



Springcroft Primary School

Health, Safety & Wellbeing Policy

Date Adopted: September 2026
Author/owner: Springcroft Primary School
Anticipated Review: September 2027

Approved	Signature	Date

Our Mission Statement:

The place to learn, the place to succeed, the place to make friends, the place to grow.

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 Springcroft Primary School.

Part E - The Key Performance Indicators.

A. Introduction

Springcroft Primary School's Health, Safety and Wellbeing 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 Springcroft Primary School Governing Body recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc. Act 1974.

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

- all places and premises where staff and pupils are required to work and engage in school/academy 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/academy 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.

Signature		Signature
Duncan Chadwick Chair of Governors		Stephen Drew, Headteacher
15.09.26		15.09.26

C. Management Arrangements

The following procedures and arrangements have been established within our Springcroft Primary

School to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

Competent Health and Safety Advice

Springcroft Primary School obtains competent health and safety advice from:	Staffordshire County Council Health Safety and Wellbeing Service
The contact details are:	Health, Safety and Wellbeing Service Wedgwood Building Tipping Street Stafford ST16 2DH 01785 355777 shss@staffordshire.gov.uk
In an emergency we contact: 01538 355777	

Monitoring Health and Safety

Name of person(s) responsible for the overall monitoring of health and safety in school:	Name: Stephen Drew
Our arrangements for the monitoring of health and safety are: • Annual Report to Governors • Fire Risk Assessment - Shared with FGB • Health and Safety Evaluation Checklist - Shared with FGB • Health and Safety Self Audit – Shared with FGB • LA Health and Safety Audit – Biannually • Staff Meeting agenda item	
The Springcroft Primary School carries out formal evaluations and audits on the management of health and safety annually.	
The last audit took place:	Date: 17.09.21 By: Sarah-Jane Walmsley Self Audit: Jan 2025
Name of person responsible for monitoring the implementation of health and safety policies	Name: Stephen Drew,
All staff are aware of the key performance indicators in part E and how they are monitored	
Workplace inspections - termly	Name of person who carries these out: Stephen Drew (Headteacher) & Kevin Loakman (Site Supervisor)

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](#) or consult with your Health and Safety Adviser / Other Specialist Adviser.

1. Accident Reporting, Recording & Investigation

Our arrangements for recording and investigating:
pupil accidents: First Aid folder in Entrance Hall (teaching staff) and Jubilee Room (lunchtime supervisors)
staff accidents: Staff Accident Book in school office
visitor accidents: Staff Accident Book in school office
The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: Stephen Drew
Our arrangements for reporting to the Governing Body are through the half termly Headteachers Report to Governors

Our arrangements for reviewing accidents and identifying trends are through a yearly trend analysis completed by the school office.

2. Asbestos

Name of Premises Manager responsible for Managing Asbestos.	Name: Stephen Drew
Location of the Asbestos Management Log or Record System.	Location: School entrance hall by signing in book
Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are: All contractors are requested to sign the Asbestos Register before starting any works in school. The 'Register' can be found in the school reception area by the signing in book	
Our arrangements to ensure all staff such as class teachers or caretakers have information about asbestos risk on the premises: Staff are encouraged to look at the Asbestos Register so that they are aware of any hazards in their teaching areas. Any areas identified as an issue are raised in the weekly H&S agenda items	
Staff must report damage to asbestos materials to:	Name: Stephen Drew
Staff must not drill or affix anything to walls without first obtaining approval from the premises manager.	

3. Communication

Name of SLT member who is responsible for communicating with staff on health and safety matters:	Name: Stephen Drew
Our arrangements for communicating about health and safety matters with all staff are through a weekly staff meeting agenda item	
Staff can make suggestions for health and safety improvements during the staff meetings or through an open door policy with the Headteacher	

4. Construction Work *See also Contractor Management

Name of person coordinating any construction work / acting as Client for any construction project.	Name: Stephen Drew
Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are: - As Premises Manager, Stephen Drew holds overall responsibility for site safety and holds the role of client. The Premises Manager must ensure that contractors and the principal contractor hold the right competencies for the project to be completed, as well as the correct insurance, safeguarding and professional competencies. - Principal contractors and principal designers abide by the site regulations as set out by the Premises Manager - Construction phase plans are drawn up and agreed before work commences, reflecting on the projects size and nature of risk. - Contractors/principal contractors must ensure that workers have the correct skills, knowledge, training and experience; providing appropriate levels of information, instruction and supervision. In addition, site induction, site security, safe methods of working and welfare facilities for all contractors is the responsibility of the contractor/principal contractor. - For more complex projects, Entrust Property team act as client and manage these on our behalf as per our SLA.	
Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: Stephen Drew; who has completed RA training and Premises Manager training.	

Our arrangements for the induction of contractors are: Stephen Drew, who has completed managing contractors training.
Staff should report concerns about contractors to Stephen Drew
We will review any construction activities on the site by regular meetings with contractors and clients

5. Consultation

Name of SLT member who is responsible for consulting with staff on health and safety matters:	Name: Stephen Drew
The name of the Trade Union Health and Safety Representative is:	Name: Gareth Kirk
Our arrangements for consulting with staff on health and safety matters are through a weekly staff meeting agenda item	
Staff can raise issues of concern by an open door policy with the Headteacher	

6. Contractor Management

Name of person responsible for managing and monitoring contractor activity	Name: Stephen Drew
Our arrangements for selecting competent contractors are through Staffordshire County Council approved contractors list	
Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are discussed and shared at a pre-work meeting. At this meeting, the principal contractor meets with the Premises Manager (Stephen Drew) to complete HSF 46 Control of Contractors - Hazard Exchange Form, devise and agree risk assessments, share method statements, view, inspect and sign the asbestos register and complete a site induction. All documents are signed by the Premises Manager and the Principal Contractor. Entrust Property Services (with whom the school has an SLA) may be present at this meeting if the work has been commissioned through them.	
Our arrangements for the induction of contractors are shared at a pre-work meeting as detailed above. This meeting includes details of welfare arrangements.	
Staff should report concerns about contractors to Stephen Drew	

7. Curriculum Areas – health and safety

Risk assessments for curriculum areas are the responsibility of:	Stephen Drew
Name of person who has overall responsibility for the curriculum areas as follows:	

Tim Hitchcock	Karen McHugh	Claire Cunningham	Grant Rowley	Stephen Drew
Data Manager	English History	Wider Curriculum Maths/PSHE/SMSC MfL	EYFS Lead ICT & Computing	DSL V&V Premises Standards and Strategic GDPR Music
Sarah Burgess	Sally Johnson	Rebecca Tatton	Emma Gleave	
RE	PE DT	Science Geography	Art	

Springcroft Curriculum Leads/Link Governors			
Subject	Governor	Staff	Staff contact

English	Gemma Hammond	Karen McHugh	k.mchugh@springcroft.staffs.sch.uk
Maths	Duncan Chadwick	Claire Cunningham	t.hitchcock@springcroft.staffs.sch.uk
Science	Duncan Chadwick	Becky Tatton	r.tatton@springcroft.staffs.sch.uk
History	Tina Walker	Karen McHugh	k.mchugh@springcroft.staffs.sch.uk
Geography	Judy Wyman	Tim Hitchcock	t.hitchcock@springcroft.staffs.sch.uk
P.E. & Sports Premium	Chris Newton	Sally Johnson	s.johnson@springcroft.staffs.sch.uk
Computing & Online Safety	Tina Walker	Grant Rowley	g.rowley@springcroft.staffs.sch.uk
Art & Design	Judy Wyman	Emma Gleave	e.gleave@springcroft.staffs.sch.uk
Design and Technology	Judy Wyman	Sally Johnson	s.johnson@springcroft.staffs.sch.uk
MfL (Spanish)	Gareth Kirk	Claire Cunningham	c.cunningham@springcroft.staffs.sch.uk
RE	Gareth Kirk	Sarah Burgess	s.burgess@springcroft.staffs.sch.uk
Music	Melissa Thake	Stephen Drew	headteacher@springcroft.staffs.sch.uk
SEND	Gemma Hammond	Jane Rushton	j.rushton@springcroft.staffs.sch.uk
EAL	Gemma Hammond	Jane Rushton	j.rushton@springcroft.staffs.sch.uk
PP	Paul Spreadbury	Stephen Drew	headteacher@springcroft.staffs.sch.uk
EYFS	Melissa Thake	Grant Rowley	g.rowley@springcroft.staffs.sch.uk
H&S	Gareth Kirk	Stephen Drew	headteacher@springcroft.staffs.sch.uk
LAC	Paul Spreadbury	Jane Rushton	j.rushton@springcroft.staffs.sch.uk
British Values	Paul Spreadbury	Claire Cunningham	c.cunningham@springcroft.staffs.sch.uk
Wellbeing	Gemma Hammond	Emma Gleave	e.gleave@springcroft.staffs.sch.uk
PSHE	Gemma Hammond	Claire Cunningham	c.cunningham@springcroft.staffs.sch.uk

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

The school/academy 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 through a SLA with Stafford Cabling	
Name of person who has responsibility for carrying out Display Screen Equipment Assessments	Stephen Drew
DSE assessments are recorded and any control	All office staff that use VDUs complete the

measures required to reduce risk are managed by	'workstation self-assessment' annually. Staff are made aware of the eye care voucher should they wish to have one. Regular breaks from computer screens are advised.
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9. Early Years Foundation Stage (EYFS)

Name of person who has overall responsibility for EYFS	Grant Rowley
Our arrangements for the safe management of EYFS are: completed Risk Assessments for indoor and outdoor learning environment. Safeguarding procedures, medicine administration, etc are as per existing school policies	

10. Educational visits / Off-Site Activities

Name of person who has overall responsibility for Educational Visits	Stephen Drew
The Educational Visits Coordinator is	Nicola Birch
Our arrangements for the safe management of educational visits: Springcroft Primary School uses EVOLVE to manage school visits	

11. Electrical Equipment [fixed & portable]

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	Stephen Drew
Fixed electrical wiring test records are located: In the school office in the Health & Safety (1) File	
All staff visually inspect electrical equipment before use.	
Our arrangements for bringing personal electrical items onto the school site are they are not allowed on site unless PAT tested	
Name of person responsible for arranging the testing of portable electrical equipment (PAT):	Name Stephen Drew
Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:	Name Stephen Drew
Portable electrical equipment (PAT) testing records are located:	In school Admin Office (H&S file)
Staff must take defective electrical equipment out of use and report to:	Stephen Drew
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	

12. 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	Stephen Drew
The Fire Risk Assessment is located	Health and Safety File in school office
When the fire alarm is raised the person responsible for calling the fire service is	The school office
Name of person responsible for arranging and recording of fire drills	Stephen Drew
Name of person responsible for creating and	Stephen Drew

reviewing Fire Evacuation arrangements	
Our Fire Evacuation Arrangements are published ...	In the H&S Policy, in the school office
Our Fire Marshals are listed	In the Emergency Evacuation Policy
Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at	The school Admin Office
Name of person responsible for training staff in fire procedures	Stephen Drew
All staff must be aware of the Fire Procedures in school. Further details can be found in Appendix 1.	

13. First Aid *see also Medication

Name of person responsible for carrying out the First Aid Assessment	Any member of staff that is First Aid trained
The First Aid Assessment is located	In the school Admin Office
First Aiders are listed	These are in prominent areas around the school
Name of person responsible for arranging and monitoring First Aid Training	Stephen Drew
Location of First Aid Box	School Study
Name of person responsible for checking & restocking first aid boxes	Beverley Hyland
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):	
pupils	Parents are contacted and if possible accompany their child in the ambulance if this is not possible a member of SLT will accompany the child or follow in their own vehicle
staff	Next of kin contacted to accompany the staff member or meet at A&E. SLT will assess whether a member of staff is needed to accompany.
visitors	Contact made the company the visitor represents for appropriate next of kin contact-no one from school would accompany,
Our arrangements for recording the use of First Aid are made in the accident book as required	

14. Glass & Glazing

All glass in doors and side panels are constructed of safety glass
All replacement glass is of safety standard

15. Hazardous Substances (COSHH)

Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)	Stephen Drew
Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are: Hazardous substances are not kept in areas where children have access. Items that require COSHH management are kept with the information supplied by the supplier. Edwards and Ward (kitchen) and Moorlands Cleaning (Cleaning) are responsible for their own COSHH; all cleaning fluids are locked in the Cleaners Store during school hours and a locked cupboard in the staffroom.	

16. Health and Safety Law Poster

The Health and Safety at Work poster is located:	The poster is found in the school office
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17. Housekeeping, cleaning & waste disposal

All staff and pupils share the responsibility for keeping the school site clean, tidy and free from hazards	
Our waste management arrangements are through Veolia	
Our site housekeeping arrangements are through a Moorlands Cleaning SLA	
Site cleaning is provided by an external cleaning company, Moorlands Cleaning	Name and contact details: Moorlands Cleaning, Unit 10 New Haden Industrial Estate, Draycott Cross Road, Cheadle, Staffordshire, ST10 2NP 01538 307003 info@moorlandcontractgroup.com
Cleaning staff have received appropriate information, instruction and training about the following and are competent:	
work equipment	
hazardous substances	
Waste skips and bins are located away from the school building and are locked securely	
All staff and pupils must be aware of the arrangements for disposing of waste and the location of waste bins and skips.	
Staff in all Depts. who generate waste (e.g.catering/cleaning/curriculum areas) must be aware of the risk assessments and control measures in place for their role.	

18. Infection Control

Name of person responsible for managing infection control:	Stephen Drew
Our infection control arrangements (including communicable diseases/hand hygiene standards) are on the notice board in the school Admin Office	

19. Lettings

Name of Premises Manager or member of Leadership team responsible for Lettings	Stephen Drew
Our arrangements for managing Lettings of the school/rooms or external premises are documented in our Charges and Remissions Policy	
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.	

20. Lone Working

Lone working in school is not encouraged for staff. During the school holidays the Site Supervisor may need to complete some DIY work in school alone, there is a system in place to ensure his safety (contact with the HT on arrival and departure from site)

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

Ladders and steps, other extraction systems, PE equipment, D&T machines, cookers, autoclaves, fire alarm and smoke detection, emergency lighting, fire extinguishers.

This section must include the arrangements for school kitchens, science laboratories or Design and Technology rooms	
Name of person responsible for the selection, maintenance / inspection and testing of equipment	Stephen Drew Kevin Loakman Edwards and Ward
Records of maintenance and inspection of equipment are retained and are located:	Location in the the Health & Safety File in the school Admin Office
Staff report any broken or defective equipment to:	Name Stephen Drew
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:	

22. Manual Handling

Name of competent person responsible for carrying out manual handling risk assessments	Name Stephen Drew
Our arrangements for managing manual handling activities are: Staff have completed CPD for manual handling in 2021. Our Site Supervisor completed Manual Handling in 2023. Manual handling training is renewed every 3 years.	
Staff must aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided. A list of tasks where manual handling training may be employed can be found in appendix 3.	
Staff who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task.	
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).	

23. Medication

Name of person responsible for the management of and administration of medication to pupils in school	Stephen Drew
Our arrangements for the administration of medicines to pupils are: - Only medication prescribed by a physician are to be administered in school. - Forms must be completed by parents giving details of medication and dosage - Parents of asthma sufferers complete a care plan and ensure inhalers are in date and in school. This is monitored by the Admin staff. - All medicine is kept out of reach of children	
The names members of staff who are authorised to give / support pupils with medication are:	Amy Withers, Nicola Bich, Stephen Drew
Medication is stored:	Securely in the school office
A record of the administration of medication is located:	In the school office
Pupils who administer and/or manage their own medication in school are authorised to do so by a parents and seniro leader, 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 school does not administer emergency Asthma Inhallerers or Epi-pens-only children that have precribed medication is administered	
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.	

24. 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.	Stephen Drew
Name of person responsible for the checking and maintenance of personal protective equipment provided for staff	Beverley Hyland & Stephen Drew
PPE provided for use in curriculum lessons is not "personal" as it is provided by pupils in classroom situations.	
Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for pupils.	Stephen Drew
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.	Stephen Drew

25. Reporting Hazards or Defects

All staff and pupils must report any hazards, defects or dangerous situations they see at school.
Hazards are reported by any member of staff that has noticed them to a member of SLT or Office Manager. Decisions to repair or replace will be made by the Headteacher.

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, pupils and other who may be exposed to the risk.	
Risk assessments are in place for the following areas: (examples) Premises and grounds Curriculum (including educational visits / 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	
Name of person who has overall responsibility for the school risk assessment process and any associated action planning	Stephen Drew
Our arrangements for carrying out, recording, communicating and reviewing risk assessments are: All RA's are produced (HT and/or Office Manager (EVC) support if required RA's are reviewed annually with staff and collated by the Office Manager. All staff requiring individual RA's will liaise with the Office Manager directly. All RAs relating to children are written in consultation with the class teacher, SENCO and parents where necessary. If appropriate, these are shared with the whole staff.	
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.

27. Smoking

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

28. Stress and Staff Well-being

Name of person who has overall responsibility for the health and wellbeing of school staff	Stephen Drew
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: • PPA can be taken away from school if staff wish • Promotion of a shared vision and values • Collective responsibility • Access to a trained counsellor in school	
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. Date Completed: July 2020	

29. Training and Development

Name of person who has overall responsibility for the training and development of staff.	Stephen Drew
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 through a comprehensive induction process, including safeguarding and issue of a safe handbook and relevant policies.	
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 in the school office. Individual CPD is held in personal files.	
Training and competency as a result of training is monitored and measured by:	Stephen Drew

30. Vehicle movement on site

Name of Premises Manager responsible for the management of vehicles on site	Stephen Drew
Our arrangements for the safe access and movement of vehicles on site are (include restriction on vehicle movement at certain times, speed limits, segregation vehicles from pedestrian areas, restrictions on reversing vehicles, special arrangements for deliveries etc): Clearly marked parking bays. Marked path for visitors to follow to school entrance once entering the premises. Deliveries use the secure intercom/locked gate entrance to access site as per all visitors. To proactively improve site security involving vehicles, we are installing a vehicle access barrier to our carpark to prevent unauthorised access.	

31. Violence and Aggression and School/Academy Security

The school provides a place of work which is designed and managed to minimise the risk of violence and aggression to staff, pupils and visitors.	
A risk assessment is carried out where staff are at increased risk of injury due to their work.	
Training, information and instruction is available to staff to help them manage the risk of violence and aggression where required.	
Staff and pupils must report all incidents of verbal & physical violence to:	Headteacher or other senior leaders
Incidents of verbal & physical violence are investigated by:	Headteacher or other senior leaders
Name of person who has responsibility for site security:	Headteacher
Our arrangements for site security are all gates are locked. Controls in place to ensure visitor only enter the school grounds between the beginning and end of the day through a intercommed secure gate. After school, all doors and windows are locked and alarmed, with all gated entrances to school securely locked	

32. Water System Safety

Name of Premises Manager responsible for managing water system safety.	Stephen Drew
Name of contractors who have undertaken a risk assessment of the water system	IWS
Name of contractors who carry out regular testing of the water system:	IWS
Location of the water system safety manual/testing log	Kept in Boiler Room
Our arrangements to ensure contractors have information about water systems are held in our water hygiene logs which available at all times for inspection. These are located in the boiler house above the Site Supervisor's desk.	
Our Site Supervisor carries out checks, testing and/or maintenance as per requirements. Our water systems temperature and weekly flushing is conducted. These tasks are logged in a folder which are located in the boiler house above the Site Supervisor's desk. Any faults/issues are reported to the Premises Manager and appropriate action is taken.	

33. Working at Height

Name(s) of person responsible managing the risk of work at height on the premises:	Stephen Drew
Work at height is avoided where possible.	
Our arrangements for managing work at height are: that two people are present and that the correct equipment is available and used at all times	
Appropriate equipment is provided for work at height where required.	
Staff who carry out work at height are trained to use the equipment provided. All staff have completed working at height in the 2021. This is updated every three years.	
Work at height equipment is regularly inspected, maintained and records are kept in H&S folder in the jubilee room or Boiler room	

34. Work Experience

Name of person who has overall responsibility for managing work experience and work placements for school pupils.	Name: Stephen Drew
Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are: An induction meeting with the Headteacher or other senior leaders on arrival on site	

The name of the person responsible for the health and safety of people on work experience in the school/academy premises:	Stephen Drew
Our arrangements for managing the health and safety of work experience students in the school/academy are through an induction meeting with the Headteacher or other senior leaders on arrival on site	

35. Volunteers

Name of person who has overall responsibility for managing/coordinating volunteers working within the school/academy:	Stephen Drew
Volunteers are considered as a member of staff and all health and safety arrangements including induction and training must apply. A volunteer handbook and folder containing all relevant information is available in the school reception area.	

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.

- Completion of action plans following all Self Audits - adhere to and monitor target dates for completion.
- Annual update of all Risk Assessments. Risk assessments are assessed when required throughout the academic year.
- Complete surveys & take guidance from H&S Advisor at County.
- Annual review of H&S action plan with County H&S Advisor.
- Health & Safety Audit - continue to work towards Level 5.
- Continue to monitor, with Property Services, the health & safety of the building and continue to seek financial support to ensure all urgent matters are addressed to ensure the safety of pupils at all times.

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.

APPENDIX 1

Fire Instructions

1. Sound Alarm
2. Evacuate Pupils
3. Call fire service
4. Check all present at assembly point, which is the KS2 playground at the rear of the school building.

Note. Except in the case of a small localised outbreak **NO** attempt should be made to fight the fire.

N.B. In the event of a Bomb Threat, all staff and children to meet on the carpark on Grindley Lane, opposite Springcroft.

Arrangements are made with Portland School to access telephone and computer systems in the event of an evacuation.



Name: _____

I confirm that I have read and understood the school's Health and Safety Policy

I am aware of Fire evacuation and use of open fires procedures

I am aware that I must report any accidents or injuries to myself which occur on the premises to the Headteacher

Signed: _____

Date: _____

Appendix 3 – List of activities which may require manual handling training to be deployed.

- Resource boxes
- ICT equipment
- PE equipment
- Playground equipment
- EYFS equipment and resources
- Children
- Tables
- Chairs
- Piano
- Bikes
- Logs/forestry (Survival School)
- Den building equipment
- Gardening activities such as watering, digging, weeding, planting, composting.
- New orders eg paper, cleaning equipment
- Salt/grit



Ref. No:

Risk Assessment Form – Managing Health and Safety

Directorate and Team: Springcroft Primary School		Completed by: (TEACHERS NAME)		Manager: Stephen Drew				
Activity and workplace: (INSERT TRIP VENUE HERE)				Date: (DATE OF TRIP)				
What are the hazards? (i.e. what might cause harm)	Who is affected and how?	What are you already doing to control the hazards?	Risk		Further action required?	By whom	By when	Done
			No	L/M/H				
Wet floor, floor obstacles, uneven flooring	All - Slips, trips and falls	Safety rules, boundaries, sensible footwear.	1	L	No			
Child/staff missing	Children/staff - Loss or abduction	High visibility jackets Buddy system Head counts Adult: child ratio	3	L	No			

Injury
Severi
ty

1. Minor injury (first aid only)
2. Serious injury (medical attention, time off work)
3. Major injury (broken bones etc)
4. Death

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Risk
rating

- 1-3. Low : no further action needed - keep under review
4-8. Medium: implement reasonable measures as per action plan
9-16. High: work cannot start until risk has been reduced

Review annually, or after an incident, or if there are changes to the task, environment, equipment or the people affected.				
Review 1	Review 2	Review 3	Review 4	Review 5
Date & Initial	Date & Initial	Date & Initial	Date & Initial	Date & Initial



Ref. No:

Risk Assessment Form – Managing Health and Safety

Illness resulting in child/staff needing medicating, accident requiring medical attention,	Children/staff - Illness or injury	First aid kit Adults dispersed to supervise group Safety rules and boundaries Inhalers carried Emergency contact details if parents require contact	3	L	No			
Incident whilst traveling in a vehicle, incident involving vehicle whilst not travelling in it	All - Road Traffic accident	Mobile Phone Emergency contact details Contingency plan	3	L	No			
Anaphylactic shock, irritant to known and unknown allergies	All - Allergic Reaction	X to be informed before trip and on arrival of known allergies. Epipen's taken Children's medical details up to date Emergency contact details	2	L	No			

Injury Severity

1. Minor injury (first aid only)
2. Serious injury (medical attention, time off work)
3. Major injury (broken bones etc)
4. Death

x

Likelihood

1. Rare
2. Unlikely
3. Likely
4. Very likely

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Risk rating

1-3. Low : no further action needed - keep under review
4-8. Medium: implement reasonable measures as per action plan
9-16. High: work cannot start until risk has been reduced

Review annually, or after an incident, or if there are changes to the task, environment, equipment or the people affected.				
Review 1	Review 2	Review 3	Review 4	Review 5
Date & Initial	Date & Initial	Date & Initial	Date & Initial	Date & Initial