



**FULFEN**  
**Primary School**  
Leading the way to a brighter future

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Love of Learning... Encouraging... Adaptable... Determination...

# Health, Safety and Wellbeing Policy

Fulfen Primary School

October 2025

Review date: October 2026

Ratified by Governors: 02-12-2025



The policy has 5 parts;

**Part A** - Introduction

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

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

**Part D** - The detailed arrangements & procedures to reduce risk within Fulfen Primary School.

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

### **A. Introduction**

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

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

This policy records the local organisation and arrangements for implementing the SCC policy.

### **B. Policy Statement**

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

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

- all places and premises where 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 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. All employees are expected to accept their responsibility to work safely by ensuring that they take reasonable care of their own health, safety, and wellbeing and that of other people who may be affected by their acts or omissions.

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

Signed:		Signed:	
<b>J Boardman / Andy Ritchie</b> <b>Chair of Governors</b>		<b>J Davies</b> <b>Headteacher</b>	
Date: 02/12/2025		Date: 02/12/2025	

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



### **C. Responsibilities (Delegation of Duties)**

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

In addition to their general responsibilities:

The **Governing Body** will:

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

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

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

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

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

They will:

- Implement and monitor the school's health and safety arrangements.



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

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

- Identify and control hazards.
- Ensure risk assessments are carried out, reviewed at least annually and communicated to employees and pupils.
- Instigate and ensure that safety procedures are developed and adhered ensuring that these are in line with curriculum best practice e.g. Science, Design Technology, PE, etc.
- Maintain current knowledge of specific health and safety legislation and official guidance relevant to the safe delivery of their specialism.
- Ensure equipment, including personal protection equipment, is maintained in a safe condition and that substances hazardous to health are secured in a safe place.
- Ensure that all incidents (including near misses) are reported promptly and investigated.
- Notify the Headteacher/Senior Leaders of any proposed or impending changes affecting health, safety, and wellbeing such as in room allocation or usage, change of materials/equipment, new activities etc.

**Teachers** will:

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

**All employees** will:

- Comply with the school's health and safety arrangements, including the adherence



to risk assessments, health and safety procedures and policies.

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

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
The contact details are	Sophie Caddick 07929 672258 / 01785 355 777 <a href="mailto:sophie.caddick1@staffordshire.gov.uk">sophie.caddick1@staffordshire.gov.uk</a> <a href="mailto:shss@staffordshire.gov.uk">shss@staffordshire.gov.uk</a>
In an emergency we contact the emergency services if appropriate then contact Steve Langston (H&S Manager) 01785 355 777 (8.30am – 5pm / 4.30pm Friday)	

### Monitoring Health and Safety

Name of person(s) responsible for the overall monitoring of health and safety in school:	C Hawkins – Business Manager J Davies – HT & Premises Manager
Our arrangements for the monitoring of health and safety are (included here - how performance is measured, reported upon when these are reported and how e.g. annual report to Governing Body: <ul style="list-style-type: none"><li>• reviews of accidents/accident book</li><li>• monitoring of health and safety checks</li><li>• health and safety review at performance management meetings</li></ul>	



<ul style="list-style-type: none"> <li>• termly report to Governors</li> <li>• completion and evaluation of risk assessments</li> <li>• completion of health and safety audits</li> </ul>	
The school carries out formal evaluations and audits on the management of health and safety annually.	
The last audit took place	<p>Date: December 2023 By: S-J Walmsley</p> <p>Annual Self Audit completed in January 2025 by Clair Hawkins. H&amp;S Review conducted by Victoria Ellis (RPA – SCC insurance) 22/09/2023</p>
Name of person responsible for monitoring the implementation of health and safety policies	Miss J Davies
All staff are aware of the key performance indicators in part E and how they are monitored	
Workplace inspections - type	Name of person who carries these out
Playground (visual)	L Singh
Playing fields (visual)	L Singh
Paths and access routes (visual)	L Singh
Contractors (paper-based records and planning)	C Hawkins
Asbestos systems manual (paper-based records and planning)	C Hawkins
Water Hygiene Records system manual (paper-based records and planning)	C Hawkins
Premises Licence	C Hawkins
Driving for work (paper-based records)	C Hawkins
Work equipment pre-use (visual)	All staff
Access equipment pre-use check (visual)	All staff
First aid box (check contents)	T Dimmack
First Aid records	C Hawkins





Local exhaust ventilation (visual)	L Singh
Fire alarm sounding tests	L Singh
Fire Emergency door opening tests	L Singh
Fire Emergency cut off tests	L Singh
Emergency Lighting Tests	L Singh
Weekly flushing of little used or disused outlets).	L Singh
Water temperature checks (monthly)	HSL Compliance
Shower head / spray tap cleaning	Kitchen Staff
Guttering/grids	L Singh
Fire drills	J Davies / C Hawkins
Lifting equipment	C Hawkins
Fire alarm equipment maintenance tests	External contractor (organised by C Hawkins)
Water hygiene – air conditioning	External contractor (organised by C Hawkins)
School holiday clubs	C Hawkins
Health and Safety Policy	C Hawkins
School Educational Visits	S Shermer

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

#### **D. Detailed Health and Safety Management Arrangements**

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements.

For further information from the Health, Safety and Wellbeing Service in any of these areas you may also wish to view the information on the SLN

[https://education.staffordshire.gov.uk/School-](https://education.staffordshire.gov.uk/School-Admin/HealthSafetyWellbeing/Health-Safety-and-Wellbeing-Service.aspx)

[Admin/HealthSafetyWellbeing/Health-Safety-and-Wellbeing-Service.aspx](https://education.staffordshire.gov.uk/School-Admin/HealthSafetyWellbeing/Health-Safety-and-Wellbeing-Service.aspx) or consult with the Health and Safety Adviser / Other Specialist Adviser.





### 1. Accident Reporting, Recording & Investigation

Our arrangements for recording and investigating:

Pupil accidents:

- All accidents must be reported.
- All minor injuries must be recorded in the school's accident books. Individual accident records are kept with first aid kits. Once completed, these are to be returned to T Dimmack so they can be retained. The main accident book is kept in the main office.
- Any accident involving a pupil's head (bumps, etc.) must be reported to parent(s) by phone call and reported in an accident slip. The person reporting the accident should ensure that the child's class teacher is aware that a head injury has occurred.
- A notification of the accident will be given to the child involved and put in their bag or given to the adult responsible for the class for younger children or children with specific needs.
- Serious pupil accidents must be reported to Staffordshire Health and Well-being Service (01785 355 777) and Governors. The accident must be reported via the SCC accident reporting system online – My H&S. C Hawkins to be notified so that she can complete this form.
- T Dimmack & C Hawkins monitor the accident books for any patterns. All completed Accident books are kept and stored in school.
- Risk assessments are reviewed as necessary after the accident.

Injuries are reported following SCC guidance.

Staff accidents:

- All accidents must be reported.
- Accidents must be included in the staff/visitor accident book.
- All staff accidents must be reported to Staffordshire Health and Well-being Service (01785 355 777). The accident must be reported via the SCC accident reporting system online – My H&S. J Davies and C Hawkins are to be notified so that they can complete this form.
- Risk assessments are reviewed after the accident.

Visitor accidents:

- All accidents must be reported.
- Accidents must be included in the staff/visitor accident book.
- All visitor accidents must be reported to Staffordshire Health and



<p>Wellbeing Service (01785 355 777). The accident must be reported via the SCC accident reporting system online – My H&amp;S. C Hawkins is to be notified so that she can complete this form.</p> <ul style="list-style-type: none"><li>• Risk assessments are reviewed after the accident.</li></ul>
<p>The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: J Davies</p>
<p>Our arrangements for reporting to the Governing Body are:</p> <ul style="list-style-type: none"><li>• A report on accidents is included in the termly Governor report.</li><li>• Governors are notified about accidents that are reported to SCC on a termly basis.</li><li>• The Chair of Governors is notified about major injuries as soon as possible.</li></ul>
<p>Our arrangements for reviewing accidents and identifying trends are:</p> <ul style="list-style-type: none"><li>• T Dimmack &amp; C Hawkins review accidents on a termly basis and evaluate trends.</li><li>• Risk assessments are reviewed.</li><li>• Additional control measures are put in place if required.</li></ul>

## 2. Asbestos

Name of Premises Manager responsible for Managing Asbestos.	Miss J Davies
Location of the Asbestos Management Log or Record System.	C Hawkins' office
<p>Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are:</p> <ul style="list-style-type: none"><li>• The school is supported by the Entrust Asbestos Management Team.</li><li>• There are asbestos-containing materials in our school building. This can pose a risk if damaged.</li><li>• The Headteacher is responsible for the Asbestos Record System Manual, which is located in C Hawkins' office. The Entrust Asbestos Management Team complete a re-inspection of asbestos containing materials every three years.</li><li>• Before commencing any work, all contractors must be given sight of the</li></ul>	



Asbestos Manual as part of completing the HSF46 (Hazard Exchange) Form with C Hawkins.

- Staff must not drill or affix anything to walls without first consulting the Headteacher or C Hawkins. A HSF45 Intrusive Works Assessment must be completed before any intrusive work is undertaken.
- Any damage to asbestos materials must be immediately reported to the Headteacher or C Hawkins.
- The Headteacher or C Hawkins will inform the LA of any damage to the asbestos material and receive information regarding any immediate action.
- Asbestos information is included in staff/visitor induction. Office staff are aware of how the asbestos register identifies risks and what contractors must sign if C Hawkins absent.

The school also follows SCC guidance.

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

- Asbestos information is included in staff/visitor induction.
- Staff receive updates about asbestos during staff meetings.
- Annual asbestos awareness training (Autumn term) – staff sign the asbestos register after completing SCC training slides.

Staff must report damage to asbestos materials to:

J Davies  
C Hawkins

**Staff must not drill or affix anything to walls without first obtaining approval from the premises manager.**

### 3. Communication

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

C Hawkins



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

- Health and safety information is included in staff/visitor induction.
- Health and safety is an agenda item on every staff and SLT meeting.
- C Hawkins coordinates H&S training opportunities for staff on a regular basis.
- Information is shared with staff via the SharePoint and/or email.
- H&S notifications may be given to the adult responsible for the class.

Staff can make suggestions for health and safety improvements by:

Emailing: [lsingh@fulfen.staffs.sch.uk](mailto:lsingh@fulfen.staffs.sch.uk) Lak Singh (caretaker) & C Hawkins via email: [finance@fulfen.staffs.sch.uk](mailto:finance@fulfen.staffs.sch.uk)

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

Name of person coordinating any construction work / acting as Client for any construction project.	C Hawkins
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Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are:

**Duty holders will be identified and named as part of any Construction project - see Construction and Design Management regulations -**

**<https://www.citb.co.uk/health-safety-and-other-topics/health-safety/construction-design-and-management-regulations/cdm-guidance-documents/>.**

- All projects must have: workers with the right skills, knowledge, training and experience; contractors providing appropriate supervision, instruction and information; a written construction plan.
- Projects where more than one contractor is involved must have: point 1 requirements (as above); a principal designer and a principal contractor (appointed by the school as the client).
- If the work is scheduled to last longer than 30 days **and** have more than 20 workers working simultaneously at any point in the project **or** exceeds 500



person days the project must have: point 1 requirements (as above); point 2 requirements (as above); and C Hawkins must notify HSE about the project.

- For any contractors a HSF 46 form (Hazard Exchange Form) needs to be completed with C Hawkins to agree safe work practices before any work can begin. All workers on site will sign the HSF46 document to agree their understanding of the arrangements.
- An Intrusive Works Risk Assessment must be completed with C Hawkins before any intrusive work is undertaken.
- Contractors must be made aware of any asbestos in school and complete relevant documentation & sign the asbestos register.
- Contractors may be selected by use of the tendering system.
- Health and Safety issues will be shared with the contractor via C Hawkins and/or J Davies.
- C Hawkins will monitor construction work alongside the Principal Designer and/or Principal Contractor.
- Any incidences of unsafe practices will be reported to the relevant contractor and/or ENTRUST (Building Property Services – 0333 300 1900).
- Any members of staff witnessing unsafe practice must report the matter to the Headteacher or C Hawkins.
- The Headteacher must ensure that the safety of pupils, staff and visitors is maintained and enforce any appropriate actions. This could include cessation of certain work at specific times of day.

The school also follows SCC guidance.

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

- All parties are to share relevant health and safety information, risk assessments and agree safe working arrangements and monitoring arrangements prior to any work commencing.
- C Hawkins to establish a clear escalation procedure for complaints/concerns prior to work being carried out.
- C Hawkins holds regular meetings with the Principal Designer/Designers/Principal Contractor/Contractors to ensure there is regular opportunity to update shared information as necessary.



<ul style="list-style-type: none"> <li>• C Hawkins to arrange for regular monitoring of construction work and ensure that this has taken place.</li> </ul>
<p>Our arrangements for the induction of contractors are:</p> <ul style="list-style-type: none"> <li>• C Hawkins to induct contractors and maintain induction records if appropriate.</li> <li>• Principal contractors/Principal Designers are to induct contractors and maintain records in relation to the construction site. Records are to be shared with school on request.</li> </ul>
<p>Staff should report concerns about contractors to: J Davies and/or C Hawkins.</p>
<p>We will review any construction activities on the site by:</p> <ul style="list-style-type: none"> <li>• C Hawkins will liaise with J Davies (Premises Manager).</li> <li>• C Hawkins will keep on-going records on construction activities.</li> <li>• C Hawkins will monitor construction work alongside the Principal Designer or Principal Contractor.</li> <li>• Any instances of unsafe practices will be reported to the relevant contractor and Mark Evans from ENTRUST (Building Property Services – 0333 300 1900).</li> <li>• C Hawkins will review the construction work on completion of the work alongside the principal designer and/or the principal contractor.</li> </ul>

## 5. Consultation

<p>Name of SLT member who is responsible for consulting with staff on health and safety matters:</p>	<p>C Hawkins</p>
<p>Our arrangements for consulting with staff on health and safety matters are:</p> <ul style="list-style-type: none"> <li>• Health and Safety is included on every staff and SLT meeting agenda.</li> <li>• Staff can communicate concerns to C Hawkins.</li> <li>• C Hawkins consults with staff and Governors when implementing new policies/procedures/risk assessments.</li> </ul>	
<p>Staff can raise issues of concern by: Emailing C Hawkins: <a href="mailto:finance@fulfen.staffs.sch.uk">finance@fulfen.staffs.sch.uk</a></p>	





## 6. Contractor Management

Name of person responsible for managing and monitoring contractor activity	C Hawkins
<p>Our arrangements for selecting competent contractors are:</p> <ul style="list-style-type: none"><li>• For any contractors a HSF 46 form (Hazard Exchange Form) needs to be completed with C Hawkins before any work can begin to agree safe work practices.</li><li>• An Intrusive Works Risk Assessment must be completed before any intrusive work is undertaken.</li><li>• Contractors must be made aware of any asbestos in school and complete relevant documentation.</li><li>• Contractors may be selected by use of the tendering system.</li><li>• Health and Safety issues will be shared with the contractor via C Hawkins.</li><li>• C Hawkins will monitor contractor work.</li><li>• Any incidences of unsafe practices will be reported to the relevant contractor.</li><li>• Any members of staff witnessing unsafe practice must report the matter to the Headteacher or C Hawkins.</li><li>• The Headteacher must ensure that the safety of pupils, staff and visitors is maintained and enforce any appropriate actions. This could include cessation of certain work at specific times of day.</li></ul> <p>The school follows SCC guidance.</p>	
<p>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are:</p> <ul style="list-style-type: none"><li>• All parties are to share relevant health and safety information, risk assessments and agree safe working arrangements and monitoring arrangements prior to any work commencing.</li><li>• C Hawkins to establish a clear escalation procedure for complaints/concerns prior to work being carried out.</li><li>• C Hawkins holds regular meetings with the contractor to update shared information as necessary.</li><li>• C Hawkins to arrange for regular monitoring of the contractor and ensure that this has taken place.</li></ul>	





Our arrangements for the induction of contractors are:

- C Hawkins to induct contractors and maintain induction records if appropriate.

Staff should report concerns about contractors to:

C Hawkins and/or J Davies

## 7. Curriculum Areas – Health and Safety

Name of person who has overall responsibility for the curriculum areas as follows:

English – K Parker

Maths – K Fierro-Hammond

Computing - J Malcolm

Science – L Kennedy

MFL - A Pretty

History – R Greenfield

Geography – R Greenfield

SMSC/PSHE/RE/Sex Education – N Fierro-Hammond

Online Safety – L Barnett

Eco Council – J Bennett

Art & Design – J Ashcroft

D&T – E Morgan

PE - S Owen

Music - S Shermer

EYFS - N Chapman

RE – S Darby

Outdoor Learning – N Fierro-Hammond

Phonics – N Chapman & O Ryan

Digital Innovation – J Malcolm

The Association of Science Education 'Be Safe' guide is located in the staff room.

The Association for Physical Education 'Safe Practice: in Physical Education, School Sport and Physical Activity' guide is located in the staff room.

The school subscribes to CLEAPSS to support the teaching of science and technology in school.

<http://primary.cleapss.org.uk/>  
The username and password are available from the school office.

Risk assessments for these curriculum areas are the responsibility of:

- The subject leaders (as above).
- S Steele & C Hawkins to ensure subject leaders have completed necessary risk assessments. S Steele & C Hawkins to

As part of their role, subject leaders / class teachers should:

- write a risk assessment for their subject before any hazardous activities are



share risk assessments with relevant people.	<p>completed or resources are used (using national, LA, school guidance as necessary).</p> <ul style="list-style-type: none"> <li>• share the risk assessments with relevant adults and children</li> <li>• monitor the risk assessment to ensure that the risk assessment is being followed correctly</li> <li>• evaluate the risk assessment on a timely basis to ensure that it is fit for purpose</li> <li>• inspect/maintain/replace pupil personal protection equipment</li> <li>• COSHH information to be obtained from C Hawkins as necessary.</li> </ul>
It is the responsibility of all staff to ensure that they are conducting any activity within safety guidelines issued by the school, LA and/or government.	

## 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:

- Personnel who make significant use of VDUs have been provided with a copy of the LA guidelines for working with display screen equipment and must complete a user self-assessment.
- Health concerns to be reported to C Hawkins and/or J Davies.
- Any defects in workstations should be reported to J Malcolm and/or C



<p>Hawkins.</p> <ul style="list-style-type: none"><li>• Staff to be given DSE assessments on an annual basis.</li><li>• C Hawkins collates and evaluates DSE assessments.</li><li>• C Hawkins is then to follow-up on any issues from the risk assessment.</li></ul>	
Name of person who has responsibility for carrying out Display Screen Equipment Assessments	C Hawkins
DSE assessments are recorded and any control measures required to reduce risk are managed by	C Hawkins

### 9. Early Years Foundation Stage (EYFS)

Name of person who has overall responsibility for EYFS	N Chapman
<p>Our arrangements for the safe management of EYFS are:</p> <ul style="list-style-type: none"><li>• EYFS follows the school policy for health and safety.</li><li>• EYFS also complies with the additional requirements of the statutory framework for EYFS <a href="https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2">https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2</a></li></ul>	

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

Name of person who has overall responsibility for Educational Visits	J Davies
The Educational Visits Coordinator is	S Shermer
<p>Our arrangements for the safe management of educational visits:</p> <ul style="list-style-type: none"><li>• The school has a separate EVC policy.</li><li>• The school uses the Evolve system to record and monitor educational visits.</li></ul> <p><a href="https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=staffordshirevisits.org.uk">https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=staffordshirevisits.org.uk</a></p>	



## 11. Electrical Equipment [fixed & portable]

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	C Hawkins
Fixed electrical wiring test records are located:	C Hawkins's office
All staff visually inspect electrical equipment before use.	
<p>Our arrangements for bringing personal electrical items onto the school site are:</p> <ul style="list-style-type: none"> <li>• Staff must be vigilant when using electrical equipment and check for obvious defects such as frayed wiring / loose plugs.</li> <li>• All portable electrical equipment to be checked (PAT tested) every year in the kitchen and every two years elsewhere by a qualified electrician.</li> <li>• All fixed electrical equipment to be checked every 5 years by a qualified electrician.</li> <li>• Any identified maintenance actions are managed by C Hawkins.</li> <li>• Any defective equipment must be taken out of use and reported to the Headteacher or C Hawkins.</li> <li>• Any personal electrical equipment brought into school must be PAT tested by a qualified electrician before use.</li> </ul>	
Name of person responsible for arranging the testing of portable electrical equipment (PAT):	C Hawkins
Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:	C Hawkins
Portable electrical equipment (PAT) testing records are located:	In C Hawkins' office
Staff must take defective electrical equipment out of use and report to:	C Hawkins
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:	



- PAT testing
- Procedures/manuals for use
- Procedures for monitoring the use of electrical equipment
- Other pertinent documentation relating to specialist equipment

## 12. Emergency Preparedness

Name of SLT member who is responsible for developing and maintaining the school's response to major risks Business Continuity Plan (BCP).	Name: Jane Davies (HT) & Clair Hawkins (Business Manager)
Our arrangements for communicating emergency arrangements to all employees are: <ul style="list-style-type: none"><li>• C Hawkins emails the Business Continuity Plan to all staff following SLT &amp; Governor desktop exercises completed to test effectiveness.</li><li>• Feedback from staff reviewed and BCP revised if required.</li></ul>	

## 13. 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	C Hawkins supported by SCC H&S team. Fire RA undertaken December 2022 with SCC / next SCC Fire RA training booked January 2026.
The Fire Risk Assessment is located	C Hawkins' office Staff Room
When the fire alarm is raised the person responsible for calling the fire service is	J Davies, M Sturch or C Hawkins
Name of person responsible for arranging and recording of fire drills	C Hawkins Recorded by L Singh
Name of person responsible for creating and reviewing Fire Evacuation arrangements	C Hawkins
Our Fire Evacuation Arrangements are displayed	Around school



Our Fire Marshals are listed	In the Fire Evacuation plan C Hawkins' Office School Office Staff Room & Share-point folder
Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at	C Hawkins' office
Name of person responsible for training staff in fire procedures	C Hawkins
All staff must be aware of the Fire Procedures in school.	

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

Name of person responsible for carrying out the First Aid Assessment	First Aider – T Dimmack
The First Aid Assessment is located	In locations with First Aid Boxes
First Aiders are listed	First Aid Room
Name of person responsible for arranging and monitoring First Aid Training	C Hawkins
Location of First Aid Box	First Aid Room Nursery EYFS Green Room Year 1 intervention room Year 2 intervention room Year 3 intervention room 6P in stock cupboard Additional bags are available for lunchtime staff and school trips.
Name of person responsible for checking & restocking first aid boxes	T Dimmack
In an emergency staff are aware of how to summon an ambulance	
Our arrangements for dealing with an injured person who has to go to hospital (i.e who is contacted / who accompanies staff or children to hospital) are:	
pupils	<ul style="list-style-type: none"> <li>parent/carer or other contact on contact list are contacted</li> </ul>



	<ul style="list-style-type: none"><li>• parent/carer or other contact on contact list are to accompany children to hospital</li><li>• a member of staff (preferably a member of SLT) is to accompany a child to hospital in the absence of an emergency contact</li></ul>
staff	<ul style="list-style-type: none"><li>• a nominated emergency contact is to be contacted</li><li>• the nominated emergency contact is to accompany the member of staff</li><li>• another member of staff (preferably a member of SLT) can accompany the member of staff to hospital in the absence of the emergency contact if required</li></ul>
visitors	<ul style="list-style-type: none"><li>• a nominated emergency contact is to be contacted, if available</li><li>• the nominated emergency contact is to accompany the member of staff</li><li>• another member of staff (preferably a member of SLT) can accompany the member of staff to hospital in the absence of the emergency contact if required</li></ul>
<p>Our arrangements for recording the use of First Aid are:</p> <ul style="list-style-type: none"><li>• All accidents must be reported.</li></ul>	





- All use of first aid must be recorded in an accident book.
- All minor injuries must be recorded in the school's accident books. Individual accident records are kept with first aid kits. Once completed, these are to be returned to T Dimmack so they can be retained. The main accident book is kept in the main office.
- Any accident involving a pupil's head (bumps, etc.) must be reported to parent(s) by phone call. The person reporting the accident should ensure that the child's class teacher is aware that a head injury has occurred.
- A notification of the accident will be given to the child and put in their bag or given to the adult responsible for the class.
- Serious pupil accidents must be reported to Staffordshire Health and Well-Being Service (01785 355 777) and Governors. The accident must be reported via the SCC accident reporting system online – My H&S. C Hawkins will complete the form.

The school follows SCC guidance

## 15. Forest School

Name of person in school who leads on Forest School activity	K Willows
<p>Our arrangements for developing, organising and running Forest School activity with regard to risk assessment, communication and supervision etc.</p> <ul style="list-style-type: none"> <li>• Individual lesson plans are completed for Forest School activities.</li> <li>• Individual risk assessments are completed for Forest School activities.</li> <li>• Appropriate training has been delivered to ensure that the person delivering the Forest School activity is competent to do so.</li> <li>• Supervision levels are evaluated as part of the risk assessment and dependent on the age of pupils and activity.</li> <li>• Communication of risk assessments is done via K Willows, S Steele &amp; C Hawkins.</li> </ul>	

## 16. Glass & Glazing

All glass in doors and side panels are constructed of Safety Glass
All replacement glass for use in buildings is Safety Glass



A glass and glazing assessment took place in 2013 and the record can be found on the Entrust Portal.

7<sup>th</sup> March 2013

### 17. Hazardous Substances (COSHH)

Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)

C Hawkins / K Scott  
C Jakes (Kitchen)  
Contracted Cleaners – Glen Group (Entrust)

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

- C Hawkins / C Jakes / K Scott / L Singh monitors hazardous substances used in school.
- Glen Group (Entrust) monitors cleaning hazardous substances stored in their locked cleaner's cupboard & used in school.
- Staff are to contact L Singh / C Hawkins / C Jakes / K Scott about the use of hazardous substances before bringing new hazardous substances onto site. A COSHH sheet is to be obtained as necessary.
- Every effort is made to use an alternative to a hazardous substance.
- The school uses CLEAPSS as a resource and all staff must be aware of how to access this information.
- The cleaning substances used in school are stored in the cleaners' cupboard. Those substances are used upon recommendation from Glen Group Cleaning Supplies. Staff are advised that these substances must not be removed from the cupboard, other than by the authorised person.
- The cleaners' room must be kept locked at all times.
- Milton and Dettol cleaning solutions used for sanitising chairs, tables and surfaces are located in classrooms & dinner hall. They have been dispensed into spray bottles and clearly labelled and marked for use by staff only. COSHH sheets have been obtained and information shared with staff.

#### School Kitchen

- Hazardous substances are managed by C Jakes, who obtains COSHH information as necessary.
- Kitchen staff have received appropriate training to enable them to do this.
- Kitchen staff are supported by Catering Management Consultants (CMC).



- Kitchen staff are responsible for maintaining appropriate records (supported by CMC).

The school uses CLEAPSS as a resource and all staff can access this information.

### 18. Health and Safety Law Poster

The Health and Safety at Work poster is located:

Staff Room & Main Kitchen

### 19. 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:

- 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.
- All staff and pupils share the responsibility for keeping the school site clean, tidy and free from hazards.
- Rubbish bins are emptied by Lichfield District Council.
- Food Waste bins are emptied by Veolia.
- Glass and sharp objects must be placed immediately in external bins.
- Waste & Recycling bins are kept in the school car park away from the school buildings.
- Paper is collected by children from the eco-council and placed by the staffroom / in bins by the photocopiers. L Singh sorts the waste into the correct bin. This is managed by the eco-council lead teacher.
- Confidential waste bins in the admin corridor emptied every 8 weeks by Shred Station.
- Other classroom rubbish is collected by school cleaners.
- Skips are ordered at appropriate times in the year to deal with large amounts of waste or bulky waste.
- First aid waste is placed in an appropriate waste bin and collected by PHS.
- Sanitary waste is placed in an appropriate waste bin and collected by PHS.



### School kitchen

- Kitchen waste is disposed of via the school's rubbish bins and food waste into the Veolia food waste bins.

### Our site housekeeping arrangements are:

- All staff and pupils share the responsibility for keeping the school site clean, tidy and free from hazards.
- The school is cleaned daily and a deep clean is conducted regularly by members of staff from Glen Group Cleaning Services.
- Wet floors are highlighted with the use of appropriate signage.
- Paths are cleared of snow and gritted when this reduces the risk of accidents.
- Staff must report any housekeeping issues to C Hawkins.

### School Kitchen

- The school kitchen is cleaned by the kitchen staff.
- Kitchen staff have received appropriate training to enable them to do this.
- Kitchen staff are supported by Catering Management Consultants (CMC).
- Kitchen staff are responsible for maintaining appropriate records (supported by CMC).

### Site cleaning is provided by:

External cleaning company – Glen Group (Entrust)

### Name and contact details:

Glen Group  
Jackie Jones - Group Manager  
07887212571  
[jackiejones@glengroupltd.com](mailto:jackiejones@glengroupltd.com)  
Lucy Poole – Entrust Operations Director  
07918 148060  
[lucypoole@glengroupltd.com](mailto:lucypoole@glengroupltd.com)  
Entrust Operations Director  
CMC  
Diane Chalkey  
[diane@cmcschoolfood.co.uk](mailto:diane@cmcschoolfood.co.uk)  
Tel: 07791 282 802

External catering management (support only) - CMC

Cleaning staff have received appropriate information, instruction and training



about the following and are competent:

- work equipment
- hazardous substances
- allergens
- school health and safety procedures
- school safeguarding procedures

Work equipment:

- Correct PPE should be used when handling cleaning chemicals.
- Work equipment for contracted services is provided by the contractor.
- Work equipment for kitchen staff is provided by the school and is managed by C Jakes, supported by CMC and C Hawkins.
- If staff require other work equipment for housekeeping, cleaning and waste disposal, they are to contact C Hawkins.

Hazardous substances:

- Hazardous substances are bought from an appropriate supplier and COSHH information is obtained as necessary.
- Hazardous substances are stored in an appropriate location – cleaners' cupboard.
- Hazardous substances are locked away as necessary.
- School staff report any concerns about hazardous substances to C Hawkins.

Waste skips and bins are located away from the school building.

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.

## 20. Infection Control

Name of person responsible for managing infection control:	J Davies
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Our infection control arrangements (including communicable diseases/hand hygiene standards) are:

- The school is cleaned daily and a deep clean is conducted regularly by



members of staff from Glen Group Cleaning Services.

- Glen Group monitor cleaning to ensure that cleaners are appropriately trained with access to PPE and cleaning is completed to a high standard.
- Toys are cleaned on a regular basis.
- Hand washing facilities are available throughout the school and good hand washing standards are expected throughout the school.
- Children, staff and visitors are encouraged to cover their mouth with a tissue when coughing and sneezing. They are also encouraged to wash hands and dispose of tissues after use.
- Spitting is not encouraged in school.
- PPE is to be worn when there is a risk of splashing contamination with blood/body fluids. Goggles and face visors are also available for use if there is a risk of splashing to the face.
- All spillages of blood, faeces, saliva, vomit, nasal and eye discharges are cleaned up immediately (using PPE). When spillages occur, they are cleaned using a product that contains both a detergent and a disinfectant. Products are used as per manufacturers' instructions and they are chosen to ensure they are effective against bacteria and viruses and suitable for use on the affected surface. Mops are never used for cleaning up blood and body fluid spillages - disposable paper towels are used. These are disposed as clinical waste.
- Spillage kits are available for blood spills.
- Clinical waste is segregated from domestic waste. Used nappies/pads, gloves, aprons, and soiled dressings should be disposed of as clinical waste.
- Sharps are disposed straight into a sharps bin conforming to BS EN ISO 23907 and UN3291 standards. Sharps bins must be kept out of the reach of children – located in the medical room.
- Clinical waste is disposed of by PHS.
- Animals in school will have an individual risk assessment. Infection control will be identified in this risk assessment.
- An individual risk assessment for trips to places where there may be contact with animals, e.g. farms/zoos. Infection control will be identified within this risk assessment.
- Vulnerable children/staff/visitors - an individual risk assessment will be





completed for anyone that has an increased vulnerability to infections due to medical conditions, e.g. pregnancy, leukaemia.

- The school supports the NHS with immunisation programmes.
- The school follows guidance from Public Health England  
<https://www.gov.uk/government/organisations/public-health-england>
- The school follows guidance from gov.uk related to schools  
<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>

## 21. Lettings

Name of Premises Manager or member of Leadership team responsible for Lettings	J Davies - Premises Manager C Hawkins - Responsible for Lettings
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We do not have any lettings in place at the moment but if we do in the future, our arrangements for managing Lettings of the school/rooms or external premises are:

- Health and safety considerations for Lettings are considered and reviewed annually.
- Hirers are informed of areas and equipment that will be made available.
- Hirers must have in place their own risk assessments, first aid arrangements/fire procedures and emergency procedures.
- Hirers are responsible for obtaining the necessary local authority licences 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.
- School fire arrangements are visible in school.
- The school will be responsible for any school fetes and fundraising events.
- The school will complete risk assessments for their own events.
- Public entertainment licence will be sought if and when required.





## 22. Lone Working

Our arrangements for managing lone working are:

We do not encourage lone working – Club are on site 8.30am to 3.30pm during the holidays (except Christmas 2 weeks & last week of summer holidays when no staff are encouraged to be in school, except emergencies).

- All staff, pupils and visitors must sign in and out of the building.
- Emergency procedures for lone working are available in the staff room.
- Staff should ensure they have identified suitable emergency exit(s) and ensure that they are clear.
- Staff should ensure that all external doors and windows are closed and locked on departure from the site.
- No other person should be allowed to enter the premises unless they are well known and the staff member has **absolute confidence** in their integrity. This person must be briefed on emergency procedures by the staff member. All visitors must sign in.
- A member of the person's family should be aware of the whereabouts of any member of staff working alone at school and be given contact numbers of members of staff to contact in an emergency.
- Lone workers should have contact numbers of other members of staff to contact in case of uncertainty/emergency.
- Any lone worker should be in the possession of a working mobile telephone.
- Lone workers must understand how to use the school telephones to gain an outside number – dial full number including area code (the school office can be used to dial 999).
- Any suspicious actions should be reported to the police and a member of the senior leadership team.
- If in any doubt of own safety, any lone worker should not leave the premises by themselves but should phone for assistance.
- When on the premises, care should be taken not to walk by unlit or isolated areas.



### 23. Maintenance / Inspection of Equipment (including selection of equipment)

Name of person responsible for the selection, maintenance / inspection and testing of equipment	C Hawkins Tested by a qualified electrician.
Records of maintenance and inspection of equipment are retained and are located:	C Hawkins' office / Kitchen office
Staff report any broken or defective equipment to:	C Hawkins & L Singh
School owned equipment: <ul style="list-style-type: none"> <li>• PE equipment Inspection – Sports Safe UK</li> <li>• Fire Alarm – Lantern Fire &amp; Security</li> <li>• Fire Extinguishers – Chubb</li> <li>• Burglar Alarm – Chubb</li> <li>• Step Ladders – L Singh</li> <li>• Emergency Lighting – L Singh + DFP Services</li> <li>• Water Hygiene Checks – HSL Compliance</li> <li>• Kitchen extractor – Trust Hygiene</li> <li>• Kitchen equipment - managed with support from CMC</li> <li>• Barrier – SMD Electrical</li> </ul>	

### 24. Manual Handling

Name of competent person responsible for carrying out manual handling risk assessments	C Hawkins
Our arrangements for managing manual handling activities are: <ul style="list-style-type: none"> <li>• Staff are not to conduct manual handling activities without approval from C Hawkins.</li> <li>• C Hawkins to evaluate the risk/benefits to this activity and evaluate training needs.</li> <li>• C Hawkins to organise appropriate training as necessary.</li> <li>• Staff must be aware of the requirement to avoid hazardous manual handling and carry out risk assessments where the task cannot be avoided.</li> </ul>	



- Staff who carry out manual handling must be made aware of the manual handling risk assessment and the control measures in place for the task.
- When 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/etc.).
- Individual risk assessments are to be completed as necessary for people who have more vulnerability with manual handling as a result of a medical condition, e.g. pregnancy.
- Lunchtime Staff manual handling training took place. This was delivered by ENTRUST (Dean Willetts) and the main points are to be reviewed each September in accordance with original training.
- Some online manual handling training completed by lunch staff who handle tables & chairs.

## 25. Medication

Name of person responsible for the management of and administration of medication to pupils in school	T Dimmack
<p>Our arrangements for the administration of medicines to pupils are:</p> <ul style="list-style-type: none"><li>• Children with short-term illnesses where medications such as antibiotics have to be administered and are the responsibility of the school staff. Parents/Guardians should not have to organise for a suitable adult to come to school to administer the medication if required.</li><li>• Parents must sign an authorisation form first before any medication is administered.</li><li>• No medicines to be stored in classrooms with the exception of asthma inhalers / Epi-pens. All medication (adults' and children's) must be stored securely by Mrs Dimmack and administered by her or by another Paediatric trained first aider (if Mrs Dimmack is unavailable).</li><li>• Asthma inhalers and Epi-pens must be kept near the child at all times. Class Teachers are responsible for recording any use of these during the day on an asthma record sheet.</li><li>• Pupils who administer and/or manage their own medication in school must have signed authorisation to do so from a parent/carers and provided</li></ul>	



with a suitable private location to administer medication/store medication and equipment.

- Staff are trained to administer complex medication by appropriate medical professionals when required.
- Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pens) are: Staff are to contact a first aider, or a member of staff trained to administer emergency medication, to administer the required emergency medication. If there is no one available, staff are to use their best judgement according to the situation.
- Specialist training will be undertaken by designated staff, if required, to support a child with a specific need i.e. Emergency Epilepsy Medication, diabetes medication.
- A fridge is provided in the medical room to store medication if required.
- Any pupils with chronic medical conditions have a care plan / risk assessment.
- Staff should advise the senior leadership team if they are taking any medication, which might impair their ability to carry out their normal work. Staff who are taking medication must keep this personal medication in a secure area in a staff only location.
- Non-prescription medication should not be generally administered. An individual risk assessment will be conducted for specialist cases where non-prescription medication may be required.
- Medication for school trips should be reviewed by the lead teacher as part of the school trip risk assessment.
- Ibuprofen containing medications – NHS website advises some types of un-prescribed ibuprofen are not suitable for children age 7 years and under. It is not suitable for children with asthma or are allergic to the ingredients or health problems with an increased risk of bleeding.
- Do not give ibuprofen containing medicines if child has chicken pox unless prescribed by a doctor – can cause a serious skin reaction.
- [Who can and cannot take ibuprofen for children - NHS](#)

The named members of admin staff who are authorised to give/support pupils with medication & are Paediatric First Aid

T Dimmack  
S Steele  
K Scott



trained are:	A Sheppard  Other staff including Teachers, TA's & lunch staff with Paediatric First Aid training throughout school. (Other staff individually trained for specific medical conditions).
Medication is stored:	First Aid room – admin area
A record of the administration of medication is located:	School office Inhaler use – in classrooms

## 26. Personal Protective Equipment (PPE) (links to Risk Assessment)

PPE is provided free of charge where a risk assessment identifies this is needed to control a risk and the risk cannot be controlled by another means.	
Name(s) of person(s) responsible for selecting suitable personal protective equipment (PPE) for school staff.	C Hawkins
Name of person responsible for the checking and maintenance of personal protective equipment provided for staff	C Hawkins
PPE provided for use in curriculum lessons is not “personal” as it is provided for pupils in classroom situations.	
Name(s) of person(s) responsible for selecting suitable personal protective equipment (PPE) for pupils.	Individual subject leaders (as listed above).
All PPE provided for use in a classroom environment is kept clean, free from defects and replaced as necessary.	
Name(s) of person(s) responsible for cleaning and checking pupil PPE.	Individual subject leaders (as listed above).
The school follows SCC guidelines: <a href="https://www.staffordshire.gov.uk/secure/Schools/Health-and-Safety/Health-and-Safety/Procedures/Equipment/PPE/Personal-Protective-Equipment-PPE.aspx">https://www.staffordshire.gov.uk/secure/Schools/Health-and-Safety/Health-and-Safety/Procedures/Equipment/PPE/Personal-Protective-Equipment-PPE.aspx</a>	



HSE procedures: <https://www.hse.gov.uk/ppe/index.htm>

## 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, defects or dangerous situations:

- Pupils/visitors must report hazards, defects or dangerous situations to a member of staff.
- A member of staff can report any maintenance work to L Singh /C Hawkins via their [lsingh@fulfen.staffs.sch.uk](mailto:lsingh@fulfen.staffs.sch.uk) / [chawkins@fulfen.staffs.sch.uk](mailto:chawkins@fulfen.staffs.sch.uk) email addresses.
- All hazards, defects or dangerous situations must be reported to C Hawkins as soon as possible.
- Any significant hazard, defect or dangerous situation must be reported to a member of the Senior Leadership Team immediately.

## 28. Risk Assessments

The school has in place risk assessments for any identified significant risk. Control measures which are put in place to eliminate or reduce risk are communicated to staff, pupils and other 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
- Water Risk Assessment
- Hazardous Substances
- Work Equipment
- Manual handling activities



<ul style="list-style-type: none"> <li>• Catering activities</li> <li>• Cleaning activities</li> <li>• Staff well-being</li> <li>• Risks related to individuals e.g. health issues</li> </ul>	
Name of person who has overall responsibility for the school risk assessment process and any associated action planning	J Davies
<p>Our arrangements for carrying out, recording, communicating and reviewing risk assessments are:</p> <ul style="list-style-type: none"> <li>• The 5 steps to Risk Assessment are Identify the Hazard, decide who might be harmed and how, Evaluate the risks and decide on precautions / Control Measures, record your findings and implement them &amp; review your assessment, communicate and monitor.</li> <li>• The Headteacher is responsible for all risk assessments and periodic reviews of these, supported by the Health and Safety Coordinator.</li> <li>• All risk assessments can be found in the One Drive &amp; a file in the staffroom.</li> <li>• Risk assessments are communicated to the relevant people via email or through a paper-based copy. Staff will be asked to sign to say that they have read and understood the risk assessment. Staff can provide feedback and make amendments to risk assessments as necessary.</li> <li>• Oral communication of risk assessments may be appropriate (for example when communicating risks to children).</li> <li>• S Steele / C Hawkins will ask relevant member(s) staff to complete risk assessments.</li> <li>• C Hawkins will review risk assessment and provide feedback as necessary.</li> <li>• When an accident or incident occurs a post risk assessment takes place when a new hazard has been identified.</li> <li>• Risk assessments are created or reviewed when something new is introduced or a change has occurred.</li> <li>• Risk assessments are version controlled.</li> <li>• Appropriate training is provided for staff that are creating, reviewing or implementing risk assessments.</li> </ul>	





## 29. Smoking

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

## 30. Stress and Staff Well-being

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

J Davies

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:

- It is Staffordshire County Council's policy to take all reasonably practicable steps to ensure that no member of staff is exposed to excessive levels of work-related pressure which may contribute to a risk of mental or physical ill health.
- The school will periodically arrange for a Stress Survey to be undertaken by staff. This will then inform a Staff Stress Risk Assessment. The last Staff stress survey was completed by N Fierro-Hammond in September 2025. Communication to all staff of this RA will be by the end of the Autumn term / beginning of Spring term 2026 by C Hawkins.
- All staff have an opportunity to contribute to discussions, surveys, meetings and initiatives around wellbeing issues at work.
- Individual stress risk assessments take place when a member of staff requires additional individual support.
- Performance management meetings support staff with their health and wellbeing.
- Staff are consulted about changes – health and wellbeing are considered as part of the consultation.
- Wellbeing initiatives introduced for staff
- 3 mental health first aid trained staff – communicated to all staff
- Range of wellbeing initiatives provided by Education Support & communicated to all staff via email (C Hawkins) and staff wellbeing noticeboard outside toilets in the admin area / posters displayed in the staffroom and toilets.



### 31. Training and Development

Name of person who has overall responsibility for the training and development of staff:	C Hawkins
All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.	
Our arrangements for carrying out suitable and sufficient health and safety training for all staff are: <ul style="list-style-type: none"><li>• C Hawkins will give all staff, existing and new, access to this policy in order that they familiarise themselves with its contents and identify any specific training needs.</li><li>• Staff should also inform their manager of any training needs either as they occur or at the annual performance management meetings.</li><li>• New staff are briefed about Health &amp; Safety matters through the Induction Process.</li><li>• Health and safety is an agenda item on every meeting.</li><li>• C Hawkins coordinates Health &amp; Safety training opportunities for staff on a regular basis.</li><li>• The school has a Health &amp; Safety training matrix to help in the planning of essential and development training for staff.</li><li>• Training records are retained and are located in electronic H&amp;S file &amp; in personnel files in C Hawkins's office.</li></ul>	
Training and competency as a result of training is monitored and measured by:	C Hawkins

### 32. Vehicle movement on site

Name of Premises Manager responsible for the management of vehicles on site	J Davies
Our arrangements for the safe access and movement of vehicles on site (including restriction on vehicle movement at certain times, speed limits, segregation of vehicles from pedestrian areas, restrictions on reversing vehicles, special arrangements for deliveries etc) are: <ul style="list-style-type: none"><li>• It is the responsibility of parents to ensure that their children stay in their control and remain within the prescribed pedestrian areas when walking</li></ul>	



to and from the school premises.

- All staff, pupils and visitors are requested to take care when walking or driving in the car park.
- Parking on site is only available to staff, visitors, disabled children or by agreement from the Headteacher (parking passes issued by C Hawkins).
- Contractors working within school will have restrictions to adhere to as part of the HSF46 form.
- A 10mph speed limit is in force – signs are displayed in several carpark locations.
- Vehicles are segregated from pedestrian areas.
- Lawn mowers and other grounds maintenance vehicles are segregated from children and staff.
- The school will try to arrange deliveries at less busy times during the school day.

### 33. Violence and Aggression and School Security

The school provides a place of work which is designed and managed to minimise the risk of violence and aggression to staff, 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:	J Davies
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Incidents of verbal & physical violence are investigated by:	J Davies
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Name of person who has responsibility for site security:	J Davies
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Our arrangements for site security are:

- The school has an alarm system, which is serviced regularly by Chubb.
- The school has a CCTV system – updated August 2024.
- New electric main driveway and pedestrian gates installed October 2025 to enhance site security. All visitors must now be given access to site



through an intercom system to main office.

- All staff should wear an ID badge at all times.
- Visitors should only access the school through the main entrance, identification should be checked and they should be signed in according to school policy.
- All visitors will be issued with a badge.
- Staff should challenge any strangers within school who have not got an appropriate ID badge.
- External doors should remain shut when not supervised by an adult.
- Gates with access to the school playground must be locked during the school day.
- Staff on duty must remain vigilant for any visitors on the school premises, ensuring that they only access the school through the main entrance.
- Locked external doors must only be opened by adults, who must first of all ensure the validity of the visitor.
- No member of staff should have to endure any form of violence, verbal or physical. If a form of violence occurs, the first response must be for the safety of all and all incidents should be reported to the Headteacher.
- Equipment outside is stored in separate sheds, 3 of which are located away from the main building & 1 located next to the KS2 entrance securely at the rear of the building. This reduces the risk of an arson attack affecting the whole building.
- Flammable resource materials are stored in separate locations around the school, which reduces the risk of arson spreading to the whole building.
- All incidences of violence and aggression are reported via the SCC violence and aggression reporting system online. T Dimmack and C Hawkins are familiar with the reporting procedures should you need help.

### 34. Water System Safety

Name of Premises Manager responsible for managing water system safety.	J Davies
Name of contractors who have undertaken a risk assessment of the water system	Concept Water Hygiene
Name of contractors who carry out	HSL Compliance



regular testing of the water system:	
Location of the water system safety manual/testing log	C Hawkins' office
<p>Our arrangements to ensure contractors have information about water systems are:</p> <ul style="list-style-type: none"> <li>• C Hawkins meets with contractors to discuss the water systems.</li> <li>• Before commencing any work, all contractors will be given sight of the Water Systems Risk Assessment and Manual to sign as part of completing the HSF46 Form with C Hawkins.</li> <li>• Any damage to water systems must be immediately reported to the Headteacher or C Hawkins.</li> </ul>	
<p>Our arrangements to ensure all school staff carrying out checks or testing or maintenance have information about the water system:</p> <ul style="list-style-type: none"> <li>• Appropriate training is delivered as necessary (training certificates printed and located in water hygiene logbook)</li> <li>• Historic records are available for all staff carrying out checks.</li> <li>• Contractors are used for specialist checks, testing or maintenance.</li> </ul>	

### 35. Working at Height

Name(s) of person(s) responsible managing the risk of work at height on the premises:	C Hawkins
Work at height is avoided where possible.	
<p>Our arrangements for managing work at height are:</p> <ul style="list-style-type: none"> <li>• Appropriate equipment is provided for work at height where required.</li> <li>• Staff must complete a visual inspection of work at height equipment before use. Staff must report any problems to C Hawkins.</li> <li>• Work at height equipment should only be used on flat ground and when at least two staff members are present.</li> <li>• Work at height equipment must not be used in classroom when children are present.</li> <li>• The condition of work at height equipment is checked monthly by L Singh. Records are kept in C Hawkins' office.</li> <li>• Any work at height must be discussed prior to being carried out and a Risk</li> </ul>	



Assessment developed where necessary.

- Staff who carry out work at height are trained to use the equipment provided.

### 36. Work Experience

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

S Steele

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

- Work experience placements are to come from recognised organisations, e.g. other local schools.
- Work experience placements are to be evaluated as to the school's ability to provide the placement and the suitability of the placement in school prior to agreeing to the placement.
- Work experience placements are to be approved by the Headteacher.

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

S Steele & C Hawkins

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

- Work experience placements have to be agreed by the Headteacher.
- The school has a policy to protect children from harm as part of its safeguarding arrangements.
- Arrangements will be made to ensure the placements have access to an induction, which includes Health & Safety expectations, before commencing the placement.
- Work Experience placements are supervised by staff members and have no un-supervised contact with the children at any time.

### 37. Volunteers

Name of person who has overall responsibility for managing/coordinating

S Steele





volunteers working within the school:	
Volunteers are considered as a member of staff and all health and safety arrangements including induction and training must apply.	

### 38. Fulfen Club

Name of person who has overall responsibility for managing/coordinating school holiday clubs within the school:	C Hawkins & V Waterhouse
Our arrangements for managing the health and safety of Club staff in the school are: <ul style="list-style-type: none"><li>• The school's Health and Safety arrangements and risk assessments apply to Fulfen Club.</li><li>• Additional activities organised by outside providers are coordinated by C Hawkins and/or Fulfen Club Manager. H&amp;S arrangements are shared and additional risk assessments are completed as necessary.</li><li>• Activity specific risk assessments are completed as necessary.</li><li>• Induction completed with additional leaders of activities.</li><li>• Club staff made aware of the school safeguarding policy and their obligations under it as part of their induction, and that they are all required to complete SSCB safeguarding Level 1 training and will be provided with additional safeguarding training/awareness as appropriate.</li></ul>	

### 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.

The school's KPIs are:

- Three fire drills are held in every academic year.
- 100% of H&S checks are completed.
- Three analyses of accidents are completed every academic year.
- 25% of risk assessments are monitored each term.
- Three health and safety reports are made to Governors each academic year.





- 100% of actions, identified as a result of external risk assessments (water, fire, electrics, security, etc.), are resolved in the recommended timescales (e.g. D1, C1, etc.).

The Head teacher reports progress against these KPI's to Governors at Governor meetings.

Governors are provided with H&S updates at all termly Governor meetings and annually in a H&S Governor H&S update in January.