



# Chesterton Community Sports College Health and Safety Policy

# Health and Safety Policy

**Issue Date: 19<sup>th</sup> October 2023**

**Review Date: October 2024**

**Signed: Chair: R. Dutton**

**Head: R. Swindells**



# Chesterton Community Sports College

## Health and Safety Policy

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 Chesterton Community Sports College

**Part E** - The Key Performance Indicators.

### A. Introduction

Chesterton Community Sports College is part of the Collective Vision Trust. This policy records the local organisation and arrangements for implementing the CVT policy.

### B. Policy Statement

The requirement to provide a safe and healthy working environment for all employees is acknowledged and the board of trustees recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc. Act 1974.

The board of trustees 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 Chesterton Community Sports College 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.



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### C. Management Arrangements

The following procedures and arrangements have been established within Chesterton Community Sports College to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

#### Competent Health and Safety Advice

Chesterton Community Sports College obtains competent health and safety advice from	The school has an SLA with entrust – advisor Steve Brown
The contact details are	Steve Brown Health and Safety Advisor Health, Safety and Wellbeing Service Staffordshire County Council 2 Staffordshire Place, Tipping Street, Stafford. ST16 2DH. Telephone 01785 355777 (duty officer) Fax number 01785 355842 e-mail <a href="mailto:steve.brown@staffordshire.gov.uk">steve.brown@staffordshire.gov.uk</a>

#### Monitoring Health and Safety

Name of person(s) responsible for the overall monitoring of health and safety in CCSC:	Name Kathryn Dunne Rob Swindells Lynn Jackson Garry Gribbin
Our arrangements for the monitoring of health and safety are: <ul style="list-style-type: none"> <li><input type="checkbox"/> Termly report to governing body</li> <li><input type="checkbox"/> Two audits reviews completed termly</li> <li><input type="checkbox"/> Yearly visit from HSE advisor</li> <li><input type="checkbox"/> Audit process</li> <li><input type="checkbox"/> Monthly meeting with LJ</li> </ul>	
The school/academy carries out formal evaluations and audits on the management of health and safety yearly by CEO. External audit completed in line with entrust policy.	
The last audit took place Internal October 2020; External by Steve Brown – January 2022 Overall Rating 3	
Name of person responsible for monitoring the implementation of health and safety policies	Name Kathryn Dunne
All staff are aware of the key performance indicators in part E and how they are monitored	
Workplace inspections	Name of person who carries these out
Water testing	HSL/Garry Gribbin
Fire point testing	Garry Gribbin/Tony Connell



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Fire extinguisher checks	Chubb
Technology equipment	Staffs County Council (Roy Wright)
PE equipment check	Mercury / Health and safety monthly reviews
Science & Technology extraction units	SCC – Summer 2019 Total Extraction Solutions
Internal H and S walk	Kathryn Dunne – with relevant staff
External H and S walk	Kathryn Dunne – with relevant staff

### D. Detailed Health and Safety Arrangements

#### 1. Accident Reporting, Recording & Investigation

Our arrangements for recording and investigating:
<p><b>Pupil accidents:</b>            All accidents and injuries are recorded on the first aid app by the first aid member of staff who gives treatment            Qualified First-Aiders are available during the course of the school day. Many staff are now First Aid trained with more training due to take place Oct/Nov 23.            PE staff are First Aid Trained            All PE staff are First Aid Trained in the swimming pool            All office staff are First Aid trained            If timings go outside the normal hours, suitable First Aid provision is put in place.            In addition to the completion of the app, the County Council Accident Investigation report form must be completed for death/major injuries/over three-day injuries and are sent to the Directorate Health and Safety Team who will notify HSE. Online system used for accidents with hospital visits.            Accidents will be analysed once a term and feedback / changes to risk assessments will be communicated to staff and governors - Post Accident RA</p>
<p><b>Staff / visitor accidents:</b>            All employees who have an accident at work that results in personal injury or ill health must make an entry in the accident book or have someone else make the entry on their behalf. <b>* online system to be used.</b> (Historic incidents archived in Main Office)            Due to the online system now in place, this ensures confidentiality, investigation and appropriate action to take place.            All accidents will be analysed and reviewed</p>
The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: Kathryn Dunne/Robert Swindells
<p>Our arrangements for reporting to the Academy Board are:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> H and S trust meetings</li> <li><input type="checkbox"/> Discussions with CEO / Headteacher</li> <li><input type="checkbox"/> Termly governor and trustee reports</li> </ul>
<p>Our arrangements for reviewing accidents and identifying trends are:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Termly governor and trustee report</li> <li><input type="checkbox"/> Changes to risk assessments – all staff informed as part of staff meeting cycle, access to risk assessments on Teams and emails</li> </ul>



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### 2. Asbestos

Name of Premises Manager responsible for Managing Asbestos.	Name Garry Gribbin / Tony Connell
Location of the Asbestos Management Log or Record System.	Location Caretakers' office
<p>Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Hazard exchange</li> <li><input type="checkbox"/> Office staff to inform Site Staff if any contractors arrive on site and ensure asbestos record is completed before any work can take place.</li> </ul>	
<p>Our arrangements to ensure all school/academy staff such as class teachers or caretakers have information about asbestos risk on the premises are:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Now forms part of induction training</li> <li><input type="checkbox"/> Asbestos register is shown to staff – staff aware of the location of asbestos (refer to register). Staff reminded not to drill or affix anything to walls without first obtaining approval from the premises manager.</li> <li><input type="checkbox"/> All staff who work in the building will sign the asbestos register (annually)</li> </ul>	
Staff must report damage to asbestos materials to:	Name Garry Gribbin / Tony Connell
<b>Staff must not drill or affix anything to walls without first obtaining approval from the premises manager.</b>	

### 3. Communication

Name of SLT member who is responsible for communicating with staff on health and safety matters:	Name Rob Swindells Kathryn Dunne
<p>Our arrangements for communicating about health and safety matters with all staff are:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Staff meetings</li> <li><input type="checkbox"/> Risk assessments</li> <li><input type="checkbox"/> Policy documents</li> <li><input type="checkbox"/> Individual assessments</li> <li><input type="checkbox"/> Emails – (send and receive notifications)</li> </ul>	
<p>Staff can make suggestions for health and safety improvements by:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Email</li> <li><input type="checkbox"/> Line managers meetings</li> <li><input type="checkbox"/> Staff are encouraged to discuss health and safety throughout the year</li> </ul>	

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



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Name of person coordinating any construction work	Name Rob Swindells / Garry Gribbin / Tony Connell/Julia Revell
<p>Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Meeting to take place before any work takes place with Rob Swindells / Site Staff</li> <li><input type="checkbox"/> Hazard exchange form to be completed</li> <li><input type="checkbox"/> School to use approved SSC/ENTRUST contractors</li> </ul> <p>Duty holders will be identified and named as part of any Construction project.</p>	
<p>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Hazard exchange forms</li> <li><input type="checkbox"/> Meeting before key work starts</li> <li><input type="checkbox"/> Support from Rob Swindells</li> </ul>	
<p>Our arrangements for the induction of contractors are: Initial meeting, tour of site /area by Site managers before work starts, exchange of documentation</p>	
<p>Staff should report concerns about contractors to: Rob Swindells / Site manager (Garry Gribbin)/SLT</p>	
<p>We will review any construction activities on the site by:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Regular risk assessment</li> <li><input type="checkbox"/> Review by RS/Garry Gribbin</li> </ul>	

### 5. Consultation

Name of SLT member who is responsible for consulting with staff on health and safety matters:	Name Rob Swindells Kathryn Dunne
<p>Our arrangements for consulting with staff on health and safety matters are:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Staff meetings</li> <li><input type="checkbox"/> H&amp;S Committee Meetings (SH, CI, JHa, SF, RS, GG, PS/SB, MC)</li> <li><input type="checkbox"/> Emails – (send and receive notifications)</li> <li><input type="checkbox"/> Risk assessment reviews</li> <li><input type="checkbox"/> Health and safety walks</li> <li><input type="checkbox"/> Microsoft Teams</li> </ul>	
<p>Staff can raise issues of concern by:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Emails</li> <li><input type="checkbox"/> Line managers meetings</li> <li><input type="checkbox"/> Site managers communication</li> <li><input type="checkbox"/> Main Office communication including specific site cleaners</li> <li><input type="checkbox"/> Open door policy to SLT</li> </ul>	

### 6. Contractor Management

Name of person responsible for managing and monitoring contractor activity	Name Garry Gribbin, Tony Connell, Robert Swindells, Julia
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	Revell
<p>Our arrangements for selecting competent contractors are:          Meeting with Robert Swindells/Garry Gribbin/Julia Revel          Conversations and reports to Trust Board          Predominantly use Crown Commercial, Entrust and CC approved contactors – same process as above</p>	
<p>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Hazard exchange forms</li> <li><input type="checkbox"/> Meeting before and during work</li> <li><input type="checkbox"/> Monitored by Site Staff /SLT/Office Staff throughout the process</li> </ul>	
<p>Our arrangements for the induction of contractors are:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Meeting with Rob Swindells / Site staff</li> </ul>	
<p>Staff should report concerns about contractors to Rob Swindells / Site staff / SLT/ Julia Revell</p>	

### 7. Curriculum Areas – health and safety

<p>Name of person who has overall responsibility for the curriculum areas as follows:          e.g.          Science          PE          Workshop / Food room          ICT</p>	<p>Head of Dept. or Curriculum Lead</p> <p>Jill Hawkesworth / Doug Freakley / Mark Cartlidge          Paul Salt/Shaina Baldry          Simone Hawkins          Matt Kelsall</p>
<p>Risk assessments for these curriculum areas are the responsibility of:</p>	<p>Name(s)          As above</p>

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

<p>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.</p>	
<p>Our arrangements for carrying out DSE assessments are:          DSE assessments to be carried out yearly on all admin staff. Other roles reviewed to check if DSE assessment needed</p>	
<p>Name of person who has responsibility for carrying out DSE Assessments</p>	<p>Name          Julia Revell</p>
<p>DSE assessments are recorded and any control measures required to reduce risk are managed by</p>	<p>Name          Julia Revell</p>

### 9. Lettings

<p>Name of Premises Manager or member of Leadership team responsible for Lettings</p>	<p>Name: Carl Inskip / Robert Swindells / Julia Revell / Kathryn Dunne</p>
<p>Our arrangements for managing Lettings of the school/academy /rooms or external premises are:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Contact Carl Inskip – initial meeting held, talk through protocol and requirements, authorised by</li> </ul>	



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RS/SLT <input type="checkbox"/> Complete documentation – booking forms / hazard exchange / Risk Assessments
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 – Carl Inskip /Kathryn Dunne reviews annually
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.

### 10. Educational visits / Off-Site Activities

Name of person who has overall responsibility for Educational Visits	Name Steph Waterhouse
The Educational Visits Coordinator is	Name Steph Waterhouse Kathryn Dunne
Our arrangements for the safe management of educational visits:	
<input type="checkbox"/> Educational Visits must be logged on Evolve <input type="checkbox"/> EVC coordinator will support new staff with the completion of risk assessments <input type="checkbox"/> Induction provided to all new staff as needed <input type="checkbox"/> CPD provided to all staff annually on completion of risk assessments and Evolve (LM) <input type="checkbox"/> LM delivers CPD to new and existing staff on both writing a RA and using Evolve <input type="checkbox"/> Workshop opportunities on training days <input type="checkbox"/> Example RA available to all staff	

### 11. Electrical Equipment [fixed & portable]

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	Name Garry Gribbin / Tony Connell / ICT Support
Fixed electrical wiring test records are located:	Caretakers' office
All staff visually inspect electrical equipment before use.	
Our arrangements for bringing personal electrical items onto the school site are: <b>NO ITEM</b> – can be brought into school without the prior permission of the site staff. All items must be PAT tested before use	
Name of person responsible for arranging the testing of portable electrical equipment (PAT):	Name Garry Gribbin PAT completed in house by ICT Technicians
Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:	Name Garry Gribbin/David Lawton
Portable electrical equipment (PAT) testing	Caretaker's office



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records are located:	
Staff must take defective electrical equipment out of use and report to:	Name Garry Gribbin / Tony Connell / ICT Support / Main Office
The portable electrical equipment on the school/academy 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	Name Lynn Jackson Kathryn Dunne Robert Swindells Garry Gribbin
The Fire Risk Assessment is located .....	Electronically (Microsoft Teams) / main office
When the fire alarm is raised the person responsible for calling the fire service is	Name: 1. Sarah Francis 2. Cate Dean 3. Annabelle Whitcombe-Hill
Name of person responsible for arranging and recording of fire drills	Rob Swindells Kathryn Dunne
Name of person responsible for creating and reviewing Fire Evacuation arrangements	Name Rob Swindells / Kathryn Dunne / Garry Gribbin / Sarah Francis / Julia Revell
Our Fire Evacuation Arrangements are published ...	Location every classroom and area
Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located	Location – caretakers office
Name of person responsible for training staff in fire procedures	Rob Swindells / Kathryn Dunne / Science Technicians / Julia Revell / Sarah Francis / Garry Gribbin
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	Name Sarah Francis / Cate Dean / Annabelle Whitcombe-Hill/Lorraine Cummins-Bloor / specific Learning Support Staff / PE staff / Science Technicians / Technology staff
The First Aid Assessment is located	Location <input type="checkbox"/> Electronically <input type="checkbox"/> Staffroom <input type="checkbox"/> Main office <input type="checkbox"/> Caretakers



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	<input type="checkbox"/> Medical room
First Aiders are listed	<p>Location</p> <ol style="list-style-type: none"> <li>1. HR Office</li> <li>2. Main Office</li> <li>3. Microsoft Teams</li> </ol>
Name of person responsible for arranging and monitoring First Aid Training	Sarah Francis / Julia Revell/ Emma Lowton / Kathryn Dunne
Location of First Aid Box	Medical room / school office / prep room / PE office / Mini bus / food room / Technology
Name of person responsible for checking & restocking first aid boxes	<ol style="list-style-type: none"> <li>1. Sarah Francis</li> <li>2. Cate Dean</li> <li>3. Annabelle Whitcombe-Hill</li> <li>4. Lorraine Cummins-Bloor</li> <li>5. Mini Bus – Emma Lowton/Julia Revell</li> <li>6. PE - Paul Salt/Shaugauna Baldry</li> <li>7. Out of Hours (Sports Centre) – Carl Inskip</li> <li>8. Science - Doug Freakley/Jill Hawkesworth</li> <li>9. Technology – Simone Hawkins</li> </ol>
In an emergency staff are aware of how to summon an ambulance	
<p>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):</p> <p>Office staff (Sarah Francis / Cate Dean) are responsible for contacting the emergency contact for staff &amp; pupils</p> <p>Office staff would accompany a pupil to hospital when appropriate</p>	
<p>Our arrangements for recording the use of First Aid are:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> First Aid email account to request First Aid</li> <li><input type="checkbox"/> Online app</li> <li><input type="checkbox"/> Accident forms</li> <li><input type="checkbox"/> iSAMS</li> </ul>	

### 14. Glass & Glazing

All glass in doors where needed and side panels are constructed of safety glass
All replacement glass is of safety standard – Reviewed and checked – Robert Swindells, Garry Gribbin, Tony Connell

### 15. Hazardous Substances (COSHH)



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Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)	Jill Hawkesworth Kathryn Dunne
<p>Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are:</p> <p>All hazardous substances being used, stored or transported in school are included on the CoSHH register and have been assessed. All items are stored in two areas – chem store, PE locked storage area.</p> <p>Premises Manager holds data sheets for swimming pool chemicals.</p>	

### 16. Health and Safety Law Poster

The Health and Safety at Work poster is located:	Location Staff room / Main office entrance/Sports Centre/SEN entrance/Library entrance
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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 site housekeeping arrangements are: Chartwells Cleaning Service/Compass Group	
Site cleaning is provided by: External cleaning company	Name and contact details Chartwells/Compass Group
Cleaning staff have received appropriate information, instruction and training about the following and are competent:	
Waste skips and bins are located away from the school/academy building – Garry Gribbin / Tony Connell authorize location of bins and skips	
All staff and pupils must be aware of the arrangements for disposing of waste and the location of waste bins and skips – Garry Gribbin / Tony Connell / Sarah Francis	
<p>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:</p> <ol style="list-style-type: none"> <li>1. Science Technicians/Teachers</li> <li>2. Simone Hawkin/Amanda O'Rourke – Technology</li> <li>3. ICT Support</li> <li>4. Chartwells – Wendy Wall via Garry Gribbin</li> </ol>	



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### 18. Infection Control

Name of person responsible for managing infection control:	Lynn Jackson / Robert Swindells / Kathryn Dunne / Sarah Francis / Lorraine Cummins-Bloor
Our infection control arrangements (including communicable diseases/hand hygiene standards) are:	
<ul style="list-style-type: none"><li><input type="checkbox"/> 48 hours clear of sickness bug</li><li><input type="checkbox"/> Advice sought from NHS/Staffs CC when needed</li><li><input type="checkbox"/> Through the curriculum – PSHE – Health &amp; Hygiene, PSHE Days, Technology (hand washing, aprons, hand sanitisers)</li><li><input type="checkbox"/> Staff promoting good hygiene</li><li><input type="checkbox"/> Clear pest control in school</li><li><input type="checkbox"/> Specific Risk Assessment for Covid-19</li></ul>	

### 19. Lone Working

Our arrangements for managing lone working are <b>No member of staff working alone is permitted to undertake high risk activities.</b>
Refer to Lone Working RA – Site Staff, OOH teaching staff, working during school holidays Staff to undertake training via the National College on Lone Working

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

Ladders and steps – Garry Gribbin and Tony Connell – Zurich PE equipment – Paul Salt/Shalna Baldry/Carl Inskip and Mercury Lifts & lifting equipment – RJ lifts – not currently in use Fire alarm panel (Lantern Fire and Security) and smoke detection – Garry Gribbin /Tony Connell / Chubb Emergency lighting tested annually Fire extinguishers – Chubb Technology equipment – Staffordshire County Council – Simone Hawkins / Tom Hawkins Ovens – Polaris Science – Fume cupboards – TES, pressure vessel – Zurich. In house maintenance – Doug Freakley/Jill Hawkesworth Mowers & Grounds equipment – Cornthwaite Group Kitchen – Chartwells Hoovers – Chartwells ICT Equipment – David Lawton, Nathan Bridgwood Music Equipment – Matthew Horner Drama Props/equipment – Katie Owen, Nathan Bridgwood General classroom equipment (tables, chairs, flooring) – site managers/teaching staff/technicians Textiles equipment (sewing machines) - A/C - key integrated services (4 monthly) Pool – Site Managers/Total Leisure
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Astro - PE staff/Carl Inskip/Site Managers/Replay Maintenance	
Name of person responsible for the selection, maintenance / inspection and testing of equipment	Garry Gribbin / Tony Connell / Robert Swindells / Specific Heads of Department / Technicians
Records of maintenance and inspection of equipment are retained and are located:	Caretakers' office / relevant departments / ICT office / Main office / Chartwells / external companies
Staff report any broken or defective equipment to (via emails):	Site staff / Technicians (Technology & Science) / PE / Main office / Carl Inskip / ICT Support / SLT
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.	

### 21. Manual Handling

Name of competent person responsible for carrying out manual handling risk assessments	Name Robert Swindells Garry Gribbin Tony Connell Simone Hawkins
Our arrangements for managing manual handling activities are: <input type="checkbox"/> Staff are not permitted to undertake significant manual handling without completing appropriate training – Allstaff to undergo Manual Handling training via the National College (Term 1 2023)	
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).	
Full staff training provided by RS/DM/SLT Staff training to be introduced via the National College for ALL STAFF Pastoral staff have update training in Pastoral meetings	



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### 7. Medication

Name of person responsible for the management of and administration of medication to pupils in school/academy	Name Sarah Francis Lorraine Cummins-Bloor
Our arrangements for the administration of medicines to pupils are: Parents complete a medication form Medication must be prescribed or part of a child's care plan	
The members of staff who are authorised to give / support pupils with medication are:	Office staff
Medication is stored:	Location Medical Room / main school office
A record of the administration of medication is located:	Location Main office
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: Asthma plans Care Plans in place	
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.	

### 8. 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.	<p>PPE/First Aid:</p> <ol style="list-style-type: none"> <li>1. Sarah Francis</li> <li>2. Lorraine Cummins-Bloor</li> <li>3. Julia Revell</li> <li>4. Emma Lowton</li> </ol> <p>PE:</p> <ol style="list-style-type: none"> <li>1. Paul Salt</li> <li>2. Shauna Baldry</li> <li>3. Carl Inskip</li> </ol> <p>Science:</p> <ol style="list-style-type: none"> <li>1. Jill Hawkesworth</li> <li>2. Doug Freakley</li> </ol> <p>Premises:</p> <ol style="list-style-type: none"> <li>1. Garry Gribbin</li> </ol>



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	<ul style="list-style-type: none"> <li>2. Tony Connell</li> <li>3. Adam Findlay</li> </ul> <p>Technology:</p> <ul style="list-style-type: none"> <li>1. Simone Hawkins</li> <li>2. Thomas Hawkins</li> <li>3. Amanda O'Rourke</li> <li>4. Wendy Wall</li> </ul>
<p>Name of person responsible for the checking and maintenance of personal protective equipment provided for staff</p>	<p>PPE/First Aid:</p> <ul style="list-style-type: none"> <li>1. Sarah Francis</li> <li>2. Lorraine Cummins-Bloor</li> <li>3. Cate Dean</li> <li>4. Annabelle Whitcome-Hill</li> </ul> <p>PE:</p> <ul style="list-style-type: none"> <li>1. Paul Salt</li> <li>2. Shauna Baldry</li> <li>3. Carl Inskip</li> </ul> <p>Science:</p> <ul style="list-style-type: none"> <li>1. Jill Hawkesworth</li> <li>2. Doug Freakley</li> </ul> <p>Premises:</p> <ul style="list-style-type: none"> <li>1. Garry Gribbin</li> <li>2. Tony Connell</li> <li>3. Adam Findlay</li> </ul> <p>Technology:</p> <ul style="list-style-type: none"> <li>1. Simone Hawkins</li> <li>2. Thomas Hawkins</li> <li>3. Amanda O'Rourke</li> <li>4. Wendy Wall</li> </ul>
<p>PPE provided for use in curriculum lessons is not "personal" as it is provided by pupils in classroom situations.</p>	
<p>Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for pupils.</p>	<p>Class Teacher has overriding responsibility, but in specialist areas they must seek advice from:</p> <p>Technology:</p> <ul style="list-style-type: none"> <li>1. Simone Hawkins</li> <li>2. Amanda O'Rourke</li> <li>3. Wendy Wall</li> </ul>



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	<p>4. Thomas Hawkins</p> <p>Science:</p> <ol style="list-style-type: none"> <li>1. Jilly Hawkesworth/Doug Freakly</li> <li>2. Mark Cartlidge (HOD)</li> </ol> <p>PE:</p> <ol style="list-style-type: none"> <li>1. Paul Salt</li> <li>2. Shauna Baldry</li> </ol> <p>ICT:</p> <ol style="list-style-type: none"> <li>1. ICT Support (Nathan Bridgwood Lead)</li> <li>2. Matthew Kelsall (HOD)</li> </ol>
<p>All PPE provided for use in a classroom environment is kept clean, free from defects and replaced as necessary.</p>	
<p>Name(s) of person responsible for cleaning and checking pupil PPE.</p>	<ol style="list-style-type: none"> <li>1. Site Managers (Garry Gribbin lead)</li> <li>2. Specific subject staff (see above)</li> </ol>

## 9. Reporting Hazards or Defects

<p>All staff and pupils must report any hazards; defects or dangerous situations they see at school/academy.</p>
<p>Our arrangements for the reporting of hazards and defects:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Email Site Managers copying in SLT</li> <li><input type="checkbox"/> Email Main Office copying in SLT</li> <li><input type="checkbox"/> Email On Call/First Aid</li> <li><input type="checkbox"/> Pupils to tell classroom teacher/form teacher/Main Office</li> <li><input type="checkbox"/> Pupils encouraged to email teachers using iPADS</li> <li><input type="checkbox"/> Full time cleaning/supervising staff – pupils to report any issues at lunch</li> </ul>

## 10. Risk Assessments

<p>The school/academy has in place risk assessments for any identified significant risk.</p>
<p>Control measures which are put in place to eliminate or reduce risk are communicated to staff, pupils and others who may be exposed to the risk. This is done using email, Microsoft Teams, staff meetings, pupil assemblies and form time.</p>
<p>Risk assessments are in place for the following areas:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Premises and grounds</li> <li><input type="checkbox"/> Curriculum / classrooms</li> <li><input type="checkbox"/> PE specific activities</li> <li><input type="checkbox"/> First Aid</li> <li><input type="checkbox"/> Fire Risk Assessment</li> <li><input type="checkbox"/> Hazardous Substances</li> </ul>



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- Risks related to individuals e.g. Pregnancy RA, PEEP
- Staff Wellbeing
- Pupil well-being
- EVC
- Lone Working
- Managing Contractors
- Catering School Staff

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

Name

Kathryn Dunne/Robert Swindells/Lynn Jackson

Our arrangements for carrying out, recording, communicating and reviewing risk assessments are:

- Standard Agenda item for SLT
- Section in Governor Report each term
- Report to Trust Board

Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments.

When an accident or incident occurs a post accident 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.

## 11. Smoking

Smoking or vaping is NOT permitted on site or in vehicles owned or operated by the school/academy.



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## Health and Safety Policy

### 12. Stress and Staff Well-being

Name of person who has overall responsibility for the health and wellbeing of school/academy staff	Name Rob Swindells Kathryn Dunne
<p>All staff have a responsibility to take care of their own health and wellbeing and the school/academy supports staff to do this by implementing the following arrangements:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Weekly SLT meetings with HOD's</li> <li><input type="checkbox"/> Operate an open-door policy throughout</li> <li><input type="checkbox"/> Staff complete a weekly reflection sheet – monitored by HOD and SLT</li> <li><input type="checkbox"/> Weekly department meetings led by HOD</li> <li><input type="checkbox"/> On Call and Quiet Room logs – reviewed and monitored by pastoral team and SLT</li> <li><input type="checkbox"/> Well being is continually reviewed and raised during staff meetings, department meetings, weekly line managers and Governors Reports</li> </ul>	
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 well-being issues at work.	
Individual stress risk assessments take place when a member of staff requires additional individual support.	

### 13. Training and Development

Name of person who has overall responsibility for the training and development of staff.	Name Hannah Felton / Rob Swindells / Steph Waterhouse / Kathryn Dunne
<p>All new staff receive an induction which includes health and safety (including Asbestos awareness), fire procedures, first aid and emergency procedures:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Health and Safety Training is delivered by KD to all staff when relevant</li> <li><input type="checkbox"/> New Health and Safety measures are emailed to staff when relevant</li> <li><input type="checkbox"/> Staff made aware of changes to Risk Assessments – these are available to all staff on Microsoft Teams</li> </ul>	
<p>Our arrangements for carrying out suitable and sufficient health and safety training for all staff are:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Induction plan</li> <li><input type="checkbox"/> Cascade from external sources – where applicable</li> <li><input type="checkbox"/> Training for specific roles</li> </ul>	

### 14. Vehicles owned or operated by the school/academy

Name of person who has overall responsibility for	Robert Swindells/Garry Gribbin/Julia Revell, Emma
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the school/academy vehicles	Lowton
The school/academy operates 2 mini-buses	
Name of person who manages the driver medical examinations	Emma Lowton/Julia Revell
Name of person who manages the vehicle license requirements	Emma Lowton/Julia Revell
Name of person who undertakes vehicle checks such as oil, water and routine roadworthiness.	Site Staff / Driver / Emma Lowton
Name of person who arranges servicing and maintenance of the academy vehicles	Julia Revell/Emma Lowton Bridle Group Maintenance



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### 15. 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:	Rob Swindells/SLT/Pastoral Line Managers/Deryth Machin/Deb Fox – using emails, iSAMS and On Call reports. MyConcern would be used where appropriate.
Incidents of verbal & physical violence are investigated by:	Rob Swindells/SLT/Pastoral Line Managers/Deryth Machin/Deb Fox – using emails, iSAMS and On Call reports. MyConcern would be used where appropriate.
Name of person who has responsibility for site security:	Garry Gribbin/Tony Connell/Robert Swindells/Sarah Francis/SLT/Duty Staff
Our arrangements for site security are: <ul style="list-style-type: none"> <li><input type="checkbox"/> Cameras</li> <li><input type="checkbox"/> School Gates – locked during the school day. Operated by office staff using intercom service.</li> <li><input type="checkbox"/> Review of doors</li> <li><input type="checkbox"/> On Call</li> <li><input type="checkbox"/> First Aid</li> <li><input type="checkbox"/> Staff will email any unusual activity on site</li> <li><input type="checkbox"/> Main office staff sign in visitors – escorted to location in school by office staff</li> </ul>	

### 16. Water System Safety

Name of Premises Manager responsible for managing water system safety.	Garry Gribbin / Tony Connel
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:	HSL
Location of the water system safety manual/testing log	Location Caretakers office
Our arrangements to ensure contractors have information about water systems are: <ul style="list-style-type: none"> <li><input type="checkbox"/> Site staff training</li> <li><input type="checkbox"/> Given logs where appropriate</li> <li><input type="checkbox"/> Review of Risk Assessments before work begins in conjunction with day to day site procedures</li> </ul>	
Our arrangements to ensure all school/academy staff carrying out checks or testing or maintenance have information about the water system:	



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## Health and Safety Policy

All completed by external contract – monitored by site staff (Garry Gribbin lead)

### 17. Working at Height

Name(s) of person responsible managing the risk of work at height on the premises:	Name Garry Gribbin / Tony Connell
Work at height is avoided most times as external companies will be used to deal with specific needs.	
Our arrangements for managing work at height are: Appropriate equipment provided Work at height to be avoided	
Appropriate equipment is provided for work at height where required.	
Staff who carry out work at height are trained to use the equipment provided by external providers (National College/SSSS) <ol style="list-style-type: none"> <li>1. Garry Gribbin</li> <li>2. Tony Connell</li> <li>3. Paddy Findlay</li> <li>4. Nathan Bridgwood</li> <li>5. Simone Hawkins</li> <li>6. Thomas Hawkins</li> </ol>	
Work at height equipment is regularly inspected, maintained and records are kept in the caretakers office (Zurich Insurance do an annual check on ladders and step ladders)	

### 18. Volunteers

Name of person who has overall responsibility for managing/coordinating volunteers working within the school/academy:	Name Hannah Felton (lead) who will then directs and trains specific Head of Department
Volunteers are considered a member of staff and all Health and Safety arrangements including induction and training must apply. All volunteers will have the necessary safeguarding checks, no one will be allowed into the building without a DBS check.	

### 19. Swimming pool operations

Name of person who has overall responsibility for managing the swimming pool and its environment.	Name Garry Gribbin & Tony Connell (lead) Carl Inskip Paul Salt/Shalna Baldry/ Anabel Gittens/Laurie Essenhigh/Georgia Fellows
Our arrangements for carrying out suitable swimming pool management (including minimum supervision standards, how to summon assistance in emergency, what to do if problem identified with pool water quality, supervision in changing areas, max numbers of swimmers, conditions of hire to outside organisations, first aid provision, training plant operators): Users of the pool must have procedures in place and following the centre Normal Operating	



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Procedures/Emergency Action Plan. A minimum of two Water Safety checks are completed on a daily basis and a records kept. Total Leisure Engineering Group Ltd are the contractors that regularly check the pool conditions. Newcastle Borough Council Environmental Health Department checks the water on a Monthly basis.

During school operational hours First Aid assistance is called upon from the Main Office and all PE staff are first aid trained (in the pool). All PE staff are First Aid trained, (GF needs to do First Aid course)

Outside of school hours it is the responsibility of the outside organisation to provide their own First Aid provision (Carl Inskip lead).

Gary Gribbin is trained in swimming pool plant operation procedures.

Staff operating the swimming pool have received appropriate training and information. – PE staff First Aid trained in the pool

PE staff undergo training with Andy Lipscombe in swimming pool rescue.

Emergency procedures are in place for the use of the swimming pool and all staff who supervise swimming activities are trained appropriately in these procedures.

The health and safety considerations within curriculum swimming must be planned, supervised and managed by staff who include in their lesson planning.



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## Health and Safety Policy

### 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.

KPIs

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<p>100% Control Checks are carried out</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Fire</li> <li><input type="checkbox"/> Water</li> <li><input type="checkbox"/> Electrical</li> <li><input type="checkbox"/> Swimming Pool (if appropriate)</li> <li><input type="checkbox"/> Asbestos</li> <li><input type="checkbox"/> October and January audit</li> <li><input type="checkbox"/> Playground / external premises (astroturf)</li> <li><input type="checkbox"/> COSHH</li> </ul>	<p>Including</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Fire Risk assessment updated annually</li> <li><input type="checkbox"/> Fire points checked on a weekly basis at different points on a rota basis in different school zones</li> <li><input type="checkbox"/> Fire Extinguishers checked annually by – weekly visual check by site staff, logged</li> <li><input type="checkbox"/> Fire alarm system checked every 6 months</li> <li><input type="checkbox"/> Emergency lighting serviced twice a year – Logic Fire and Security</li> <li><input type="checkbox"/> Emergency lighting internal checks by site staff daily walk to ensure that they are charging</li> <li><input type="checkbox"/> Weekly flush of external taps</li> <li><input type="checkbox"/> Monthly water testing (HSL)</li> <li><input type="checkbox"/> Biannual risk assessment (IWS) and respond to recommendations within the timeframe where appropriate</li> <li><input type="checkbox"/> 5 year fixed electrical testing and respond to recommendations within the timeframe where appropriate</li> <li><input type="checkbox"/> PAT testing up to date</li> <li><input type="checkbox"/> Swimming pool - Water and chemical checks in line with the policy</li> <li><input type="checkbox"/> Yearly check completed by Entrust (ZC)</li> <li><input type="checkbox"/> All staff and contractors to sign Asbestos register</li> <li><input type="checkbox"/> Intrusive works assessment form completed for all work on site when needed</li> <li><input type="checkbox"/> Hazard Exchange forms completed –</li> </ul>
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# Chesterton Community Sports College

## Health and Safety Policy

	<p>when needed</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> October premises evaluation checklist completed by KD</li> <li><input type="checkbox"/> January Audit completed and submitted to the authority</li> <li><input type="checkbox"/> Monthly visual check of premises completed by Garry Gribbin fills in report that is sent to SLT.</li> <li><input type="checkbox"/> Yearly ladder check – Zurich. Visual by site staff before use. Only used by site staff.</li> <li><input type="checkbox"/> Pool – Total Leisure</li> <li><input type="checkbox"/> Astro turf - Replay Maintenance</li> </ul>
<p>Evacuation &amp; Lock Down</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A minimum of 3 fire drills per year</li> <li><input type="checkbox"/> Staff &amp; Pupils are made aware of the procedure for lock down</li> <li><input type="checkbox"/> Timings to remain under 5 minutes for whole school evacuation and everyone accounted for</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Fire drills to take place at least termly</li> <li><input type="checkbox"/> Garry Gribbin records and recommendations reported and acted on through SLT meetings and subsequent training to staff.</li> </ul>
<p>Procedures</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Staff, Visitors and pupils are aware of procedures for the school when signing in</li> <li><input type="checkbox"/> Induction of new staff to health and safety main procedures take place within 5 days of starting employment – more detailed and bespoke training to form part of induction programme for new staff</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Signing in includes Health and Safety</li> <li><input type="checkbox"/> Induction programme has clear health and safety requirement</li> </ul>