



HEALTH, SAFETY AND WELLBEING POLICY

Health, Safety and Wellbeing Management Arrangements

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This Policy

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.
- Enables the school to comply with the relevant legislation pertaining to health and safety.
- Helps embed a culture of effective health and safety management, which creates a safe working and learning environment for students and pupils, staff and visitors.

2. Overview

All schools are required to have a Health, Safety and Wellbeing Policy in place. The School's *Health, Safety and Wellbeing Policy* has been developed by the Health and Safety Co-ordinator in consultation with the Senior Leadership Team (SLT). Strategic oversight and governance are provided by the Local Governing Body.

The School's approach to health and safety can be characterised as:

- Professional;
- Informed;
- Proportionate;
- Proactive;
- Reactive;
- Participative;
- Inclusive.

At an operational level, the School applies the Health and Safety Executive's key principles of "Plan, Do, Check, Act".

3. Employer responsibilities

The School has a Health and Safety Policy in place to comply with the Health and Safety at Work Act. Fountains is a School forming part of the wider Esteem Multi-Academy Trust. The School has working links, built up over many years, with Staffordshire County Council's Strategic Health and Safety Team and continues to work closely with them. Fountains has therefore adopted the policy format recommended by Strategic Health and Safety, amending it to specific local circumstances as required.

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

The organisation and arrangements which support this policy (the day-to-day management of Health and Safety) are the responsibility of the Health and Safety Co-ordinator(s) along with the Executive Head Teacher and the Senior Leadership Team (SLT).

5. Occupiers Liability

The School recognizes that it has a 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.

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 Fountains High School.

Part E - The Key Performance Indicators.

A. Introduction

The policy statement complements and should be read in conjunction with the management arrangement confirmed in section 'C', our local organisation and arrangements for implementing the SCC policy confirmed in section 'D' entitled 'Detailed Health and Safety Arrangements'.

B. Policy Statement

The requirement to provide a safe and healthy working environment for all employees, pupils and visitors is acknowledged. The Fountains High School Governing Body recognises and takes responsibility for compliance with the statutory duties under the Health and Safety at Work Act 1974, along with other relevant legislation.

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

- All places and premises where staff and pupils are required to work and engage in school activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety both of persons on the premises or taking part in educational activities elsewhere).
- All plant and equipment are safe to use and arrangements exist for the safe use, handling and storage of articles and substances at work.
- Appropriate safe systems of work exist, are maintained and are monitored.
- A dynamic system of risk assessment is in place to remove and reduce the risk of injury as much as is reasonably practicable.
- Sufficient information, instruction, training and supervision are 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 the health and safety of 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 others – whether they are engaged with the school or not - is not adversely affected by its activities.

Employee involvement is an important part of managing health and safety. Consultation on health and safety with employees and employee representatives forms an important part of this policy. This policy statement and the accompanying organisational arrangements supersede any previously issued.

	
David Symons	Gareth Allen
Chair of the Local Governing Body	Executive Headteacher
15th September 2022	15th September 2022

C. Management Arrangements

Health and Safety policies are available for staff and others to consult. The School's main Health, Safety and Well-being Policy is published on the School website. Hard copies of this, along with all other health and safety policies, are available in the health and safety section of the staff room. Electronic copies are further available on Teams intranet.

The following procedures and arrangements have been implemented across the School to eliminate or reduce health and safety risks to an acceptable level and to comply with legal requirements:

Competent Health and Safety Advice

<i>The School obtains competent health and safety advice from:</i>	Health and Safety Co-ordinator(s) and Site Officers. Health and Safety Adviser from Staffordshire County Council (SCC) Corporate Health and Safety Team.
<i>The contact details are:</i>	Health and Safety Co-ordinator(s) High School: Ian Van Arkadie – 01283 247580 Site Officers: Kevin Billings – 07966 328856 Staffordshire County Council (SCC) Health and Safety Helpline – 01785 355777
In an emergency the School will contact: Health and Safety Co-ordinator(s)/ SCC Health and Safety Helpline.	

Monitoring Health and Safety

<i>Name of person(s) responsible for the overall monitoring of health and safety in school:</i>	Executive Headteacher. Health and Safety Co-ordinator(s).
<p><i>Our arrangements for the monitoring of health and safety are:</i></p> <ul style="list-style-type: none"> • Executive Headteacher and Site Officers have frequent Health and Safety and Premises meetings. • Health and Safety Co-ordinator(s) undertake annual health and safety evaluation checklist in October. • Health and Safety Co-ordinator(s) conducts School Health, Safety and Wellbeing self-audit in January each year which is forwarded to SCC Health and Safety Team. • Health and Safety progress and data is reported to the Local Governing Body on a termly basis. • Health and Safety is a standing agenda item at staff meetings to provide an opportunity for information to be exchanged, and where expectations can be discussed and clarified. • There is dynamic and constant monitoring of accidents, incidents, near misses and premises hazards and/or defects. The Health and Safety Co-ordinator monitors incidents reported through the My Health and Safety system daily and acts swiftly to investigate and follow up on incidents. Further action and control measures are identified through investigations as circumstances dictate. • All risk assessments are reviewed annually or when there has been a change in working procedure or an accident or near miss has occurred. Changes in working procedures may relate to significant changes in usage, the environment, apparatus or equipment (including chemicals and products used). 	
<p><i>The school carries out formal evaluations and audits on the management of health and safety every three years.</i></p>	
<i>The last audit took place</i>	Date: 13th & 14th November 2017.

	By: Wendy Sears, Health and Safety Advisor, SCC Health and Safety Team.
<i>Name of person responsible for monitoring the implementation of health and safety policies</i>	Health and Safety Co-ordinator(s).
Health and Safety data as confirmed in Section E (below) and reported to Governors on a termly basis and is shared with staff through team meetings.	
<p><i>Work inspections:</i></p> <p>We undertake a number of inspections and servicing of premises and equipment (including water, fire safety equipment, portable electrical appliances, boilers and gas supply and PE equipment) which are clarified in the Schools Health and Safety Planner. We also have a premises checklist which is undertaken monthly.</p>	<p><i>Person who carries these out:</i></p> <p>Site Officers.</p>

D. Detailed Health and Safety Arrangements

Each of the areas described below has its own dedicated policy. As noted above, these are available for staff to consult in the Health and Safety section of the Staff Room and online via the intranet.

1. Accident Reporting, Recording & Investigation

The arrangements for recording and investigating:

The Accidents and Incident Management Policy confirms arrangements for the reporting and investigating of accidents, incidents, near misses, premises hazards and defects and work-related ill health.

Pupil, Staff and Visitor accidents:

Accidents involving the following are recorded in the BL510 Accident Book kept in the School Office and via the My Health and Safety online system:

- Employees, contractors and visitors (including volunteers and student placement trainees) are recorded in the BL510 Accident Book and via the online My Health and Safety system.

Accidents involving the following are recorded using the My Health and Safety online system:

- Pupils and students for significant incidents where injuries requiring medical intervention have been sustained or where staff feel that the incident warrants further investigation as a matter of urgency. Minor injuries to pupils and students are recorded in the Accident Book.

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

Health and Safety Co-ordinator via the SCC Health and Safety Team.

The arrangements for reporting to the Governing Body are:

The Health and Safety Co-ordinator is responsible for reporting health and safety performance data to the Health and Safety and Premises Committee on a termly basis.

The arrangements for reviewing accidents and identifying trends are:

The Health and Safety Co-ordinator monitors and reviews all accidents reporting them to Governors on a termly basis including the identification of

trends and recommendations for further action or additional control measures.

2. Asbestos

<i>Designated Member(s) of Staff responsible for Managing Asbestos:</i>	Site Officers; Health and Safety Co-ordinator.
<i>Location of the Asbestos Management Log or Record System.</i>	The Asbestos Register is located in the School Office.

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

Confirmed in the Schools Asbestos Management Policy. It is the responsibility of Premise Officers to ensure that contractors working on site are monitored this includes ensuring the asbestos register is signed and the relevant forms completed; HSF 45 Intrusive Works Assessment Form and HSF 46 Control of Contractors – Hazard Exchange Form. Site Officers are required to use the Asbestos Incident Form (HSF 48) to record and report any issues, and conduct annual inspections using the Visual Inspection Form (HSF 50). Site Officers maintain adequate records and the asbestos register.

The arrangements to ensure all school staff have information about asbestos risk on the premises:

The Asbestos Management Policy is published on Teams, health and Safety notice boards and is available from the School Office.

On a day-to-day basis, staff are aware they must not drill or affix anything to direct to walls without first obtaining approval from the Site Officer(s).

Staff must report damage to asbestos materials to:

Site Officers – 07966 328856 / 07377 728016.

3. Communication

<i>Name of SLT member who is responsible for communicating with staff on health and safety matters:</i>	Health and Safety Co-ordinator(s). SLT and Middle Leaders have responsibility for the consistent
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communication of health and safety practices.

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

The School employs a range of methods to ensure health and safety arrangements are effectively communicated;

- Policies, guidance and risk assessments are all published on the intranet (via Teams);
- Policies, guidance and risk assessments are available for inspection via the school office.
- There are health and safety notice boards in the staffroom which hold key health and safety information. These are regularly updated by the Health and Safety Co-ordinator(s).
- Health and safety are a standing agenda item at staff meetings and staff can raise and discuss health and safety issues through established team and staff meetings.
- All new starters have to complete the induction checklist and health and safety checklist which covers essential aspects of health and safety practice (we have a separate policy for volunteers and students).
- Staff have been fully briefed on health and safety reporting as confirmed in Section E of this policy.
- Health and Safety is a standing agenda item at staff meetings and expectations can be discussed and clarified.

Staff can make suggestions for health and safety improvements by:

Reporting them through line management channels or to the Health and Safety Co-ordinator(s) and Site Officers. Staff are encouraged to do this as part of the participative and democratic culture that exists across the School.

4. Consultation

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

Health and Safety Co-ordinator(s)
SLT and Middle Leaders ensure that staff are consulted in the development of health and safety

arrangements e.g. the development of risk assessments.

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

We have named local conveners for all trade unions and professional associations.

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

Consultation in the development of health and safety arrangements and practice is generally done through key stage and class meetings when deemed necessary e.g. in the development of behaviour plans and risk assessments. Periodic health and safety and wellbeing surveys are completed to identify and address issues. The Executive Headteacher develops and reviews team stress risk assessments in consultation with key stage teams.

Staff can raise issues of concern by:

Reporting them through line management channels or to the Health and Safety Co-ordinator(s) and Site Officers. Issues in respect of premises safety can be raised through the School premises hazards and defects or 'near miss' procedures. These incorporate both hardcopy (through the Hazards and Defects Log) and electronic online elements (through My Health and Safety).

5. Contractor Management

Designation of person responsible for managing and monitoring contractor activity

Site Officers

The arrangements for selecting competent contractors are:

All arrangements in respect of the management of contractors are confirmed within the School's Management of Contractors Policy.

These include:

- the use of approved suppliers;
- planning and clarity about specifications for premises work;
- ensuring contractors have the correct skills, qualifications and experience to undertake the work safely.

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

Site Officers are responsible for ensuring all relevant documentation is completed for premises works including arrangements for safe working, risk assessments, signing the asbestos register, Hazard Exchange Form and Intrusive Works Assessment. The Site Officers ensure contractors working on site and all staff are encouraged to report any incidents of unsafe working on back practice by contractors that observe.

The arrangements for the induction of contractors are:

Site Officers, office staff and/or those responsible for the contractor being on site should ensure they are aware of relevant school procedures including evacuation processes and the reporting of accidents, incidents and premises hazards and defects. All contractors should sign in and out and be provided with School 'Information for Visitors'. Contractors will pass contact information to be used in the event of an emergency to the School Office.

Staff should report concerns about contractors to:

The Health and Safety Co-ordinator(s), Site Officers or SLT.

6. Curriculum Areas – health and safety

<p><i>Designation of person who has overall responsibility for the curriculum areas (e.g. Science, D&T, PE):</i></p>	<p>The Senior Leadership Team and Middle Leaders have overall responsibility for classroom and curriculum health and safety. Staff refer to CLEAPPS (Consortium of Local Education Authorities for the Provision of Science Services) guidance on safe teaching in science-based subjects as appropriate.</p>
<p><i>Risk assessments for these curriculum areas are the responsibility of:</i></p>	<p>The school has a list of risk assessments which clarifies the person responsible for classroom</p>

environment and curriculum area
risk assessments

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7. Display Screen Equipment (DSE) use (including PCs, 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:

Confirmed within our Workstation and Display Screen Equipment Checklist. Those who continuously and regularly use a PC and/or Laptop for more than an hour are required to complete the workstation and DSE or Laptop checklist. This is reviewed annually by the Executive Headteacher and Health and Safety Co-ordinator(s) and further action is taken when required. The School's approach to DSE use – as with all health and safety- is proactive, so action can and will be taken at any time and not simply in response to the annual check.

Designation of person who has responsibility for carrying out Display Screen Equipment Assessments

ICT Officer (supported by Health and Safety Co-ordinators).

DSE assessments are recorded and any control measures required to reduce risk are managed by

Executive Headteacher.
Health and Safety Co-ordinator(s).

8. Educational visits / Off-Site Activities

Designation of person who has overall responsibility for Educational Visits

Executive Headteacher.

The Educational Visits Coordinator is

Ian Van Arkadie and Bev Rowley

The arrangements for the safe management of educational visits:

Arrangements and guidance are confirmed within our Educational Visits Policy. The School uses the Evolve system. Under no circumstances should

an educational visit take place unless the Evolve risk assessment has been completed AND signed off by the Educational Visits coordinator.

9. Electrical Equipment [fixed & portable]

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<i>Designation of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:</i>	Site Officers.
<i>Fixed electrical wiring test records are located:</i>	The School Office and the Photocopying Room (adjacent to the school office) for the High School.
<i>The arrangements for the safe management of electrical equipment:</i>	
<p>The School's Electrical Safety Policy confirms arrangements for the control of electrical risks. All electrical appliances will be purchased from reputable suppliers and used in accordance with operating instructions. Portable appliances are tested annually and fixed electrical installations are every five years. All staff must visually inspect electrical equipment before use. Items that give cause for concern must be removed from use and brought to the attention of the Health and Safety coordinator (s) at once.</p>	
<i>The arrangements for bringing personal electrical items onto the school site are:</i>	
<p>The use of privately-owned electrical items is discouraged. Privately owned electrical appliances may only be used with the prior approval and authorisation of the Health and Safety Co-ordinator(s) or Site Officer and must conform to the relevant British or international standard. Contractors are responsible for their own electrical equipment.</p>	
<i>Designation of person responsible for arranging the testing of portable electrical equipment (PAT):</i>	Site Officers and Health and Safety Co-ordinator(s)
<i>Designation of person responsible for defining the frequency of portable electrical equipment (PAT) testing:</i>	Executive Headteacher.

Portable electrical equipment (PAT) testing records are located:

The School Office and the Photocopying Room (adjacent to the school office) for the High School.

Staff must take defective electrical equipment out of use and report it immediately to:

Health and Safety Co-ordinator(s) or Site Officers.

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

Designation of competent persons responsible for undertaking & reviewing fire risk assessment in addition to any associated action planning

Health and Safety Co-ordinator(s) and Site Officers.

The Fire Risk Assessment is located

The Fire Risk Assessment is published on Team and on Staff Health and Safety Notice Boards.

When the fire alarm is raised the person responsible for calling the Fire Service is

Site Officers are responsible for calling emergency services when the fire alarm is raised. In the absence of the Site Officers, the Health and Safety coordinator (s) will assume this role. NB: In the event of a fire or other major incident (such as an explosion) the priority is the safe evacuation of people from the building. Any member of staff may contact the Fire Service at such times.

Designation of person responsible for arranging and recording of fire drills

Site Officers.

Designation of person responsible for creating and reviewing Fire Evacuation arrangements

Health and Safety Co-ordinator(s) in consultation with the Site Officers.

<i>The Fire Evacuation Arrangements are published ...</i>	Within the School's Fire Safety Policy, communicated to all staff and published on Teams and on Staff Health and Safety Notice Boards.
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<i>The Fire Marshals are listed</i>	Within the Schools Fire Safety Policy.
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<i>Results of the testing and maintenance of fire equipment and installations are recorded in a Fire Log Book located at</i>	School Office.
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<i>Name of person responsible for training staff in fire procedures</i>	An external training provider is used for fire safety training. Training can be delivered via a range of different mediums and – at the time of writing – is online.
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All staff must be aware of evacuation procedures and fire safety policy in school.

11. First Aid *see also Medication

<i>Designation of person responsible for carrying out the First Aid Assessment</i>	Health and Safety Co-ordinator(s). Executive Headteacher.
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<i>The First Aid Assessment is located</i>	Executive Headteacher Office.
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<i>First Aiders are listed</i>	CPD Coordinators maintain records of First Aiders. Lists are posted on Teams and displayed at various points around the school.
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<i>Designation of person responsible for arranging and monitoring First Aid Training</i>	CPD Coordinator for the school. First Aiders are responsible for notifying the CPD Coordinator when update/refresher training is required.
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Location of First Aid Box	Each classroom has a first aid kit. All school minibuses have first aid kits. The School’s medical room has a first aid kit.
Designation of person responsible for checking & restocking first aid boxes	The TA Manager on the High School takes responsibility for restocking first aid kits.

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

In an emergency staff are aware of how to summon an ambulance and arrangements are in place for this to be done via school mobile phones should an accident occur in a remote part of the site. The School can assist with transporting pupils to hospital or home subject to the circumstances of the incident.

- Pupils: The School holds information on next of kin and who to call in an emergency. Pupils will be supported while in the school’s care and first aid will be provided when appropriate.
- Staff: next of kin information is held on file including who to contact in the event of an emergency. Staff will be supported while on the school site or in the school’s care and – should a hospital visit be required – will usually be accompanied by a colleague.
- Others: all visitors to the School will be offered support and basic first aid in an emergency situation. Contractors and parents are required to supply contact information. Other visitors may be required to supply contact information if they are likely to be on site for a substantial period of time.

Our arrangements for recording the use of First Aid are:

Through our accident and incident procedures.

12. Hazardous Substances (COSHH)

Designation of person responsible for carrying out risk assessment for	Health and Safety Co-ordinator(s).
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hazardous substances (COSHH Assessments)

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

Arrangements for the control of hazardous substances are confirmed in the COSHH Policy. This includes using appropriate protective clothing, using substances in accordance with instructions, training where required, and ensuring familiarity with data sheets and secure storage. The Health and Safety Co-ordinator is responsible for the COSHH risk assessment which is reviewed annually or sooner in the event of an accident or near or a change in working practices or activity. Site Officers are responsible for the safe use and appropriate storage of hazardous substances used for the maintenance and repair of buildings. The Site Officers direct the Cleaning Supervisors who are responsible for the safe management, handling and storage of cleaning materials. The Science Curriculum Leader is responsible for COSHH substances used to support science teaching.

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13. Health and Safety Law Poster

The Health and Safety at Work poster is located:

The statutory Health and Safety Poster is located in the staffroom.

14. Housekeeping, cleaning & waste disposal

Responsibility lies with:

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

The waste management arrangements are:

Rainbow Waste and PHS are used for the appropriate disposal of both general and hazardous waste.

The site housekeeping arrangements are:

Confirmed within the School's Cleaning Protocol. The cleaning teams conduct four deep sanitising cleans during the school year.

Site cleaning is provided by:

The School employs two cleaning teams of four staff for the site.

Cleaning Supervisors can be contacted via the Site Officers.

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

- Site Officers ensure cleaning supervisors are competent to operate cleaning equipment. This is generally through coaching and referring to user instruction guides. Where necessary training would be arranged. Cleaning supervisors upskill cleaners where required.
- Cleaning Supervisors are responsible for the control of hazardous substances which includes using appropriate protective clothing, using substances in accordance with instructions, training where required, ensuring familiarity with data sheets and secure storage. The supervisor ensures cleaners adhere to COSHH control measures.
- Site Officers and cleaners are consulted on the annual review of COSHH which is circulated to all relevant staff. The Cleaning Protocol and the induction checklist reinforce expectations.
- Waste skips and bins are located away from the school buildings.
- All staff are aware of the arrangements for disposing of waste and the location of waste bins and skips.

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15. Infection Control

Designation of person responsible for managing infection control:

Executive Headteacher

The School's infection control arrangements (including communicable diseases/hand hygiene standards) are:

Confirmed in Section 3.0 of our First Aid Policy. The School has in-house cleaning teams for who operate in accordance with the Schools Cleaning Protocol.

16. Lettings

Designation of member of staff or member of Leadership team responsible for Lettings

Executive Headteacher

The arrangements for managing Lettings of the school premises are:

Clarified in the School’s Conditions of Use document. All hirers are required to sign a lettings agreement confirming their adherence to lettings policy.

Hirers are expected to provide risk assessments for their activities and clients and provide evidence of insurance and qualifications of staff where required. 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.

The health and safety considerations for lettings are considered and reviewed annually. Lettings agreements are renewed annually including providing updated documentation.

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17. Lone Working

Designation of member of staff or member of Leadership team responsible for staff working patterns:

Executive Headteacher

The arrangements for managing lone working are:

Clarified in the School’s Lone Working Protocol. This clarifies the principles governing lone working both in school and in the community. The key elements of this are the accurate and meaningful assessment of risks, staff training and awareness and regular exchange of information.

The School acknowledges that lone working will occur from time to time. Certain staff may make home visits to meet with students’ families and not always be accompanied by colleagues. Site Officers will often perform their job role alone and teaching staff will sometimes work alone after the end of the school day and during PPA time. The School works to ensure that this is as safe as possible.

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

The School has an inspection schedule for the maintenance and servicing of all equipment which is the responsibility of Site Officers who maintain inspection and servicing records. All staff are expected to undertake visual inspections of equipment prior to use. Site Officers undertake visual inspections of tools and equipment prior to use. The School’s Health and

Safety Planner which is reviewed annually confirms the servicing and inspection program and its frequency.

The selection of equipment would be down to the user. Equipment is expected to be purchased from a reputable supplier and conform to the relevant safety standards. Training would be required where appropriate. Specialist contractors would be used to operate equipment requiring specialist expertise or knowledge.

Name of person responsible for the selection, maintenance / inspection and testing of equipment

Site Officers.

Records of maintenance and inspection of equipment are retained and are located:

The School Office and the Photocopying Room (adjacent to the school office) for the High School.

Staff report any broken or defective equipment to:

Site Officers.

Equipment on the site owned and used by contractors is the responsibility of the contractor, who must provide records of testing, inspection and maintenance if requested.

19. Manual Handling

Name of competent person responsible for carrying out manual handling risk assessments

Health and Safety Co-ordinator.

The arrangements for managing manual handling activities are:

Arrangements for the manual handling of inanimate objects and 'people' handling are clarified in the School's Manual Handling Policy. Control measures for the appropriate management of these risks are contained within our Manual Handling Risk Assessment which is published on Share Point. Staff who carry out manual handling must make themselves aware of the manual handling risk assessment and the control measures in place. Additional guidance on Safe Handling of Inanimate Objects and People and a Manual Handling Risk Assessments Quick Reference Flow Chart is also available. Governors monitor sickness and accident data and we subscribe to

the Occupational Health Unit SLA which provided musculoskeletal disorder support. All staff are trained appropriately to carry out manual handling activities.

Where people handling takes place which presents significant risk 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).

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20. Medication

Designation of person responsible for the management of and administration of medication to pupils in school/academy

Executive Headteacher.

The arrangements for the administration of medicines to pupils are:

Confirmed in the Medication Policy. In addition, there are a number of staff who are trained in the administering of different types of medication including emergency medication e.g. asthma inhalers and epi-pen. All staff who are required to administer are provided with the appropriate training including any refresher training. Health Care Plans are developed and reviewed in accordance with DfE guidance 'Supporting Pupils at School with Medical Conditions.

The names members of staff who are authorised to give / support pupils with medication are:

NHS Nurses / School staff as circumstances dictates.

Medication is securely stored:

Medical Room.

A record of the administration of medication is located:

Medical Room.

Pupils who administer and/or manage their own medication in school are authorised to do so by the Executive Headteacher and provided with a suitable private location for this. Staff will always be present to support them.

Staff who are prescribed medication must keep this personal medication in a secure area in a staff only location. Staff must advise school leaders if they

are taking any medication which might impair their ability to carry out their normal work.

21. 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 other reasonable means.

<i>Designation(s) of person responsible for selecting suitable personal protective equipment (PPE) for school staff.</i>	Senior Leadership Team in consultation with the staff that require PPE.
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<i>Designation of person responsible for the checking and maintenance of personal protective equipment provided for staff</i>	Manager of staff member issued with PPE.
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<i>Designation(s) of person responsible for selecting suitable personal protective equipment (PPE) for pupils.</i>	Head of School in consultation with class teacher.
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Arrangements in respect of personal protective clothing are confirmed with the School's PPE Policy. Guidance is available via the Health and Safety Co-ordinator(s) and a record of PPE issued is maintained. All PPE provided for use in a classroom environment is kept clean, free from defects and replaced as necessary. Guidance is provided for the correct use of PPE.

22. Reporting Hazards or Defects

<i>Designation of those responsible for reporting hazards and defects:</i>	All staff, pupils and visitors must report any hazards, defects or dangerous situations they see at school or while engaged in school activity.
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The arrangements for the reporting of hazards and defects:

A hazards and defects log is maintained in the school office and these are monitored by Site Officers who undertake the necessary remedial action, the date of which is also recorded. Records of hazards including remedial work are maintained and reported to Governors on a termly basis. Hazards

will, in addition, be recorded using My Health and Safety and categorised: “Near Miss: Hazard Identified”.

23. Risk Assessments

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Designation of person who has overall responsibility for the school risk assessment process and any associated action planning

Health and Safety Co-ordinator(s).

The school has in place risk assessments for any identified significant risk. Details of this is contained in the Risk Assessment Policy. Risk assessments are created/reviewed when something new is introduced or a change has occurred or when an accident has occurred. Control measures are put in place to eliminate or reduce risks to an acceptable level are communicated to staff, pupils and others who may be exposed to the risk.

Risk assessments are in place for the following areas:

There is an inventory by school site for all risk assessments which confirms the person responsible and is published on Share Point and on the staff health and safety notice boards. Whilst not being an exhaustive list, we have classroom and curriculum risk assessments, risk assessments for premises and grounds, fire risk assessment for the school, hazardous substance risk assessment, cleaning and contractors risk assessments and team stress risk assessments.

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

All risk assessments are reviewed annually and published on Share Point. The Health and Safety Co-ordinator(s) is responsible for archiving non-current risk assessments. Risk assessments are developed in consultation with relevant stakeholders. Class teacher are expected to ensure control measures are adhered to within classrooms and in respect of curriculum areas.

Appropriate training is provided for staff who develop, implement and review risk assessments. The Health and Safety Co-ordinator(s) provides support and training to the School in the development and review of risk assessments.

24. Smoking

No smoking or vaping is permitted on site or in vehicles owned or operated by the school at any time. The School has a Smoking at Work Policy which confirms these arrangements.

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25. Stress and Staff Well-being

Designation of person who has overall responsibility for the health and wellbeing of staff

Executive 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:

There are a number a mechanisms to support staff in managing their own health and wellbeing, these are confirmed in our Wellbeing and Stress Management Policy which forms a key part of the School's overall wellbeing strategy;

- Support and guidance information on Share Point and staff health and safety noticeboards.
- Through line management and team meetings which also enables welfare 'checks'.
- Employees have trade unions and professional associations.
- We have a number of policies e.g. Code of Conduct, Whistleblowing Procedure and Our Harassment and Bullying Policy and the Staff Wellbeing Policy.
- The provision of the Occupation Health Unit Service and 'Thinkwell' employee assistance service.
- Conducting staff wellbeing surveys as required and using this as the basis to develop team stress risk assessments in consultation with key stage teams.
- Use of individual stress risk assessments and adjustments for ill health.
- Staff Training on subjects like techniques for managing stress and personal resilience.
- Staff wellbeing initiatives undertaken as part of the overall wellbeing strategy.

Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated. All staff have 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.

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26. Training and Development

Designation of person who has overall responsibility for the training and development of staff.

Executive Headteacher and CPD Coordinators

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

We operate robust induction processes for all staff. The staff induction policy has general and health and safety generic ‘checklists’ which managers complete with new staff. This covers evacuation procedures, accident, incident, defect and near miss reporting, fire safety, etc.

All classroom staff receive safeguarding training, manual handling training, SCIPr training and first aid training including updates and refreshers. Premises staff receive premises managers training, safeguarding, asbestos management, working at heights and COSHH training.

CPD Coordinators maintain school documentation which confirms mandatory training by role including the date for update and / or refresher training.

Training records are retained and are located:

We have a training database which records all staff training. Training records are maintained with an employee’s personal employment file.

Training and competency as a result of training is monitored and measure:

Through management structures with reference to the appraisal process using job descriptions / person specifications, professional standards, performance data and the school improvement and development plan. The School Appraisal Policy will also be used.

27. Vehicles owned or operated by the school and vehicles used by staff on school business

<i>Designation of person who has overall responsibility for the school vehicles</i>	Health and Safety Co-ordinator(s) in conjunction with the school's Minibus Co-ordinator.
<i>The School operates minibus vehicles;</i>	Fountains High School x 4.
<i>Designation of person who manages the driver medical examinations;</i>	The School uses the Occupational Health unit and Minibus driver assessments are arranged through the Road Safety Unit.
<i>Designation of person who manages the vehicle license requirements:</i>	Site Officers.
<i>Designation of person who undertakes vehicle checks such as oil, water and routine roadworthiness;</i>	Site Officers and vehicle users.
<i>Designation of person who arranges servicing and maintenance of minibuses:</i>	Site Officers.

Our arrangements for the safe use of school vehicles and vehicles used by staff on school business are:

The Schools Use of Vehicles and Minibus for School Policy clarifies expectations and procedures. All staff that use school minibuses must have successfully completed the minibus driver assessment via Staffordshire County Council's Road Safety Unit. Staff who use their own vehicles for school business are responsible for ensuring they are legally permitted to use their vehicle for school business and their vehicle is safe and roadworthy with the appropriate insurance.

28. Vehicle movement on site

Designation of staff responsible for the management of vehicles on site;

Minibus Coordinators and Site Officers.

Our arrangements for the safe access and movement of vehicles on site are: Traffic Marshals with hi visibility jackets manage vehicle movements at peak times. Signage confirms speed limits and pupils are escorted to vehicles.

Wherever possible, deliveries are arranged for off peak times and suppliers and contractors directed to designated parking spaces away from busy areas.

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29. Violence and Aggression (Incident Reporting) 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, pupils and visitors. Site Officers check site security and we have access controls and emergency alarm systems in place.

Staff and pupils must report all incidents of verbal & physical violence to:

SLT/H&S Co-ordinator

Incidents of verbal & physical violence are investigated by:

SLT, Health and Safety Co-ordinator(s), Middle Leaders (dependent upon circumstantial factors).

Designation of person who has responsibility for site security:

Health and Safety Co-ordinator(s) with Site Officers.

Our arrangements for site security are:

Confirmed in our Violence and Aggression Management Policy. Violence and aggression towards any staff are unacceptable. Violent incidents (referred as incidents) are recorded and reported to Governors on a termly basis. A risk assessment is carried out where staff are at increased risk of injury due to the pupil behaviour – control measures are clarified within individual behaviour plans. Training, information and instruction is available to staff to help them manage the risk of violence and aggression where required.

Notices in public areas inform visitors that violence and aggression towards staff and students is unacceptable and will not be tolerated. All visitors are required to sign in and out of the premises. The main entrances have remote

controlled entry systems operated by the office staff. The School reserves the right to refuse admittance to anyone without legitimate business with the school or who may be considered a security threat. Staff access is by a numerical key pad. The code is confidential to staff and is changed periodically.

30. Volunteers

Designation of person who has overall responsibility for managing/coordinating volunteers working within the school:

For the High School this is the Teaching Assistant Manager.

Volunteers are considered as members of staff for health and safety purposes including induction and training must apply. Volunteers have to complete an expression of interest form which is then considered by the school.

31. Water System Safety

Designation of staff for managing water system safety.

Site Officers.

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

Integrated Water Services (IWS).

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

Integrated Water Services (IWS).

Location of the water system safety manual/testing log

The school office for Primary School / The Photocopying Room (adjacent to the school office) for the high school.

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

Set down in the School's Water System Safety Policy. The Site Officers are responsible for undertaking the testing program recording and maintaining adequate records. Site Officers ensure that contractors have sufficient information about our water systems.

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

Site Officers use the water safety manual and testing log provided by the contractor. Additional information is available to Site Officers from specialist contractors and our asset management system.

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32. Working at Height

Designation of person responsible managing the risk of work at height on the premises:

Site Officers

Our arrangements for managing work at height are:

Confirmed in the Working at Height Policy. Working at height is avoided where possible and if required is undertaken by specialist contractors trained to use the equipment. Site Officers and the ICT technician receive training for working at height and in the use of step ladders and ladders. Users are expected to use ladders in accordance with user instructions and the Working at Height Policy.

Work at height equipment is inspected by Site Officers prior to use. Site Officers purchase ladders from reputable supplies that conform to statutory standards.

33. Work Experience (trainees working at Fountains)

Designation of person who has overall responsibility for managing work experience and work placements for school/academy pupils.

For the High School this is the Teaching Assistant Manager. For the Primary School this is the Lead Teaching Assistant.

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

Students are expected to complete an 'Expression of Interest Form' which requires information about skills and experience and career ambitions. This information helps the placement of students and assessing their suitability. The person(s) with responsibility for the students are responsible for their induction. The School's Designated Safeguarding Lead and Enhanced

Provision Lead and Heads of School assist in placing students and monitor their supervision and welfare.

Designation of the person responsible for the health and safety of people on work experience in the school premises:

For the High School this is the Teaching Assistant Manager

The arrangements for managing the health and safety of work experience students in the school/academy are:

There is a specific induction pack for students on work experience and volunteers which clarifies key health and safety key information.

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E. Health and Safety Key Performance Indicators

School leaders, governors and managers monitor the health and safety performance of the school in order to determine where progress is being made and where further actions and resources may be required.

Recommendations and action plans developed in response to audits and self-assessments is reported and discussed at the termly Health and Safety and Premises Committee who agree and monitor action. The School actively monitors and reports the following key performance Indicators providing analysis and recommendation where trends indicate further investigation, action or control measures are required;

- i. Accident Reporting,
- ii. Incident (violence) Reporting,
- iii. Near Miss Reporting,
- iv. Hazard / Defect Reporting

In the above (i) (ii) and (iii) include analysis using measures of dispersal and measures of central tendency. This enables the School to monitor incidents in relation to changes in student numbers and to take account of the varying lengths of the different school terms. Analysis is further provided to detail the category and sub-category of incidents along with the location, time and broad details of those affected.

In addition, the following key performance indicators are reported to the Finance and Staffing Committee;

- i. Staff sickness absence data
- ii. Staff compassionate and emergency leave data

iii. Information about staffing changes