

Berkswich CE Primary School			
Reference Number S17	Shared with Staff February 2026	Ratified by Governing Board February 2026	Review Date February 2027
Policy Title	Health, Safety and Wellbeing Policy (including Lone Working Policy)		

Overview

"I have been fearfully and wonderfully made."
Psalm 139:14

All schools must have a Health and Safety Policy in place. As a church school, we believe that we have a great responsibility to protect all within our school family; therefore, great importance is placed on our health, safety and wellbeing practices. This policy is underpinned by our Berkswich CE vision and is an integral part of our school's culture, values, and performance standards.

The School's Health and Safety Policy has been developed by the Headteacher, and members of the School Leadership Team in conjunction with the Governing Body. The DfE Guidance [Health and safety: responsibilities and duties for schools](#) provides information on the elements of a Health and Safety Policy.

Employer responsibilities

As a voluntary controlled school, statutory health and safety responsibilities fall on the Local Authority (LA) as the employer, and on the headteacher, governors and school employees.

As the management body, the governing body must ensure that school employees and premises follow policies and procedures set by the Local Authority for health and safety (e.g., reporting accidents, first aid provision) irrespective of who provides their competent health and safety advice.

The governing body, and headteacher, must comply with any direction given to them by the Local Authority concerning the health and safety of persons on the school's premises or taking part in any off-site school activities.

At Berkswich CE we use the Health, Safety and Wellbeing Policy template provided to develop our Health, Safety and Wellbeing Policy.

Introduction

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

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

This policy records the local organisation and arrangements for implementing the Staffordshire County Council policy.

Policy Statement

The requirement to provide a safe and healthy working environment for all employees is acknowledged and Berkswich CE Primary School's Governing Board 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 safely, and consultation on health and safety with employees and employee representatives form part of this policy. All employees are expected to accept their responsibility to work safely by ensuring that they take reasonable care of their own health, safety, and wellbeing and that of other people who may be affected by their acts or omissions.

Management Arrangements

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, including the office manager, 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.

Teachers will:

- Identify and control hazards.
- Where appropriate, 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.
- 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.
- Ensure that all incidents (including near misses) are reported promptly and investigated.

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 Berkswich CE Primary 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

<i>Berkswich CE Primary School obtains competent health and safety advice from</i>	<i>Dean Willets (Health and Safety Advisor, Staffordshire County Council)</i> <i>HSE hse.gov.uk</i>
<i>The contact details are</i>	<i>dean.willetts@staffordshire.gov.uk</i>
<i>In an emergency we contact (01785) 355777 (Duty Officer)</i> <i>shss@staffordshire.gov.uk (Duty Officer)</i>	

Monitoring Health and Safety

<i>Name of person(s) responsible for the overall monitoring of health and safety in school</i>	<i>Samantha Jackson</i>
<i>Our arrangements for the monitoring of health and safety are:</i> <i>Regular health and safety walks inform maintenance programme ensuring the contents and structure of building and school grounds are safe. This is part of the school improvement plan.</i> <i>Headteacher's report to governors outlines the monitoring and evaluation of health and safety processes and systems.</i>	
<i>The school carries out formal evaluations and audits on the management of health and safety on a half termly basis.</i>	
<i>The last audit took place</i>	<i>Date: February 2024</i> <i>By: Samantha Jackson and Karen Harper</i>
<i>Name of person responsible for monitoring the implementation of health and safety policies</i>	<i>Samantha Jackson</i> <i>Virginia Tennant</i>
<i>All staff are aware of the key performance indicators in part E and how they are monitored through emails, staff briefings and sharing reports</i>	
<i>Workplace inspections - type</i>	<i>Name of person who carries these out</i>
<i>Building and contents</i>	<i>Mark Brotherton – Site Supervisor</i> <i>Andrew Clare – Senior Property Surveyor, Staffordshire County Council</i>

Accident Reporting, Recording & Investigation

<i>Our arrangements for recording and investigating: We record accidents in a log-book stored in the medical room and Nursery classroom. Where a significant accident has occurred BI 510 Accident Books are used – these are situated in Nursery, the Medical Room and Cedars. These are reported online to 'Info Tracker' Info-Tracker - Log in (Staffordshire County Council). Please see the log for the number of pupil, staff and visitor accidents.</i>
<i>The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: Samantha Jackson</i>
<i>Our arrangements for reporting to the Governing Body or Board are: As necessary. Part of HT Report to Governors</i>
<i>Our arrangements for reviewing accidents and identifying trends are: All class teachers carry out their own risk assessments for the class – report issues to HT. Analysis of incidents, including location and actions that have been put in place.</i>

1. Asbestos

<i>Name of Premises Manager responsible for Managing Asbestos.</i>	<i>Samantha Jackson Virginia Tennant Mark Brotherton</i>
<i>Location of the Asbestos Management Log or Record System.</i>	<i>School Office</i>
<i>Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are: Access to Asbestos register which is then signed. Hazard exchange forms completed as appropriate.</i>	
<i>Our arrangements to ensure all school staff such as class teachers or caretakers have information about asbestos risk on the premises: Staff are made aware of potential asbestos including leaflets and videos, staff are aware of the asbestos register in school – however classrooms have had asbestos removed.</i>	
<i>Staff must report damage to asbestos materials to:</i>	<i>Samantha Jackson Virginia Tennant Mark Brotherton</i>
<i>Staff must not drill or affix anything to walls without first obtaining approval from the premises manager.</i>	

2. Communication

<i>Name of SLT member who is responsible for communicating with staff on health and safety matters:</i>	<i>Samantha Jackson Virginia Tennant</i>
<i>Our arrangements for communicating about health and safety matters with all staff are:</i>	

Emails, staff briefing, videos/online materials and reports, SCHOOL BUS

*Staff can make suggestions for health and safety improvements by:
contributing ideas during staff meetings, emails, links to action plans*

3. Construction Work *See also Contractor Management

<i>Name of person coordinating any construction work / acting as Client for any construction project.</i>	<i>Samantha Jackson Virginia Tennant Andrew Clare – Staffordshire County Council</i>
<i>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. Risk assessments and hazard exchanges are completed and shared with all staff (copies kept in staffroom for staff reference)</i>	
<i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: As Above</i>	
<i>Our arrangements for the induction of contractors are: Hazard exchange meeting held prior to any works where paperwork is completed</i>	
<i>Staff should report concerns about contractors to: Samantha Jackson, Virginia Tennant</i>	

4. Consultation

<i>Name of SLT member who is responsible for consulting with staff on health and safety matters:</i>	<i>Samantha Jackson Virginia Tennant</i>
<i>The name of the Trade Union Health and Safety Representative is:</i>	<i>NAHT</i>
<i>Our arrangements for consulting with staff on health and safety matters are: Emails, briefing and reports, SCHOOLBUS</i>	
<i>Staff can raise issues of concern by: Emails, staff meetings, in person</i>	

5. Contractor Management

<i>Name of person responsible for managing and monitoring contractor activity</i>	<i>Samantha Jackson Virginia Tennant Mark Brotherton</i>
<i>Our arrangements for selecting competent contractors are: Staffordshire County Council Property Services and approved contractors list</i>	
<i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: As section above</i>	
<i>Our arrangements for the induction of contractors are: As section above</i>	
<i>Staff should report concerns about contractors to: As section Above</i>	

6. Curriculum Areas – health and safety

<i>Name of person who has overall responsibility for the curriculum areas as follows:</i>	<i>Rachel Joint – Deputy Head (Whole School Curriculum) Nichola Gartside-Bentley - EYFS Leader</i>
<i>Risk assessments for these curriculum areas are the responsibility of:</i>	<i>Rachel Joint Nichola Gartside-Bentley</i>

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

<i>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 every 2 years.</i>	
<i>Our arrangements for carrying out DSE assessments are: Use Staffs CC DSE Assessment form every 2 years</i>	
<i>Name of person who has responsibility for carrying out Display Screen Equipment Assessments</i>	<i>Samantha Jackson Virginia Tennant</i>
<i>DSE assessments are recorded and any control measures required to reduce risk are managed by</i>	<i>Samantha Jackson Virginia Tennant</i>

8. Early Years Foundation Stage (EYFS)

<i>Name of person who has overall responsibility for EYFS</i>	<i>Nichola Gartside-Bentley</i>
<i>Our arrangements for the safe management of EYFS are: Detailed in the EYFS Policy and include daily risk assessments, following overall guidance from the EYFS Welfare Requirements and EYFS Statutory Guidance</i>	

9. Educational visits / Off-Site Activities

<i>Name of person who has overall responsibility for Educational Visits</i>	<i>Lezleigh Ennis</i>
<i>The Educational Visits Coordinator is</i>	<i>Lezleigh Ennis</i>
<i>Our arrangements for the safe management of educational visits: EVOLVE training</i>	

10. Electrical Equipment [fixed & portable]

<i>Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:</i>	<i>Virginia Tennant</i>
<i>Fixed electrical wiring test records are located:</i>	<i>In the school office</i>
<i>All staff visually inspect electrical equipment before use.</i>	
<i>Our arrangements for bringing personal electrical items onto the school site are: Staff generally do not bring in items, where there are items they are PAT tested along with the school property.</i>	

<i>Name of person responsible for arranging the testing of portable electrical equipment (PAT):</i>	<i>Virginia Tennant</i> <i>AES carry out PAT testing annually</i>
<i>Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:</i>	<i>Virginia Tennant</i>
<i>Portable electrical equipment (PAT) testing records are located:</i>	<i>folder in the office</i>
<i>Staff must take defective electrical equipment out of use and report to:</i>	<i>Samantha Jackson</i> <i>Virginia Tennant</i> <i>Mark Brotherton</i>
<i>The portable electrical equipment on the school site owned and used by contractors is the responsibility of the contractor, who must provide records of this if requested: AES</i>	

11. Emergency Preparedness

<i>Name of SLT member who is responsible for developing and maintaining the school's response to major risks Business Continuity Plan (BCP).</i>	<i>Samantha Jackson</i> <i>Steve Cope</i>
<i>Our arrangements for communicating emergency arrangements to all employees are: Refer to our internal invac procedures that are not published online for security purposes.</i>	

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

<i>Name of competent person responsible for undertaking & reviewing fire risk assessment in addition to any associated action planning</i>	<i>Samantha Jackson</i> <i>Virginia Tennant</i> <i>Rachel Joint</i>
<i>The Fire Risk Assessment is located</i>	<i>In the school office , server and on website</i>
<i>The Fire Risk assessment is shared with</i>	<i>Mellors employees, Sports Coaches, Visiting Teachers</i>
<i>When the fire alarm is raised the person responsible for calling the fire service is OR</i> <i>The site has a fire alarm which activates a response from (a 3rd party / listening service)</i>	<i>Virginia Tennant (Owen Kelly in absence of VT)</i> <i>Chubb Fire and Security</i>
<i>Name of person responsible for arranging</i>	<i>Samantha Jackson</i>

<i>and recording of fire drills</i>	<i>Virginia Tennant</i>
<i>Name of person responsible for creating and reviewing Fire Evacuation arrangements</i>	<i>Samantha Jackson Virginia Tennant</i>
<i>Our Fire Evacuation Arrangements are published ...</i>	<i>Kept on classrooms walls and all rooms within school</i>
<i>Our Fire Marshals are listed</i>	<i>Samantha Jackson Rachel Joint (Theresa Newman) Owen Kelly Lisa Andrews Paula Johnston Virginia Tennant Jaden Robinson</i>
<i>Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at</i>	<i>School office</i>
<i>Name of person responsible for training staff in fire procedures</i>	<i>Samantha Jackson HSE click</i>
<i>All staff are aware of the Fire Procedures in school</i>	

13. First Aid *see also Medication

<i>Name of person responsible for carrying out the First Aid Assessment</i>	<i>Paula Johnston</i>
<i>The First Aid Assessment is located</i>	<i>In medical room</i>
<i>First Aiders are listed</i>	<i>In medical room</i>
<i>Name of person responsible for arranging and monitoring First Aid Training</i>	<i>Paula Johnston</i>
<i>Location of First Aid Box</i>	<i>Medical Room Children's entrance</i>
<i>Name of person responsible for checking & restocking first aid boxes</i>	<i>Paula Johnston</i>
<i>In an emergency staff are aware of how to summon an ambulance</i>	
<i>Our arrangements for dealing with an injured person who has to go to hospital are (who is contacted/ who accompanies staff or children to hospital):</i>	
<i>Pupils</i>	<i>SLT, Parents, emergency services if applicable, RIDDOR. A member of staff (class teacher / HT) will accompany the child to hospital in absence of parent.</i>
<i>Staff</i>	<i>Samantha Jackson, Rachel Joint, Virginia Tennant, next of kin. Emergency services if applicable</i>

<i>Visitors</i>	<i>Samantha Jackson, Rachel Joint, Virginia Tennant, next of kin Emergency services if applicable</i>
<i>Our arrangements for recording the use of First Aid are located in the medical room accident book, and health care plans are in class and medical room</i>	

14. Forest School

<i>Name of person in school who leads on Forest School activity</i>	<i>Chelsey Allen</i>
<i>Our arrangements for developing, organising and running Forest School activity. Risk assessments of the area and activities are completed (daily checks also carried out)</i>	

15. Glass & Glazing

<i>All glass in doors and side panels are constructed of safety glass</i>
<i>All replacement glass is of safety standard and by contractors</i>

16. Hazardous Substances (COSHH)

<i>Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)</i>	<i>Samantha Jackson Mark Brotherton</i>
<i>Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are: Substances are Stored in locked cupboards and information on COSHH held in school office. The school uses CLEAPPS as a resource and all staff must be aware of how to access this information.</i>	

17. Health and Safety Law Poster

<i>The Health and Safety at Work poster is located:</i>	<i>In the staffroom</i>
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18. Housekeeping, cleaning & waste disposal

<i>All staff and pupils share the responsibility for keeping the school site clean, tidy and free from hazards</i>	
<i>Our waste management arrangements are: Stafford Borough Council – Waste; Hazardous waste - PHS</i>	
<i>Our site housekeeping arrangements are: Mark Brotherton – Site Supervisor</i>	
<i>Site cleaning is provided by:</i>	<i>Glenn Group</i>
<i>Cleaning staff have received appropriate information, instruction and training about the following and are competent: Training through Glenn Group</i>	
<i>Work equipment: Training through Glenn Group</i>	

<i>Hazardous substances: Training through Glenn Group</i>
<i>Waste skips and bins are located away from the school building</i>
<i>All staff are aware of the arrangements for disposing of waste and the location of waste bins and skips.</i>
<i>Staff in all departments who generate waste (e.g.catering /cleaning/curriculum areas) are aware of the risk assessments and control measures in place for their role.</i>

19. Infection Control

<i>Name of person responsible for managing infection control:</i>	<i>Samantha Jackson Virginia Tennant Mark Brotherton Glenn Group Mellors Catering</i>
<i>Our infection control arrangements (including communicable diseases/hand hygiene standards) are: Adhere to infectious diseases guidelines. Hand wash and toilet rolls replenished daily.</i>	

20. Lettings

<i>Name of Premises Manager or member of Leadership team responsible for Lettings</i>	<i>Samantha Jackson</i>
<i>Our arrangements for managing Lettings of the school or external premises are: Brownies on a Tuesday. All paperwork including risk assessments completed.</i>	
<i>The health and safety considerations for Lettings are considered and reviewed annually.</i>	
<i>Hirers have in place their own risk assessments, first aid arrangements/ fire procedures and emergency procedures. Safeguarding policies procedures are in-line with the schools</i>	
<i>Hirers are responsible for obtaining the necessary local authority licenses for their activities and these must be provided to the school on request.</i>	
<i>Hirers must provide a register of those present during a letting upon request.</i>	

21. Lone Working

<i>Please see Appendix A for our Lone Working Practice.</i>

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

<i>NOTE Types of equipment to consider in this section: Ladders and steps, fume cupboards, other extraction systems, PE equipment, D&T machines, lifts & lifting equipment, pressure cookers, autoclaves, fire alarm and smoke detection, emergency lighting, fire extinguishers. This section must include the arrangements for school/ kitchens, science laboratories or Design and Technology rooms</i>	
<i>Name of person responsible for the selection, maintenance / inspection and</i>	<i>Virginia Tennant Mark Brotherton</i>

<i>testing of equipment</i>	
<i>Records of maintenance and inspection of equipment are retained and are located:</i>	<i>School Office</i>
<i>Staff report any broken or defective equipment to:</i>	<i>Virginia Tennant Mark Brotherton</i>
<i>The equipment on the school site owned and used by contractors is the responsibility of the contractor, who must provide records of testing , inspection and maintenance if requested:</i>	

23. Manual Handling

<i>Name of competent person responsible for carrying out manual handling risk assessments</i>	<i>Mark Brotherton</i>
<i>Our arrangements for managing manual handling activities – M. Brotherton has undertaken training</i>	
<i>Staff are aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided.</i>	
<i>Staff are aware of the manual handling risk assessment and the control measures in place for the task.</i>	
<i>Staff are trained appropriately to carry out manual handling activities.</i>	
<i>Where people handling takes place an Individual Manual Handling Plan must be in place and communicated to all parties (including where appropriate the young person/their parents/carers/support staff).</i>	

24. Medication

<i>Name of person responsible for the management of and administration of medication to pupils in school/</i>	<i>Paula Johnston</i>
<i>Our arrangements for the administration of medicines to pupils are: Parents complete a permissions form detailing medication, dosage and times when medication is to be administered. For Calpol we have verbal consent; this is logged by office staff and records are on a clipboard.</i>	
<i>The names members of staff who are authorised to give / support pupils with medication are:</i>	<i>Paula Johnston Owen Kelly (First Aiders also authorised if required)</i>
<i>Medication is stored:</i>	<i>Medical room fridge</i>
<i>A record of the administration of medication is located:</i>	<i>Medical room</i>
<i>Pupils who administer and/or manage their own medication in school are authorised to do so by their parent and provided with a suitable private location to administer medication/store medication and equipment. Paula Johnston will</i>	

<i>observe this self-administration</i>
<i>Staff are trained to administer complex medication by the school nursing service when required.</i>
<i>Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are: Via the care plans and policy – stored in the office. AED is located in the SENDCo office Epi-pens for severe allergies follow the child throughout the day</i>
<i>Staff who are taking medication must keep this personal medication in a secure area in a staff only location.</i>
<i>Staff must advise the school leaders if they are taking any medication which might impair their ability to carry out their normal work.</i>

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

<i>PPE is provided in line with COVID-19 preventative measures</i>	
<i>Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for school</i>	<i>Samantha Jackson Virginia Tennant</i>
<i>Name of person responsible for the checking and maintenance of personal protective equipment provided for staff</i>	<i>Mark Brotherton Paula Johnston Owen Kelly</i>
<i>Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for pupils.</i>	<i>All staff</i>
<i>All PPE provided for use in a classroom environment is kept clean, free from defects and replaced as necessary.</i>	
<i>Name(s) of person responsible for cleaning and checking pupil PPE.</i>	<i>Class teachers if applicable Mark Brotherton Owen Kelly</i>

26. Radiation

<i>Name of the school Radiation Protection Supervisor (RPS)</i>	<i>N/A</i>
<i>Name of the Radiation Protection Adviser (RPA)</i>	<i>N/A</i>

27. Reporting Hazards or Defects

<i>All staff and pupils must report any hazards, defects or dangerous situations they see at school</i>
<i>Our arrangements for the reporting of hazards and defects: Report to Virginia Tennant and Mark Brotherton</i>

28. Risk Assessments

<i>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.</i>	
<i>Risk assessments are in place for the following areas (this list is not exhaustive)</i> <i>EYFS</i> <i>Premises and grounds</i> <i>Curriculum / classrooms</i> <i>Hazardous activities or events</i> <i>Lettings or contract work which may affect staff or pupils in the school/</i> <i>Fire Risk Assessment</i> <i>Hazardous Substances</i> <i>Work Equipment</i> <i>Manual handling activities</i> <i>Risks related to individuals e.g. health issues</i> <i>Working at height</i> <i>See Health and Safety Online Folder for records</i>	
<i>Name of person who has overall responsibility for the school risk assessment process and any associated action planning</i>	<i>Samantha Jackson</i>
<i>Our arrangements for carrying out, recording, communicating and reviewing risk assessments are:</i> <i>Reviewed by staff and updated on SCHOOLBUS and website.</i>	
<i>Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments.</i>	
<i>When an accident or incident occurs a post risk assessment takes place when a new hazard has been identified.</i>	
<i>Risk assessments are created or reviewed when something new is introduced or a change has occurred.</i>	

29. Smoking

<i>No smoking or vaping is permitted on site or in vehicles owned or operated by the school.</i>
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30. Shared use of premises/shared workplace

<i>Name of Premises Manager or member of Leadership team responsible for Premises Management</i>	<i>Samantha Jackson</i> <i>Virginia Tennant</i>
<i>The school premises are shared with another organisation (e.g. Contract caterer/public leisure centre).</i>	<i>N/A</i>
<i>Our arrangements for managing health and safety in a shared workplace are:</i> <i>N/A</i>	

31. Stress and Staff Well-being

<i>Name of person who has overall responsibility for the health and wellbeing of school staff</i>	<i>Samantha Jackson</i>
<i>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: Thinkwell service, OHU, School follows workload charter, SAS</i>	
<i>Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated.</i>	
<i>All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work.</i>	
<i>Individual stress risk assessments take place when a member of staff requires additional individual support.</i>	
<i>Wellbeing embedded within the culture and practices of the school – PPA, Leadership time, Assessment time, staff meetings, INSET etc</i>	

32. Swimming Pool Operating Procedures (where applicable)

<i>Name of person who has overall responsibility for managing the swimming pool and it's environment.</i>	<i>N/A</i>
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33. Training and Development

<i>Name of person who has overall responsibility for the training and development of staff.</i>	<i>Samantha Jackson</i>
<i>All new staff receive an induction which includes health and safety, risk assessments, fire procedures, first aid and emergency procedures.</i>	
<i>Our arrangements for carrying out suitable and sufficient health and safety training for all staff are: Part of staff induction .</i>	
<i>The school has a health and safety training matrix to help in the planning of essential and development training for staff.</i>	
<i>Training records are retained and are located on SIMS and shared drive.</i>	
<i>Training and competency as a result of training is monitored and measured by:</i>	<i>Samantha Jackson</i>

34. Vehicles owned or operated by the school/

<i>Name of person who has overall responsibility for the school vehicles</i>	<i>N/A</i>
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35. Vehicle movement on site

<i>Name of Premises Manager responsible</i>	<i>Samantha Jackson</i>
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<i>for the management of vehicles on site</i>	
<i>Our arrangements for the safe access and movement of vehicles on site are: A barrier restricts access to the site. Gates are locked at the start and end of the school day.</i>	

36. Violence and Aggression and School Security

<i>The school provides a place of work which is designed and managed to minimise the risk of violence and aggression to staff, pupils and visitors.</i>	
<i>A risk assessment is carried out where staff are at increased risk of injury due to their work.</i>	
<i>Training, information and instruction is available to staff to help them manage the risk of violence and aggression where required.</i>	
<i>Staff and pupils must report all incidents of verbal & physical violence to:</i>	<i>Samantha Jackson</i>
<i>Incidents of verbal & physical violence are investigated by:</i>	<i>Samantha Jackson</i>
<i>Name of person who has responsibility for site security:</i>	<i>Mark Brotherton</i>
<i>Our arrangements for site security are: Dummy security cameras, padlocked gates and fences, security barriers, access codes and fobs internal doors. Inentry signing in system. New gates and camera operated access to be installed February 2025</i>	

37. Water System Safety

<i>Name of Premises Manager responsible for managing water system safety.</i>	<i>Samantha Jackson</i>
<i>Name of contractors who have undertaken a risk assessment of the water system</i>	<i>HSL</i>
<i>Name of contractors who carry out regular testing of the water system:</i>	<i>HSL</i>
<i>Location of the water system safety manual/testing log</i>	<i>School Office</i>
<i>Our arrangements to ensure contractors have information about water systems are: Log in school office – company employed to do this (HSL)</i>	
<i>Our arrangements to ensure all school staff carrying out checks or testing or maintenance have information about the water system: Log in school office.</i>	

38. Working at Height

<i>Name(s) of person responsible managing the risk of work at height on the premises:</i>	<i>Mark Brotherton</i>
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<i>Work at height is avoided where possible.</i>
<i>Our arrangements for managing work at height are: Training by Entrust, risk assessments carried out.</i>
<i>Appropriate equipment is provided for work at height where required.</i>
<i>Staff who carry out work at height are trained to use the equipment provided.</i>
<i>Work at height equipment is regularly inspected, maintained and records are kept in the school office.</i>

39. Work Experience

<i>Name of person who has overall responsibility for managing work experience and work placements for school pupils.</i>	<i>Samantha Jackson</i>
<i>Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are: DBS checks are carried out where applicable, Induction packages by the teacher who the student is working with. Unifrog system for High School placements</i>	
<i>The name of the person responsible for the health and safety of people on work experience in the school premises:</i>	<i>Samantha Jackson</i>
<i>Our arrangements for managing the health and safety of work experience students in the school are: Please see above.</i>	

40. Volunteers

<i>Name of person who has overall responsibility for managing/coordinating volunteers working within the school</i>	<i>Rachel Joint</i>
<i>Volunteers are considered as a member of staff and all health and safety arrangements including induction and safeguarding training must apply.</i>	

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. Berkswich CE Primary School agree:

- We will ensure that the playground is safe of trip hazards through the removal of Stone Circle
- We will use the DFE CDC reports to address any potential hazards within the premises
- We will further improve security of the site by increasing the height of the

- perimeter fencing and installing fencing within the forested area.
- Camera operated gate access will improve site security and access
- All relevant policies including fire and invac lockdown, will be updated to reflect our boundary / security changes
- In-vac and lockdown procedures will be completed on an annual basis
- Safety of EYFS pupils will be further supported through new EYFS fencing in response to the needs of SEND pupils
- The hall roof will be re-surfaced to ensure the stability of the building's roof
- The boiler house tower stack will be maintained to a safe standard

Appendix A

Lone Working Practice

The School recognises that on occasion some staff, such as the caretaker, are required to work by themselves, without close or direct supervision, sometimes in isolated work areas or out of office hours. Under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, an Employer has a duty of care to advise and assess risk for workers when they work by themselves in these circumstances. However, employees have responsibilities to take reasonable care of themselves and other people affected by their work.

'Lone workers' include those working at their main place of work where:

- Only one person is working on the premises, e.g. Site Supervisor
- People work separately from each other, e.g. in different locations such as in the mobile or the main building.
- People work outside normal office hours, e.g. Cleaning staff.
- One member of staff is visiting another agency's premises or meeting venue.

The Headteacher is responsible for:

- Ensuring that there are arrangements for identifying, evaluating and managing risks associated with lone working and ensuring that there are arrangements for monitoring incidents linked to lone working.
- Identify situations where people work alone and decide whether systems can be adopted to avoid workers carrying out tasks on their own;
- Putting procedures and safe systems of work into practice which are designed to eliminate or reduce the risks associated with working alone;
- Managing the effectiveness of preventative measures through a robust system of reporting, investigating and recording incidents;
- Ensuring that staff groups and individuals identified as being at risk are given appropriate information, instruction and training, including training at induction, and updating and refreshing this training as necessary;
- Ensuring that appropriate support is given to staff involved in any incident.

The health and safety lead will:

- Increase staff awareness of safety issues relating to lone working;
- Ensure that the risk of lone working is assessed in a systematic and ongoing way, and that safe systems and methods of work are put in place to reduce the risk so far as is reasonably practicable;
- Ensure that the number of staff members with access to school keys is minimised as one of school's preventative measures.
- Ensure that all key holders are made aware of all health and safety aspects regarding lone working.
- Ensure that appropriate support and training is available to all staff that equips them to recognise risk and provides practical advice on safety when working alone;
- Encourage full reporting and recording of all adverse incidents relating to lone working;
- Reduce the number of incidents and injuries to staff related to lone working.
- Make the school's cleaning company aware of the requirements of this policy in relation to lone working; due to their staff working out of school hours, they must have their own risk assessments and processes in place.

Employees are responsible for:

- Taking reasonable care of themselves and others affected by their actions;
- Following guidance and procedures designed for safe working;
- Reporting all incidents that may affect the health and safety of themselves or others and asking for guidance as appropriate;
- Taking part in training designed to meet the requirements of the policy;
- Reporting any dangers or potential dangers they identify or any concerns they might have in respect of working alone;
- Seeking the permission of the Headteacher before working alone on the school premises outside normal school hours; and
- Ensuring they do not arrange meetings with parents or members of the public when lone working. Meetings must be arranged during school occupancy times, or when there are other members of staff on site.

Responsivity of those letting school buildings:

- When the school is being let out (e.g. to community groups such as the Brownies) it is the responsibility of the organisation letting the premises to ensure that there is always more than one adult present when locking up at the end of the activity.
- School safeguarding procedures must be followed

Considerations for lone working; these may support the writing of a risk assessment if deemed necessary:

- Is the person medically fit and suitable to work alone?
- Are there adequate channels of communication in an emergency?
- Does the workplace or task present a special risk to the lone worker?

- Is there a risk of violence?
- Are women especially at risk if they work alone?
- Has safe travelling between appointments been arranged?
- Have reporting and recording arrangements been made where appropriate?
- Can the whereabouts of the lone worker be traced?

Good practice for lone workers:

- If a member of staff does work alone in the school building, then the front door should be locked and the keys easily accessible in case of emergency.
- During their working hours, all staff leaving the workplace (or home) should leave written details of where they are going and their estimated time of arrival back at the school.
- If, in the course of a trip away from the school, plans change significantly, this should be communicated back to the office.
- Telephone contact between the lone worker and a colleague, may also be advisable.
- Staff should avoid meeting clients alone at the workplace. When this is unavoidable, staff must make a risk assessment and obtain the prior agreement of their line manager who will make any arrangements to ensure their safety. This should be recorded in the diary, giving contact details of the person who is being met.
- Lone workers should have access to adequate first-aid facilities
- Lone workers should be equipped with a mobile phone and other personal safety equipment where this is necessary.
- Occasionally, risk assessments may indicate that lone workers need training in first aid.
- In general, staff should **never** work alone with a vulnerable child or adult.
- Staff should never transport a child on their own and should assess any risk before transporting a vulnerable adult alone.
- Lone workers must report incidents such as accidents and near misses, including all incidents where they feel threatened, in the School accident book. This includes incidents of verbal abuse.
- Staff who will communicate any safety concerns that are not being addressed to the headteacher.