

# Health, Safety and Wellbeing Policy

## *Paulet High 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.

**A. Introduction**

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

**B. Policy Statement**

The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Paulet High School 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.


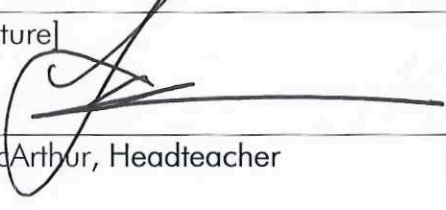
The Governing Body will ensure so far as is reasonably practicable that:

- 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.

[Signature] 	[Signature] 
Steve Jackson  Chair of Governors/Board	Ian McArthur, Headteacher
Date 28/11/23	Date 28/11/23

**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	Staffordshire County Council
The contact details are	Charlotte Evans 07815526740
In an emergency we contact the Duty Officer on 01785 355777	

## Monitoring Health and Safety

Name of person(s) responsible for the overall monitoring of health and safety in school:	Lisa Lancaster, Business Manager
Our arrangements for the monitoring of health and safety are annual internal audit, annual self-assessment via SCC, reports to the LGB M&O committee and 3 year full external audit (conducted by SCC).	
The school carries out formal evaluations and audits on the management of health and safety annually.	
The last audit took place	Date: September 2023 By: Lisa Lancaster
Name of person responsible for monitoring the implementation of health and safety policies	Lisa Lancaster, Business Manager
All staff are aware of the key performance indicators in part E and how they are monitored	



## D. Detailed Health and Safety Arrangements

### 1. Accident Reporting, Recording & Investigation

Our arrangements for recording and investigating:
pupil accidents: all accidents are recorded centrally in the First Aid log, this is kept in the First Aid Room.
Staff/visitor accidents: all accidents are recorded centrally in the Accident book which is kept in the Business Manager office
The school follows County and National Guidance with regard to the notification of serious incidents
The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: Lisa Lancaster
Our arrangements for reporting to the Governing Body or Academy Board are via LGB M&O Meetings
Our arrangements for reviewing accidents and identifying trends are: Via reporting into SCC Accident reporting portal

### 2. Asbestos

Name of Premises Manager responsible for Managing Asbestos.	David Clothier
Location of the Asbestos Management Log or Record System.	Site Technician's Office
Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are:	
<ul style="list-style-type: none"> <li>• Inspection of the Asbestos Register</li> <li>• Consultation with Site Technician (David Clothier)</li> </ul>	
Our arrangements to ensure all staff such as class teachers or caretakers have information about asbestos risk on the premises:	
<ul style="list-style-type: none"> <li>• Via consultation with Site Technician, David Clothier</li> <li>• Through the Asbestos Register</li> <li>• Staff are advised of this during induction and reminded annually</li> </ul>	
Staff must report damage to asbestos materials to:	David Clothier & Lisa Lancaster
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:	Lisa Lancaster
Our arrangements for communicating about health and safety matters with all staff are: Updates via briefing notices, INSET day updates as required and whole staff email alerts	
Staff can make suggestions for health and safety improvements by: email to <a href="mailto:premises@phs.jtmat.co.uk">premises@phs.jtmat.co.uk</a> or directly to David Clothier or Lisa Lancaster	

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

Name of person coordinating any construction work / acting as Client for any construction project.	Lisa Lancaster / David Clothier
----------------------------------------------------------------------------------------------------	---------------------------------

Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are dictated by the project. These arrangements are put into place by the Business Manager Ian Pritchard and JTMAT Estates Manager Mark Harris or Ian Bridgens. Duty holders will be identified and named as part of any Construction project
Our arrangements for the induction of contractors are via meeting on first day at site.
Our arrangements for the induction of contractors are via an induction form completed with David Clothier
Staff should report concerns about contractors to: Lisa Lancaster or David Clothier
We will review any construction activities on the site by: <ul style="list-style-type: none"> <li>Regular meetings with contractors or representatives of CDM compliance for the project</li> </ul>

## 5. Consultation

Name of SLT member who is responsible for consulting with staff on health and safety matters:	Lisa Lancaster
The name of the Trade Union Health and Safety Representative is:	n/a
Our arrangements for consulting with staff on health and safety matters are via briefing and reminders	
Staff can raise issues of concern by email to <a href="mailto:premises@phs.jtmat.co.uk">premises@phs.jtmat.co.uk</a> or directly to David Clothier or Lisa Lancaster	

## 6. Contractor Management

Name of person responsible for managing and monitoring contractor activity	David Clothier
Our arrangements for selecting competent contractors are dictated by many factors, including Health and Safety competency and record	
Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are via Hazard Exchange prior to commencement of activities.	
Contractors receive induction information from David Clothier prior to the commencement of works	
Staff should report concerns about contractors to: David Clothier or Lisa Lancaster	



## 7. Curriculum Areas – health and safety

Name of person who has overall responsibility for the curriculum areas as follows: e.g. Science D&T Art PE	Head of Dept. or Curriculum Lead Name  Janet Ingle James Allsopp Michelle Weeks Andrew Jackson
Risk assessments for these curriculum areas are the responsibility of these people.	

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

The school assesses the risk of the use of computers/laptops by carrying out a DSE assessment for staff using this type of equipment continuously and regularly for over an hour.	
Our arrangements for carrying out DSE assessments are:	
Name of person who has responsibility for carrying out Display Screen Equipment Assessments	Lisa Lancaster (with support from ICT Technicians & Administration Staff)
DSE assessments are recorded and any control measures required to reduce risk are managed by	Lisa Lancaster

## 9. Educational visits / Off-Site Activities

Name of person who has overall responsibility for Educational Visits	Lisa Lancaster
The Educational Visits Coordinator is	Lisa Lancaster
Our arrangements for the safe management of educational visits is via the use of Evolve system.	

## 10. Electrical Equipment [fixed & portable]

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	David Clothier
Fixed electrical wiring test records are located:	Site Technician's office
All staff visually inspect electrical equipment before use.	
Our arrangements for bringing personal electrical items onto the school site are for this equipment to have a visual check from the Site Technician before use.	
Name of person responsible for arranging the testing of portable electrical equipment (PAT):	David Clothier
Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:	David Clothier
Portable electrical equipment (PAT) testing records are located:	Site Technician's office
Staff must take defective electrical equipment out of use and report to:	David Clothier
The portable electrical equipment on the school site owned and used by contractors is the	

responsibility of the contractor, who must provide records of this if requested:

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

Name of competent person responsible for undertaking & reviewing fire risk assessment in addition to any associated action planning	Lisa Lancaster
The Fire Risk Assessment is located	Site Technicians office & PHS Premises TEAMS folder
When the fire alarm is raised the person responsible for calling the fire service is	David Clothier
Name of person responsible for arranging and recording of fire drills	David Clothier
Name of person responsible for creating and reviewing Fire Evacuation arrangements	Ian McArthur
Our Fire Evacuation Arrangements are located	In all teaching areas, Teams folder (Electronically)
Our Fire Marshals are;	David Clothier Lisa Lancaster Tracey Hudson Vicky Deer
Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at	Site Technician's office
Name of person responsible for training staff in fire procedures	Lisa Lancaster – completed via training package
All staff must be aware of the Fire Procedures in school	

# 12. First Aid \*see also Medication

Name of person responsible for carrying out the First Aid Assessment	Lisa Lancaster
The First Aid Assessment is located	Electronically – Teams folder
First Aiders are listed	In several Locations around the school; Trained Staff Academic year 23/24 Lindsey Foster Sarah Moss Shavani Dean Natalie Ashman Rebecca Banks Fiona Tooth
Name of person responsible for arranging and monitoring First Aid Training	Lisa Lancaster
Location of First Aid Box	Each first aider has a mobile pack of first aid equipment. In addition there are first aid boxes in: Sports Hall 6 <sup>th</sup> Form Centre D&T Rooms Science prep room First Aid Room



	Minibus
Name of person responsible for checking & restocking first aid boxes	Lindsey Foster
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 to contact their emergency contact on Go4Schools/SIMS/MIS System. If needed a member of staff will accompany to hospital	
Our arrangements for recording the use of First Aid are via reference in the first aid log book	

### 13. Glass & Glazing

All glass in doors and side panels are constructed of safety glass	
All replacement glass is of safety standard	
A glass and glazing assessment took place in (22/23) and the record can be found	Date and Location Site Technician Office – Part of SCA review for 23/24 for replacements

### 14. Hazardous Substances (COSHH)

Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)	David Clothier – Site materials EDT – J Allsopp (S Rowan) Science – J Ingle (C George) Art – M Weeks (A Jolley) PE – A Jackson
Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are: The school uses CLEAPPS as a resource and all staff must be aware of how to access this information.	

### 15. Health and Safety Law Poster

The Health and Safety at Work poster is located:	Staff room
--------------------------------------------------	------------

### 16. 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 via Veolia	
Our site housekeeping arrangements are overseen by David Clothier	
Site cleaning is provided by: Kindred	Nicola Baker <a href="mailto:nbaker@kindredfm.com">nbaker@kindredfm.com</a>
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 in a lockable compound.	
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.
-----------------------------------------------------------------------------

**17. Infection Control**

Name of person responsible for managing infection control:	David Clothier
Our infection control arrangements (including communicable diseases/hand hygiene standards) are listed in Risk Assessments.	

**18. Lettings**

Name of Premises Manager or member of Leadership team responsible for Lettings	Lisa Lancaster, Business Manager
Our arrangements for managing Lettings of the school /rooms or external premises are overseen by Mrs J Brassey	
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.	

**19. Lone Working**

Staff are discouraged from working alone, but where it is necessary, they are reminded of the need to follow safe practice and county guidelines. Site supervisors carry radios at all times & where possible a mobile phone to enable contact with the school office at all times
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

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

NOTE Types of equipment to consider in this section: Ladders and steps, fume cupboards, other extraction systems, PE equipment, D&T machines, lifts & lifting equipment, pressure 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	David Clothier
Records of maintenance and inspection of equipment are retained and are located:	Site Technicians office
Staff report any broken or defective equipment to:	David Clothier
The equipment on the school site owned and used by contractors is the responsibility of the contractor, who must provide records of testing , inspection and maintenance if requested:	

**21. Manual Handling**

Name of competent person responsible for carrying out manual handling risk assessments	David Clothier
Staff must be aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided.	
Staff who carry out manual handling must be aware of the manual handling risk assessment	

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

## 22. Medication

Name of person responsible for the management of and administration of medication to pupils in school	Julie Guest with support from Lindsey Foster
Our arrangements for the administration of medicines to pupils are listed on medical plans stored securely in the Learning Hub office or First Aid room as appropriate.	
The names members of staff who are authorised to give / support pupils with medication are:	Julie Guest along with all first aiders and SLT members
Medication is stored:	First Aid room in locked store
A record of the administration of medication is located:	First Aid room
Pupils who administer and/or manage their own medication in school are authorised to do so by a member of SLT and provided with a suitable private location to administer medication/store medication and equipment.	
Staff are trained to administer complex medication by the school nursing service when required.	
Our arrangements for administering emergency medication (e.g., Asthma inhalers/Epi pen) are through trained competent staff	
Staff who are taking medication must keep this personal medication in a secure area in a staff only location.	
Staff must advise the school leaders if they are taking any medication which might impair their ability to carry out their normal work.	

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

PPE is provided free of charge where a risk assessment identifies this is needed to control a risk and the risk cannot be controlled by another means.	
Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for school staff.	David Clothier, Lisa Lancaster
Name of person responsible for the checking and maintenance of personal protective equipment provided for staff	David Clothier
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.	Teacher in charge of the lesson or Technician where applicable, in consultation with departmental/whole school risk assessments
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.	Teacher in charge of the lesson or Technician where applicable, in



	consultation with departmental/whole school risk assessments
--	--------------------------------------------------------------

## 24. Radiation

Name of the school Radiation Protection Supervisor (RPS)	Mrs H Cooper-Percival
Name of the Radiation Protection Adviser (RPA)	Phil Davies SCC

## 25. Reporting Hazards or Defects

All staff and pupils must report any hazards, defects or dangerous situations they see at school.
Our arrangements for the reporting of hazards and defects: via email to <a href="mailto:premises@phs.jtmat.co.uk">premises@phs.jtmat.co.uk</a> or directly to David Clothier

## 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: 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	
Name of person who has overall responsibility for the school risk assessment process and any associated action planning	Lisa Lancaster
Our arrangements for carrying out, recording, communicating and reviewing risk assessments are overseen by David Clothier, Site Technician. Lindsey Foster completes short term personal Risk Assessments for individuals	
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. Vape detectors are in place in student main toilets
--------------------------------------------------------------------------------------------------------------------------------------------------

## 28. Shared use of premises/shared workplace

Name of Premises Manager or member of Leadership team responsible for Premises Management	Lisa Lancaster
The school premises are shared with another organisation for the purposes of catering	Edwards and Ward
Our arrangements for managing health and safety in a shared workplace are via a Service Level Agreement with Edwards and Ward via Entrust	

## 29. Stress and Staff Well-being

Name of person who has overall responsibility for the health and wellbeing of school staff	Ian McArthur
All staff have responsibility to take care of their own health and wellbeing and the school supports staff to do this by implementing a number of wellbeing arrangements, details of which are regularly updated and shared with staff by the wellbeing team &/or SLT	
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.	

## 30. Training and Development

Name of person who has overall responsibility for the training and development of staff.	Katie Ireland (Covered by Vicky Deer during maternity)
All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.	
Health, safety and wellbeing is delivered on the first day of the academic year. Staff with key roles have their training needs identified and additional training is arranged as necessary.	
The school has a CPD / Training log to help in the planning of essential and development training for staff.	
Training records are retained and are located in the CPD log (Teams)	
Training and competency as a result of training is monitored and measured by:	Katie Ireland

## 31. Vehicles owned or operated by the school

Name of person who has overall responsibility for the school vehicles	Lisa Lancaster
The school operates one minibus	
Name of person who manages the driver medical examinations	Lindsey Foster
Name of person who manages the vehicle license requirements	Lindsey Foster
Name of person who undertakes vehicle checks such as oil, water and routine roadworthiness.	David Clothier
Name of person who arranges servicing and maintenance of the academy vehicles	David Clothier
Our arrangements for the safe use of school vehicles are via risk assessment and appropriate training where required.	



**32. Vehicle movement on site**

Name of person responsible for the management of vehicles on site	David Clothier
Our arrangements for the safe access and movement of vehicles on site are by closing gates at student arrival and departure times. Vehicles that arrived during the school day, e.g., deliveries to kitchen, are managed by the site team and are escorted as required. ANPR has been implemented during 23/24 Academic year.	

**33. Violence and Aggression and School Security**

The school provides a place of work which is designed and managed to minimise the risk of violence and aggression to staff, 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.	
Site Security is maintained by reducing access to areas of the school where students may pass unsupervised. Visitors remain outside the main building (in foyer) and can only be given access via intercom to reception. Vehicle gates from Stanton Road entrance are locked during the school day, all other gates have either keypad, ANPR or fob access and can be released from reception	
Staff and pupils must report all incidents of verbal & physical violence to:	Stuart Green (delegation to Head of Year)
Incidents of verbal & physical violence are investigated by:	Stuart Green (Delegation to Head of Year)
Name of person who has responsibility for site security:	David Clothier

**34. Water System Safety**

Name of person responsible for managing water system safety.	David Clothier
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	Site technicians' office
Our arrangements to ensure contractors have information about water systems are via consultation prior to commencement of work	
Our arrangements to ensure all school staff carrying out checks or testing or maintenance have information about the water system are via procedures kept in the Site technicians office	

**35. Working at Height**

Name(s) of person responsible managing the risk of work at height on the premises:	David Clothier
Work at height is avoided where possible.	

Our arrangements for managing work at height are through training and provision of suitable 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 Site Technician's office.

### 36. Work Experience

Name of person who has overall responsibility for managing work experience and work placements for school pupils.	Katie Ireland (Claire McArthur during maternity leave)
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 premises:	Katie Ireland (Claire McArthur during maternity leave)
Our arrangements for managing the health and safety of work experience students in the school are via an induction meeting.	

### 37. Volunteers

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