

Health, Safety and Wellbeing Management Arrangements
Core | Consider | Complex

Moor First School Health, Safety and Wellbeing Policy



Health, Safety and Wellbeing Service



Supporting you in managing Health, Safety & Wellbeing



Chair of Governors

Print:

Sign:

Co-Head Teachers:

Print:

Sign:

Print:

Sign:

Written: 9th October 2023

Updates	
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Health, Safety and Wellbeing Policy
Moor First School



The policy has 4 parts;

Part A – Introduction.

Part B - The Health and Safety Policy Statement.

Part C - Management Arrangements.

Part D - The detailed arrangements & procedures for Health, Safety and Wellbeing within the school. **Part E** - The Key Performance Indicators.

Note: reference to teachers in the document, also means teaching assistants and other adults working in a classroom capacity.

A. Introduction.

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

B. Policy Statement.



The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Moor First Governing Body/those in control of the school recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc. Act 1974 (updated 2014.)

The Governing Body will 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 forms part of this policy.

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

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	Health and Safety Advisor Health, Safety and Wellbeing Service Staffordshire County Council, 2 Staffs Place, Tipping Street, Stafford ST16 2DH
The contact details are	shss@staffordshire.gov.uk
In an emergency we contact SCC Duty Officer Tel: 01785 355777 Dean Willetts: 07773791499 Or the relevant authorities.	

Monitoring Health and Safety

Name of person(s) responsible for the overall monitoring of health and safety in school:	Mrs Victoria Atherton
<p>Our arrangements for the monitoring of health and safety are:</p> <ul style="list-style-type: none"> • Staff to complete classroom H&S checklists autumn term. • Headteacher and Site Technician to complete whole school premises H&S evaluation checklist. • Headteacher to complete H&S self-audit. • Standalone health and safety walkaround completed by governors. • Headteacher, SLT, Staff and Governors to develop H&S action plan. • Headteacher, SLT, Staff and Governors to implement new and updated H&S policies. • Headteacher and Governors to monitor and analyse accident report. • Headteacher to provide regular H&S reports to governors and forms part of the governing body committee agenda termly • Headteacher to ensure that staff are kept up to date with H&S information. • Nominated Governor for H&S to visit school to monitor H&S management arrangements and procedure. • Staff meeting agenda weekly 	
The school carries out formal evaluations and audits on the management of health and safety annually.	

The last audit took place	Date: January 2023 By: Mrs V Atherton May 2021 - Steve Brown (SCC)
Name of person responsible for monitoring the implementation of health and safety policies	Co-Headteacher

1. Accident Reporting, Recording and Investigation:

Our arrangements for recording and investigating:
For trained first aiders see wall notice, who should be consulted in the case of an accident. In their absence the Headteacher or Senior Leadership Team should be consulted.
<p>Pupil accidents:</p> <p>All accidents requiring first aid must be entered in the accident file. The pupil accident file is in the First Aid Room and the lunchtime one is in the office. Text messages sent home to all parents of children in EYFS regardless of minor injury.</p> <p>If any child receives a bump to the head or nose bleed parents should be informed by telephone/text message or personally and a note made in the accident file.</p> <p>For more serious accidents, they require a more detailed form to be completed and logged on the H&S Tracker portal. This is monitored for V.Atherton.</p> <p>In general, it is the duty of parents to make arrangements for pupils who have an accident or become unwell at school, by collecting them to take them home or to the doctor or to the hospital.</p> <p>If parents or relatives are not available when a pupil becomes seriously unwell or injured; staff are not advised to take the pupil to hospital, except in exceptional circumstance. Medical advice should be sought and if necessary, the ambulance service should be used. In such circumstances staff will accompany pupils in the ambulance if no parent is available. N.B. Staff accidents to follow similar procedure.</p> <p>If necessary accident investigation is carried out by the Headteacher.</p>
Staff accidents: Staff accident forms are held in the office and are completed in the case of an accident and logged on the H&S Tracker portal.
Visitor accidents: As per staff accidents

The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: V Atherton via the H&S Tracker Portal
Our arrangements for reporting to the Governing Body are: Headteacher to contact Chair of Governors by telephone in the first instance. Update on the accident via Headteachers report to governors.
Our arrangements for reviewing accidents and identifying trends are: by regularly checking the content of the accident books records and tracking the number of accidents that are being recorded. Trends identified from the nature of accident. Reported annually in governors reports.

2. Asbestos.

Name of Premises Manager responsible for Managing Asbestos.	V.Atherton (Co-Headteacher)
Location of the Asbestos Management Log or Record System.	Office above computers on shelf
Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are: All contractors and others working on site will be shown the asbestos manual prior to starting any work on the premises – this should then be signed by them on the appropriate sheet. In the absence of the site technician, the office staff ensure this occurs.	
Our arrangements to ensure all school staff such as class teachers or caretakers have information about asbestos risk on the premises: All staff have been provided with information regarding Asbestos Awareness and advised to check and sign the Asbestos Manual. Staff are reminded at least annually of this information and are requested to check the manual for any updates and sign register accordingly.	
Staff must report damage to asbestos V. materials to:	Atherton or Site Technician
Staff must not drill or affix anything to walls without first obtaining approval from the premises manager. Although there is no recorded asbestos in our manual, this has to be checked before any major building work takes place.	

3. Communication/consultation

Name of SLT member who is responsible for consulting with staff on health and safety matters:	V.Atherton
<p>Our arrangements for consulting with staff on health and safety matters are:</p> <ul style="list-style-type: none"> • At staff meetings/briefings/INSET day agenda's □ Email. • H&S noticeboard in staffroom. • Staff inductions. • Staff handbook. 	
<p>Staff can raise issues of concern:</p> <ul style="list-style-type: none"> • At staff meetings/briefings. • Email to Co-headteachers. • Speaking to premise manager or Site Technician. • Making an entry in the Defects Book which is kept in the office – behind the door. 	

4. Construction Work and Contractor Management.

Name of person coordinating any construction work / acting as Client for any construction project.	SLA purchased with Entrust. Senior Property Surveyor for Moor First is Jason Kingston. Day to day contractor management is by the site technician
<p>Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are:</p> <p>Contractors used in school are either contractors on the register of approved LA contractors, known to the school or recommended by another school. If the contractors are not LA approved, then the necessary detailed checks, e.g. insurance and financial details, are made to confirm competence.</p> <p>All contractors attending the school site sign in the visitors' book and are issued with a visitors' badge.</p> <p>The school and contractors representative must complete a hazard exchange form prior to any work commencing.</p>	

Our arrangements for the induction of contractors are: ensure they understand the building layout, the fire exits, first aid procedures and where to gather in the event of a building evacuation. The contractors must read and sign the Asbestos Record Book. The contractors are asked to sign out before leaving the premises.

If the work being undertaken involves a significant period of time, e.g. building improvements/alterations, then the Site Technician liaises with the contractors on a daily basis to address any issues, which may arise. It may be appropriate to complete a Hazard Identification Checklist and/or obtain written method statements and/or safe system of work.

Recommended Forms to be completed:

- Control of Contractors working on County Council Premises.
- AM and PD Surveyors and Premises Managers.
- Hazard identification check list.
- Hot work permit.

Any staff who have concerns should report those concerns to the Site Technician or premises manager. Staff should report any concerns to the Senior Leadership Team in her absence.

Contractors should not be permitted to use any equipment that is owned by the school. All equipment used by contractors should be provided by themselves, be suitable for purpose and in good condition. Electrical equipment should be either new or PAT tested if more than 12 months old.

Current LA guidance on DBS checks for contractors is followed and the contractors without DBS are not left unaccompanied in areas where there are pupils present unattended.

Duty holders will be identified and named as part of any Construction project.

Name of person responsible for managing and monitoring contractor activity	V. Atherton
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Staff should report concerns about contractors to: Headteacher
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5. Curriculum Areas – Health and Safety.

<p>The Head of PE is responsible for H&S in PE including PE risk assessments which follow the safe working practices detailed by the LA and BAALPE and for keeping staff up-to-date with these risk assessments.</p> <p>The subject leader for computing is responsible for E-Safety including any risk assessments and for keeping staff up-to-date with this curriculum area.</p> <p>Science</p> <p>Design Technology</p>	<p>Curriculum Leader for Physical Education: V Atherton</p> <p>Curriculum Leader for computing</p> <p>Curriculum Leader for Science</p> <p>Curriculum Leader for D & T</p>
<p>Note that all school zones have an individual risk assessment too</p>	
<p>EVOLVE Visits</p>	<p>Evolve visits co-ordinator V. Atherton Overseen by S. Mayes</p>
<p>Risk assessments for these curriculum areas are the responsibility of:</p>	<p>As above but overseen by V.Atherton</p>

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

<p>The school assesses the risk of the use of computers/laptops/iPads by carrying out a DSE assessment for staff using this type of equipment continuously and regularly for over an hour.</p>
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<p>Our arrangements for carrying out DSE assessments are:</p> <ul style="list-style-type: none"> • DSE users have been highlighted and assessed and copies of the assessments kept on file. All users are notified of their entitlement to free eye testing. • Arrangements are made for administrative staff to have advice and training of correct use of VDUs. 	
<ul style="list-style-type: none"> • It is ensured that staff understand the rest period requirements when working with VDUs. • The staff are encouraged to report any health concerns to the Headteacher. • It is ensured that staff are aware that eyesight testing is necessary and that if glasses are needed by the VDU user when operating systems the purchase cost may be claimed back. • VDU workstation self-audit will be repeated every 3 years. 	
Name of person who has responsibility for carrying out Display Screen Equipment Assessments	S. Mayes
DSE assessments are recorded and any control measures required to reduce risk are managed by	S. Mayes

7. Early Years Foundation Stage (EYFS).

Name of person who has overall responsibility for EYFS	S. Mayes in liaison with the EYFS Class Teacher
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Our arrangements for the safe management of EYFS are:

- Adult supervision in outdoor area required at all times.
- Staff ratios to comply with Early Years Foundation Stage Statutory Framework.
- Tyres in playground and outdoor area on soft play and grassed area, climbing equipment on soft play area of playground.
- At least one member of staff in the EYFS to have Paediatric First Aid training.
- Parents who have access to the online learning journal 'Seesaw' to all sign acceptable use policy for the programme.
- Through risk assessment and continual monitoring of the department. Morning checks and any faulty equipment / issues identified are reported to the caretaker.

SEE ALSO EARLY YEARS FOUNDATION STAGE POLICY

8. Educational visits / Off-Site Activities.

Name of person who has overall responsibility for Educational Visits	S. Mayes
The Educational Visits Coordinator is	Name: V Atherton
<p>Our arrangements for the safe management of educational visits:</p> <ul style="list-style-type: none"> • Approval for all school trips must be obtained from the S.Mayes/V.Atherton and the risk assessment completed using "EVOLVE". ☐ Checklist provided for staff when planning trips. • All transport is arranged through the main school office and appropriate staff to pupil ratios should be observed. • Staff leading the visit must produce a letter for parents giving full details of the visit including costs. This letter must include a section for parents to sign approving that their child can participate in the visit and detailing charges/voluntary contributions as appropriate. • Where coach travel is involved, then companies providing transport must have all insurance and safeguarding procedures in place. • EVC evaluates trips and edits risk assessments in response. 	

9. Electrical Equipment (fixed & portable).

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	The LA: Entrust property services arrange this every five years and the report is then passed to V. Atherton who formulates an action plan with the aid of the Site Technician in order to resolve any faults/issues.
Fixed electrical wiring test records are located:	Office – online record send by the testing company
All staff visually inspect electrical equipment before use.	
Our arrangements for bringing personal electrical items onto the school site are: All private electrical equipment brought into school must be PAT tested.	
Name of person responsible for arranging the testing of portable electrical equipment (PAT):	V.Atherton
Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:	Portable electrical equipment is tested every two years – Staffordshire County Council
Portable electrical equipment (PAT) testing records are located:	Office
	Each item is marked with a sticker stating when tested and when next due. The full report is available by logging on to the Calbarrie website.
Staff must take defective electrical equipment out of use and report to:	Name: V.Atherton/Office Staff Record in the Equipment and Building Defects Book in the office.
In the event of an electrical emergency:	Children and staff follow procedure for fire drill, Headteachers/ office staff / Senior Leadership Team to isolate area and turn off electricity at the mains (cupboard in year 3/4 classroom).

Audio visual equipment	Site technician complete weekly checks of brackets etc.
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.	

10. 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	<p>V.Atherton (annually)</p> <p>All members of staff will complete a fire risk assessment for their classroom/working areas annually.</p> <p>CLPT – Firesafe 999 complete this every 2 years and then annual inspection takes place by site technician.</p>
The Fire Risk Assessment is located	Headteacher's office/fire log book folder in the office
Name of person responsible for arranging and recording of fire drills	<p>V.Atherton/S.Mayes/ Site Technician</p> <p>Once a term</p>
	<p>A record must be kept of all fire drills. Time and date, and the total evacuation time, together with any problems encountered. This must be noted in the Fire Book which is located in the office. All staff must have been included annually. Fire drills include external providers.</p>

Name of person responsible for creating and reviewing Fire Evacuation arrangements	V.Atherton
Our Fire Evacuation Arrangements are published ...	<p>All staff must be aware of the Fire Evacuation Procedures in school – this is covered at induction, in the Staff Handbook, by fire drills and regular reminders.</p> <p>A copy of the Staffordshire Fire and Rescue Service, Fire Instructions for Day School, a copy of which is included, is posted in each room of the school.</p> <p>All occupants must be fully accounted for. Where visitors and other members of the public are on the premises, staff in charge of those areas must see that they have been safely led outside before the building is declared clear.</p> <p>All staff – including non-teaching – should be included in fire drills at least once a year</p> <ul style="list-style-type: none"> • Office staff member brings out Registers, Visitors' Book and First Aid Box. • All mobile phones or walkie talkies located in classrooms to be also taken out.

	<p>Alongside medicines such as inhalers.</p> <p>Headteacher/Teaching Assistants check the toilets.</p> <ul style="list-style-type: none"> • Fire Extinguishers are checked annually under county contract. • In the event of fire, bomb alert, the Headteacher (or in her absence Senior Leadership) is responsible for calling the emergency services.
Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at	School's Main Office
<ul style="list-style-type: none"> • The alarm system should be tested weekly, using a different call point for each test. • Emergency lighting is checked monthly and fire extinguishers and fire doors are checked weekly by the site technician. • Records in the 'Fire Book' should include; date, time and signature of person responsible together with any notes for action maintenance etc. The Site Technician is responsible for making the tests. • School has emergency lighting • CO2 monitors – in all areas are checked at numerous times over the week. 	
Name of person responsible for training staff in fire procedures	V.Atherton
<p>All staff must be aware of the Fire Evacuation Procedures in school – this is covered at induction, in the Staff Handbook, by fire drills and regular reminders. This forms a part of September INSET</p>	
<p>In the face of a sudden bomb alert the following procedure should be adopted:</p>	

<p>Take the advice of the local security forces – usually the police. ■</p> <p>Recognise that it may not be possible to return to the building, once evacuated for some time – perhaps not until the following day.</p>
<ul style="list-style-type: none"> • All staff and pupils should take all their belongings with them, together with their outer clothing, although books may be left on desks. Removal of bags etc. that would not normally happen in a fire drill expedites the subsequent search for suspicious packages. • Arrange for pupils to assemble at a safe distance from the school buildings (at the far side of the field given access to the recreation ground). In the event of total evacuation from the school and grounds, the children will be taken in an orderly way to a safe place.
<p>School staff also take part in invacuation drills annually</p>

11. First Aid *see also Medication.

Name of person responsible for carrying out the First Aid Assessment	V.Atherton
The First Aid Assessment is located	Headteacher's Office Part of the H & S Annual Report to Governors
First Aiders are listed	Office, staff room, headteachers office and medical room. The trained First Aiders (see wall notice) should be consulted in the event of an accident. In their absence Headteacher or Senior Leadership should be consulted.

<p>Name of person responsible for arranging and monitoring First Aid Training</p>	<p>V.Atherton and Office staff</p> <p>Training of First Aiders is carried out as is required:-</p> <ul style="list-style-type: none"> • Paediatric First Aid Training every two years • Emergency First Aid for Childcare
	<p>Workers every three years.</p> <ul style="list-style-type: none"> • First Aid at Work every three years • Asthma, epilepsy and anaphylaxis training • Back awareness • Diabetes as and when needed
<p>Location of First Aid Box</p>	<p>There is a First Aid box situated in the Medical Room and one in every classroom (lockdown). A travel kit is available for use on visits. One first aid kit is kept at the village hall.</p>
<p>Name of person responsible for checking & restocking first aid boxes</p>	<p>Office staff is responsible for checking and re-ordering First Aid supplies. Report any needs when stocks are low. Report any use of body packs or eye wash so that they can be replaced immediately. Body spillage packs and protective packs are labelled and located in the medical room.</p>

Serious incidents:	<ul style="list-style-type: none"> • Remain with injured child whilst ensuring all others are safe. • Send another child for another adult on the premises e.g. First Aider, Headteacher or member of the Senior Leadership Team. • Use First Aid procedures and if needs be call for: <ul style="list-style-type: none"> ○ parents ○ Ambulance
Our arrangements for dealing with an injured person who has to go to hospital are:	
Our arrangements for dealing with an injured person who has to go to hospital are: parents / emergency contact are called following the 999 call. Next of kin should accompany the child / adult, but if they are not at school by the time the ambulance leaves, the Headteacher will decide which adult is appropriate to accompany.	
Our arrangements for recording the use of First Aid are: Information recorded inside the accident book in the medical room.	

12. 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	Date and Location Office – September 2021

13. Hazardous Substances (COSHH).

Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)	Teachers as part of risk assessment process Cleaners Caterers - Edward and Ward V.Atherton - other
<p>Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are: Cleaning materials are selected and managed by the cleaners/caterers and are kept in a locked store within school. Site technician manages paint etc. Classroom resources which may require COSHH alongside general COVID cleaning products are stored away from children and teachers supervise use as appropriate.</p> <p>Guidance from Cleaning Services taken regarding:</p> <ul style="list-style-type: none"> • Risk Assessments. • Selection and use of protective clothing. • Storage N.B. inaccessible by the children. • COVID-19 cleaning products also have risk assessments. <p>Only authorised substances should be used. Staff must not use any personally owned substances in the workplace.</p>	
<p>Suspected Oil Leaks –</p> <ul style="list-style-type: none"> • Site Technician /Headteacher–pushes the button in the cellar to the oil stop valve, which isolates the oil tank from the school to ensure that no more oil enters the premises. • If necessary school follows the fire drill procedures to evacuate the building. • Advice asked from county re: further procedures. 	

14. Health and Safety Law Poster

<p>The Health and Safety at Work poster is located:</p>	<p>Medical Room</p> <p>Health and Safety advice obtained from:</p> <ul style="list-style-type: none"> • Health, Safety and Wellbeing Team, Staffordshire County Council. Tel: 01785 355777 shss@staffordshire.gov.uk • Occupational Health Unit – includes proactive health assessments. • Coordinators Attendance at County Courses. • Fire Service. • School Nurse.
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15. Housekeeping, cleaning & waste disposal.

<p>All staff and pupils share the responsibility for keeping the school site clean, tidy and free from hazards</p>	
<p>Site cleaning is provided by: External cleaning company</p>	<p>Glen Group</p>
<p>Cleaning staff have received appropriate information, instruction and training about the following and are competent:</p> <p><input type="checkbox"/> Waste bins are situated in all areas of the site and these are emptied daily by cleaners and taken to the large waste bins by the site</p>	

technician. These large bins are emptied weekly by Staffordshire Moorlands District Council. The large waste bins are located as far away as possible from the school buildings.

- Site technician conducts daily checks of the building and empties external bins as required. Regular litter pick of external areas to ensure everywhere is clean and tidy.
- Liquid spills onto floors are dealt with immediately by the Site Technician and warning cones are placed around the area until it is dry and safe. Wet floor cleaning is carried out outside school hours – appropriate signs are displayed.
- Staff are aware that glass and other sharp objects must be disposed of in double bags/padded enveloped and placed in the large waste bins.
- Snow shifting and salting the footpath access is carried out by the Site Technician as required.
- Yellow bags used for some medical disposal.

Staff in all Depts. who generate waste (e.g.catering/cleaning/curriculum areas) are aware of the risk assessments and control measures in place for their role.

16. Infection Control.

Name of person responsible for managing infection control:	Name: V.Atherton
	We adhere to the Public Health England “Guidance on Infection Control in Schools and Other Childcare Settings”. Our infection control arrangements (including communicable diseases/hand hygiene standards) are: monitoring absence calls to ensure contagious illnesses are managed appropriately, e.g. 48 hour absence from school for sickness. Use the guidance provided by HSE Public Health for managing infection. Where there is an increase in cases of illness, advise the cleaners to undertake a more thorough clean of the building / door handles. Vulnerable pupils and staff are liaised with.

17. Lettings.

Name of Premises Manager or member of Leadership team responsible for Lettings	S.Mayes
<p>The school has a comprehensive Lettings Policy incorporating a section on Emergency Procedures and follows the recommended Guidance on H&S for Lettings.</p> <p>Our arrangements for managing Lettings of the school rooms or external premises are: following the Staffordshire guidelines for lettings. Ensuring appropriate public liability insurance is in place and risk assessments are conducted regularly. Fire evacuation procedures are provided to hirers and drills are conducted on a regular basis.</p> <p>Rooms and outside play areas (as stated on agreement) let on a weekly basis to:</p> <ul style="list-style-type: none"> ○ Before and After School Club – Bee Active <p>Staff in negotiation with the Site Technician: opening and closing and as stated on the agreement but Bee Active have keys to lock/unlock when needed. 'Friends of the PA' events held in school are subject to risk assessments undertaken by a representative of the group and the V.Atherton prior to the event. Licences will be obtained by them as necessary.</p>	
The health and safety considerations for lettings are considered and reviewed annually.	
Hirers have in place their own risk assessments, first aid arrangements/ fire procedures and emergency procedures.	
Hirers are responsible for obtaining the necessary local authority licenses for their activities and these must be provided to the school on request.	
Hirers must provide a register of those present during a letting upon request.	

18. Lone Working.

Our arrangements for managing lone working are:

- All staff have been issued with guidance on lone working including what hazards are involved, the effects of illness and the use of equipment. Individual risk assessments are completed for staff who work alone for significant periods of time, e.g. site staff.
 - Teaching staff and the Site Technician should not use step-ladders when alone in school.
 - When working alone in school staff should ensure that the security lock is on the main entrance.
 - The Site Technician, who is normally the last person to leave the building should ensure that someone at home is aware of what time they should be returning.
- Mobile phones to be kept on the workers person at all times in case of emergency.

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

Details of LA contracts are maintained and records kept of all visits by LA contractors. The site technician undertakes regular checks of fire protection equipment, ladders, emergency lighting, outdoor play equipment, lifts and lifting equipment, ladders and kickstools, PE equipment, etc. and records all details. All staff are requested to make visual checks of equipment prior to use.

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

Entrust Property Services support with the testing cycle using appropriately qualified companies / personnel.

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

School Office

Staff report any broken or defective equipment to:

Site Technician/V.Atherton

The equipment on the school/academy site owned and used by contractors is the responsibility of the contractor, who must provide records of testing , inspection and maintenance if requested

20. Manual Handling.

Name of competent person responsible for carrying out manual handling risk assessments	V.Atherton
<p>Risk assessments carried out to identify potential risks. Further assessments are undertaken in new situations. Manual handling of P.E. apparatus – staff briefed.</p> <p>Activities which involve lifting and handling should be kept to a minimum. Staff are made aware of the requirement to avoid hazardous manual handling and to carry out a risk assessment where the task cannot be avoided and/or request assistance from the Site technician. Where possible, mechanical aids, i.e. trolleys, are used in preference to manual handling.</p>	
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. All staff complete Back Awareness Training every three years.	

21. Medication.

Name of person responsible for the management of and administration of medication to pupils in school	V.Atherton
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Our arrangements for the administration of medicines to pupils are:

- Under no circumstance will any member of the staff administer to any child medication that has not been prescribed by a doctor.
- Medicine to be administered should be in the original container and show the pharmacy label with instructions and the child's name. Parents must supply an accurate measure.
- Medicine forms, which are kept in the office; must be filled in by parents each time a new medicine is to be administered. The forms are kept in the medical file in the office.
- Staff must record the administration of all medications.
- Staff must only administer medication in accordance with any information, instruction or training provided.
- Staff must report any missing medications.
- Medicine is provided with a second member of staff to witness.
- Diabetic children have individual care plans created with help from the diabetic nurse

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

The Headteachers/Office staff or adults specifically trained in an individuals medication plan will administer the medicine. Teachers cannot be directed to administer medicine.

Medication is stored:

All medicine will be kept in the staff room, in the small medicine refrigerator if necessary and the office medicine cabinet. Some

medicines are kept in locked classroom cupboards if stated in care plans.
Inhalers stored within classrooms.

A record of the administration of medication is located:

Medical File

Staff are trained to administer complex medication by the school nursing service when required. Staff training – annually for asthma/epilepsy and anaphylaxis.
Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are identified in our school policy for Supporting Pupils at School with Medical Needs and in the pupil's individual Care Plans.
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.

22. 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.	
<ul style="list-style-type: none"> Cleaner in charge – overalls etc. provided by Cleaning Service. Site Technician – as needed. Catering staff – overalls etc. provided by Catering Services. Classrooms – aprons; wet play overalls provided. Children bring in own protective shirts. ECO Committee and helpers – gloves and mechanical aids are provided by the school for litter picks. Covid-19 – masks, gloves etc available if needed 	
PPE provided for use in curriculum lessons is not “personal” as it is provided by pupils in classroom situations.	
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 pupil PPE.	V.Atherton – for staff Caron Hall for cleaners Julie Benson for catering

23. Reporting Hazards or Defects.

All staff and pupils must report any hazards, defects or dangerous situations they see at school
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Our arrangements for the reporting of hazards and defects:

- Notice of all hazardous equipment or building defects should be reported in the Equipment and Buildings Defect Book kept in the office and reported to the Site Technician, who may then refer to V.Atherton, who will put in interim measures prior to the problem/s being rectified.
- V.Atherton will arrange for necessary remedial work to be done and may do this with help of office staff.

24. Risk Assessments.

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

Risk assessments are in place for the following areas:

- Premises and grounds
- Curriculum / classrooms
- Hazardous activities or events
- Lettings or contract work which may affect staff or pupils in the school
- Fire Risk Assessment
- Hazardous Substances
- Work Equipment
- Manual handling activities
- Risks related to individuals e.g. health issues
- Covid-19
- Hot weather

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

V.Atherton

All staff complete an annual Fire Safety risk assessment for their area of working. Classroom Risks Assessments are completed by teachers and their new classes at the beginning of each year.

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

Annual review of risk assessments at the start of the school year and staff sign. Update risk assessment following any incidents throughout the year or deliver through induction. Risk assessments for school trips are completed by the trip leader on the Evolve system and signed off by the Headteacher. Archive obsolete risk assessments -KEEP FOR A MINIMUM OF 5 YEARS.

All staff are made aware of the school's general risk assessments and they are all requested to sign annually and for any updates.

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

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.

25. Smoking.

- No smoking or vaping is permitted on site or in vehicles used by the school. All outside lettings are made on the understanding that they adhere to our policy.

26. Stress and Staff Well-being.

Name of person who has overall responsibility for the health and wellbeing of school staff	V.Atherton (Senior mental health lead)
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:	

- All staff who return to work after any period of illness receive a return to work interview with the Headteacher.
- The school will subscribe to the Occupational Health Unit when required and management referrals will be made as appropriate.
- Staff are advised of the ThinkWell counselling service
- Staff are encouraged to complete annual stress and wellbeing surveys.
- Staff wellbeing is monitored by the Headteacher and line managers through performance management discussions (personal wellbeing plans)
- The Headteachers have an open door policy and staff are aware that they can discuss any issues in confidence.
- Staff are invited to welfare meetings if appropriate.
- Social events are organised during the year.
- The school has a generous attitude towards staff requests for absence for child illness, graduations, moving house, etc.
- Various wellbeing initiatives take place – peer to peer support.
- Staff are invited to take up physical activity sessions such as yoga
- MHST provide staff training to support their own mental health and wellbeing/offer drop ins.
- Mental Health leaders completes up to date training.
- CLPT network meeting for mental health

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. September 2023

27. Training and Development.

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

V. Atherton

All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.

The school makes use of the LA's H&S training matrix to ascertain H&S training required by all staff and will seek to offer all necessary training. H&S training is also part of performance management discussions.

Training records are retained and are held by office staff and Headteacher

28. Vehicle movement on site.

Name of Premises Manager responsible for the management of vehicles on site	V.Atherton
<p>Our arrangements for the safe access and movement of vehicles on site are:</p> <ul style="list-style-type: none"> • Restrictions on vehicle movement operate at certain times. No vehicles to drive on site between 8.30 and 9.00 a.m and between 3.00-3.30 p.m unless supervised. • Electric gates are set to a timer to prevent the movement of cars at busy times and a staff member can supervise should a vehicle need to enter at times when children/adults are on the playground. • The times for admittance by delivery vehicles/official visitors are clearly shown at the front of the school by the gate. • Two distinctly separate ways for access operate at the school i.e. for pedestrians and for vehicles. • Staff vehicles are parked in a clearly marked area. • The vehicle access is kept clear at all times for emergency service access. • If vehicles are allowed on site at other times, they must go no more than 5mph and be guided on and off site by either a contractor or member of staff. 	

29. Violence and Aggression and School Security.

The school provides a place of work which is designed and managed to minimise the risk of violence and aggression to staff, pupils and visitors.

A risk assessment is carried out where staff are at increased risk of injury due to their work.

Guidance and information is provided to all staff to help them manage the risk of violence and aggression where required and the LA Management Arrangements of Violence and Aggression have been adopted by the governing body.



Staff and pupils must report all incidents of verbal & physical violence to:	Co-Headteachers Mrs Mayes and Mrs Atherton
Incidents of verbal & physical violence are investigated by:	Co-Headteachers Mrs Mayes and Mrs Atherton
Name of person who has responsibility	Co-Headteachers Mrs Mayes and
for site security:	Mrs Atherton but all staff have responsibility to be vigilant

Our arrangements for site security are:

- All visitors and contractors should report to the Headteachers /Office Staff or Site Technician
- A daily log is kept of visitors to the school.
- Visitors and contractors should be asked for identification.
- All staff are aware of the Local Government (Miscellaneous Provisions) Act 1982 under which it is an offence for any person, without lawful authority to be present on educational premises and cause or permit nuisance of disturbance to the annoyance of those who lawfully use the premises.
- The Headteachers or Senior Leadership Team may ask such trespassers to leave the premises. It is recommended that the police are called in a situation which may lead to violence.
- Security locks on main door to be in force at all times. □ Badges are to be worn by visitors / helpers and staff.
- The electronic gates are to be kept closed during school hours.

Intruders :

- Ask to see the identity of any unknown visitors
- If unavailable or visitor not expected, ask person to leave ensuring one's own safety at all times i.e. ensure security system is still in force.
- Seal off area.
Inform Headteachers/person in charge who will :
□ Call the police.
- Ensure all children remain in their classes under the supervision of the class teacher.
- No one leaves the building until they are told to do so by the police/person in charge.

If an intruder enters the playground/field areas during any period when children are playing outside and exhibits unfavourable behaviour:

- Do not approach
- Send a child for the Headteachers/person in charge
- Usher the children into the main school building

- Ensure security locks are in place
- Supervise the children
- Headteacher or Senior Leadership in charge will call the police
- Do not leave the building until told to do so by the police/person in charge.

Moor First follow an invaccuation plan which is shared annually with staff.

The pedestrian gates into school have an intercom system for us to identify who needs access. The main front door to school is locked and has a number coded lock – the lock is changed regularly. Visitors to school must press a bell for entry and this is controlled by the Office Staff.

Visitors to school sign in at reception and are given a visitor's badge. All visitors are asked to leave any mobile devices at reception. Visitors are either collected by a member of staff or escorted to the appropriate member of staff. It is the member of staff's responsibility to look after their visitor whilst on site and then return them to reception to sign out as they leave.

The school is protected by fencing and gates and all external doors are kept locked or closed.

The governors and staff of the school refuse to accept acts of violence of any kind in school and will work to ensure that violence does not occur and, if it does, they will take all necessary lawful steps to prevent it happening again, bring about the punishment of those responsible whilst at the same time advising and counselling those who have been affected.

30. Water System Safety.

Name of Premises Manager responsible for managing water system safety.	V.Atherton/ Site manager
Name of contractors who have undertaken a risk assessment of the water system	HSL
Name of contractors who carry out regular testing of the water system:	HSL

Location of the water system safety manual/testing log	School Office
Site technician trained on the maintenance of the water systems and make use of the water system manual.	

31. Working at Height.

Name(s) of person responsible managing the risk of work at height on the premises:	V. Atherton
Work at height is avoided where possible.	
<p>Our arrangements for managing work at height are</p> <ul style="list-style-type: none"> • Two Kick stools are stored in the baking area. • Step ladders are kept in the baking area and should only be used if steadied by a second person. Whenever a member of staff works at height their first consideration should be the use of the step ladders (before chairs and tables etc.) • Step ladders must not be used by children. • All staff are responsible for visually checking equipment before use and reporting any defects to the Headteacher (ladders must therefore be taken out of use immediately) • Long ladder only to be used by trained staff. • Contractors should bring their own equipment. 	
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 in the office.	

32. Work Experience.

Name of person who has overall responsibility for managing work experience and work placements for school pupils.	V. Atherton
Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are:	

The name of the person responsible for the health and safety of people on work experience in the school	V.Atherton
Our arrangements for managing the health and safety of work experience students in the school/academy are:	
<ul style="list-style-type: none"> Initially there will be correspondence from the students/place of study with V.Atherton who will give permission for the placement and signatures given to be compliant with health and safety induction. Induction with V.Atherton on or before commencement of placement. Tour of School Students to be supervised by the Class Teacher that they are allocated to. 	

33. Volunteers.

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

34. Jewellery.

As stated in the School's Prospectus, we discourage the wearing of jewellery in any form. Children who wear pierced earrings are discouraged from wearing them in school. However if the child is still wearing earrings and cannot remove them, they will not be allowed to do P.E. Letters sent home to parents for them to sign regarding 6 weeks timescale.

35. School visits/off site activities

The school visits co-ordinator is:	V. Atherton Overseen by S. Mayes
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- School visits arranged in term time are organised by the class teacher, with approval of the head by completing the appropriate forms on EVOLVE.
- Care is taken to choose activities that will be safe and rewarding for the children.
- The L.A. is informed of high risk visits for their approval
- A letter is sent to parents to inform them of the full details of the proposed visit. A permission slip is included to be returned to school prior to the visit. Sufficient supervision by teacher, support staff and parent helpers is included for the visit. Children aged 2-3 years = 1:4, children aged 4-8 years

= 1:6 and children aged 9 – 12 = 1:8 (minimum requirements). All visits subject to risk assessments which will clarify the Adult / Pupil ratio.

- All those supervising pupils should be given clear guidance, and instructions, in writing, or, verbally, well in advance. These should include any emergency procedures e.g. use of whistles, contact points, emergency telephone numbers.
- A travel First Aid Kit (plus body spills bucket and materials), plus any essential medication, is taken on visits by coach. Each class has their own First Aid Kit
- On visits to Outdoor Education Centres the Centre's guidelines on supervision will be strictly followed by staff and pupils.
- When travelling by coach no child will be allowed to sit in either of the front seats. Children fill the coach from the front. No child will sit in the middle of the back seat. At all times children will sit in the seats neither kneeling nor standing. Seat belts will be kept fastened at all times when the coach is in motion.

36. Supervision (including out of school learning activity/study support).

- Supervision of pupils at playtimes will be on a staff rota. EYFS use internal courtyards and are supervised by EYFS staff if in Autumn term.
 - Supervision is not provided prior to the start of the school day. Headteachers open the door at 8.40 ready for an 8.45 lesson start.
 - Under no circumstances should children be left unattended during curriculum time.
 - At playtimes in fine weather all children will be outside except in exceptional circumstances. Office Staff are always available to provide support when required – first aid etc.
 - In wet weather, children remain in their classrooms supported by year 4 monitors. The Headteachers or senior management team, or if they are not available another member of staff will provide additional supervision for playtimes if needed.
- Three lunchtime supervisors are employed to supervise the children at lunchtime plus a sports coach 3x per week. See Midday Supervision arrangements.
 - In the case of an accident in the school grounds the teacher or supervisor on duty shall request additional help so that the school grounds are not left unsupervised.
 - Everyone working in school is requested to obtain an enhanced DBS prior to commencing work. All staff must have completed the updated DBS form, following the merger of the Criminal Records Bureau.

37. General conduct in the school building.

Children are expected to walk at all times when in school. This is part of the Discipline Policy and should be enforced by all staff. Parents who bring younger children into school should ensure that young children do not run around.

At the end of outdoor playtimes children should be sent into school in small enough groups to avoid congestion in the cloakrooms.

38. Transfer to middle school arrangements.

- Pupils transferring to Middle School are invited to spend the day at the receiving school by the Middle School Headteacher in the final term at First School.
- Parents are requested by the Middle School to arrange to transport their own child/ren to the school.

39. Local walks/attendance at Church or Village Hall.

- Children to line up in the school building in pairs; counted to ensure all are accounted for and accompanied by at least two adults.
- On departure one adult should lead and the other follow at the end. Additional adults should space themselves along the line. Children on local walks should be accompanied by the appropriate number of adults - see 22e.
- NB : In the case of the whole school, classes may follow each other, therefore the ratio per class may not be necessary. However, an adult should come at the very end ensuring all children have got to their destination safely.
- Children to walk sensibly in pairs taking due regard to all road safety rules.
- Same procedures to be followed on return.

40. After School Clubs.

- Two people should be on the premises for the duration of any before or afterschool club.
- One person at least should hold the 'Emergency First Aid for Childcare Workers' certificate.

In the case of an emergency	<ul style="list-style-type: none"> • Fire – follow the Fire Instructions for Day schools – • Please ensure you know where the alarms are situated and where the nearest exit is.
An accident	<ul style="list-style-type: none"> • Remain with injured child whilst ensuring all others are safe. • Send another child for another adult on the premises. If with another club, children should accompany, so that all children are supervised. • Use First Aid procedures and if needs be call for: <ul style="list-style-type: none"> ○ parents ○ Ambulance

41. Swimming pool: N.A

E. Health and Safety Key Performance Indicators (KPI's)

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

The school's key performance indicators are:

- classroom and whole school H&S checklists and evaluations completed annually during the autumn term
- H&S self-audit completed annually in January
- H&S action plan created as a result of self-audit
- Fire risk assessment completed annually in February
- LA H&S planning meetings and reports
- External H&S audits completed by LA H&S representative
- Finance, Premises Health & Safety Governors' Committee
- H&S reports to governors
- H&S monitoring by nominated governor for H&S



F. Staff mentioned in the policy:

Co-Headteacher 1	Mrs Victoria Atherton (SLT)
Co-Headteacher 2	Mrs Susan Mayes (SLT)
Senior Leadership Team Member	Mrs Amanda Crowcroft (SLT)
Site Technician	Mr Scott Reynolds
Office staff	Mrs Laura Derricott
Curriculum Leaders:	
PE	Mrs Victoria Atherton
Computing	Mrs Victoria Wood
Science	Mrs Alison Rotherham
Design Technology	Mrs Alex Watson Lasowski
EYFS Class Teacher	Mrs Alex Watson Lasowski and Mrs Amanda Crowcroft
Nursery Nurse	Mrs Emma Butler



