



Health, Safety and Wellbeing Policy

Thursfield Primary 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 Trust Health and Safety Policy. It records the local organisation and arrangements for implementing the Creative Learning Partnership Trust policy.

B. Policy Statement

The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Thursfield Primary 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/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 are 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.



<i>Signed</i>	<i>Signed</i>
<i>Paul Waring, Chair of Governors</i>	<i>Elizabeth Bradbury, Headteacher</i>
<i>Date: September 2025</i>	<i>Date: September 2025</i>

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/academy obtains competent health and safety advice from	Staffordshire Health, Safety and Wellbeing Service
The contact details are	Duty Line: 01785 355777 Dean Willetts: 07773 791499
In an emergency we contact the Health & Safety Team or the relevant authorities.	

Monitoring Health and Safety

Name of person(s) responsible for the overall monitoring of health and safety in school/academy:	Elizabeth Bradbury (Headteacher)
Our arrangements for the monitoring of health and safety are: Headteachers report to Governors produced termly and includes an update on H&S. H&S is an agenda item on the LGB meeting Standalone H&S walkaround completed by Governors Regular reviews of the premises and monitoring of any accident / incident forms	
The school/academy carries out formal evaluations and audits on the management of health and safety annually.	
The last audit took place	Date: 12.03.2024 By: Dean Willetts, H&S Advisor (SCC)
Name of person responsible for monitoring the implementation of health and safety policies	Elizabeth Bradbury (Headteacher)



Workplace inspections – regular checks of premises and grounds. Supervision of contractors. Checks of staff use of equipment / ladders. Termly review of premises	Darren Moreton (Caretaker) Simon Doorbar (governor)
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1. Accident Reporting, Recording & Investigation

Our arrangements for recording and investigating:
Pupil accidents: the person who administers first aid completes an accident slip. Copy sent home and original kept in a file in the office. More serious accidents require a more detailed form to be completed and logged on the H&S Tracker portal.
Staff accidents: Staff accident forms held in the office and are completed in the case of an accident and logged on the H&S Tracker portal.
Visitor accidents: As per staff accidents
The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: Sharon Williams via the H&S Tracker Portal
Our arrangements for reporting to the Governing Body or Academy Board are: Headteacher to contact Chair of Governors by telephone in the first instance. Update on the accident via Headteachers report to governors.
Our arrangements for reviewing accidents and identifying trends are: by regularly checking the content of the accident slips and tracking the number of accidents that are being recorded. Trends identified from the nature of accident.

2. Asbestos

Name of Premises Manager responsible for Managing Asbestos.	Elizabeth Bradbury (Headteacher)
Location of the Asbestos Management Log or Record System.	Bottom shelf of the cupboard labelled with a '3' in the main office.
Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are: caretaker provides contractors with the asbestos register and asks them to sign to say they have reviewed the detail. In the absence of the caretaker, the office staff ensure this occurs.	
Our arrangements to ensure all school/academy staff such as class teachers or caretakers have information about asbestos risk on the premises: H&S updates completed during Inset days and all staff are aware of the location of the	



asbestos register.	
Staff must report damage to asbestos materials to:	Liz Bradbury or Darren Moreton
Staff must not drill or affix anything to walls without first obtaining approval from the premises manager. Annual asbestos check is undertaken by Entrust each autumn term.	

3. Communication

Name of SLT member who is responsible for communicating with staff on health and safety matters:	Liz Bradbury
Our arrangements for communicating about health and safety matters with all staff are: regular updates via Inset days. For changes which occur prior to these sessions, an update can be provided at the weekly staff meeting / briefing	
Staff can make suggestions for health and safety improvements by: a suggestion form or by speaking with Liz Bradbury.	

4. Construction Work *See also Contractor Management

Name of person coordinating any construction work / acting as Client for any construction project.	SLA purchased with Entrust. Senior Property Surveyor for Thursfield is Jason Kingston. Day to day contractor management is by the caretaker.
Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are: to purchase the expertise of the Entrust Property Management Team to ensure regulations are adhered to. Duty holders will be identified and named as part of any Construction project.	
Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: via the hazard exchange form prior to works commencing.	
Our arrangements for the induction of contractors are: ensure they understand the building layout; the fire exits and where to gather in the event of a building evacuation.	
Staff should report concerns about contractors to: Elizabeth Bradbury	
We will review any construction activities on the site by: regularly monitoring	



working practices.

5. Consultation

Name of SLT member who is responsible for consulting with staff on health and safety matters:	Liz Bradbury
The name of the Trade Union Health and Safety Representative is:	
Our arrangements for consulting with staff on health and safety matters are to give staff the opportunity to raise concerns and allow them to review the policy prior to implementation.	
Staff can raise issues of concern by: speaking with Liz Bradbury	

6. Contractor Management

Name of person responsible for managing and monitoring contractor activity	Darren Moreton / Liz Bradbury
Our arrangements for selecting competent contractors are: by using the Staffordshire Framework for contractors. When using contractors outside of the framework, checks are undertaken to ensure relevant certification and insurances are in place.	
Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: via the hazard exchange form prior to works commencing.	
Our arrangements for the induction of contractors are: ensure they understand the building layout; the fire exits and where to gather in the event of a building evacuation.	
Staff should report concerns about contractors to: Liz Bradbury	

7. Curriculum Areas – health and safety

When activities are taking place within lessons, risk assessments are created as appropriate.	Teaching staff and subject Managers
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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: completion of the Display Screen Equipment Assessment Form and the equivalent Agile Working Assessment annually.	
Name of person who has responsibility for carrying out Display Screen Equipment Assessments	Office manager
DSE assessments are recorded and any control measures required to reduce risk are managed by	Office Manager

9. Early Years Foundation Stage (EYFS)

Name of person who has overall responsibility for EYFS	Department Manager
Our arrangements for the safe management of EYFS are: through risk assessment and continual monitoring of the department. Morning checks and any faulty equipment / issues identified are reported to the caretaker.	

10. Educational visits / Off-Site Activities

Name of person who has overall responsibility for Educational Visits	Liz Bradbury
The Educational Visits Coordinator is	Liz Bradbury
Our arrangements for the safe management of educational visits: Risk assessment using the Evolve system which is checked by an EVC and the Headteacher. Ensuring the ratio of staff to children is sufficient and the staff who are leading the trip are suitably experienced to manage the event.	

11. Electrical Equipment [fixed & portable]

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	Entrust Property Services coordinate the testing
Fixed electrical wiring test records are located:	Online, provided by the testing company
All staff visually inspect electrical equipment before use.	
Our arrangements for bringing personal electrical items onto the school site are: items which have not been PAT tested should not be used within school.	
Name of person responsible for arranging the testing of portable electrical	Darren Moreton



equipment (PAT):	
Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:	Testing undertaken bi-annually
Portable electrical equipment (PAT) testing records are located:	In the main office filing cupboards
Staff must take defective electrical equipment out of use and report to:	Darren Moreton
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	Fire Risk Assessment is completed by 3 rd party organisation, Firesafe 999 every 2 years. Interim inspection annually by site supervisor and Headteacher.
The Fire Risk Assessment is located	In the Fire Log Book which is stored in the main office filing cupboards.
The site has a fire alarm which activates a response from a 3rd party	
Name of person responsible for arranging and recording of fire drills	Liz Bradbury / Darren Moreton
Name of person responsible for creating and reviewing Fire Evacuation arrangements	Liz Bradbury and Darren Moreton
Our Fire Evacuation Arrangements are published ...	In every classroom, the main office and the staffroom.
Our Fire Marshalls are listed	In the staffroom
Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located	In the Fire Log Book which is stored in the main office filing cupboards.
Name of person responsible for training staff in fire procedures	Darren Moreton undertakes a H&S Induction for all new staff, the correct fire procedures form part of this.
All staff must be aware of the Fire Procedures in school	



13. First Aid *see also Medication

Name of person responsible for carrying out the First Aid Assessment	Liz Bradbury
The First Aid Assessment is to be conducted annually in October	The assessment will be kept in the main office
First Aiders are listed	Next to the first aid cupboard and In the main office
Name of person responsible for arranging and monitoring First Aid Training	Liz Bradbury
Location of First Aid Box	School hall contains the main first aid cabinet. Each classroom has a first aid box.
Name of person responsible for checking & restocking first aid boxes	Office staff
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: parents / emergency contact are called following the 999 call. Next of kin should accompany the child / adult, but if they are not at school by the time the ambulance leaves, the Headteacher will decide which adult is appropriate to accompany.	
Our arrangements for recording the use of First Aid are the accident reporting slips (child) or book (adult).	

14. 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 2014 and the record can be found	March 2014 Saved in the main office, folder titled 'Copies of Reports'

15. Hazardous Substances (COSHH)

Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)	Aspens Manager (catering) Darren Moreton and Liz Bradbury (Cleaning) Teachers as part of risk assessment process
Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are: Cleaning materials are selected and managed by the caretaker and cleaning supervisor and are kept in a locked store within school. COSHH assessments are in place and documents are stored in the	



cleaning cupboard / kitchen. Classroom resources which require a COSHH assessment are purchased through educational suppliers and the relevant data sheets are acquired at the time of purchase. These items are stored away from children and teachers supervise use as appropriate.

16. Health and Safety Law Poster

The Health and Safety at Work poster is located:	Within the main school entrance foyer (outside the office door)
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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: Classroom and office bins are emptied nightly by the cleaning staff. The main waste and recycling bins are stored at the side of the school and are emptied weekly.	
Our site housekeeping arrangements are: Caretaker conducts daily checks of the building and empties external bins as required. Regular litter pick of external areas to ensure everywhere is clean and tidy. Cleaners attend school at the end of each day.	
Site cleaning is provided by: In house cleaners.	In house cleaners, managed by office manager
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/academy building.	
All staff and pupils are 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) are aware of the risk assessments and control measures in place for their role.	

18. Infection Control

Name of person responsible for managing infection control:	Elizabeth Bradbury
Our infection control arrangements (including communicable diseases/hand hygiene standards) are: monitoring absence calls to ensure contagious illnesses are managed appropriately, e.g. 48 hour absence from school for sickness. Use the guidance provided by HSE Public Health for managing infection. Where	



there is an increase in cases of illness, advise the cleaners to undertake a more thorough clean of the building / door handles.

19. Lettings

Name of Premises Manager or member of Leadership team responsible for Lettings	Elizabeth Bradbury
Our arrangements for managing Lettings of the school rooms or external premises are: following the Staffordshire guidelines for lettings. Ensuring appropriate public liability insurance is in place and risk assessments are conducted regularly. Fire evacuation procedures are provided to hirers and drills are conducted on a regular basis.	
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 that management are aware when lone working is taking place. Mobile phones to be kept on the workers person at all times in case of emergency. Daily check in with line management via text when lone working. Gates and doors closed to ensure security of the person and premises. Risk assessments to be in place for lone working.

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

Testing to be completed: PE Equipment Ladders and steps Fire alarms Smoke detectors Emergency lighting Fire Extinguishers	
Name of person responsible for the selection, maintenance / inspection and testing of equipment	Entrust Property Services support with the testing cycle using appropriately qualified companies / personnel.



Records of maintenance and inspection of equipment are retained and are located:	In the main office
Staff report any broken or defective equipment to:	Darran Moreton or in his absence- Liz Bradbury
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. As part of the RPA+ scheme, Zurich complete an annual ladder and play equipment check with a report being sent back to school for review / action.	

22. Manual Handling

Manual handling does not form a major part of anyone’s work and as such, is minimal within the school. If appropriate, staff will be trained to carry out manual handling activities should their role require it.
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23. Medication

Name of person responsible for the management of and administration of medication to pupils in school/academy	Office staff
Our arrangements for the administration of medicines to pupils are: consent form completed by parent and administered within the school office at the agreed times. Always 2 adults present when medicine being administered. Diabetic children have individual care plans created with help from the diabetic nurse. These are managed by the Teaching Assistant for the class. Children with allergies who have an epi-pen have an individual care plan and their epi-pen is stored in their classroom and all staff are aware of this and have the necessary training to administer if necessary.	
The named members of staff who are authorised to give / support pupils with medication are:	Office staff. All other staff who are trained in the specific medications.
Medication is stored:	Main office – general medicine Classrooms – epi pen, insulin, inhalers
A record of the administration of medication is located:	Office Classroom Inhaler – recorded in planner
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.
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 detailed within individual care plans. Staff will always call 999 should an Epi pen need to be 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/academy 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/academy staff.	Office Manager
Name of person responsible for the checking and maintenance of personal protective equipment provided for staff	Darran Moreton
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.	The teacher conducting the lesson will review the risk and decide what is required.
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.	The teacher who is putting the items away after use.

25. Reporting Hazards or Defects

All staff and pupils must report any hazards, defects or dangerous situations they see at school/academy.
Our arrangements for the reporting of hazards and defects: Noting the concern in the caretakers work log which is held in the main office and advising the Headteacher / school secretary immediately if the issue is critical.



26. Risk Assessments

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.

Risk assessments are in place for the following areas:

(examples)

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

School trips

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

Elizabeth Bradbury

Our arrangements for carrying out, recording, communicating and reviewing risk assessments are: Annual review of risk assessments at the start of the school year. Update risk assessment following any incidents throughout the year. Risk assessments for school trips are completed by the trip leader on the Evolve system and signed off by the Headteacher.

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. Shared use of premises/shared workplace

Name of Premises Manager or member of Leadership team responsible for Premises Management	Liz Bradbury
The school premises are shared with another organisation (e.g. Contract caterer/public leisure centre).	N/A

29. Stress and Staff Well-being

Name of person who has overall responsibility for the health and wellbeing of school/academy staff	Liz Bradbury
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: regular breaks from the classroom, discussion of concerns with line management, access to the Staffordshire wellbeing service via the Occupational Health Service.	
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.	Liz Bradbury
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: regular updates on Inset days. Identification of specific training needs throughout the year. Use external training providers (where appropriate) to ensure most recent legislation is adhered to.	
Training records are retained and are located in the staff files within the main office and online in the shared 'management' folder.	



31. Vehicles owned or operated by the school/academy

Name of person who has overall responsibility for the school/academy vehicles	Darren Moreton
The school/academy operates (no.of xx) minibus/coaches/cars/other vehicles (e.g. quad bikes/ride on mowers).	1 minibus
Name of person who manages the driver medical examinations	Darren Moreton facilitates this through Staffordshire Travel Wise Road Safety Unit
Name of person who manages the vehicle license requirements	Darran Moreton
Name of person who undertakes vehicle checks such as oil, water and routine roadworthiness.	Darran Moreton
Name of person who arranges servicing and maintenance of the academy vehicles	Darran Moreton
Our arrangements for the safe use of school/academy vehicles are: only permit holders allowed to drive the vehicles with children onboard. Only drivers with the correct license and driving experience to drive the minibus without children. Annual service and MOT each summer with ad hoc jobs being completed as needed throughout the year.	

32. Violence and Aggression and School/Academy Security

The school/academy 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:	Liz Bradbury
Incidents of verbal & physical violence are investigated by:	Liz Bradbury
Name of person who has responsibility for site security:	Darran Moreton (all staff have responsibility to be vigilant)



33. Water System Safety

Name of Premises Manager responsible for managing water system safety.	Darran Moreton
Name of contractors who have undertaken a risk assessment of the water system	IWS Ltd
Name of contractors who carry out regular testing of the water system:	HSL Ltd
Location of the water system safety manual/testing log	Main office filing cupboard
Our arrangements to ensure contractors have information about water systems are to provide them with the water systems manual.	
Our arrangements to ensure all school/academy staff carrying out checks or testing or maintenance have information about the water system is to provide them with the water systems manual.	

34. Working at Height

Name(s) of person responsible managing the risk of work at height on the premises:	Liz Bradbury
Work at height is avoided where possible.	
Our arrangements for managing work at height are to ensure that appropriate step ladders are available for the job.	
Staff who carry out work at height are trained to use the equipment provided	

35. Work Experience

Name of person who has overall responsibility for managing work experience and work placements for school/academy pupils.	Liz Bradbury
Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are: Caretaker to complete walkaround with the induction paperwork and ask the student to sign to confirm the discussion has taken place.	
The name of the person responsible for the health and safety of people on work experience in the school/academy premises:	Liz Bradbury



36. Volunteers

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