



Health, Safety and Wellbeing Policy

Approved by: Board of Trustees

Date: 20th January 2026

Last reviewed on: 19th January 2026

Next review due by: 18th January 2028

Part A: Orchard Community Trust Health, Safety and Wellbeing Policy Statement

Orchard Community Trust as a Multi Academy Trust recognises that the management of Health and Safety is regarded as being of the utmost importance for all pupils, employees and visitors to any of the Trust school sites and therefore accepts responsibility to set standards at least as high as the Health and Safety at Work Act 1974 and supporting regulations.

The Trust's commitments are:

- To prevent injury and ill health associated with Trust activities
- To provide a healthy and safe working environment
- To promote a positive health and safety culture throughout the Trust
- To satisfy applicable legal and other requirements
- To engage employees in developing and implementing a joint approach to the management of health, safety and welfare

Through an approach of continuous improvement, the Trust will:

- Provide and maintain plant equipment and systems of work that are safe and without risks to health
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances
- Provide such information, instruction, training and supervision as necessary to ensure the health and safety at work of employees, pupils and visitors
- Maintain any place of work under the Trusts control in a condition that is safe and without risks to health and to provide and maintain means of access and exit that are safe
- Provide and maintain a working environment for employees and pupils that is safe and without risks to health and is adequate as regards facilities and arrangements for their welfare
- Provide such protective equipment as is necessary for the health and safety at work of employees and pupils
- Encourage staff to set high standards of health and safety by personal example

The Trust has appointed Staffordshire County Council Health, Safety and wellbeing service as their competent person in accordance with the Regulation 7 of the Management of Health and Safety at Work Regulations 1999. Contractors are responsible for their own health and safety protocols.

Legislation

This policy is based on advice from the Department of Education on Health and Safety in Schools and all other applicable legislation.

Part B: Responsibilities (Delegation of duties)

Orchard Community Trust will:

- Provide strategic guidance.
- Consider health and safety related information, statistics and reports.
- Monitor and review health, safety and wellbeing issues.
- Review and monitor the effectiveness of this policy.

The **Head Teacher** is responsible for implementing this policy and will:

- Promote a positive, open health, safety and wellbeing culture in the school.
- Report key health and safety issues to the Trust Board.
- Seek advice from other organisations or professionals as required.

- Ensure that all employees co-operate with this policy.
- Appoint appropriate persons with areas of responsibility within the school to implement this policy.
- Develop and implement safety procedures.
- Ensure there is a suitable system and process for developing risk assessments and that risk assessments are completed and reviewed on a regular basis.
- Ensure employees have access to appropriate training for their role.

The School Operation Manager is the nominated **Premises Manager** and is responsible for the day-to-day operations and maintenance of the buildings, grounds, and equipment. This includes ensuring and monitoring that statutory inspections of equipment and systems are carried out.

Senior Leaders within the school will support the Head Teacher and Premises Manager in their roles.

They will:

- Implement and monitor health and safety arrangements.
- Manage any hazardous practices, equipment or building issues and report to the Head Teacher if they remain unresolved.
- Provide a good example, guidance and support to employees on health, safety and wellbeing issues.
- Ensure health and safety inductions are carried out for all employees and keep records of that induction.

Subject Leads will within their area(s) of responsibility:

- Identify and control hazards.
- Ensure risk assessments are carried out, reviewed at least annually and communicated to employees and pupils.
- Instigate and ensure that safety procedures are developed and adhered ensuring that these are in line with curriculum best practice e.g. Science, Design Technology, PE, etc.
- Maintain current knowledge of specific health and safety legislation and official guidance relevant to the safe delivery of their specialism.
- Ensure equipment, including personal protection equipment, is maintained in a safe condition and that substances hazardous to health are secured in a safe place.
- Ensure that all incidents (including near misses) are reported promptly and investigated.
- Notify the Headteacher/Senior Leaders of any proposed or impending changes affecting health, safety, and wellbeing such as in room allocation or usage, change of materials/equipment, new activities etc.


Teachers will:

- Carry out regular safety checks of their area of work and report any concerns.
- Contribute to the development of risk assessments.
- Supervise pupils and advise them on how to use equipment safely.
- Maintain current knowledge of specific health and safety issues within their specialisms.

All **employees** will:

- Comply with the health and safety arrangements, including the adherence to risk assessments, health and safety procedures and policies.
- Leave their area of work in a reasonably tidy and safe condition.
- Follow safety instructions when using equipment.
- Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate employee.
- Follow the accident reporting procedure.
- Contribute to and highlight any gaps in the school's risk assessments and health and safety procedures.

The following procedures and arrangements have been established within Abbey Hulton Primary School to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

	
Christopher Crook Headteacher	Anne Gadsden Chair of IEB

Competent Health and Safety Advice

The school obtains competent health and safety advice from:	Health, Safety and Wellbeing Service Staffordshire County Council 2 Staffordshire Place Tipping Street, Stafford, ST16 2DH
Advisor contact details are	Duty Officer - 01785 355777 Sarah-Jane Walmsley (H&S Advisor) Mobile: 07837 832584 e-mail: sarah-jane.walmsley@staffordshire.gov.uk
In an emergency we contact: Duty helpdesk 01785 355777	

Monitoring Health and Safety

Name of person(s) responsible for the overall monitoring of health and safety in school:	Julie Kershaw School Operations Manager Supported by Site Team and Health and Safety Lead from Orchard Community Trust Central Team
Our arrangements for the monitoring of health and safety are: <ul style="list-style-type: none"> • Caretaker checks carried out by Premises Manager • Headteacher, School Operations Manager, SLT, Staff and Governors to implement new and updated H&S policies • School Operations Manager to monitor and analyse accident reports • School Operations Manager to provide termly H&S reports to Governors as part of Headteacher's report • School Operations Manager to ensure that staff are kept up to date with H&S information • Nominated Governor for H&S to visit the school to monitor H&S management arrangements and procedures 	
Orchard Community Trust organises formal evaluations and audits on the management of health and safety	
The last external audit took place	Date: 20 th October 2025 By: Dean Willetts
Next audit due	October 2030
Name of person(s) responsible for monitoring the implementation of health and safety policies	Chris Crook, Headteacher
All staff are made aware of the key performance indicators in part E and how they are monitored (include arrangements of communication)	

Part C: Detailed Health and Safety Arrangements

1. Accident and Incident Reporting, Recording & Investigation

Our arrangements for recording and investigating:
Pupil and staff accidents requiring treatment are recorded on Medical Tracker and parents are informed either via email sent from here or by phone call for more serious incidents/head injuries
Visitor accidents are recorded on Medical Tracker.
Staffordshire County Council Health safety and wellbeing service are advised in accordance with the Accident Reporting and Investigation Process and will review the accident report and submit a RIDDOR report on behalf of the school if required.

Accidents are analysed by the School Operations Manager and details reported to the Governing Board at each meeting.

School Operations Manager will regularly review accidents to identify trends, and these will be reported to the Headteacher.

2. Asbestos

Name of person responsible for managing asbestos on the school site:	Julie Kershaw Deputy appointed person / School Operations Manager
Location of Asbestos Management Plan	In Asbestos register on front desk of school office Microsoft Teams Every Compliance
All contractors are shown the asbestos manual prior to work commencing on site and are then requested to sign the declaration at the back of the book. They are required to confirm they have read the emergency arrangements when they sign into the school.	
All staff, volunteers, on-site contractors and long-term supply have been provided with information regarding Asbestos Awareness and are asked to sign a declaration of understanding with regards to intrusive work.	
Staff must report damage to asbestos materials to:	Chris Crook, Headteacher Julie Kershaw, School Operations Manager Gareth Edwards, Premises Manager
Staff must not drill or affix anything to walls without first obtaining approval from the person responsible for managing asbestos.	

3. Communication

Name of SLT member who is responsible for communicating with employees on health and safety matters:	Chris Crook, Headteacher Julie Kershaw, School Operations Manager
Our arrangements for communicating about health and safety matters with employees, pupils, visitors, contractors are: <ul style="list-style-type: none"> • at staff meetings/briefings • email • staff inductions • staff handbook • H&S noticeboard in staffroom 	
Staff can make suggestions for health and safety improvements: <ul style="list-style-type: none"> • at staff meetings/briefings • email to Headteacher/School Operations Manager • using Every Compliance 	

4. Construction Work/Contractor Management

Name of person acting as Client for any construction project.	Chris Crook, Headteacher Julie Kershaw School Operations Manager
Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are: For Large Building Projects - The appointed architects/surveyor will be responsible for selecting and arranging for the induction of contractors and to exchange health and safety information and to agree safe working arrangements. They will also be responsible for the ongoing management of health and safety until the conclusion of the works. They will be responsible for the completion of the F10 form to notify the HSE of any works that qualify for the form's submission. Any concerns that school staff may have should be raised with the Headteacher, School Operations Manager or Premises Manager. School staff should also be informed of health and safety	

arrangements in place during the works, especially arrangements that may alter evacuation exits/routes etc.	
For smaller projects managed by the school, the School Operations Manager and Premises Manager will manage these through the hazard exchange process, request for the supply of health and safety information from Contractors, evidence of competency for regulated trades, e.g. electrical, gas etc. and the supply of any certification where required following the completion of the works. Whilst these works are in progress, regular review of dangerous work practices should take place to ensure that the Contractors are working to their supplied RAMS.	
Our arrangements for the exchange of health and safety information/risk assessments/safe working arrangements/monitoring are: <ul style="list-style-type: none"> All health and safety information/risk assessments/safe working arrangements are collated and discussed during the pre-start meeting. 	
Our arrangements for the induction of contractors are: <ul style="list-style-type: none"> Contractors will be given information on fire safety and health and safety according to individual policies. 	
Staff should report concerns about contractors to	Chris Crook, Headteacher Any member of the Senior Leadership Team
Name of person responsible for managing and monitoring contractor activity	Julie Kershaw School Operations Manager Gareth Edwards, Premises Manager

5. Consultation

Contact details for represented Trade Unions with regards to Health and Safety	Unison - healthandsafety@unison.co.uk NAHT - info@naht.org.uk NASUWT - NASUWT Contact Member Advice (England)
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6. Curriculum Areas – health and safety

Subject leaders have overall responsibility for the curriculum areas and develop risk assessments for editing as appropriate	Science - Simon Humphreys Design and Technology – Charlie Lightfoot PE – Hannah Robinson
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7. 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 any employees using this type of equipment continuously and regularly for over an hour.	
Designated DSE users are asked to complete the DSE training module and Assessment checklist. Copies of the risk assessments are kept on file and repeated every two years or if the workstation changes.	
Name of person who has responsibility for carrying out Display Screen Equipment Assessments:	Julie Kershaw School Operations Manager
DSE assessments are recorded, and any control measures required to reduce risk are managed by:	Chris Crook, Headteacher Julie Kershaw, School Operations Manager
Designated DSE users are eligible for the reimbursement of an eyesight test cost and up to £30 towards the cost of frames.	

8. Early Years Foundation Stage (EYFS)

Name of person who has overall responsibility for EYFS:	Millie Owen EYFS Lead
The school adheres to the EYFS statutory guidance for schools and settings EYFS statutory framework for group and school-based providers All school policies apply with additional risk assessments in place	

9. Educational visits / Off-Site Activities (also refer to Education Visits Policy)

Name of person who has overall responsibility for Educational Visits	Chris Crook, Headteacher
The Educational Visits Coordinator is	Julie Kershaw

	School Operations Manager
Approval for all school trips must be obtained from the Headteacher and the risk assessment completed using EVISITS (Stoke on Trent City Council visit planning site). All transport is arranged through the school office and appropriate staff to pupil ratios are observed.	
Staff leading the visit must provide information for parents giving full details of the visit including costs. Parents must give consent for their child to participate in the visit.	
Where coach travel is involved, the companies providing transport must have all insurance and safeguarding procedures in place.	

10. Electrical Equipment [fixed & portable]

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	BAM FM, under the scope of the FM contract.
Fixed electrical wiring test records are located:	On BAM portal and in H&S Teams
All staff are required to visually inspect electrical equipment before use.	
All private electrical items brought into school must be new or PATested and its use authorised by a manager.	
Name of person responsible for arranging the testing of portable electrical equipment (PAT):	BAM FM under the terms of the FM contract in conjunction with OCT Trust Estates Manager
Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:	BAM FM under the terms of the FM contract in conjunction with OCT Trust Estates Manager
Portable electrical equipment (PAT) testing records are located:	On BAM portal and in H&S Teams
Employees must take defective electrical equipment out of use and report to:	Julie Kershaw School Operations Manager Gareth Edwards Premises Manager
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.	
The use of socket safety covers is prohibited in all OCT schools following advice and guidance from the Department of Health, the Department of Education and SCC Health, Safety and Wellbeing service.	
The use of electrical block adaptors that allow multiple plugs to be plugged into it are prohibited from being used in all OCT schools due to overload risk which could create a risk of fire due to overheating.	
The use of plug in air fresheners in OCT schools is prohibited due to the risk of them being inadvertently plugged in and switched on. These can get hot if left switched on for long periods and therefore creating a potential fire risk.	

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

Name of competent person responsible for undertaking and reviewing the fire risk assessment in addition to any associated action planning:	Risk assessment carried out by Mrs K Smith Health, Safety & Wellbeing Service Review/action planning Chris Crook, Headteacher Julie Kershaw, School Operations Manager Gareth Edwards, Premises Manager
The Fire Risk Assessment is located	Every Compliance/Microsoft Teams
The site has a fire alarm which activates a response from a 3rd party / listening service.	
Name of person responsible for arranging and recording of fire drills:	Chris Crook, Headteacher Julie Kershaw, School Operations Manager
Name of person responsible for creating, communicating and reviewing Fire Evacuation arrangements:	Chris Crook, Headteacher Julie Kershaw, School Operations Manager

Our Fire Evacuation Arrangements are	On H&S noticeboard in staff room, on Teams, Every Compliance
Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Logbook located at:	Underneath Fire Panel in Reception Foyer
Name of person responsible for training employees in fire procedures:	Chris Crook, Headteacher Julie Kershaw, School Operations Manager
All staff must be aware of the Fire Procedures in school – this is covered at induction, in the Staff Handbook, by fire drills and regular reminders	

12. First Aid *see also Medication

Name of person responsible for carrying out the First Aid Assessment:	Chris Crook, Headteacher
The First Aid Assessment is located:	Microsoft Teams
First Aiders list is posted around school	
Name of person responsible for arranging and monitoring First Aid Training	Laura Wright, Senior Administrator
Location of First Aid Box(es):	Intervention Room
Name of person responsible for checking and restocking first aid box(es):	Angela Burton, First aid coordinator
Staff are informed how to summon an ambulance during their induction	Call 999 from the office
Any first aid administered is recorded on Medical Tracker. Parents are notified by email through Medical Tracker, by phone call or at the end of the day depending on the severity and timing of the incident.	
Our arrangements for dealing with an injured person who has to go to hospital are (who is contacted/ who accompanies staff or children to hospital):	Pupils - call parents or send member of staff if parents cannot be contacted Staff member – contact next of kin or send staff member to accompany Visitor – contact next of kin

13. Glass & Glazing

All glass in doors and side panels are constructed of safety glass or covered with safety film. If this is not possible, the glass will be boarded over.
All replacement glass is of safety standard – Identified by British/European safety marking etching in the corner of the panel.

14. Hazardous Substances (COSHH)

Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments):	Julie Kershaw School Operations Manager
There are clear rules on the selection and use of substances. Hazard data sheets are held and risk assessments are in place. Only products which are used in the home are allowed in the classroom and these are locked away or stored out of reach of children. All products used by the cleaning staff are stored in a locked room or cupboard.	

15. Health and Safety Law Poster

The Health and Safety at Work poster is displayed:	Family Learning Entrance
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16. Housekeeping, cleaning and waste disposal

All staff and pupils share the responsibility for keeping the school site clean, tidy and free from hazards.	
Waste bins are situated in all areas of the site and are emptied daily into the large waste bins. These are emptied regularly by Trade Waste at Stoke.gov.uk. The large waste bins in a locked compound.	
Site cleaning is provided by:	Churchill Cleaning Services
Cleaning and catering staff have received appropriate information, instruction and training and are	

aware of the risk assessments and control measures in place for their role regarding equipment and hazardous substances.
Liquid spills onto floors are dealt with immediately by the member of staff or premises officer or and warning signs are displayed until it is dry and safe. All staff and pupils are aware of the arrangements for disposing of waste and the location of waste bins and skips and staff are aware that glass and other sharp objects must be disposed of in double bags and placed in the large waste bins
Staff are informed where COSHH assessments are located and hazardous substances are stored
Waste skips and bins are located away from the school building.
Staff in all departments 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:	Chris Crook, Headteacher Julie Kershaw, School Operations Manager
We adhere to the latest guidance from Public Health England on Infection Control in Schools.	

18. Lone Working (also refer to Lone Working Policy)

All staff are issued with guidance on lone working including the hazards involved, the effects of illness and the use of equipment and machinery. The school has a lone working policy located on Every Compliance and risk assessments are in place.

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

Full details of inspections which are part of the facilities management contract are kept on the BAM FM portal	
The premises officer undertakes regular checks of fire protection equipment, ladders, emergency lighting, outdoor play equipment, PE equipment, AED and records all details. All other equipment on site is inspected and maintained as per manufacturers guidance. Trust wide contracts are in place.	
Name of person responsible for the selection, maintenance / inspection and testing of equipment:	Gareth Edwards, Premises Manager
Records of maintenance and inspection of equipment are held on Every Compliance and checked by School Operations Manager	
Staff report any broken or defective equipment to	Chris Crook, Headteacher Julie Kershaw, School Operations Manager Gareth Edwards, Premises Manager
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.	

20. Manual Handling

Name of person responsible for carrying out manual handling risk assessments:	Julie Kershaw School Operations Manager
Staff are aware of the requirement to avoid hazardous manual handling and carry out a risk assessment for that task if it cannot be avoided and/or request assistance from the Premises Manager. Where possible, mechanical aids i.e. trolleys are used in preference to manual handling. If possible, large deliveries are made to the point of use. If this is cannot be achieved, large parcels/loads are split into smaller ones.	
Staff who carry out manual handling activities have completed individual risk assessments, and all staff have received guidance on manual handling with regular reminders. Pupils are not asked to carry heavy loads.	
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). These lifting operations should only be carried out by appropriately trained staff.	

21. Medication (also refer to Supporting Pupils with Medical Conditions Policy and Asthma Policy)

Name of person responsible for the management of	Miranda Brookfield, SENDCo
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and administration of medication to pupils in school:	
<p>The school has a Supporting Pupils with Medical Conditions policy available on the school website which gives details of our arrangements.</p> <p>If a child has been prescribed medication and the doctor considers the child is fit enough to be in school, parents must contact the school office to sign a medicine form to give their consent for school to administer medication. All medicines MUST be administered/witnessed by two members of staff and the record form kept updated accordingly.</p> <p>Children must not bring medicines to school to administer themselves. Non-prescription medicines, e.g. cough medicine will not be administered.</p> <p>The school has an Asthma Policy available on the school website which gives details of our arrangements.</p>	
The members of staff who are authorised to give / support pupils with medication are:	Teachers, Teaching Assistants and Learning Support Practitioners
Medication is stored appropriately.	
A record of the administration of medication is located:	In the classroom
Pupils who administer and/or manage their own medication in school are authorised to do so by the Headteacher 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.	
<p>Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are:</p> <p>The spare AAI will only be administered to pupils at risk of anaphylaxis and where written parental consent has been gained. Where a pupil's prescribed AAI cannot be administered correctly and without delay, the spare will be used.</p> <p>Where a pupil who does not have a prescribed AAI appears to be having a severe allergic reaction, the emergency services will be contacted and advice sought as to whether administration of the spare AAI is appropriate. In the event that an AAI is used, the pupil's parents will be notified that an AAI has been administered and informed whether this was the pupil's or the school's device.</p> <p>Where any AAIs are used, the following information will be recorded on the Adrenaline Auto-Injector (AAI) Record: • Where and when the reaction took place • How much medication was given and by whom.</p> <p>The school will hold asthma inhalers and spacers for emergency use.</p> <p>Any use will be recorded. Inhalers will be used in line with the school's Asthma Policy.</p> <p>Records will be kept of all medicines administered to individual pupils, stating what, how and how much medicine was administered, when, and by whom. Any side effects witnessed will be reported immediately to parents/carers and appropriate first aid action taken.</p>	
Staff who are taking medication must keep this personal medication in a secure area in a staff only location.	
Staff must advise the school leaders if they are taking any medication which might impair their ability to carry out their normal work.	

22. Personal Protective Equipment (PPE)

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 employees:	Chris Crook, Headteacher Julie Kershaw, School Operations Manager
Name of person responsible for the checking and maintenance of personal protective equipment provided for employees:	Julie Kershaw, School Operations Manager
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:	Miranda Brookfield, SENDCo
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.	Member of staff using PPE
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23. Reporting Hazards or Defects

All staff and pupils must report any hazards, defects or dangerous situations they see at school.
<p>Hazards and defects can be reported in the following ways:</p> <ul style="list-style-type: none"> • at staff meetings/briefings • email to Headteacher/School Operations Manager • speaking to Headteacher/School Operations Manager/Premises Manager • recording on Every Compliance

24. Risk Assessments

The school has in place risk assessments for any identified significant risk. Control measures which are put in place to eliminate or reduce risk are communicated to employees, pupils and other who may be exposed to the risk.	
<p>Risk assessments are in place for the following areas:</p> <p>Premises – external Premises - internal General classrooms Staff well-being Pupil well-being Management of contractors Before school club School events Fire Working at height Lone working DSE Curriculum Staff stress Manual handling Individual risk assessments as appropriate Hazardous Substances</p>	
Name of person who has overall responsibility for the school risk assessment process and any associated action planning:	Chris Crook, Headteacher Julie Kershaw, School Operations Manager
<p>Our arrangements for carrying out, recording, communicating and reviewing risk assessments are:</p> <ul style="list-style-type: none"> • Identify the hazard • Decide who might be harmed and how • Evaluate the risks and control measures • Record the information on HSF19 • Communicate by staff email • Review at least annually <p>Archive obsolete risk assessments for a minimum of 5 years</p>	
Appropriate training is provided for employees who are creating, reviewing or implementing risk assessments.	
When an accident or incident occurs a post incident risk assessment is developed when a new hazard has been identified and/or new additional controls are needed.	
<p>Risk assessments are created or reviewed when something new is introduced or a change has occurred. All risk assessments are stored on Every Compliance. There is a risk assessment matrix in place detailing risk assessment relevant to each role in school.</p> <p>The School Operations Manager will monitor review dates.</p>	

25. Smoking

No smoking or vaping is permitted on site or in vehicles owned or operated by the school or state locations where it is allowed.
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26. Stress and Employees Well-being

Name of person who has overall responsibility for the health and wellbeing of school staff	Chris Crook, Headteacher
All staff have responsibility to take care of their own health and wellbeing and the school supports staff to do this by implementing the following arrangements: A Team Stress risk assessment is in place and is part of the review process, The risk assessment has been informed by a staff stress and well-being survey. All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work Solutions have been identified, discussed and communicated.	
There is a mental health and wellbeing team within school who are available for informal supervision and can signpost staff to a wide range of specialist support, tools and resources.	
Mental health and well-being lead	Miranda Brookfield SENDCo
Mental health first aiders	Jackie Poole Assistant SENDCo Emma Burton Safeguarding and Attendance Officer
Individual stress risk assessments take place when a member of staff requires additional individual support.	

27. Training and Development

Name of person who has overall responsibility for the training and development of employees:	Chris Crook, Headteacher
All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.	
The school uses the SCC health and safety training matrix to help in the planning of essential and development training for staff. The school also subscribes to online H&S training through National College.	
Training records are retained by School Operations Manager and Assistant SENDCo and refresher training is booked as appropriate. First aid training is recorded on Medical Tracker by Senior Administrative Assistant.	
Staff attending the training will cascade down to staff as appropriate.	

28. Vehicles owned or operated by the school (also refer to Driving for Work Policy)

The school operates the following vehicles	Minibuses owned by: Etruscan Primary School Forest Park Primary School St Mark's Primary School
Name of person who manages the driver medical examinations if applicable	Julie Kershaw, School Operations Manager
Name of person responsible for ensuring that all staff are aware of the Driving at Work policy and its requirements	Julie Kershaw, School Operations Manager
Our arrangements for the safe use of school vehicles are: <ul style="list-style-type: none">• The minibus is checked weekly by the school's Premises Manager to ensure it is road worthy.• A minibus checklist is to be completed by the designated driver every time the minibus is taken out• Drivers must report any faults found immediately so they can be rectified• OCT has a Driving at Work policy in place which the school follows and all staff are aware.	

29. Vehicle movement on site

Name of Premises Manager responsible for the management of vehicles on site	Gareth Edwards, Premises Manager Julie Kershaw, School Operations Manager
<ul style="list-style-type: none">• Electric gates and intercoms are in place to monitor access to site.• Delivery vehicles park outside the gates or on the overflow car park and are not allowed on the playgrounds	

- Contractors who need vehicles on site must arrive before any parents and children and leave after all parents and children have left. They must be guided on and off the playgrounds by a colleague or member of staff.

30. 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 employees, pupils and visitors.	
A risk assessment is carried out where employees are at increased risk of injury due to their work.	
Training, information, and instruction is available to employees to help them manage the risk of violence and aggression where required. There is a Violence Against Staff procedure in place.	
Staff and pupils must report all incidents of verbal & physical violence to	Chris Crook, Headteacher
Incidents of verbal & physical violence are investigated by	Chris Crook, Headteacher Julie Kershaw, School Operations Manager
Name of person who has responsibility for site security:	Chris Crook, Headteacher Gareth Edwards, Premises Manager
Site staff check the perimeter of the fencing each morning. Electric gates and intercoms are in place to monitor access to site. Parent gates are locked once children are in school. Access control systems in place on all entry doors. CCTV is in use. Lockdown policy is in place and tested regularly. All visitors must sign in at the office. Access on fobs given to visitors is restricted.	

31. Volunteers (also refer to Volunteer Policy)

Name of person who has overall responsibility for managing/coordinating volunteers working within the school	Chris Crook, Headteacher
Volunteers are considered as a member of staff and all health and safety arrangements including induction and training must apply. Enhanced DBS checks are required for volunteers who are not in regulated activity.	

32. Water System Safety

Name of Duty holder for Water quality in School (Delegated Responsible Person details below)	Sean Thomson CEO
Name of person responsible for managing water system safety	Andrew Brookes, OCT Estates Manager
Name of contractors who have undertaken a risk assessment of the water system	Equans (Previous FM Contractor and Hydraclean on behalf of current FM Contractor)
Name of contractors who carry out regular testing of the water system	Hydraclean
Location of the water system safety manual/testing log	School office
Information about water systems within our school is located in the water hygiene log book and is available for use by contractors.	
The Premises Manager undertakes and records water temperature checks on a monthly basis. These records are monitored by the School Operations Manager. Low use water outlets are identified in the water hygiene log book. A flushing regime is maintained and recorded.	

33. Working at Height

Name(s) of person responsible managing the risk of work at height on the premises	Chris Crook, Headteacher Julie Kershaw, School Operations Manager Gareth Edwards, Premises Manager
Work at height is avoided where possible and those staff who must use ladders and stepladders frequently are trained and a risk assessment is in place. All staff have received information on the safe use of ladders and steps and to visually check them before use. Stools, chairs and tables must never be used in place of ladders, stepladders or kickstools.	

Pupils are not expected to work at height.
 Staff must not bring their own stepladders or ladders for use into school and all contractors are advised that they must bring their own.
 All stepladders, ladders and kickstools provided for work at height are of the appropriate industrial standard. The Premises Manager undertakes and records three monthly checks, these records are held on Every Compliance and monitored by the School Operations Manager.
 Risk assessments for indoor work at height and external/roof access are in place.

34. Work Experience and Trainee Staff

Name of person who has overall responsibility for managing work experience and work placements for school pupils	Chris Crook, Headteacher
A request form is completed and approved by the Headteacher. An induction is carried out by the Assistant Headteacher and the student is supervised by the class teacher.	

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

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

KPI	Measure	Actions	Timescale
All schools have external H&S audits scores of level 3 or above	External audits produce a result of a level 3 or above at each Schools next external audit to ensure compliance to statutory regulations and applicable legislation.	Annual visit to review H&S practice Obtain support if required to prepare for external audits from SCC Health and Safety Advisor or Trust Estates Manager. Access guidance and H&S templates and information on the SCC SLN Review school version of OCT H&S policy when required.	COMPLETED OCTOBER 2025
All schools have a live Team Stress Risk Assessment. ON SLN	The Team Stress risk assessment is reviewed by each School regularly and risk assessment reviews shall not exceed 12 calendar months. There is evidence that the risk assessment has been informed by a staff stress and wellbeing survey. There is evidence of staff consultation regarding the control measures.	Access team stress risk assessment template and guidance on the SLN regarding its completion. Access available survey templates and information. Access to the HSE stress indicator tool and guidance.	COMPLETED MARCH 2025
All Schools evidence a review process for health	Risk assessments, COSHH assessments and procedures are reviewed annually or upon a change	Review the Health and Safety Policy template annually. Review risk assessments and	COMPLETED JUNE 2025

and safety practices, undertaken at least annually, and can evidence actions taken as a result of practice reviews.	<p>in practice, if/when an accident or incident occurs, or changes in personnel.</p> <p>The Health and Safety Policy is reviewed annually before 1st September and shared with staff. There is written evidence of staff receiving and reading the policy.</p>	<p>procedures annually. Shared with staff and evidence of reading and receipt</p> <p>Example risk assessments accessible via the SLN.</p> <p>Risk assessments are in place for foreseeable risks resulting from use of the premises, educational visits, the workplace (including stress and wellbeing), use of equipment and substances, and activities.</p> <p>COSHH assessments are in place for all hazardous substances.</p> <p>Health and safety documentation is communicated to staff on compilation and revision. Their involvement is sought and encouraged during reviews.</p> <p>Internal reviews.</p> <p>External audit.</p>	
There are robust business continuity plans in place.	<p>Each school has a Business Continuity Plan which is updated bi-annually.</p> <p>Plans are updated if there are changes to roles / responsibilities / procedures.</p> <p>Scenario testing takes place to test procedures.</p>	<p>The business continuity plan is reviewed bi-annually.</p> <p>Update plans if there are changes to roles/responsibilities/procedures.</p> <p>Test plans in place.</p> <p>Procedures are tested where e.g. fire evacuation, bomb threat evacuation, invacuation.</p>	<p>LAST REVIEWED SEPTEMBER 2025</p> <p>Desktop exercises to be carried out March 2026</p>

Version Control

Version	Measure	Actions	Timescale
1	7th December 2023	New OCT policy template to replace local H&S policies	Moved to single OCT Health and Safety Policy Template
2	6th December 2024	<p>Change of title in Part A. addition of the word Wellbeing into section title</p> <p>Addition in Section 11 regarding prohibiting the use of socket safety covers.</p>	<p>Not on previous version</p> <p>Following advice from the Department of Health, The DfE and OCT H&S Advisors</p>

		<p>Changed SBM to SOM in Monitoring Health and safety section.</p> <p>Removed table of responsibilities in Part B, and replaced with updated text version from SCC template.</p> <p>Addition to section 7, DSE. Identified DSE users eligible for the re-imburement of eyetest and upto £30 of the cost of frames.</p> <p>Water system safety : Name of Contractors carrying out regular testing on water system. Changed to Equans – PFI Contractor</p> <p>Addition of Asbestos “Management Plan located –“ in Section 2 -Asbestos</p>	<p>Following re-structure, SBM role no longer exists.</p> <p>OCT strategic H&S Committee no longer meets.</p> <p>Arrangements not on previous version</p> <p>Incorrect entry on previous version.</p> <p>Addition to current arrangements</p>
3	September 2025	<p>Addition of Hayley Sutton, Temporary Head of School Chris Crook, Temporary Executive Headteacher</p> <p>Name of role amended from Premises Officer to Premises Manager</p> <p>Name of Early Years Lead amended</p> <p>Everbrite changed to Churchill Cleaning Services</p> <p>Signatures of Head of School and Chair of Governors added to local arrangements</p>	<p>Temporary members of leadership team</p> <p>Change of job title</p> <p>Change of role</p> <p>Change of cleaning contractor</p> <p>Following advice from H&S advisor</p>
4	January 2026	<p>Addition at the bottom of section 11 Electrical Equipment, Fixed and temporary, that the use of block adaptors for multiple plugs to be plugged into is prohibited</p> <p>Addition at the bottom of section 11 Electrical Equipment, Fixed and temporary, that the use of plug in air fresheners is prohibited</p> <p>Amended section 35, water system management roles</p>	<p>Fire risk due to potential overloading of sockets</p> <p>These can get hot if left switched on and creates a potential fire risk</p> <p>To reflect post PFI water hygiene management arrangements</p> <p>Change of leadership team</p>

		Temporary Head of School removed and role of Headteacher added Use of Medical Tracker added to first aid procedures	Change of reporting procedures
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