



# Abbot Beyne School

<b>Policy:</b>	Health Safety and Wellbeing Policy
<b>Person Responsible:</b>	Mr J Church
<b>Governors' Committee:</b>	Policy and Finance
<b>Date Adopted:</b>	January 2008 (Revised Significantly November 2017)
<b>Revised Date:</b>	December 2024
<b>Next Review Date:</b>	Autumn 2025
<b>Signature:</b>	

# Health, Safety and Wellbeing Policy

**Part A** - Introduction

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

**Part C** - Management Arrangements

**Part D** - The detailed arrangements & procedures for Health, Safety and Wellbeing within Abbot Beyne School.

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

## A. Introduction

This policy statement complements (and should be read in conjunction with the SCC Health and Safety Policy). It records the local organisation and arrangements for implementing the SCC policy.

## B. Policy Statement

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

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

- all places and premises where staff and students 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 students 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 representative's forms part of this policy.

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

[Signature]	[Signature]
Jay Trivedy <b>Chair of Governing Board</b>	Jamie Tickle <b>Headteacher</b>
6 <sup>th</sup> December 2023	6 <sup>th</sup> December 2023

## C. Management Arrangements

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

### Competent Health and Safety Advice

The school obtains competent health and safety advice from	John Burdett Health and Safety Advisor
The contact details are	01785 355777/07773 791 557
In an emergency we contact: Duty Officer – 01785 355777	

## Monitoring Health and Safety

Name of person(s) responsible for the overall monitoring of health and safety in school:	Jamie Tickle Headteacher
Our arrangements for the monitoring of health and safety are (include here how performance is measured, reported upon when these are reported and how e.g. annual report to Governing Board: This is completed every November	
The school carries out formal evaluations and audits on the management of health and safety Annually.	
The last audit took place	Date: Nov 2024 By: John Burdett
Name of person responsible for monitoring the implementation of health and safety policies	Tim Phillips Site Officer
All staff are aware of the key performance indicators in part E and how they are monitored	
Workplace inspections - type	Name of person who carries these out
Weekly premises walk	Site Officer and Technician

## D. Detailed Health and Safety Arrangements

For further information from the Health, Safety and Wellbeing Service in any of these areas you may also wish to view the information on the SLN <https://education.staffordshire.gov.uk/School-Admin/HealthSafetyWellbeing/Health-Safety-and-Wellbeing-Service.aspx> or consult with your Health and Safety Adviser / Other Specialist Adviser – John Burdett.

### 1. Accident Reporting, Recording & Investigation

Our arrangements for recording and investigating:	
Student accidents: Recorded on the student record on Bromcom	
Staff accidents: Recorded in the accident book found in each office	
Visitor accidents: Recorded in the accident book found in each office	
The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: Online form on the HSE recorded by Tim Phillips via SCC's 'My Health and Safety'	
Our arrangements for reporting to the Governing Body are: as part of the Annual Health and Safety Report to the Policy and Finance Committee (Autumn 2)	
Our arrangements for reviewing accidents and identifying trends are: Termly analysis by James Church	

### 2. Asbestos

Name of Premises Manager responsible for Managing Asbestos.	Tim Phillips Site Officer
Location of the Asbestos Management Log or Record System.	One register in each school office

Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are: By filling in a Hazard Exchange Form and reviewing the Asbestos Register.	
Our arrangements to ensure all school staff such as class teachers or caretakers have information about asbestos risk on the premises: No work to be done without consulting the Premises Team. Suitable Training is in place.	
Staff must report damage to asbestos materials to:	Tim Phillips Site Officer
Staff must not drill or affix anything to walls without first obtaining approval from the Site Officer.	

### 3. Communication

Name of SLT member who is responsible for communicating with staff on health and safety matters:	James Church Deputy Headteacher
Our arrangements for communicating about health and safety matters with all staff are: Staff Briefings, emails, noticeboards	
Staff can make suggestions for health and safety improvements by: Sending an email to the Headteacher/Site Officer/Line Manger Minutes from Faculty meetings and other formal meetings	

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

Name of person coordinating any construction work / acting as Client for any construction project.	Tim Phillips Site Officer
Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are: Completion of Hazard Exchange Form, foreseeing risks and any potential problem, letting people know who it may affect and ensuring the right person for the job.  Duty holders will be identified and named as part of any Construction project.	
Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: Pre-start meeting with Site Officer	
Our arrangements for the induction of contractors are: Meeting Premises staff before each working day.	
Staff should report concerns about contractors to: Site Officer	
We will review any construction activities on the site by: Reviewing progress and liaising with contractors	

### 5. Consultation

Name of SLT member who is responsible for consulting with staff on health and safety matters:	James Church Deputy Headteacher
The name of the Trade Union Health and Safety Representative is:	N/A at present
Our arrangements for consulting with staff on health and safety matters are: Through the Staff Well Being Committee Via Staff meetings and other team meetings eg. DoLs Via Union meetings	
Staff can raise issues of concern by:	

Contacting James Church or Tim Phillips or their Union Representative
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## 6. Contractor Management

Name of person responsible for managing and monitoring contractor activity	Tim Phillips
Our arrangements for selecting competent contractors are: Approved list of contractors from SCC, plus existing experiences.	
Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: Pre-start meeting plus Hazard Exchange Form	
Our arrangements for the induction of contractors are: Meet premises staff on arrival	
Staff should report concerns about contractors to: Site Officer	

## 7. Curriculum Areas – health and safety

Name of person who has overall responsibility for the curriculum areas as follows:	Science: Celina Lowe PE: Cate Winfield Technology: Kath Taylor Art: Shaun Randall Drama: Stacey O'Regan
Risk assessments for these curriculum areas are the responsibility of:	Science: Celina Lowe (with Technicians) PE: Cate Winfield Technology: Kath Taylor Art: Shaun Randall Drama: Stacey O'Regan

## 8. Display Screen Equipment use (including PCs, laptops and tablets)

The school assesses the risk of the use of computers/laptops by carrying out a DSE assessment for staff using this type of equipment continuously and regularly for over an hour.	
Our arrangements for carrying out DSE assessments are: Staff are reviewed and monitored using display screens	
Name of person who has responsibility for carrying out Display Screen Equipment Assessments	James Church DHT
DSE assessments are recorded and any control measures required to reduce risk are managed by	Name James Church DHT

## 9. Educational visits / Off-Site Activities

Name of person who has overall responsibility for Educational Visits	James Church Deputy Headteacher
The Educational Visits Coordinator is	David Snowden
Our arrangements for the safe management of educational visits: Risk assessments are in place for all visits.	

## 10. Electrical Equipment [fixed & portable]

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	Tim Phillips Site Officer
Fixed electrical wiring test records are located:	In the Site Officer's office
All staff visually inspect electrical equipment before use.	

Our arrangements for bringing personal electrical items onto the school site are: New Policy to be implemented.	
Name of person responsible for arranging the testing of portable electrical equipment (PAT):	Name Tim Phillips Site Officer
Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:	Tim Phillips Site Officer
Portable electrical equipment (PAT) testing records are located:	In the Site Officer's office
Staff must take defective electrical equipment out of use and report to:	Tim Phillips Site Officer
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:	

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

Name of competent person responsible for undertaking & reviewing fire risk assessment in addition to any associated action planning	SEL Group - Alan McEntire Tim Phillips - Site Officer
The Fire Risk Assessment is located	Electronic record with the Site Officer/DHT
When the fire alarm is raised the person responsible for calling the fire service is	Member of SLT after consultation with Premises staff.
Name of person responsible for arranging and recording of fire drills	Tim Phillips Site Officer
Name of person responsible for creating and reviewing Fire Evacuation arrangements	Jamie Tickle, Headteacher and Tim Phillips, Site Officer
Our Fire Evacuation Arrangements are published	In the Staff Handbook Posters Located in Every room
Our Fire Marshals are listed	All Staff
Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at	Premises Offices
Name of person responsible for training staff in fire procedures	Jamie Tickle, Headteacher and Tim Phillips, Site Officer
All staff must be aware of the Fire Procedures in school	

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

Name of person responsible for carrying out the First Aid Assessment	Tim Phillips, Site Officer
The First Aid Assessment is located	Premises Offices
First Aiders are listed	In the Staff Handbook
Name of person responsible for arranging and monitoring First Aid Training	Helen Hawksworth Office Manager
Location of First Aid Box	Both Offices
Name of person responsible for checking & restocking first aid boxes	Ann Tomlinson (Linnell) David Snowden (Evershed)
In an emergency staff are aware of how to summon an ambulance	
Our arrangements for dealing with an injured person who has to go to hospital are (who is contacted/ who accompanies staff or children to hospital):	
students	Office contact home

	Parents if they turn up, or a member of staff (as available)
staff	Office contact next of kin Member of staff to accompany if necessary
visitors	Office contact next of kin Member of staff to accompany if necessary
Our arrangements for recording the use of First Aid are: Details are recorded on the student's record on SIMS. Serious and all staff incidents are recorded on 'My Accident'	

### 13.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 is in the Site Managers Office	February 2013

### 14.Hazardous Substances (COSHH)

Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)	Celina Lowe: Science Tim Phillips: Other
Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are: Hazardous substances are securely locked away and are only used by permitted staff. The school uses CLEAPPS as a resource and all staff must be aware of how to access this information.	

### 15.Health and Safety Law Poster

The Health and Safety at Work poster is located:	Location In the school staff rooms
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### 16.Housekeeping, cleaning & waste disposal

All staff and students share the responsibility for keeping the school site clean, tidy and free from hazards	
Our waste management arrangements are: East Staffordshire Borough Council/PHS	
Our site housekeeping arrangements are: Faculties are responsible	
Site cleaning is provided by:	Abbot Beyne cleaners
Cleaning staff have received appropriate information, instruction and training about the following and are competent:	
work equipment - Yes	
hazardous substances - Yes	
Waste skips and bins are located away from the school building. - Yes	
All staff and students must be aware of the arrangements for disposing of waste and the location of waste bins and skips. - Yes	
Staff in all Faculties who generate waste (e.g.catering/cleaning/curriculum areas) must be aware of the risk assessments and control measures in place for their role. - Yes	

## 17. Infection Control

Name of person responsible for managing infection control:	James Church, Deputy Headteacher
Our infection control arrangements (including communicable diseases/hand hygiene standards) are: Entrust Policy and Covid 19 Risk Assessment updated Sept 2020.	

## 18. Lettings

Name of Premises Manager or member of Leadership team responsible for Lettings	Tim Phillips Site Officer
Our arrangements for managing Lettings of the school /rooms or external premises are: By filling in a booking form to be reviewed and agreed by Site Officer	
The health and safety considerations for Lettings are considered and reviewed annually - Yes	
Hirers have in place their own risk assessments, first aid arrangements/ fire procedures and emergency procedures - Yes	
Hirers are responsible for obtaining the necessary local authority licenses for their activities and these must be provided to the school on request - Yes	
Hirers must provide a register of those present during a letting upon request - Yes	

## 19. Lone Working

Our arrangements for managing lone working are for staff to have mobile phone on them at all times when working alone.
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## 20. Maintenance / Inspection of Equipment (including selection of equipment)

Ladders and steps checked every six months by Premises team Fume cupboards are checked by Safe Lab annually PE equipment checked annually by Sport and Play D&T machines checked annually via SLA Fire alarm and smoke detection checked quarterly by Lantern (SLA) Emergency lighting checked six monthly by Lantern (SLA) Fire extinguishers checked annually by Chubb	
Name of person responsible for the selection, maintenance / inspection and testing of equipment	Entrust/Site Officer/Departments
Records of maintenance and inspection of equipment are retained and are located:	Location In the premises paperwork
Staff report any broken or defective equipment to:	Director of Learning
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:	

## 21. Manual Handling

Name of competent person responsible for carrying out manual handling risk assessments	Name Tim Phillips Site Officer
Our arrangements for managing manual handling activities are: Assessed as appropriate.	
Staff must aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided.	
Staff who carry out manual handling must be aware of the manual handling risk assessment	



and the control measures in place for the task.
Staff are trained appropriately to carry out manual handling activities.
Where people handling takes place an Individual Manual Handling Plan must be in place and communicated to all parties (including where appropriate the young person/their parents/carers/support staff).

## 22. Medication

Name of person responsible for the management of and administration of medication to students in school	David Snowden
Our arrangements for the administration of medicines to students are: With parental permission only and detailed instructions	
The names members of staff who are authorised to give / support students with medication are:	Tina Jarvis David Snowden Chloe Gooding Michelle Parry Ann Tomlinson
Medication is stored:	In Linnell Office / Evershed Medical room
A record of the administration of medication is located:	Care Plan or Bromcom student record
Students who administer and/or manage their own medication in school are authorised to do so by their parent/carer and provided with a suitable private location to administer medication/store medication and equipment.	
Staff are trained to administer complex medication by the school nursing service when required.	
Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are: All staff trained. Experts identified: Tina Jarvis, Chloe Gooding and Michelle Parry	
Staff who are taking medication must keep this personal medication in a secure area in a staff only location.	
Staff must advise the school leaders if they are taking any medication which might impair their ability to carry out their normal work.	

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

PPE is provided free of charge where a risk assessment identifies this is needed to control a risk and the risk cannot be controlled by another means.	
Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for school staff.	Department Leader/ Site Officer
Name of person responsible for the checking and maintenance of personal protective equipment provided for staff	Individual
PPE provided for use in curriculum lessons is not "personal" as it is provided by students in classroom situations.	
Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for students.	Department Leader
All PPE provided for use in a classroom environment is kept clean, free from defects and replaced as necessary.	
Name(s) of person responsible for cleaning and checking student PPE.	Each Department

## 24. Radiation

Name of the school Radiation Protection Supervisor (RPS)	Lee Matkin, Teacher of Science
Name of the Radiation Protection Adviser (RPA)	Phil Davies - SCC

### 25. Reporting Hazards or Defects

All staff and students must report any hazards, defects or dangerous situations they see at school.
Our arrangements for the reporting of hazards and defects: Report to the Site Officer

### 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 staff, students and other who may be exposed to the risk.	
Risk assessments are in place for the following areas: (examples) Premises external areas Premises internal areas Ground maintenance Curriculum / classrooms Hazardous activities or events Lettings or contract work which may affect staff or students in the school/– completed as and when required Fire Risk Assessment Hazardous Substances Work Equipment Manual handling activities – as needed Risks related to individuals e.g. health issues – completed as and when required	
Name of person who has overall responsibility for the school risk assessment process and any associated action planning	Jamie Tickle
Our arrangements for carrying out, recording, communicating and reviewing risk assessments are: Existing Risk Assessments communicated by email and reviewed annually or where circumstances change.	
Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments – Yes	
When an accident or incident occurs a post risk assessment takes place when a new hazard has been identified.	
Risk assessments are created or reviewed when something new is introduced or a change has occurred.	

### 27. Smoking

No smoking or vaping is permitted on site or in vehicles owned or operated by the school.
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### 28. Shared use of premises/shared workplace

Name of Premises Manager or member of Leadership team responsible for Premises Management	Tim Phillips - Site Officer James Church – Deputy Headteacher
The school premises are shared with another organisation (e.g. Contract caterer/public leisure centre).	None

Our arrangements for managing health and safety in a shared workplace are: Regular correspondence and share information as required.

### 29. Stress and Staff Well-being

Name of person who has overall responsibility for the health and wellbeing of school staff	Jamie Tickle Headteacher
All staff have responsibility to take care of their own health and wellbeing and the school supports staff to do this by implementing the following arrangements: Staff Well Being Committee, Staff Well-being policy	
Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated.	
All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work.	
Individual stress risk assessments take place when a member of staff requires additional individual support.	
A team stress risk assessment has been completed involving all staff and this is reviewed regularly. Completed in February 2018 and reviewed annually with ongoing actions.	

### 30. Training and Development

Name of person who has overall responsibility for the training and development of staff.	Gavin Holden Assistant Headteacher
All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.	
Our arrangements for carrying out suitable and sufficient health and safety training for all staff are: Review training needs via Performance Management meetings as well as completing H&S Training Matrix	
The school has a health and safety training matrix to help in the planning of essential and development training for staff.	
Training records are retained and are located – Electronically	
Training and competency as a result of training is monitored and measured by:	Training evaluation Feedback in PM meetings

### 31. Vehicles owned or operated by the school

Name of person who has overall responsibility for the school vehicles	Tim Phillips Site Officer
The school operates	Two school minibuses
Name of person who manages the driver medical examinations	Office Manager
Name of person who manages the vehicle license requirements	Bursar
Name of person who undertakes vehicle checks such as oil, water and routine roadworthiness.	Site Supervisor
Name of person who arranges servicing and maintenance of the school vehicles	Site supervisor
Our arrangements for the safe use of school vehicles are: Visual check Regular MOT / Servicing	

### 32. Vehicle movement on site

Name of Premises Manager responsible for the management of vehicles on site	Tim Phillips Site Officer
Our arrangements for the safe access and movement of vehicles on site are No deliveries to the kitchen area during student entrance and exit times. Site Technicians to escort the driver if necessary. 5mph vehicle restriction.	

### 33. Violence and Aggression and School Security

The school provides a place of work which is designed and managed to minimise the risk of violence and aggression to staff, students and visitors.	
A risk assessment is carried out where staff are at increased risk of injury due to their work.	
Training, information and instruction is available to staff to help them manage the risk of violence and aggression where required.	
Staff and students must report all incidents of verbal & physical violence to:	Student Support Team. Serious breaches passed onto Jamie Tickle, Headteacher
Incidents of verbal & physical violence are investigated by:	Student Support Team. Serious breaches by Jamie Tickle, Headteacher
Name of person who has responsibility for site security:	Tim Phillips Site Officer
Our arrangements for site security are: Alarm monitored by Chubb. Gates are locked and unlocked by the cleaners.	

### 34. Water System Safety

Name of Premises Manager responsible for managing water system safety.	Tim Phillips Site Officer
Name of contractors who have undertaken a risk assessment of the water system	Integrated Water Services (IWS)
Name of contractors who carry out regular testing of the water system:	HSL 6 monthly and monthly, IWS bi-annually
Location of the water system safety manual/testing log	Premises Office
Our arrangements to ensure contractors have information about water systems are: Water – R/A – logbook	
Our arrangements to ensure all school staff carrying out checks or testing or maintenance have information about the water system: Monthly tested and 6 monthly by HSL	

### 35. Working at Height

Name(s) of person responsible managing the risk of work at height on the premises:	Tim Phillips Site Officer
Work at height is avoided where possible.	
Our arrangements for managing work at height are: Trained and competent	
Appropriate equipment is provided for work at height where required.	
Staff who carry out work at height are trained to use the equipment provided	
Work at height equipment is regularly inspected, maintained and records are kept (Location) 6 monthly – Premises Office.	

### 36. Work Experience

Name of person who has overall responsibility for managing work experience and work placements for school students.	Louisa Wright
Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are: Application letters are sent to local businesses and a completed H&S form obtained from the employee.	
The name of the person responsible for the health and safety of people on work experience in the school premises:	Louisa Wright
Our arrangements for managing the health and safety of work experience students in the school are: If the completed H & S form is not returned students are not permitted to go to that place of work.	

### 37. Volunteers

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

### E. Health and Safety Key Performance Indicators (KPIs)

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.

School KPIs may be added here – include how you evaluate your success in this area. The Governing Board have agreed that we will use the HSF1 document to track our KPIs. The Health Safety and Wellbeing Service may also request feedback on certain KPI's more details of these can be obtained from your Health and Safety Adviser.