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**Anker Valley Primary Academy**

# **Health and Safety Policy**



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## Document Control

Policy Title	Health and Safety Policy
Effective Date	September 2024
Policy Owner	Anker Valley Primary Academy
Policy Approver	Anker Valley Local Governing Committee

## Version Control

Version	Date	Amended by	Comments

Section	Changes Made



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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 and procedures to reduce risk within the school.

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

## **A. Introduction**

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

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

This policy records the local organisation and arrangements for implementing the Staffordshire County Council and Fierte Multi Academy Trust policy.

## **B. Policy Statement**

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

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

- all places and premises where employees 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.)



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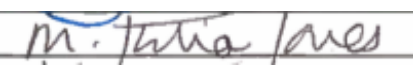
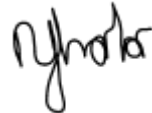


- all plant and equipment are safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
- appropriate safe systems of work exist and are maintained.
- sufficient information, instruction, training, and supervision is available and provided to ensure that employees and pupils can avoid hazards and contribute in a positive manner towards their own and others health, safety and wellbeing.
- a healthy working environment is maintained including adequate welfare facilities.

In addition to the above the school will ensure as far as reasonably practicable 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.

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

	
<b>Mrs Julia Jones, Chair of Governors</b>	<b>Mrs Natalie Horlor, Headteacher</b>
<b>September 2024</b>	<b>September 2024</b>

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



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### **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 and Fierte Multi Academy Trust Health and Safety Policy.

In addition to their general responsibilities:

Mrs. Natalie Horlor (Headteacher) The responsibilities of the Headteacher are outlined in the Fierte Trust Health and Safety Policy.

The Headteacher at AVPA is responsible for overseeing the H&S policy and procedures. To ensure the effective management of Health and Safety within the academy, specific Health and Safety responsibilities have been delegated as follows:

Mr. Bill Burdett (Site Manager)

- Responsibility for the implementation of the Health and Safety Policy and liaison with outside contractors.
- Daily, weekly and monthly health and safety checks.
- Day to day safety, cleanliness and tidiness of the school premises. Identifying risks and repairs and resolving/escalating as appropriate.
- Responding to red-reporting forms to ensure defects or health and safety concerns are addressed in a timely manner.
- Annual Health and Safety Audit and Fire Risk Assessment in conjunction with the Headteacher.
- Premises risk assessments.
- Analyse accident data (in conjunction with the HT and Office Manager) to determine improvements.

Miss Heidi Elliott (Office Manager)

- Ensure medical and first aid arrangements are in place and reviewed regularly (in conjunction with SENDCo and Inclusion Manager).
- Analyse accident data (in conjunction with the HT and Premises Manager) to determine improvements.
- H&S training records.
- Ensures that DSE assessments are carried out for all staff who are significant users of display screen equipment (office staff and SLT).



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Mrs Natalie Horlor (SENDCo)

- Ensures that PEEPs (Personal Emergency Evacuation Plans) are written, where required for children, in conjunction with parents.
- Ensure any risk assessments related to SEND are written and reviewed i.e. behaviour plan and risk assessment.
- Work with the Office Manager to ensure that medical needs of pupils (including medication) are met.

Lisa Spencer (Cleaner)

- Reports any maintenance issues, defects or Health and Safety concerns to Bill Burdett / Natalie Horlor.

NB: ALL staff are responsible for reporting any H&S concerns, defects, maintenance issues to Bill Burdett using the site managers book (or directly to Bill Burdett or Natalie Horlor.

The **Governing Committee** 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** along with Mr. W Burdett and is responsible for the day-to-day operations and maintenance of the buildings, grounds, and equipment. This includes ensuring that statutory inspections of



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equipment and systems are carried out.

**Senior staff** 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.

**Curriculum 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.



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**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.

**Competent Health and Safety Advice**

<i>The school obtains competent health and safety advice from:</i>	<i>Staffordshire Health, Safety &amp; Wellbeing Service</i>
<i>The contact details are:</i>	<i>Health, Safety and Wellbeing Service Strategy, Governance &amp; Change Fourth Floor, Staffordshire Place 1 Tipping Street, Stafford, ST16 2DH Staffordshire Health and Safety Advisor: Charlotte Evans - Mobile: 07815 826740 charlotte.evans2@staffordshire.gov.uk shss@staffordshire.gov.uk</i>
<i>In an emergency we contact:</i>	
<i>IF APPROPRIATE, CALL THE EMERGENCY SERVICES ON 999 (OR 112) Contact the COUNTY COUNCIL’S DIRECTOR ON CALL ON 07623 910065</i>	
<i>Fierte CEO – Maria Hamblin - 01827 214621 E-mail: CEO@fierte.org Fierte</i>	
<i>Vice CEO – Tony Hand - 01827 214623 E-mail: Viceceo@fierte.org Fierte</i>	
<i>COO – Amanda Prosser-Davies - 01827 214622 Email: coo@fierte.org</i>	





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## Monitoring Health and Safety

<i>Name of person(s) responsible for the overall monitoring of health and safety in school:</i>	<i>Name(s)</i>  <i>Natalie Horlor</i>  <i>William Burdett</i>
<p><i>Our arrangements for the monitoring of health and safety are:</i></p> <p><i>Health and Safety issues are reported by staff to Bill Burdett as they arise (reporting system in place)</i></p> <p><i>The Premises Manager and Headteacher have regular walks around school and immediately rectify any issues, but there will be one recorded health and safety school per term to be presented to the Governing Body before each meeting.</i></p> <p><i>Completion of annual audit.</i></p> <p><i>Annual review meeting with Staffordshire Health, Safety and Wellbeing Advisor</i></p> <p><i>Annual review with Trust COO</i></p> <p><i>Minutes of Governor meetings are kept, and meetings are held on a termly basis - Health and Safety is part of the Headteacher Report presented to the Governing Body termly.</i></p>	
<i>The school carries out formal evaluations and audits on the management of health and safety.</i>	
<i>The last audit took place</i>	<i>Date: November 2022</i>  <i>By: Charlotte Evans</i>
<i>Name of person(s) responsible for monitoring the implementation of health and safety policies</i>	<i>Name(s)</i>  <i>Natalie Horlor</i>
<i>All employees are made aware of the key performance indicators in part E and how they are monitored.</i>	



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<i>Workplace inspections</i>	<i>Name of person(s) who does these</i>
<i>Annual Health and Safety Evaluation Checklist,</i>	<i>Natalie Horlor</i>
<i>Caretaker checks</i>	<i>William Burdett</i>
<i>Premises walks</i>	
<i>Fire Safety Inspection</i>	
<i>Sprinkler Inspection</i>	
<i>LGC Health and Safety walk annually</i>	

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

#### **D. 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.

##### **1. Accident and Incident Reporting, Recording & Investigation**

*Our arrangements for recording and investigating:*

*pupil accidents:*

*When children have accidents, a slip is sent home, and a record of the accident is recorded in the accident book (in class / lunchtime and break time folder). For accidents where treatment has been given by a medical team in hospital or via a paramedic in school, where a child is sent home and advised to visit the hospital or doctor / more serious incidents, the Office Manager may record these on My Health and Safety accident online system, which is monitored by the Staffordshire Health, Safety and Wellbeing Service. Accident trends are also recorded in the folders. This information is analysed on a termly basis by the*



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*Headteacher, Office manager and Site Manager. All accidents/incidents will be subject to review and investigation by the Headteacher, Office Manager and Site Manager to ensure that, where appropriate, action is taken to prevent a recurrence.*

*employee accidents:*

*All staff, volunteer, supply teacher, visitors (adults in school) accidents, incidents, near misses and dangerous occurrences must be reported to the Office Manager and added to the accident book. For accidents where treatment has been given by a medical team in hospital or via a paramedic in school, or where an adult is sent home and advised to visit the hospital or doctor / more serious incidents, the Office Manager may record these on My Health and Safety accident online system, which is monitored by the Staffordshire Health, Safety and Wellbeing Service.*

*visitor accidents:*

*All staff, volunteer, supply teacher, visitors (adults in school) accidents, incidents, near misses and dangerous occurrences must be reported to the Office Manager and added to the accident book. For accidents where treatment has been given by a medical team in hospital or via a paramedic in school, where an adult is sent home and advised to visit the hospital or doctor / more serious incidents, the Office Manager may record these on My Health and Safety accident online system, which is monitored by the Staffordshire Health, Safety and Wellbeing Service.*

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

*Natalie Horlor*

*Our arrangements for reporting to the Governing Committee or Academy Board are:*

*Minutes of Governor meetings are kept, and meetings are held on a termly basis - Health and Safety is part of the Headteacher Report presented to the Governing*



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*Body termly.*

*Our arrangements for reviewing accidents and identifying trends are:*

*The Office Manager reviews the accident records, including spotting patterns.*

*The Office Manager liaises with the site manager and headteacher to ensure any issues are rectified. My Health and Safety online system is also used to record and review mores serious incidents and corresponding actions.*

## **2. Communication**

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

*Natalie Horlor*

*Our arrangements for communicating about health and safety matters with employees, pupils, visitors, contractors are:*

*As part of their induction at commencement of employment (this will include the Fierte Health and Safety Policy and Health and Safety information / risk assessments specific to their role and all risk assessments)*

- *Display of relevant Health and Safety information on staff noticeboard*
- *Safeguarding and Visitor information booklet includes H&S information*
- *Through email communications*
- *Through staff briefings and staff meetings as appropriate; one to one meetings with line management*
- *Through INSET day training and specific training (i.e. Judicium)*

*Employees can make suggestions for health and safety improvements by:*

*Emailing the Headteacher*

- *Raising suggestions at briefings, INSET days or meetings*



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- Raising suggestions with the staff governor

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

<i>Name of person coordinating any construction work / acting as Client for any construction project.</i>	<p><i>Natalie Horlor</i></p> <p><i>William Burdett</i></p>
<p><i>Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are:</i></p> <p><i>Fierte Trust COO – Amanda Prosser-Davies – will support the organisation and coordination of any construction work. She will ensure that all regulations are duly followed. Natalie Horlor (Headteacher) and Bill Burdett (Site manager).</i></p> <p><i>Duty holders will be identified and named as part of any Construction project.</i></p>	
<p><i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are:</i></p> <p><i>HR46 Hazard Exchange form completed by the Headteacher or Entrust Violet Way Academy Page 8 of 22 Project Manager through office.</i></p>	
<p><i>Our arrangements for the induction of contractors are:</i></p> <p><i>Site manager meets at start of project to go through induction arrangements. Where construction work is planned, managers are advised to seek detailed support and guidance from professionals within the Trust Central Team.</i></p>	
<p><i>Employees should report concerns about contractors to:</i></p> <p><i>William Burdett</i></p> <p><i>Natalie Horlor</i></p>	
<p><i>We will review any construction activities on the site by:</i></p> <p><i>Meeting regularly with the company carrying out the work and the Entrust Representative.</i></p>	



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#### 4. Consultation

<i>Name of SLT member who is responsible for consulting with employees on health and safety matters:</i>	<i>Natalie Horlor</i>
<i>The name of the Trade Union Health and Safety Representative is:</i>	<i>N/A</i>
<p><i>Our arrangements for consulting with employees on health and safety matters are:</i></p> <p><i>Health and Safety is included as an agenda item on Governing body meetings (termly). There is a Staff Governor.</i></p> <ul style="list-style-type: none"> <li><i>• Briefing minutes, staff meetings and group emails – Teams.</i></li> </ul>	
<p><i>Employees can raise issues of concern by:</i></p> <p><i>Face to face or email communications with Site Manager/Headteacher.</i></p> <p><i>Through staff briefings and staff meetings, as appropriate.</i></p> <p><i>Through INSET day training</i></p>	

#### 5. Contractor Management

<i>Name of person responsible for managing and monitoring contractor activity</i>	<i>Natalie Horlor</i> <i>William Burdett</i>
<p><i>Our arrangements for selecting competent contractors are:</i></p> <p><i>Guided by Fierte MAT advice – specific contractors they have worked with previously. Where construction work is planned, managers are advised to seek detailed support and guidance from professionals within the Trust Central Team.</i></p>	
<p><i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are:</i></p>	



*Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: Managers are advised to seek detailed support and guidance from professionals within the Trust Central Team. HR46 Hazard Exchange form completed by the Headteacher or Project Manager*

*Our arrangements for the induction of contractors are:*

*Where construction work is planned, managers are advised to seek detailed support and guidance from professionals within the Trust Central Team. HR46 Hazard Exchange form completed by the Headteacher or Project Manager.*

*Employees should report concerns about contractors to:*

*Bill Burdett (Site manager) or Natalie Horlor (Headteacher).*

**6. Curriculum Areas – health and safety**

<i>Name of person who has overall responsibility for the curriculum areas as follows: e.g. Science, Design &amp; Technology, PE</i>	<i>Curriculum Lead:  Natalie Horlor</i>
<i>Risk assessments for these curriculum areas are the responsibility of:</i>	<i>Natalie Horlor</i>

**7. 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 any employees using this type of equipment continuously and regularly for over an hour.*

*Office Staff and SLT*

*Our arrangements for carrying out DSE assessments are:*

*Office Manager provides identified staff with the relevant forms to complete. These are analysed by the Headteacher who ensures any concerns identified are*



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<i>actioned appropriately.</i>	
<i>Name of person who has responsibility for carrying out Display Screen Equipment Assessments:</i>	<i>Ryan Byrne Ryan Gardner Natalie Horlor</i>
<i>DSE assessments are recorded, and any control measures required to reduce risk are managed by:</i>	<i>Natalie Horlor</i>

### **8. Early Years Foundation Stage (EYFS)**

<i>Name of person who has overall responsibility for EYFS:</i>	<i>Abbie Herrick</i>
<p><i>Our arrangements for the safe management of EYFS are:</i></p> <p><i>Health and Safety procedures are the same in Reception as whole school. Induction training must include information about emergency evacuation procedures, safeguarding, child protection, and health and safety issues.</i></p> <p><i>Staff complete daily risk assessments for indoors and outdoors, removing any broken equipment, for example.</i></p> <p><i>There are more than adequate numbers of Paediatric first aid staff in school and Reception. The school operates within the EYFS Framework and guidance.</i></p>	

### **9. Educational visits / Off-Site Activities**

<i>Name of person who has overall responsibility for Educational Visits</i>	<i>Natalie Horlor</i>
<i>The Educational Visits Coordinator is</i>	<i>Natalie Horlor</i>
<p><i>Our arrangements for the safe management of educational visits are:</i></p> <p><i>Use the system EVOLVE – informing parents, gaining permission where required,</i></p>	





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*risk assessments, planning, contact details, insurance, detailing all aspects of the trip & evaluation.*

*Use of Laches Wood for the Year 3 trip – has quality badge for Learning Outside the Classroom.*

### **10. Electrical Equipment [fixed & portable]**

<i>Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:</i>	<i>William Burdett Natalie Horlor</i>
<i>Fixed electrical wiring test records are located:</i>	<i>Main Office (Service and Testing Book)</i>
<i>All employees are required to visually inspect electrical equipment before use.</i>	
<i>Our arrangements for bringing personal electrical items onto the school site are:  Staff should not bring electrical equipment in from home. Items may be used if brand new – would need to be shown to the Headteacher, including receipt. Where staff need electrical equipment, these can be purchased if required in agreement with the Headteacher.</i>	
<i>Name of person responsible for arranging the testing of portable electrical equipment (PAT):</i>	<i>William Burdett</i>
<i>Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:</i>	<i>William Burdett</i>
<i>Portable electrical equipment (PAT) testing records are located:</i>	<i>Main Office (Service and Testing Book)  Records on our Entrust Property Portal Login</i>



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<i>Employees must take defective electrical equipment out of use and report to:</i>	<i>William Burdett</i> <i>Natalie Horlor</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.</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>Maria Hamblin</i>
<i>Our arrangements for communicating emergency arrangements to all employees are:</i>  <i>Staff Briefing</i>	

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

<i>Name of competent person responsible for undertaking and reviewing the fire risk assessment in addition to any associated action planning:</i>	<i>William Burdett</i>  <i>External contractor (Risk Assessments Solutions Ltd)</i>
<i>The Fire Risk Assessment is located:</i>	<i>School Office</i>  <i>Headteacher has access to electronic copy.</i>  <i>Health and Safety folder on teams</i>
<i>The Fire Risk Assessment is shared with other employers who share the site.</i>	<i>Names of employers</i>
<i>When the fire alarm is raised the site has a fire alarm which activates a response from</i>	<i>Titan Facilities Ltd</i>



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<i>(a 3rd party / listening service).</i>	
<i>Name of person responsible for arranging and recording of fire drills:</i>	<i>Natalie Horlor William Burdett</i>
<i>Name of person responsible for creating, communicating and reviewing Fire Evacuation arrangements:</i>	<i>Natalie Horlor William Burdett</i>
<i>Our Fire Evacuation Arrangements are kept/displayed:</i>	<i>Safeguarding booklet (main entrance)  Posters around the school.</i>
<i>Our Fire Marshals are found listed in the following locations:</i>	<i>Weekly briefing book  Posters in every room and corridors</i>
<i>Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Logbook located at:</i>	<i>Main Office (Service and Testing Folder)</i>
<i>Name of person responsible for training employees in fire procedures:</i>	<i>Natalie Horlor  External agency used (sourced by Trust Central Team)</i>
<i>Employees awareness of the Fire Procedures in school is repeated termly or following an evacuation / drill.</i>	

**13. First Aid \*see also Medication**

<i>Name of person responsible for carrying out the First Aid Assessment:</i>	<i>Natalie Horlor</i>
<i>The First Aid Assessment is located:</i>	<i>Main office</i>
<i>First Aiders are listed:</i>	<i>Weekly briefing book</i>



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	<i>Posters around school (each room and corridor)</i>
<i>Name of person responsible for arranging and monitoring First Aid Training</i>	<i>Heidi Elliott</i>
<i>Location of First Aid Box(es):</i>	<i>Every classroom</i> <i>First aid room</i>
<i>Name of person responsible for checking and restocking first aid box(es):</i>	<i>Heidi Elliott</i>
<i>Arrangements on how to summon an ambulance in an emergency are:</i> <i>Call an ambulance from the office 999 or 112</i>	
<i>Our arrangements for dealing with an injured person who has to go to hospital are:</i>	
<i>pupils</i>	<i>School office and Headteacher is to be informed, then parents.</i>
<i>employees</i>	<i>School office calls ambulance in an emergency. Headteacher to be consulted. Headteacher to inform next of kin. Where an ambulance is not required, HT will contact next of kin to collect.</i>
<i>visitors</i>	<i>School office staff and Headteacher to be informed. Visitors' employers and family members are to be informed.</i>
<i>Our arrangements for recording First Aid provided are:</i>	
<ul style="list-style-type: none"> <li><i>Sufficient number of trained first aiders</i></li> </ul>	



- *List of first aiders displayed in the staffroom and around school*
- *First aid kits located in the classrooms, dining hall and there are also medical bags to be taken on the playground at break and lunchtimes*
- *Breaktimes are managed by support staff and teachers on duty*
- *Lunchtimes are managed by the lunchtime supervisors*
- *During learning time, the children can be seen by any trained first aider.*  
*NB: All staff have a duty of care and can support with first aid issues as appropriate. First aider should always be consulted with regards to head or face injuries or suspected broken bones.*
- *First aid slips will be sent home with children who have received treatment for bumped heads, cuts and bruises. These incidents are then logged in the class record or breaktime/lunchtime record file. Office manager collects and analyses the records each term. These are then archived.*
- *Inhalers are kept in the classroom in a plastic box*
- *All other medication is handed to the office*
- *A parental consent form is to be completed for all medication that is to be administered by staff.*

#### 14. Forest School

<i>Name of person in school who leads on Forest School activity:</i>	<i>Sarah Garrett</i>
<p><i>Our arrangements for developing, organising and running Forest School activity. There is a Forest School plan and protocol in place detailing the arrangements fully. In brief, the Forest School leader, Sarah Garrett is responsible for planning forest school sessions, completing and reviewing risk assessments at least annually and delivering forest school sessions with all year groups.</i></p> <p><i>Risk assessments for Forest Schools are available for all staff to view in the curriculum folder.</i></p> <p><i>The Forest School leader delivers forest school sessions with support from at least one other member of staff.</i></p>	



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*Bill Burdett supports with risk assessments and ensuring the grounds are maintained.*

### **15. Glass & Glazing**

*All glass in doors and side panels are constructed of safety glass*

*All replacement glass is of safety standard*

*A glass and glazing assessment took place in (year) and the record can be found ....*

*Daily visual check – all defects reported to Natalie Horlor.*

*September 2021*

### **16. Hazardous Substances (COSHH)**

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

*William Burdett*

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

*Risk assessments for all cleaning products can be found in the Main Office in the COSHH folder.*

*Chemicals are stored in locked cleaning cupboards at all times.*

### **17. Health and Safety Law Poster**

*The Health and Safety at Work poster is displayed:*

*Staff Room*

*Nursery*

*Kitchen*

### **18. Housekeeping, cleaning and waste disposal**

*All employees and pupils share the responsibility for keeping the school site*



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<i>clean, tidy and free from hazards.</i>	
<i>Our waste management arrangements are:</i>  <i>Lichfield County Council (weekly collections) – certificates held in Service and Testing book in main office.</i>  <i>Sanitary waste collection (monthly).</i>	
<i>Our site housekeeping arrangements are:</i>  <i>On-site cleaner employed by the academy directly.</i>	
<i>Site cleaning is provided by:</i>  <i>In house cleaners</i>	<i>Miss L Spencer (contacted through main office)</i>
<i>Cleaning staff have received appropriate information, instruction and training about the following and are competent: work equipment, hazardous substances</i>	
<i>Work equipment – No machinery used.</i>  <i>Machinery only used by outside contractors e.g. gardeners, maintenance companies.</i>	
<i>Hazardous substances:</i>  <i>Chemicals stored in locked cleaning cupboard and COSHH Risk assessments can be found in the main office.</i>	
<i>Waste skips and bins are located away from the school building.</i>	
<i>Our arrangements for disposing of waste and the location of waste bins and skips are communicated to employees and pupils through weekly briefings and informing at the beginning of the academic year.</i>	
<i>Employees 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.</i>	



### 19. Infection Control

<i>Name of person responsible for managing infection control:</i>	<i>Natalie Horlor</i>
<p><i>Our infection control arrangements (including communicable diseases/hand hygiene standards) are:</i></p> <p><i>Cleaners follow direction from Cleaning Supervisor - clear cleaning routines in place to ensure proper sanitation.</i></p> <p><i>PPE available where required.</i></p> <p><i>Deep clean during Easter holiday and summer holiday.</i></p> <p><i>Tissues available in every classroom.</i></p>	

### 20. Lettings

<i>Name of Premises Manager or member of Leadership team responsible for Lettings</i>	<i>Natalie Horlor</i>
<p><i>Our arrangements for managing Lettings of the school/rooms or external premises are:</i></p> <p><i>Hirers are responsible for sharing any health and safety concerns regarding the premises so that these can be rectified. Key academy policies kept in folder to be shared with hirers, but hirers are responsible for ensuring that they have their own risk assessments, first aid arrangements/ fire procedures and emergency procedures at Anker Valley Primary Academy.</i></p> <p><i>The health and safety considerations for Lettings are considered and reviewed annually.</i></p> <p><i>Hirers must have in place their own risk assessments, first aid arrangements/ fire procedures and emergency procedures.</i></p> <p><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></p>	





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*Hirers must provide a register of those present during a letting upon request.*

## **21. Lone Working**

*Our arrangements for managing lone working are outlined in the Lone Working Policy (updated September 2024).*

*Please refer to Lone Working Risk Assessment in the Health and Safety folder on One Drive/Teams for full information.*

- Ensure staff who lone work/open the building/lock up the building have been assessed in relation to health conditions prior to being given the role.*
- High risk works will not be permitted to be undertaken during lone working. Such as roof works or works on electrical systems. These areas will be managed by using permits to work.*
- Where applicable, health care plans for staff are to be introduced.*
- Safe contact procedures for confirming staff have left the building safely and are either en route home or are at home.*
- Where a member of staff does not phone in, attempts should be made to contact this member of staff in the first 5 minutes of the expected call time. During this time the line manager will need to contact a member of SLT to arrange attending site together. If no response is obtained from the member of staff the emergency services should be contacted with the 2 members of staff meeting them on site.*
- Where an aggressive member of public is on site. Premises staff are to retreat to safe area behind reception with non-premises staff while the police are called.*
- Opening/locking up the building remains the responsibility of either Maria Hamblin, Natalie Horlor, Bill Burdett, Andrea Free or Lisa Spencer.*
- Any member of staff will have to notify the Headteacher on non-school hours times if they wish to enter the premises.*



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- *Staff will be expected to sign in during these times.*
- *When leaving late in the evening (only with prior agreement with the HT), any lone members of staff with key holder privileges, need to contact Natalie Horlor to confirm they have left the building safely. Natalie Horlor makes contact with her husband if she is lone working*

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

*Ladders and steps – Checked monthly by site manager (recorded in main office)*

*Fire alarm system – Checked weekly by site manager (recorded in main office).  
Checked by external contractors every 6 months (Protec) this is recorded in the main office.*

*Sprinkler system – Checked weekly by site manager (recorded in main office).  
Checked by external contractors every 6 months (Lantern Fire) this is recorded in the main office.*

*Emergency lighting - – Checked monthly by site manager (recorded in main office).  
Checked by external contractors every 6 months (Logic) this is recorded in the main office.*

*Fire extinguishers – Checked weekly / monthly by site manager (recorded in main office).  
Checked by external contractors annually (Chubb) this is recorded in the main office.*

*Lift – Visually inspected by site manager daily. Checked by external contractors monthly (Bullet Lifts) this is recorded in the main office.*

*School kitchen – Serviced and inspected yearly by external contractor (recorded in main office).  
Daily visual check by catering lead and any defects reported to Trust Catering Lead and Site Manager.*

*Specialist Practical Room (Cooker and taps) – Visually inspected monthly and taps checked monthly (recorded in main office).*

*PE Equipment – Checked yearly by external contractors (Mercury Sports) and*



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<i>recorded in Service and Testing folder in main office. Visual checks carried out by staff before equipment is used and any defects reported to site manager.</i>	
<i>Name of person responsible for the selection, maintenance / inspection and testing of equipment:</i>	<i>Natalie Horlor William Burdett</i>
<i>Records of maintenance and inspection of equipment are retained and are located:</i>	<i>Main Office</i>
<i>Employees report any broken or defective equipment to:</i>	<i>Natalie Horlor William Burdett</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 person responsible for carrying out manual handling risk assessments:</i>	<i>Name</i>
<i>Our arrangements for managing manual handling activities are:</i>	
<i>Manual Handling risk assessment shared with all staff. Included as part of health and safety briefings. Lifting and putting away of tables in hall – Dining hall staff are trained appropriately to perform task. Staff who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task. Manual handling training on Judicium for cleaning team and caretaker. Staff must be aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided. 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>	
<i>Employees must be aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided.</i>	



*Employees who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task.*

*Employees are trained appropriately to carry out manual handling activities.*

*Where people handling takes place an Individual Manual Handling Plan must be in place and communicated to all parties (including where appropriate the young person/their parents/carers/support employees).*

## **24. Medication**

*Name of person responsible for the management of and administration of medication to pupils in school:*

*Natalie Horlor*

*Heidi Elliott*

*Our arrangements for the administration of medicines to pupils are:*

*Medication is only administered in school where it is absolutely necessary. If a child has antibiotics to take three times per day, this can be taken at home in the morning, when they are collected and before bedtime.*

- When a child has to take prescribed medicine, the parents complete a permission slip allowing the medicine to be administered in school. The dosage and length of administration is noted on the form. When the medicine is administered the member of staff signs the administered medicines log.*
- In addition, some children will have an individual health care plan where a chronic condition requires specific procedures to take place. These are written in conjunction with parents and a copy is kept with the class teacher and with the SENDCo and/or Inclusion Manager. They are reviewed at least annually. Parents of children with asthma must complete an asthma form. Inhalers are kept in the classroom box with the relevant spacers and logbook.*
- Inhalers are kept in the classroom in a plastic box inside the First Aid Bag.*
- All other medication is handed to the office.*
- A parental consent form is to be completed for all medication that is to be*



<i>administered by staff.</i>	
<i>The names members of employees who are authorised to give / support pupils with medication are:</i>	<i>First Aiders – listed in First Aid Policy. Named on medicine administration form.</i>
<i>Medication is stored:</i>	<i>Inhalers are kept in the classroom in a plastic box All other medication is handed to the office – kept in fridge where required</i>
<i>A record of the administration of medication is located:</i>	<i>Kept with inhalers in class Kept with the medication – First aider assigned to administering medication is responsible for completion of the form</i>
<i>Pupils who administer and/or manage their own medication in school are authorised to do so by a parent and provided with a suitable private location to administer medication/store medication and equipment. This would be written into their health care plan where appropriate.</i>	
<i>Employees 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/EpiPen) are: Medication is kept close to child (box / labelled bag in classroom) and taken around school when attending PE and trips, etc. Staff are trained and responsible for administering the medication. There is an emergency inhaler and emergency EpiPen in the school office. Further information is provided within our Medication policy.</i>	
<i>Employees who are taking medication must keep their personal medication in a secure area in a employees only location.</i>	
<i>Employees must advise the school leaders if they are taking any medication</i>	



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*which might impair their ability to carry out their normal work.*

## **25. Reporting Hazards or Defects**

*All employees and pupils must report any hazards, defects, or dangerous situations they see at school.*

*Our arrangements for the reporting of hazards and defects:*

*Our arrangements for the reporting of hazards and defects: All staff have a health and safety responsibility to carry out visual risk assessments and report any defects or health and safety concerns using the red reporting system or immediately to the office manager / caretaker / headteacher, if urgent.*

*All non-urgent defects to be reported in the site managers book.*

## **26. Risk Assessments**

*The school has in place risk assessments for any identified significant risk. Control measures which are put in place to eliminate or reduce risk are communicated to employees, pupils and other who may be exposed to the risk.*

*Risk assessments are in place for the following areas:*

*Premises and grounds*

*Contractors and In-house Building Work*

*Grounds maintenance*

*Gritting plan*

*Minibus*

*Safe car driving*

*Manual handling*

*Lone working Office and reprographics*

*Slips and trips First Aid Lunch and breaktimes*



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*Curriculum / classrooms*

*Hazardous activities or events*

*Fire Risk Assessment*

*Violence and Aggression Young person at work*

*Pregnant worker*

*Trips and events*

*Intimate care and toileting Risks related to individuals e.g. health issues*

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

*Natalie Horlor*

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

*Relevant staff complete risk assessments and share these staff in the areas affected/covered. These are then sent out to the school staff and amendments are made. The risk assessments and relevant copies are given to staff or volunteers (as required). Risk assessments are stored on Teams and can be shared electronically with staff as well as being printed. Trip risk assessments are added to Evolve.*

*Appropriate training is provided for employees who are creating, reviewing or implementing risk assessments.*

*When an accident or incident occurs a post incident risk assessment is developed when a new hazard has been identified and/or new additional controls are needed.*

*Risk assessments are created or reviewed when something new is introduced or a change has occurred.*



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## 27. Smoking

*No smoking or vaping is permitted on site or in vehicles owned or operated by the school or state locations where it is allowed.*

## 28. Stress and Employees Well-being

*Name of person who has overall responsibility for the health and wellbeing of school employees:*

*Natalie Horlor*

*All staff have responsibility to take care of their own health and wellbeing and the school/academy supports staff to do this by implementing the following arrangements:*

*Health and Safety induction*

*Mental Health and Wellbeing Approach document shared with all staff*

*Employee Assistance Programme provided by Education Support*

*Displaying/promoting health and safety and well-being posters/ services in the staff room and on the Wellbeing Portal Fierte*

*Wellbeing Forum and Fierte Wellbeing Portal*

*Access to Staffordshire Well Me on the SLN Senior Mental Health Lead in school – Natalie Horlor Stress and Wellbeing survey provided for all staff to complete and contribute to the creation of the Team Stress Risk assessment.*

*Free annual NHS Health Check arranged for all eligible staff in school*

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

*All employees have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work.*

*Individual stress risk assessments take place when a member of employees*





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*requires additional individual support.*

*A Team Stress and Wellbeing Risk assessment has been completed with input from staff following completion of the Staffordshire Stress and Wellbeing survey..  
Date Completed: September 2024*

### **29. Training and Development**

<i>Name of person who has overall responsibility for the training and development of employees:</i>	<i>Natalie Horlor</i>
<i>All new employees receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.</i>	
<p><i>Our arrangements for carrying out suitable and sufficient health and safety training for all employees are:</i></p> <p><i>Our arrangements for carrying out suitable and sufficient health and safety training for all staff are: All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures. Health and Safety online training package – Judicium (General health and safety, fire safety, working at heights, lone working). Staffordshire Health, Safety and Wellbeing Service – provides support and suggested training Fierte MAT – organises appropriate and relevant health and safety, in-person training e.g. Fire Marshal, Premises Manager.</i></p>	
<i>The school has a health and safety training matrix to help in the planning of essential and development training for employees.</i>	
<i>Training records are retained and are located: Trust Matrix</i>	
<i>Training and use of new competency training/skills is monitored and measured by:</i>	<i>Natalie Horlor</i>

### **30. Vehicles owned or operated by the school**



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<i>Name of person who has overall responsibility for school vehicles:</i>	<i>William Burdett</i>
<i>The school operates the following vehicles:</i>	<p><i>Minibus (Trust owned)</i></p> <p><i>The academy operates the following vehicle: Peugeot Boxer ELWB 17-seater Minibus, Registration No WA17 CUK</i></p> <p><i>The minibus is leased by the academy from Staffordshire County Council and serviced annually by Fleetcare Trading Services, Stafford. It is also subject to annual MOT checks.</i></p> <p><i>The following drivers at Anker Valley Primary Academy has been authorised to drive the vehicle and are PVA trained: Bill Burdett, Natalie Horlor and Sarah Garrett</i></p>
<i>Name of person who manages the driver medical examinations:</i>	<i>Staffordshire County Council</i>
<i>Name of person who manages the vehicle license requirements:</i>	<i>Staffordshire County Council</i>
<i>Name of person who undertakes vehicle checks such as oil, water and routine roadworthiness:</i>	<p><i>The minibus is leased by the academy from Staffordshire County Council and serviced annually by Fleetcare Trading Services, Stafford. It is also subject to annual MOT checks. The minibus will be subject to a weekly check by Bill Burdett.</i></p>



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<i>Name of person who arranges servicing and maintenance of our vehicles:</i>	<i>Fierte MAT Central Team - Kacey Gretton</i>
<p><i>Our arrangements for the safe use of school vehicles are:</i></p> <p><i>Recorded in our Minibus Risk Assessment available in the Health and Safety folder on OneDrive/Teams.</i></p>	

**31. Vehicle movement on site**

<i>Name of Premises Manager responsible for the management of vehicles on site</i>	<i>Natalie Horlor</i>
<p><i>Our arrangements for the safe access and movement of vehicles on site are</i></p> <p><i>Only staff to use carpark.</i></p> <p><i>Staff are reminded to drive slowly and enter and leave with caution.</i></p> <p><i>There is an electric gate restricting entrance to the car park.</i></p> <p><i>Parking is not permitted on double yellow lines.</i></p> <p><i>Staff should park considerately – not blocking others.</i></p> <p><i>Kitchen deliveries and waste management services attend the rear of the building through the electric gates.</i></p>	

**32. Violence and Aggression and School Security**

<p><i>The school provides a place of work which is designed and managed to minimise the risk of violence and aggression to employees, pupils and visitors.</i></p>
<p><i>A risk assessment is carried out where employees are at increased risk of injury due to their work.</i></p>
<p><i>Training, information, and instruction is available to employees to help them manage the risk of violence and aggression where required.</i></p>



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<i>Employees and pupils must report all incidents of verbal &amp; physical violence to:</i>	<i>Natalie Horlor</i>
<i>Incidents of verbal &amp; physical violence are investigated by:</i>	<i>Natalie Horlor Maria Hamblin</i>
<i>Name of person who has responsibility for site security:</i>	<i>Natalie Horlor William Burdett</i>
<p><i>Our arrangements for site security are:</i></p> <p><i>The academy has a security alarm, which is monitored. They will come out in case of break in or contact one of the key holders, where necessary.</i></p> <p><i>All doors have a magnetic lock opened with a passcode or key fob.</i></p> <p><i>The site is secured with fencing all around.</i></p> <p><i>Code-operated/ key card barrier.</i></p> <p><i>Code operated/ key card main gate entrance (visitors access by buzzing through to the main office).</i></p> <p><i>Main entrance door is code / office operated.</i></p> <p><i>Signing-in is at the main reception and DBS checks are done there. Anyone without a DBS will be escorted around the building. Monitored intruder alarm system, regularly maintained.</i></p>	

### **33. Water System Safety**

<i>Name of Premises Manager responsible for managing water system safety.</i>	<i>William Burdett</i>
<i>Name of contractors who have undertaken a risk assessment of the water system</i>	<i>Concept Environmental Solutions</i>



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<i>Name of contractors who carry out regular testing of the water system:</i>	<i>Monthly testing by Bill Burdett.  6-month check by external contractors (HSL).</i>
<i>Location of the water system safety manual/testing log</i>	<i>Main Office</i>
<p><i>Our arrangements to ensure contractors have information about water systems are:</i></p> <p><i>Engineers have access to the Water Checks on the Property Portal and in the health and safety folders in the main office.</i></p> <p><i>Approved contractors by SCC / Entrust.</i></p> <p><i>Site manager liaises with contractors when working on water management system.</i></p>	
<p><i>Our arrangements to ensure all school employees carrying out checks or testing or maintenance have information about the water system:</i></p> <p><i>Bill Burdett is the only member of staff that would carry out maintenance or checks and he has access to the Property Portal.</i></p>	

### **34. Working at Height**

<i>Name(s) of person responsible managing the risk of work at height on the premises:</i>	<i>Natalie Horlor</i>
<i>Work at height is avoided where possible.</i>	
<p><i>Our arrangements for managing work at height are:</i></p> <p><i>Working at Height – roof access Risk Assessment.</i></p> <p><i>Working at Height Risk Assessment.</i></p>	



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*Ladder briefing – awareness of safe practices - for staff at least annually.*

*Ladders inspected regularly by Bill Burdett.*

*Ladders meet safety standards.*

*Appropriate equipment is provided for work at height where required.*

*Employees who carry out work at height are trained to use the equipment provided*

*Work at height equipment is regularly inspected, maintained and records are kept:*

*Main Office (Health and Safety Folders)*

### **35. Work Experience**

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

*Natalie Horlor*

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

*Student has full induction on first day or prior to placement if possible.*

*Risk assessment is carried out prior to placement.*

*Visit from secondary school / college to meet with Natalie Horlor.*

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

*Natalie Horlor*

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

*Student work placements have been authorised by the institute they are coming*



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*from (e.g. school/academy/college) and they have deemed it suitable.  
Placements are requested through the school office [office@ankervalley.org](mailto:office@ankervalley.org).*

*Placements can only be agreed by the Headteacher – capacity to support placements will be assessed and a decision made.*

*Office Manager will inform the school/college/academy and applicant.*

*Young persons on placement will not be expected to use any machinery.*

*Supervision will be provided for their roles in working with children.*

*All students will be provided with information about the academy, Health and Safety procedures and Safeguarding Procedures and what to do regarding disclosures made by pupils as part of their induction.*

*Student placements will be assigned a mentor, usually the class teacher*

### **36. Volunteers**

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

*Natalie Horlor*

*Volunteers are considered as a member of employees and all health and safety arrangements including induction and training apply.*

## **E. Performance Indicators**

It is important that our school leaders, governors, and managers can monitor the health and safety performance of our school to determine where progress is being made and where further actions and resources may be required.

### **KPI 1 – Employee participation in risk assessments (All staff)**

*Evaluated by:*



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- *Record of the number of risk assessments completed and/reviewed by school staff*
- *Teachers' completion of risk assessments and trip evaluations for all trips*
- *Staff access to all risk assessments through Teams and understand how to effectively implement them – Staff Risk Assessment Survey questions*
- *Pupil voice - Staff understanding of curriculum and lunchtime/breaktime risk assessments and using this knowledge to support pupils' understanding of managing risk (e.g. in class, on the playground at break / lunchtime)*
- *Monitoring of EYFS daily checks and risk assessments*
- *Natalie Horlor and Bill Burdett – effective maintenance of Risk Assessment Register*
- *All staff using consistent risk assessment proforma*
- *Support for staff with understanding and undertaking risk assessments*

*KPI 2 – Completion of key premises checks, record keeping and follow up actions (All staff and Caretaker) Evaluated by:*

- *All staff using red reporting system as required*
- *Records kept for all key premises checks – internal using our newly implemented recording systems (paper copies or online)*
- *Use of paper and online records as required for external premises checks (ensure dates and signatures are recorded as required)*
- *Action plans maintained and evidence of follow up actions being completed*