



Inspiring All to Excellence



Anker Moor Primary Academy

Health, Safety and Well-being Policy

Document Control

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| Document Title | Health, Safety and Well-being Policy |
| Effective Date | Spring 2024 |
| Policy Owner | Gareth Hancox |
| Policy Approver | Governing Board |

Version Control

| Version | Date | Amended by | Comments |
|----------------|----------------|-------------------|-----------------|
| 1 | September 2021 | Simon Russell | School Policy |
| 2 | Autumn 2022 | Claire Keay | See below |
| 3 | Spring 2024 | Gareth Hancox | See below |
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| Section | Changes Made |
|--------------------------------|----------------------------------------------------------------------|
| Headteacher Name | Claire Keay changed to Gareth Hancox |
| Chair of Governors name change | Julie Kirkham changed to Vicki Blundell |
| Removal of First Aid Staff | Nikki Boag, Sarah Wray, Natasha Weeks, Eve Bryan |
| Curriculum areas | Updated which teachers were responsible for areas of the curriculum. |
| EYFS lead name change | Kerry Davies changed to Amy Rogers |
| Forest School lead name change | Sarah Walton changed to class teacher |

1. Success Indicators

The school has a Health, Safety and Wellbeing policy which:

- Provides an overview of the school policy on health, safety and wellbeing.
- Outlines the arrangements the school has in place for health, safety and wellbeing.
- Assigns roles and responsibilities to key staff in the school.
- Is monitored and reviewed regularly by senior leaders.

2. Overview

All schools are required to have a Health, Safety and Wellbeing Policy in place.

The School's Health, Safety and Wellbeing Policy should be developed by the Headteacher, members of the School Leadership team in conjunction with the Governing Board/Trust/Academy Board.

3. Employer responsibilities

Where the school/sponsor/board of governors is the direct employer of school staff (such as in Academies, Trust Schools, Foundation Schools and Voluntary Aided (VA) Schools) the school must have a Health and Safety Policy in place to comply with the Health and Safety at Work Act. This can be in any format.

Where a County Council is the employer of school staff, such as in Maintained or Community Schools, Voluntary Controlled (VC) or Short Stay Schools it is recommended that schools use the Health, Safety and Wellbeing Policy template to develop their Health, Safety and Wellbeing Policy.

4. Day to day management of Health, Safety and Wellbeing

The organisation and arrangements which support the H,S and W Policy (day to day management of Health & Safety) are the responsibility of the Headteacher and the School Senior Leadership Team (supported and monitored by the Governing Board).

Note that the Management of Health and Safety at Work Regulations requires employers to appoint one or more competent people to support their management of health and safety. This may be done by appointing an external provider to provide this advice.

Occupiers Liability

Regardless of the status of the employer, all school governing bodies have health and safety responsibility as the **occupier** of the premises and therefore must take steps to ensure that the premises are managed effectively to reduce risk to those using, entering or accessing the premises at any time for any reason.

5. Template for Health, Safety and Wellbeing Policy

The Staffordshire Health, Safety and Wellbeing Service provide a template Health, Safety and Wellbeing Policy for schools to customise and adapt for their own use. This is on the next page.

The policy has 5 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.

A. Introduction

This policy statement complements 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 Ankermoor Primary Academy Governing Board. 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.

The Governing Board 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 representative's forms part of this policy.

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

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| <i>Vicki Blundell, Chair of governing board</i> | <i>Gareth Hancox, Headteacher</i> |
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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

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| <i>The school/academy obtains competent health and safety advice from</i> | <i>Staffordshire County Council - Health, Safety and Wellbeing Service</i> |
| <i>The contact details are</i> | <i>Charlotte Evans Mobile: 07815 826740</i> |
| <i>In an emergency we contact</i> | <i>01785 355777</i> |

Monitoring Health and Safety

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| <i>Name of person(s) responsible for the overall monitoring of health and safety in school/academy:</i> | <i>Anker Moor Primary Academy Gareth Hancox</i> |
| <i>Our arrangements for the monitoring of health and safety are (include here how performance is measured, reported upon when these are reported and how e.g. annual report to Governing Board: Termly meetings in school between the leaders of each site. Termly link governor meeting. Fortnightly meetings between: Gareth Hancox, Lisa Hand and Tony Cogbill</i> | |
| <i>The school carries out formal evaluations and audits on the management of health and safety annually.</i> | |
| <i>The last audit took place</i> | <i>Anker Moor Primary Academy Date: 26th June 2023 By: SCC</i> |
| <i>Name of person responsible for monitoring the implementation of health and safety policies</i> | <i>Anker Moor Primary Academy Gareth Hancox and Lisa Hand</i> |
| <i>All staff are aware of the key performance indicators in part E and how they are monitored</i> | |
| <i>Workplace inspections -</i> | <i>Gareth Hancox, Lisa Hand and Tony Cogbill</i> |
| <i>Fortnightly meetings to review and update</i> | <i>Gareth Hancox and Chair of Governors (Vicki Blundell</i> |

D. Detailed Health and Safety Arrangements

1. Accident Reporting, Recording & Investigation

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| Our arrangements for recording and investigating: My Health and Safety https://staffordshirecc.info-exchange.com/ headteacher@ankermoor.org |
| Pupil accidents: My health and Safety Accident System |
| Staff accidents: My health and Safety Accident System |
| Visitor accidents: My health and Safety Accident System |
| The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: Gareth Hancox to contact Staffordshire HSW Service as part of the SLA. |
| Our arrangements for reporting to the Governing Board or Academy Board are: Link governor meetings every term which report back to the full governing board members. |
| Our arrangements for reviewing accidents and identifying trends are: Accidents and Incidents that are entered onto the My Health and Safety are monitored by SSC HSW. Any accidents are where treatment has been given by a medical team in hospital or via a paramedic in school. For minor incidents, the school uses its own reporting system. |

2. Asbestos

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| Name of Premises Manager responsible for Managing Asbestos. | Ankermoor Primary Academy Gareth Hancox |
| Location of the Asbestos Management Log or Record System. | Location In the main office – red file |
| Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are: Through face-to-face meeting and then receiving the asbestos file and signing. | |
| Our arrangements to ensure all school staff such as class teachers or caretakers have information about asbestos risk on the premises: Through the Health and Safety induction meeting. | |
| Staff must report damage to asbestos materials to: | Name Ankermoor Primary Academy Lisa Hand |
| Staff must not drill or affix anything to walls without first obtaining approval from the Premises Manager/Headteacher. | |

3. Communication

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| Name of SLT member who is responsible for communicating with staff on health and safety matters: | Name Ankermoor Primary Academy Gareth Hancox |
| Our arrangements for communicating about health and safety matters with all staff are: Staff induction, Staff handbook, emails, briefings and staff meetings. | |
| Staff can make suggestions for health and safety improvements by: Emails, speaking with leaders contributing towards risk assessments and policies. | |

4. Construction Work *See also Contractor Management

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| <i>Ankermoor Primary Academy Gareth Hancox / Lisa Hand</i> | |
| <i>Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are: Duty holders will be identified and named as part of any Construction project.</i> | |
| <i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: HR46 Hazard Exchange form completed by the Headteacher or Entrust Project Manager through office.</i> | |
| <i>Our arrangements for the induction of contractors are: Headteacher meets at start of project to go through induction arrangements.</i> | |
| <i>Staff should report concerns about contractors to: Member of the SLT</i> | |
| <i>We will review any construction activities on the site by: Meeting regularly with the company carrying out the work and the Entrust Representative.</i> | |

5. Consultation

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| <i>Name of SLT member who is responsible for consulting with staff on health and safety matters:</i> | <i>Ankermoor Primary Academy Gareth Hancox</i> |
| <i>The name of the Trade Union Health and Safety Representative is:</i> | <i>N/A</i> |
| <i>Our arrangements for consulting with staff on health and safety matters are: Briefing minutes, staff meetings and group emails – Teams.</i> | |
| <i>Staff can raise issues of concern by: Jobs book in staff room, discussions with Caretaker, emails to head and verbal contact with leaders.</i> | |

6. Contractor Management

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| <i>Name of person responsible for managing and monitoring contractor activity</i> | <i>Ankermoor Primary Academy Gareth Hancox / Tony Cogbill</i> |
| <i>Our arrangements for selecting competent contractors are: Guided by Entrust Property Management or Framework for recognised SCC contractors.</i> | |
| <i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: HR46 Hazard Exchange form completed by the Headteacher or Entrust Project Manager.</i> | |
| <i>Our arrangements for the induction of contractors are: Headteacher meets at start of project to go through induction arrangements.</i> | |
| <i>Staff should report concerns about contractors to: Member of the SLT</i> | |

7. Curriculum Areas – Health and Safety

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| <p><i>Name of person who has overall responsibility for the curriculum areas as follows:</i></p> <p><i>Teaching and Learning</i></p> <p><i>English</i></p> <p><i>Maths</i></p> <p><i>ICT / Computing</i></p> <p><i>PE</i></p> | <p><i>Gareth Hancox</i></p> <p><i>Jon Fitzpatrick</i></p> <p><i>Nicky Porter</i></p> <p><i>Gareth Hancox</i></p> <p><i>Jasmin Mahandru</i></p> |
| <p><i>Risk assessments for these curriculum areas are the responsibility of:</i></p> <p><i>Teaching and Learning</i></p> <p><i>English</i></p> <p><i>Maths</i></p> <p><i>ICT</i></p> <p><i>PE</i></p> | <p><i>Gareth Hancox</i></p> <p><i>Jon Fitzpatrick</i></p> <p><i>Nicky Porter</i></p> <p><i>Gareth Hancox</i></p> <p><i>Jasmin Mahandru</i></p> |

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

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| <p><i>The school assesses the risk of the use of computers/laptops by carrying out a DSE assessment for staff using this type of equipment continuously and regularly for over an hour. All office workers and members of the SLT do a bi-annual DSE check (Display Screen Equipment).</i></p> | |
| <p><i>Our arrangements for carrying out DSE assessments are:</i></p> <p><i>Anyone can access the assessment via the Office Admin, guidance will be given by the office admin on the suitability.</i></p> | |
| <p><i>Name of person who has responsibility for carrying out Display Screen Equipment Assessments</i></p> | <p><i>Gareth Hancox</i></p> |
| <p><i>DSE assessments are recorded and any control measures required to reduce risk are managed by</i></p> | <p><i>Gareth Hancox</i></p> |

9. Early Years Foundation Stage (EYFS)

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| <p><i>Name of person who has overall responsibility for EYFS</i></p> | <p><i>Amy Rogers</i></p> |
| <p><i>Our arrangements for the safe management of EYFS are:</i></p> <p><i>Lead does daily checks and writes up Risk Assessments for areas of learning.</i></p> | |

10. Educational visits / Off-Site Activities

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| <p><i>Name of person who has overall responsibility for Educational Visits</i></p> | <p><i>Gareth Hancox</i></p> |
| <p><i>The Educational Visits Coordinator is</i></p> | <p><i>Lisa Hand</i></p> |
| <p><i>Our arrangements for the safe management of educational visits:</i></p> <p><i>Use the system EVOLVE – getting permission, risk assessments, detailing all aspects of the trip & evaluation.</i></p> | |

11. Electrical Equipment [fixed & portable]

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| <i>Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:</i> | <i>Gareth Hancox / Lisa Hand</i> |
| <i>Fixed electrical wiring test records are located:</i> | <i>Main Office</i> |
| <i>All staff visually inspect electrical equipment before use.</i> | |
| <i>Our arrangements for bringing personal electrical items onto the school site are: To be shared/shown with the Headteacher and providing reasons why in school. (receipts for equipment under 12 months of age are to be shared).</i> | |
| <i>Name of person responsible for arranging the testing of portable electrical equipment (PAT):</i> | <i>Gareth Hancox / Lisa Hand</i> |
| <i>Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:</i> | <i>Gareth Hancox / Lisa Hand</i> |
| <i>Portable electrical equipment (PAT) testing records are located:</i> | <i>Main Office</i> |
| <i>Staff must take defective electrical equipment out of use and report to:</i> | <i>Gareth Hancox / Lisa Hand</i> |
| <i>The portable electrical equipment on the school site owned and used by contractors is the responsibility of the contractor, who must provide records of this if requested:</i> | |

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

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| <i>Name of competent person responsible for undertaking & reviewing fire risk assessment in addition to any associated action planning</i> | <i>Ankermoor Primary Academy Gareth Hancox</i> |
| <i>The Fire Risk Assessment is located</i> | <i>In the Health and Safety file in the headteacher's office</i> |
| <i>When the fire alarm is raised the person responsible for calling the fire service is</i> | <i>Gareth Hancox / Lisa Hand</i> |
| <i>Name of person responsible for arranging and recording of fire drills</i> | <i>Gareth Hancox / Lisa Hand/ Tony Cogbill</i> |
| <i>Name of person responsible for creating and reviewing Fire Evacuation arrangements</i> | <i>Gareth Hancox</i> |
| <i>Our Fire Evacuation Arrangements are published</i> | <i>In every classroom / room</i> |
| <i>Our Fire Marshals are listed</i> | <i>All staff on site to ensure children exit the building safely.</i> |
| <i>Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at</i> | <i>In the fire log that is located in the Main office.</i> |
| <i>Name of person responsible for training staff in fire procedures</i> | <i>Gareth Hancox</i> |
| <i>All staff must be aware of the Fire Procedures in school.</i> | |

13. First Aid *see also Medication

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| <i>Name of person responsible for carrying out the First Aid Assessment</i> | <i>Gareth Hancox / Lisa Hand</i> |
| <i>The First Aid Assessment is located</i> | <i>Main Office</i> |
| <i>First Aiders are listed</i> | <p>Emergency First Aid <i>Jasmin Mahandru</i> <i>Amanda O’Gara</i> <i>Rachel Asson</i> <i>Eve Bryan</i> <i>Sarah Elbro</i> <i>Jayne Lockwood</i> <i>Kathryn Morris</i> <i>Jon Fitzpatrick</i> <i>Nicky Porter</i> <i>Cher Philips</i></p> <p>Paediatric First Aid <i>Lisa Hand</i> <i>Sarah Elbro</i> <i>Kathryn Morris</i></p> |
| <i>Name of person responsible for arranging and monitoring First Aid Training</i> | <i>Central team arrange. Matrix kept in school on Admin Teams</i> |
| <i>Location of First Aid Box</i> | <i>Main Office, KS1 & KS2(First aid box in every classroom. Defibrillator – location entrance area.</i> |
| <i>Name of person responsible for checking & restocking first aid boxes</i> | <i>Administration Staff</i> |
| <i>In an emergency staff are aware of how to summon an ambulance</i> | |
| <i>Our arrangements for dealing with an injured person who has to go to hospital are (who is contacted/ who accompanies staff or children to hospital):</i> | |
| <i>pupils</i> | <i>School office and Headteacher is to be informed, then parents.</i> |
| <i>staff</i> | <i>Headteacher to be contacted. Headteacher to inform next of kin.</i> |
| <i>Visitors and/or family members</i> | <i>School office staff and Headteacher are to be informed. Visitors’ employers of family members are to be informed.</i> |
| <i>Our arrangements for recording the use of First Aid are: Lesson time – Send to school office Playtimes – Staff on duty for basic first aid – more serious issues to the school office Lunchtimes – Lunchtime supervisors are available on the playground or office if head bump/serious injury.</i> | |

13. Forest School

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| <i>Name of person in school who leads on Forest School activity</i> | <i>Class teacher</i> |
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| <i>There are relevant outdoor learning risk assessments, which have been uploaded to the system by the lead and shared with staff when appropriate.</i> |
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14. Glass & Glazing

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| <i>All glass in doors and side panels are constructed of safety glass</i> |
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| <i>All replacement glass is of safety standard</i> |
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| <i>A glass and glazing assessment took place in (year) and the record can be found</i> |
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| <i>TBC</i> |
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15. Hazardous Substances (COSHH)

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| <i>Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)</i> |
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| <i>Gareth Hancox</i> |
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| <i>Rachel Asson (cleaner)</i> |
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| <i>Amanda O'Gara (Kitchen lead)</i> |
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Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are:

The school writes COSHH assessments along with printed data sheets which are kept in accessible files e.g. in kitchen area / cleaning cupboard.

16. Health and Safety Law Poster

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| <i>The Health and Safety at Work poster is located:</i> | <i>In the resource room</i> |
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17. Housekeeping, cleaning & waste disposal

All staff and pupils share the responsibility for keeping the school/academy site clean, tidy and free from hazards

Our waste management arrangements are:

Wiltshere's Waste Management – Service Level agreement for the year.

Our site housekeeping arrangements are: Rachel Asson & Carol Flint

Site cleaning is provided by:

Anker Moor Primary Academy

In house cleaning

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 academy building.

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

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| <i>Name of person responsible for managing infection control:</i> | <i>School In house cleaners</i> |
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Our infection control arrangements (including communicable diseases/hand hygiene standards) are:

Cleaners follow their cleaning routines to ensure proper sanitation.

We have guidance in our Covid Risk assessment re. cleaning routines.

Each classroom and office is provided with hand sanitiser and the children are encouraged to use it especially during the Covid period.

19. Lettings

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| <i>Name of Premises Manager or member of Leadership team responsible for Lettings</i> | <i>Name: Kacey Gretton (central team).</i> |
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Hirers are responsible for sharing any health and safety concerns regarding the premises so that these can be rectified.

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/academy on request.

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

20. Lone Working

Our arrangements for managing lone working are to have informed the Headteacher that they are alone, carry a mobile phone and do not attempt working at height.

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

PE and Outdoor Equipment

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| Name of person responsible for the selection, maintenance / inspection and testing of equipment | Name Mercury |
| Records of maintenance and inspection of equipment are retained and are located: | Location Main Office |
| Staff report any broken or defective equipment to: | Gareth Hancox |

Kitchen Extraction systems

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| Name of person responsible for the selection, maintenance / inspection and testing of equipment | Swift |
| Records of maintenance and inspection of equipment are retained and are located: | Location Kitchen |
| Staff report any broken or defective equipment to: | Gareth Hancox / Linda Smith |
| <i>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.</i> | |

Kitchen Appliances

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| Name of person responsible for the selection, maintenance / inspection and testing of equipment | Swift |
| Records of maintenance and inspection of equipment are retained and are located: | Location Kitchen |
| Staff report any broken or defective equipment to: | Gareth Hancox / Linda Smith |
| <i>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.</i> | |

School Gas Appliances and Boilers

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| Name of person responsible for the selection, maintenance / inspection and testing of equipment | Name Sure Maintenance |
| Records of maintenance and inspection of equipment are retained and are located: | Location Office |
| Staff report any broken or defective equipment to: | Gareth Hancox |
| <i>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.</i> | |

Fire alarm and smoke detection

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| Name of person responsible for the selection, maintenance / inspection and testing of equipment | Name Lantern Fire and Security |
| Records of maintenance and inspection of | Location |

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| <i>equipment are retained and are located:</i> | <i>Office</i> |
| <i>Staff report any broken or defective equipment to:</i> | <i>Gareth Hancox</i> |
| <i>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.</i> | |

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| Emergency lighting | |
| <i>Name of person responsible for the selection, maintenance / inspection and testing of equipment</i> | <i>Name Lantern Fire and Security</i> |
| <i>Records of maintenance and inspection of equipment are retained and are located:</i> | <i>Location Office</i> |
| <i>Staff report any broken or defective equipment to:</i> | <i>Claire Keay</i> |
| <i>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.</i> | |

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| Fire extinguishers | |
| <i>Name of person responsible for the selection, maintenance / inspection and testing of equipment</i> | <i>Name Chubb</i> |
| <i>Records of maintenance and inspection of equipment are retained and are located:</i> | <i>Location Office</i> |
| <i>Staff report any broken or defective equipment to:</i> | <i>Gareth Hancox</i> |
| <i>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.</i> | |

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| Intruder Alarm | |
| <i>Name of person responsible for the selection, maintenance / inspection and testing of equipment</i> | <i>Name Chubb Profile Security (outside key holders)</i> |
| <i>Records of maintenance and inspection of equipment are retained and are located:</i> | <i>Location Office</i> |
| <i>Staff report any broken or defective equipment to:</i> | <i>Gareth Hancox</i> |
| <i>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:</i> | |

22. Manual Handling

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| <i>Name of competent person responsible for carrying out manual handling risk assessments</i> | <i>Gareth Hancox</i> |
| <i>Our arrangements for managing manual handling activities are: Lifting and putting away of Tables in Hall. Staff Manual Handling training.</i> | |
| <i>Staff must be aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided.</i> | |
| <i>Staff who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task.</i> | |
| <i>Staff are trained appropriately to carry out manual handling activities.</i> | |
| <i>Where people handling takes place an Individual Manual Handling Plan must be in place and communicated to all parties (including where appropriate the young person/their</i> | |

parents/carers/support staff).

23. Medication

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| <i>Name of person responsible for the management of and administration of medication to pupils in school/academy</i> | <i>Gareth Hancox and Lisa Hand</i> |
| <i>Our arrangements for the administration of medicines to pupils are: Parents are required to complete a medication form.</i> | |
| <i>The names of members of staff who are authorised to give / support pupils with medication are:</i> | <i>Sarah Elbro Rachel Asson Kathryn Morris Jon Fitzpatrick (Agreed as part of care plan)</i> |
| <i>Medication is stored:</i> | <i>Location: In a locked locker in classroom (1 Y4 pupil)</i> |
| <i>A record of the administration of medication is located:</i> | <i>Main Office</i> |
| <i>Pupils who administer and/or manage their own medication in school are authorised to do so by a parent and provided with a suitable private location to administer medication/store medication and equipment.</i> | |
| <i>Staff are trained to administer complex medication by the school nursing service when required.</i> | |
| <i>Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are: Medication is stored in office and taken around school when attending PE and trips etc. Staff are trained and responsible for administering the medication.</i> | |
| <i>Staff who are taking medication must keep this personal medication in a secure area in a staff only location.</i> | |
| <i>Staff must advise the school/academy leaders if they are taking any medication which might impair their ability to carry out their normal work.</i> | |

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

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| <i>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.</i> | |
| <i>Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for school</i> | <i>Gareth Hancox / Lisa Hand</i> |
| <i>Name of person responsible for the checking and maintenance of personal protective equipment provided for staff</i> | <i>Gareth Hancox / Lisa Hand</i> |
| <i>PPE provided for use in curriculum lessons is not "personal" as it is provided by pupils in classroom situations.</i> | |
| <i>Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for pupils.</i> | <i>Gareth Hancox / Lisa Hand</i> |
| <i>All PPE provided for use in a classroom environment is kept clean, free from defects and replaced as</i> | |

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| <i>necessary.</i> | |
| <i>Name(s) of person responsible for cleaning and checking pupil PPE.</i> | <i>Gareth Hancox / Lisa Hand</i> |

25. Radiation - N/A

26. Reporting Hazards or Defects

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| <i>All staff and pupils must report any hazards, defects or dangerous situations they see at school/academy.</i> |
| <i>Our arrangements for the reporting of hazards and defects: Staff are required to add any defects to the Maintenance Log which is located in the staff room or tell the Headteacher if immediate danger.</i> |

27. Risk Assessments

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| <i>The school/academy has in place risk assessments for any identified significant risk. Control measures which are put in place to eliminate or reduce risk are communicated to staff, pupils and other who may be exposed to the risk.</i> | |
| <i>Risk assessments are in place for the following areas: Premises and grounds Curriculum / classrooms Hazardous activities or events Lettings or contract work which may affect staff or pupils in the school/academy Fire Risk Assessment Hazardous Substances Work Equipment Manual handling activities Risks related to individuals e.g. health issues</i> | |
| <i>Name of person who has overall responsibility for the school/academy risk assessment process and any associated action planning</i> | <i>Ankermoor Primary Academy Gareth Hancox</i> |
| <i>Our arrangements for carrying out, recording, communicating and reviewing risk assessments are: Relevant staff complete risk assessments and share these staff in the areas affected/covered. These are then sent out to the school staff and amendments are made. The head or classteacher's (class R.A) sign the risk assessments and relevant copies are given to staff (as required) and the original risk assessments are stored in the headteacher's office.</i> | |
| <i>Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments.</i> | |
| <i>When an accident or incident occurs a post risk assessment takes place when a new hazard has been identified.</i> | |
| <i>Risk assessments are created or reviewed when something new is introduced or a change has occurred.</i> | |

28. Smoking

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| <i>No smoking or vaping is permitted on site or in vehicles owned or operated by staff at the school – signage is in place in the main entrances and on outside gates.</i> |
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29. Shared use of premises/shared workplace

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

30. Stress and Staff Well-being

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| <i>Name of person who has overall responsibility for the health and wellbeing of school/academy staff</i> | <i>Gareth Hancox/ Eve Bryan</i> |
| <i>All staff have responsibility to take care of their own health and wellbeing and the school/academy supports staff to do this by implementing the following arrangements: Health and Safety induction, Wellbeing service, displaying/promoting health and safety and well-being posters/services in the staff room.</i> | |
| <i>Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated.</i> | |
| <i>All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work.</i> | |
| <i>Individual stress risk assessments take place when a member of staff requires additional individual support.</i> | |

31. Swimming Pool Operating Procedures – N/A**32. Training and Development**

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| <i>Name of person who has overall responsibility for the training and development of staff.</i> | <i>Gareth Hancox</i> |
| <i>All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.</i> | |
| <i>Our arrangements for carrying out suitable and sufficient health and safety training for all staff are: In the staff handbook.</i> | |
| <i>The school has a health and safety training matrix to help in the planning of essential and development training for staff.</i> | |
| <i>Training records are retained and are located in the premises manager personal health and safety files</i> | |
| <i>Training and competency as a result of training is monitored and measured by:</i> | <i>Gareth Hancox</i> |

33. Vehicles owned or operated by the school/academy - N/A**34. Vehicle movement on site**

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| <i>Name of Premises Manager responsible for the management of vehicles on site</i> | <i>Gareth Hancox / Lisa Hand</i> |
| <i>Our arrangements for the safe access and movement of vehicles on site are: Only staff are to use the car park. Vehicles are to be in the carpark no later than 20 minutes before the</i> | |

school day starts or waiting for after registers have closed.

End of day – vehicles are not to leave the school carpark 5 minutes before the end of the day for children and 10 minutes after the end of day (for children). Staff are reminded to drive slowly and enter and leave with caution.

35. 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.

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:

Gareth Hancox

Incidents of verbal & physical violence are investigated by:

Gareth Hancox

Name of person who has responsibility for site security:

Gareth Hancox

Our arrangements for site security are:

Chubb Intruder Alarms and Lantern Fire Alarms, both monitored. Profile security (off site key holder).

36. Water System Safety

Name of Premises Manager responsible for managing water system safety.

*Gareth Hancox
Office to book in.*

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:

*Name: - IWS
T.Cogbill – Weekly flushing and monthly temps.*

Location of the water system safety manual/testing log

Main office

Our arrangements to ensure contractors have information about water systems are:

Engineers have access to the Water Check manual, kept in the Main Office Area.

Our arrangements to ensure all school/academy staff carrying out checks or testing or maintenance have information about the water system:

N/A

37. Working at Height

Name(s) of person responsible managing the risk of work at height on the premises:

Gareth Hancox

Work at height is avoided where possible.

Our arrangements for managing work at height are:

Risk assessments are carried out. Safety checks are adhered to. Times of the day (when children are around are restricted). Colleagues are informed and support from the school is given, no working at height and lone working is allowed.

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 by T. Cogbill.

38. Work Experience

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

Name: Gareth Hancox

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

Potential candidates are invited into school, to view, after this school decides if they are suitable.

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

Gareth Hancox

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

The work experience college carry out a Health and Safety checks at school prior to the work placement starting.

39. Volunteers

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

Gareth Hancox /Lisa Hand

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

E. Health and Safety Key Performance Indicators (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 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.