



## **Chesterton Community Sports College Health and Safety Policy**

# **Health and Safety Policy**

**Signed:**

**Chair: R. Dutton**

**Head: R. Swindells**

**Date: 17<sup>th</sup> October 2024**

**Review Date: October 2025**



# 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.

### C. Management Arrangements



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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

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| 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<br>Health and Safety Advisor<br>Health, Safety and Wellbeing Service<br>Staffordshire County Council<br>2 Staffordshire Place,<br>Tipping Street, Stafford. ST16 2DH.<br>Telephone 01785 355777 (duty officer)<br>Fax number 01785 355842<br>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<br>Kathryn Dunne<br>Rob Swindells<br>Lynn Jackson<br>Garry Gribbin |
| Our arrangements for the monitoring of health and safety are: <ul style="list-style-type: none"> <li>• Termly report to governing body</li> <li>• Two audits reviews completed termly</li> <li>• Yearly visit from HSE advisor</li> <li>• Audit process</li> <li>• 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<br>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<br>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  |
| Fire extinguisher checks  | Chubb   |
| Technology equipment  | Staffs County Council (Roy Wright)                                      |



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|---------------------------------------|---|
| PE equipment check                    | Mercury / Health and safety monthly reviews |
| Science & Technology extraction units | New technology build Sept 24                |
| 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

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| Our arrangements for recording and investigating:  |
| <p><b>Pupil accidents:</b></p> <p>All accidents and injuries are recorded on the first aid app by the first aid member of staff who gives treatment</p> <p>Qualified First-Aiders are available during the course of the school day.</p> <p>PE staff are First Aid Trained</p> <p>All PE staff are First Aid Trained in the swimming pool</p> <p>All office staff are First Aid trained</p> <p><b>If timings go outside the normal hours, suitable First Aid provision is put in place.</b></p> <p><b>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.</b></p> <p><b>Accidents will be analysed once a term and feedback / changes to risk assessments will be communicated to staff and governors - Post Accident RA</b></p> |
| <p><b>Staff / visitor accidents:</b></p> <p>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)</p> <p>Due to the online system now in place, this ensures confidentiality, investigation and appropriate action to take place.</p> <p>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>• H and S trust meetings</li> <li>• Discussions with CEO / Headteacher</li> <li>• 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>• Termly governor and trustee report</li> <li>• Changes to risk assessments – all staff informed as part of staff meeting cycle, access to risk assessments on Teams and emails</li> </ul>  |

#### 2. Asbestos



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| Name of Premises Manager responsible for Managing Asbestos.   | Name<br>Garry Gribbin / Tony Connell       |
| Location of the Asbestos Management Log or Record System.   | Location<br>Caretakers' office             |
| Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are: <ul style="list-style-type: none"><li>• Hazard exchange</li><li>• 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>   |  |
| Our arrangements to ensure all school/academy staff such as class teachers or caretakers have information about asbestos risk on the premises are: <ul style="list-style-type: none"><li>• Forms part of induction training</li><li>• 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>• All staff who work in the building will sign the asbestos register (annually)</li></ul> |  |
| Staff must report damage to asbestos materials to:  | Garry Gribbin / Tony Connell/Paddy Findlay |
| <b>Staff must not drill or affix anything to walls.</b>   |  |

### 3. Communication

|   |                                |
|---|--------------------------------|
| Name of SLT member who is responsible for communicating with staff on health and safety matters:  | Rob Swindells<br>Kathryn Dunne |
| Our arrangements for communicating about health and safety matters with all staff are: <ul style="list-style-type: none"><li>• Staff meetings</li><li>• Risk assessments</li><li>• Policy documents</li><li>• Individual assessments</li><li>• Emails – (send and receive notifications)</li></ul>                        |                                |
| Staff can make suggestions for health and safety improvements by: <ul style="list-style-type: none"><li>• Email</li><li>• Line managers meetings</li><li>• Staff are asked to review risk assessments and suggest improvements</li><li>• Staff are made aware of any post accident review of a risk assessment.</li></ul> |                                |

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

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| Name of person coordinating any construction work | Name<br>Rob Swindells / Garry Gribbin / Tony Connell/Julia |
|---|--|



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|  | 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>• Meeting to take place before any work takes place with Rob Swindells / Site Staff</li> <li>• Hazard exchange form to be completed</li> <li>• 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>• Hazard exchange forms</li> <li>• Meeting before key work starts</li> <li>• 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>• Regular risk assessment</li> <li>• 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:   | <p>Name</p> <p>Rob Swindells</p> <p>Kathryn Dunne</p> |
| <p>Our arrangements for consulting with staff on health and safety matters are:</p> <ul style="list-style-type: none"> <li>• Staff meetings</li> <li>• H&amp;S Committee Meetings (SH, CI, JHa, SF, RS, GG, PS/SB, MC)</li> <li>• Emails – (send and receive notifications)</li> <li>• Risk assessment reviews</li> <li>• Health and safety walks</li> <li>• Microsoft Teams</li> </ul> |   |
| <p>Staff can raise issues of concern by:</p> <ul style="list-style-type: none"> <li>• Emails</li> <li>• Line managers meetings</li> <li>• Site managers communication</li> <li>• Main Office communication including specific site cleaners</li> <li>• Open door policy to SLT</li> </ul>   |   |

### 6. Contractor Management

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| Name of person responsible for managing and monitoring contractor activity | <p>Name</p> <p>Garry Gribbin, Tony Connell, Robert Swindells, Julia</p> |
|--|---|



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

### 7. Curriculum Areas – health and safety

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

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

|   |                      |
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| The school/academy assesses the risk of the use of computers/laptops by carrying out a DSE assessment for staff using this type of equipment continuously and regularly for over an hour. |                      |
| Our arrangements for carrying out DSE assessments are:<br>DSE assessments to be carried out yearly on all admin staff. Other roles reviewed to check if DSE assessment needed             |                      |
| Name of person who has responsibility for carrying out DSE Assessments  | Name<br>Julia Revell |
| DSE assessments are recorded and any control measures required to reduce risk are managed by  | Name<br>Julia Revell |

### 9. Lettings

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



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| RS/SLT  |
| <ul style="list-style-type: none"> <li>Complete documentation – booking forms / hazard exchange / Risk Assessments</li> </ul>   |
| 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 as part of the hazard exchange. |
| 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   | Steph Waterhouse                  |
| The Educational Visits Coordinator is  | Steph Waterhouse<br>Kathryn Dunne |
| Our arrangements for the safe management of educational visits: <ul style="list-style-type: none"> <li>All educational visits must be logged on Evolve and reviewed by KD and SW.</li> <li>KD will support new staff with the completion of risk assessments</li> <li>Induction provided to all new staff</li> <li>All staff complete an online course for risk assessment essentials (National College)</li> <li>CPD provided to all staff on completion of risk assessments and Evolve (LM)</li> <li>H&amp;S Teams page has all relevant documentation relating to educational visits</li> </ul> |                                   |

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

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





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| Portable electrical equipment (PAT) testing records are located:   | Caretaker's office   |
| Staff must take defective electrical equipment out of use and report to:   | Name<br>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<br>Lynn Jackson<br>Kathryn Dunne<br>Robert Swindells<br>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:<br>1. Sarah Francis<br>2. Cate Dean<br>3. Annabelle Whitcombe-Hill                           |
| Name of person responsible for arranging and recording of fire drills   | Rob Swindells<br>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 receive training on fire procedures during their induction. All relevant information on fire procedures are kept on the H&S teams page. |  |

### 13. First Aid \*see also Medication

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| Name of person responsible for carrying out the First Aid Assessment | Name<br>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<br><ul style="list-style-type: none"> <li>Electronically</li> <li>Staffroom</li> </ul>   |



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|  | <ul style="list-style-type: none"> <li>• Main office</li> <li>• Caretakers</li> <li>• Medical room</li> </ul>   |
| First Aiders are listed  | <b>Location</b> <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/Shaula 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>• First Aid email account to request First Aid</li> <li>• Online app</li> <li>• Accident forms</li> <li>• iSAMS</li> </ul>  |   |

### 14. Glass & Glazing

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| 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 |



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### 15. Hazardous Substances (COSHH)

|   |                                   |
|---|-----------------------------------|
| Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)  | Jill Hawkesworth<br>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

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| The Health and Safety at Work poster is located: | Location<br>Staff room / Main office entrance/Sports Centre/SEN entrance/Library entrance |
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### 17. Housekeeping, cleaning & waste disposal

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| 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:<br>External cleaning company  | Name and contact details<br>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 – Sharon Powell via Garry Gribbin</li> </ol> |  |



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### 18. Infection Control

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| 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>• 48 hours clear of sickness bug</li><li>• Advice sought from NHS/Staffs CC when needed</li><li>• Through the curriculum – PSHE – Health &amp; Hygiene, PSHE Days, Technology (hand washing, aprons, hand sanitisers)</li><li>• Staff promoting good hygiene</li><li>• Clear pest control in school</li></ul> |  |

### 19. Lone Working

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| Our arrangements for managing lone working are<br><b>No member of staff working alone is permitted to undertake high risk activities.</b><br><br>Refer to Lone Working RA – Site Staff, OOH teaching staff, working during school holidays<br>Staff to undertake training via the National College on Lone Working |
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### 20. Maintenance / Inspection of Equipment (including selection of equipment)

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| Ladders and steps – Garry Gribbin and Tony Connell – Zurich<br>PE equipment – Paul Salt/Shaula Baldry/Carl Inskip and Mercury<br>Lifts & lifting equipment – RJ lifts<br>Fire alarm panel (Lantern Fire and Security) and smoke detection – Garry Gribbin /Tony Connell / Chubb<br>Emergency lighting tested annually; day check by site staff; monthly check by site staff<br>Fire extinguishers – Chubb<br>Technology equipment – Staffordshire County Council – Simone Hawkins / Tom Hawkins<br>Ovens – Polaris<br>Science – Fume cupboards – TES, pressure vessel – Zurich. In house maintenance – Doug Freakley/Jill Hawkesworth<br>Mowers & Grounds equipment – Cornthwaite Group<br>Kitchen – Chartwells<br>Hoovers – Chartwells<br>ICT Equipment – David Lawton, Nathan Bridgwood<br>Music Equipment – Matthew Horner<br>Drama Props/equipment – Katie Owen, Nathan Bridgwood<br>General classroom equipment (tables, chairs, flooring) – site managers/teaching staff/technicians<br>Textiles equipment (sewing machines) – Deryth Machin, PAT tested<br>A/C - key integrated services (4 monthly)<br>Pool – Site Managers/Total Leisure<br>Astro - PE staff/Carl Inskip/Site Managers/Replay Maintenance |
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| 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

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| Name of competent person responsible for carrying out manual handling risk assessments   | Name<br>Robert Swindells<br>Garry Gribbin<br>Tony Connell<br>Simone Hawkins |
| Our arrangements for managing manual handling activities are: <ul style="list-style-type: none"> <li>Staff are not permitted to undertake significant manual handling without completing appropriate training – Appropriate staff undergo Manual Handling training via the National College</li> </ul>   |   |
| 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).<br><br>Full staff training provided by RS/DM/SLT<br>Staff training via the National College<br>Pastoral staff have update training in Pastoral meetings |   |



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### 7. Medication

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|---|---|
| Name of person responsible for the management of and administration of medication to pupils in school/academy   | Name<br>Sarah Francis<br>Lorraine Cummins-Bloor |
| Our arrangements for the administration of medicines to pupils are:<br>Parents complete a medication form or a detailed signed letter from parent/carer<br>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:<br>Asthma plans<br>Care Plans   |   |
| 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)

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| 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> |



# Chesterton Community Sports College

## Health and Safety Policy

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|  | <ol style="list-style-type: none"> <li>2. Tony Connell</li> <li>3. Adam Findlay</li> </ol> <p>Technology:</p> <ol 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> </ol>  |
| <p>Name of person responsible for the checking and maintenance of personal protective equipment provided for staff</p>   | <p>PPE/First Aid:</p> <ol 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> </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> <li>2. Tony Connell</li> <li>3. Adam Findlay</li> </ol> <p>Technology:</p> <ol 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> </ol> |
| <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> <ol style="list-style-type: none"> <li>1. Simone Hawkins</li> <li>2. Amanda O'Rourke</li> <li>3. Wendy Wall</li> </ol>  |



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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> |
| 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.  | <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

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

### 10. Risk Assessments

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|---|
| <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>• Premises and grounds</li> <li>• Curriculum / classrooms</li> <li>• PE specific activities</li> <li>• First Aid</li> <li>• Fire Risk Assessment</li> <li>• Hazardous Substances</li> </ul>  |





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## Health and Safety Policy

- 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.



# Chesterton Community Sports College

## Health and Safety Policy

### 12. Stress and Staff Well-being

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|--|--|
| Name of person who has overall responsibility for the health and wellbeing of school/academy staff   | Name<br>Rob Swindells<br>Kathryn Dunne |
| 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: <ul style="list-style-type: none"><li>• Weekly SLT meetings with HOD's</li><li>• Operate an open-door policy throughout</li><li>• Staff complete a weekly reflection sheet – monitored by HOD and SLT</li><li>• Weekly department meetings led by HOD</li><li>• On Call and Quiet Room logs – reviewed and monitored by pastoral team and SLT</li><li>• Well being is continually reviewed and raised during staff meetings, department meetings, weekly line managers and Governors Reports</li><li>• Allstaff wellbeing section on Teams</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

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

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



## Chesterton Community Sports College Health and Safety Policy

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| Name of person who has overall responsibility for the school/academy vehicles               | Robert Swindells/Garry Gribbin/Julia Revell, Emma 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<br><br>Bridle Group Maintenance |



# Chesterton Community Sports College

## Health and Safety Policy

### 15. Violence and Aggression and School/Academy Security

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| 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>• Cameras</li> <li>• School Gates – locked during the school day. Operated by office staff using intercom service.</li> <li>• Review of doors</li> <li>• On Call</li> <li>• First Aid</li> <li>• Staff will email any unusual activity on site</li> <li>• 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>• Site staff training</li> <li>• Given logs where appropriate</li> <li>• 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:   |                             |



# Chesterton Community Sports College

## Health and Safety Policy

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

### 17. Working at Height

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|--|--------------------------------------|
| Name(s) of person responsible managing the risk of work at height on the premises:   | Name<br>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:<br>Appropriate equipment provided<br>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)<br><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

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

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|--|---|
| Name of person who has overall responsibility for managing the swimming pool and its environment.  | Name<br>Garry Gribbin & Tony Connell (lead)<br>Carl Inskip<br>Paul Salt/Shaina Baldry/ Anabel Gittens/Laurie<br>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):<br>Users of the pool must have procedures in place and following the centre Normal Operating |   |



## Chesterton Community Sports College Health and Safety Policy

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.



# Chesterton Community Sports College

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

## Health and Safety Policy

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|   | <p>when needed</p> <ul style="list-style-type: none"> <li>• October premises evaluation checklist completed by KD</li> <li>• January Audit completed and submitted to the authority</li> <li>• Monthly visual check of premises completed by Garry Gribbin fills in report that is sent to SLT.</li> <li>• Yearly ladder check – Zurich. Visual by site staff before use. Only used by site staff.</li> <li>• Pool – Total Leisure</li> <li>• Astroturf - Replay Maintenance</li> </ul> |
| <p>Evacuation &amp; Lock Down</p> <ul style="list-style-type: none"> <li>• A minimum of 3 fire drills per year</li> <li>• Staff &amp; Pupils are made aware of the procedure for lock down</li> <li>• Timings to remain under 5 minutes for whole school evacuation and everyone accounted for</li> </ul>   | <ul style="list-style-type: none"> <li>• Fire drills to take place at least termly</li> <li>• Kathryn Dunne 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>• Staff, Visitors and pupils are aware of procedures for the school when signing in</li> <li>• 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>• Signing in includes Health and Safety</li> <li>• Induction programme has clear health and safety requirement</li> </ul>  |