom	When
Accidents, incidents and near misses	Reducing the number of reportable accidents. Evidence of proactive response and resolution in response to accidents. Clear review of risk assessments, post-accidents.	My Health and Safety System	Headteacher and CCLT H&S	Termly
Systems and processes	Annual health and safety actions are set, undertaken, monitored, reviewed and reported.	Every Compliance and school H&S records SCC checklists and self-audit documents	Headteacher and CCLT H&S	Termly

	A robust timetable of statutory testing and servicing on Every Compliance that is adhered to.			
Training	Training plans set for all staff . Clear communicatio n of health and safety areas.	Training records and email chains	Headteacher and CCLT H&S	Annually
Risk assessments	Robust risk assessments in place to reduce the potential for near misses and a reduction in foreseeable, avoidable accidents. Risk assessment reviews are carried out and recorded.	Staff shared folders and risk assessment review schedule	Headteacher and CCLT H&S	Annually
Culture	A positive culture around health and	Staff meetings, pupil group actions.	Headteacher, classteachers and CCLT H&S	Annually

	safety in school with input by the whole school community.			

Part D

Annual Review

This policy must be reviewed at least annually, when changes in school or in practice occur.

Version No.	Date approved	Changes made	Reason for alteration
1.0	September 2024	Annual update	Update
2.0	February 2026	New headteacher added, new CCLT team members added	New headteacher and new template