



Cooper Perry Primary School

Health and Safety and Wellbeing Policy

Health and Safety and
Wellbeing Policy

Author: C. Callow

Created: May 2025

Review date: May 2026



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 Cooper Perry Primary School.

Part E - The Key Performance Indicators.

A. Introduction This policy statement records the local organisation and arrangements for implementing the Cooper Perry Primary School Health, Safety and Well-Being Policy.

B. Policy Statement

The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Cooper Perry Governing Board recognises and takes responsibility for compliance with the statutory duties under the Health and Safety at Work etc. Act 1974.

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

- all places and premises where staff and pupils are required to work and engage in school/academy activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on the premises or taking part in educational activities elsewhere.)
- all plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
- appropriate safe systems of work exist and are maintained.
- sufficient information, instruction, training and supervision is available and provided to ensure that staff and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others.
- a healthy working environment is maintained including adequate welfare facilities.

In addition to the above, the school will ensure that so far as is reasonably practicable 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

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

Competent Health and Safety Advice

The school obtains competent health and safety advice from	Staffordshire County Council's Health and Safety Advisor
The contact details are	Dean Willetts, Health and Safety Adviser Stafford Borough Tel: 07773 791499
In an emergency we contact the Duty Officer on 01785 355777	

Monitoring Health and Safety

Name of person responsible for the overall monitoring of health and safety in school:	Mrs Clair Callow, Headteacher
Our arrangements for the monitoring of health and safety are: Standard agenda item at Governors' Resources Committee meeting. Standard agenda item at PFI monthly meetings. Reported at Full Governors' Meetings	
The school carries out formal evaluations and audits on the management of health and safety annually.	
The last audit took place	Date: April 2023 By: Dean Willetts
Name of person responsible for monitoring the implementation of health and safety policies	Clair Callow, Headteacher
All staff are aware of the key performance indicators in part E and how they are monitored	
All workplace inspections are carried out by the PFI provider, Pell Frischmann, within statutory timescales.	

D. Detailed Health and Safety Arrangements**1. Accident Reporting, Recording & Investigation**

Our arrangements for recording and investigating
pupil accidents: closest staff member records, senior leader investigates if severe
staff accidents: staff member or senior leader reports to office manager who inputs the accident onto My Health and Safety
visitor accidents: senior leader reports to office manager who inputs the accident onto My Health and Safety
The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: The Headteacher, Clair Callow
Our arrangements for reporting to the Governing Body or Academy Board are: standard item on Governors' Resources Committee agenda and Full Governors' Meeting agenda
Our arrangements for reviewing accidents and identifying trends are: Headteacher analyses to prepare reports for governors as above

2. Asbestos

Name of Premises Manager responsible for Managing Asbestos.	John Huckle, Pell Frischmann
Location of the Asbestos Management Log or Record System.	Caretaker's Office
Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are that we ensure all contractors are accompanied by a representative from Pell Frischmann	
Our arrangements to ensure all school/academy staff such as class teachers or caretakers have information about asbestos risk on the premises are annual awareness-raising during staff training.	
Staff must report damage to asbestos materials to:	Clair Callow, Headteacher
Staff must not drill or affix anything to walls without first obtaining approval from the premises manager.	

3. Communication

Name of SLT member who is responsible for communicating with staff on health and safety matters:	Clair Callow, Headteacher
Our arrangements for communicating about health and safety matters with all staff are staff meetings, staff briefings, training days and email	
Staff can make suggestions for health and safety improvements by speaking to the Headteacher or the premises staff.	

4. Construction Work *See also Contractor Management

Name of person coordinating any construction work / acting as Client for any construction project.	John Huckle, Pell Frischmann
Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are to ensure that Pell Frischmann manage any building projects. Duty holders will be identified and named as part of any Construction project.	
Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are to ensure Pell Frischmann appoint and accompany all contractors on site.	
Our arrangements for the induction of contractors are that they undertake a pre-visit with a member of Pell Frischmann staff	
Staff should report concerns about contractors to Pell Frischmann or the Headteacher	
We will review any construction activities on the site in liaison with Pell Frischmann	

5. Consultation

Name of SLT member who is responsible for consulting with staff on health and safety matters:	Clair Callow, Headteacher
The name of the Trade Union Health and Safety Representative is:	Unknown
Our arrangements for consulting with staff on health and safety matters are that it is a standard agenda item at staff briefings	
Staff can raise issues of concern by speaking to the Headteacher or site staff.	

6. Contractor Management

Name of person responsible for managing and monitoring contractor activity	John Huckle, Pell Frischmann
Our arrangements for selecting competent contractors are to ensure the selection is completed by Pell Frischmann and/or to ensure the council approved list of contractors is used.	
Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are to ensure Pell Frischmann appoint and accompany all contractors on site.	
Our arrangements for the induction of contractors are that they undertake a pre-visit with a member of Pell Frischmann staff	
Staff should report concerns about contractors by speaking to the Headteacher or site staff.	

7. Curriculum Areas – health and safety

Science D&T PE	Miss Grace Harper Mrs Clair Callow Mr James Whittick
Risk assessments for these curriculum areas are the responsibility of:	The staff members listed above

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

The school assesses the risk of the use of computers/laptops by carrying out a DSE assessment for staff using this type of equipment continuously and regularly for over an hour.	
Our arrangements for carrying out DSE assessments are supported by Dean Willatts and the LA guidance.	
Name of person who has responsibility for carrying out Display Screen Equipment Assessments	Clair Callow, Headteacher
DSE assessments are recorded and any control measures required to reduce risk are managed by	Clair Callow, Headteacher

9. Early Years Foundation Stage (EYFS)

Name of person who has overall responsibility for EYFS	Mrs Vicky Batten
Our arrangements for the safe management of EYFS are to internally monitor regularly, to procure annual external Quality Assurance visits and to ensure Pell Frischmann staff undertake daily and weekly safety checks of the environment, furniture, resources and equipment.	

10. Educational visits / Off-Site Activities

Name of person who has overall responsibility for Educational Visits	Mrs Clair Callow, Headteacher
The Educational Visits Coordinator is	Mr James Whittick
Our arrangements for the safe management of educational visits are to use the Evolve online council risk assessment site and to encourage all staff to consult best practice guidance.	

11. Electrical Equipment [fixed & portable]

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	Clair Callow, Headteacher
Fixed electrical wiring test records are located:	In the Caretaker's office
All staff visually inspect electrical equipment before use.	
Our arrangements for bringing personal electrical items onto the school site are that this is not permitted without testing of the equipment by school.	
Name of person responsible for arranging the testing of portable electrical equipment (PAT):	Clair Callow, Headteacher
Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:	Clair Callow, Headteacher
Portable electrical equipment (PAT) testing records are located:	In the Caretaker's office.
Staff must take defective electrical equipment out of use and report to:	Clair Callow, Headteacher
The portable electrical equipment on the school site owned and used by contractors is the responsibility of the contractor, who must provide records of this if requested.	

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

Name of competent person responsible for undertaking & reviewing fire risk assessment in addition to any associated action planning	John Huckle, Pell Frischmann
The Fire Risk Assessment is located	In the Pell Frischmann office.
When the fire alarm is raised the person responsible for calling the fire service is	The fire alarm is automatically linked to the fire service. The Headteacher will ensure a backup phone call has been made once the school is evacuated.
Name of person responsible for arranging and recording of fire drills	Clair Callow, Headteacher
Name of person responsible for creating and reviewing Fire Evacuation arrangements	Clair Callow, Headteacher
Our Fire Evacuation Arrangements are published ...	In every room and on every corridor
Our Fire Marshals are listed	In the staff room
Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at	Caretaker's office

Name of person responsible for training staff in fire procedures	Clair Callow, Headteacher
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	Clair Callow, Headteacher
The First Aid Assessment is located	In the office manager's office
First Aiders are listed	In all offices and in the staffroom
Name of person responsible for arranging and monitoring First Aid Training	Harriet Fletcher, Deputy Headteacher
Location of First Aid Box	In each class base, the office manager's office, the school reception, adjacent to the playground and in the mobile classroom
Name of person responsible for checking & restocking first aid boxes	Nominated staff member in each phase – responsibility of SLT members
In an emergency staff are aware of how to summon an ambulance	
Our arrangements for dealing with an injured person who has to go to hospital are (who is contacted/ who accompanies staff or children to hospital):	
pupils	Parents/carers notified, staff member accompanies
staff	Emergency contact notified, colleague accompanies if requested
visitors	Organisation notified and next of kin if details are available, staff member accompanies if requested
Our arrangements for recording the use of First Aid are in our accident records	

14. Glass & Glazing

All glass in doors and side panels are constructed of safety glass	
All replacement glass is of safety standard	
A glass and glazing assessment took place in (tbc) and the record can be found	With Pell Frischmann

15. Hazardous Substances (COSHH)

Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)	John Huckle, Pell Frischmann
Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are: The PFI provider uses CLEAPPS as a resource and all staff must be aware of how to access this information.	

16. Health and Safety Law Poster

The Health and Safety at Work poster is located:	In the school staff room
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17. Housekeeping, cleaning & waste disposal

All staff and pupils share the responsibility for keeping the school/academy site clean, tidy and free from hazards	
Our waste management arrangements are through Pell Frischmann	
Our site housekeeping arrangements are through Pell Frischmann	
Site cleaning is provided by Pell Frischmann	John Huckle 01785 222531
Cleaning staff have received appropriate information, instruction and training about the following and are competent:	
work equipment	
hazardous substances	
Waste skips and bins are located away from the school building.	
All staff and pupils must be aware of the arrangements for disposing of waste and the location of waste bins and skips.	
Staff in all Depts. who generate waste (e.g.catering/cleaning/curriculum areas) must be aware of the risk assessments and control measures in place for their role.	

18. Infection Control

Name of person responsible for managing infection control:	Clair Callow, Headteacher
Our infection control arrangements (including communicable diseases/hand hygiene standards) are: Guidance shared with parents around exclusion periods for communicable diseases such as chicken pox. All members of the community are actively encouraged in good hand-washing techniques, supported by signage throughout the building.	

19. Lone Working

Our arrangements for managing lone working are to share details of our Lone Working Policy with all staff members and to discourage the practice wherever possible.

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

Name of person responsible for the selection, maintenance / inspection and testing of equipment	Clair Callow, Headteacher (PE equipment & Fire Extinguishers) John Huckle, Pell Frischmann all others
Records of maintenance and inspection of equipment are retained and are located:	In the office manager's office and in the Pell Frischmann office
Staff report any broken or defective equipment to:	The office manager
The equipment on the school site owned and used by contractors is the responsibility of the contractor, who must provide records of testing, inspection and maintenance if requested.	

21. Manual Handling

Name of competent person responsible for carrying out manual handling risk assessments	Cleaners: Pell Frischmann Lunchtime and EYFS staff: Headteacher
Our arrangements for managing manual handling activities are that only trained staff undertake such activities.	

Staff must aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided.
Staff who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task.
Staff are trained appropriately to carry out manual handling activities.
Where people handling takes place an Individual Manual Handling Plan must be in place and communicated to all parties (including where appropriate the young person/their parents/carers/support staff).

22. Medication

Name of person responsible for the management of and administration of medication to pupils in school	Clair Callow, Headteacher
Our arrangements for the administration of medicines to pupils are detailed in our Administration of Medicines Policy.	
The names members of staff who are authorised to give / support pupils with medication are:	All teaching, classroom support and administrative staff as we all have First Aid training
Medication is stored:	In the school office or in the designated fridge in the staffroom.
A record of the administration of medication is located:	In the school office and in individual class medicine folders.
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 that all staff members are trained annually.	
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.	

23. Reporting Hazards or Defects

All staff and pupils must report any hazards, defects or dangerous situations they see at school.
Our arrangements for the reporting of hazards and defects are to notify the office manager or Headteacher who in turn notify Pell Frischmann.

24. Risk Assessments

The school has in place risk assessments for any identified significant risk. Control measures which are put in place to eliminate or reduce risk are communicated to staff, pupils and other who may be exposed to the risk.
Risk assessments are in place for the following areas: Premises and grounds Curriculum / classrooms Hazardous activities or events Fire Risk Assessment Hazardous Substances

Work Equipment Manual handling activities Individual Risk Assessments Personal Emergency Evacuation Plans Healthcare Plans	
Name of person who has overall responsibility for the school risk assessment process and any associated action planning	Clair Callow, Headteacher
Our arrangements for carrying out, recording, communicating and reviewing risk assessments are shared and are on an annual rolling programme	
Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments.	
When an accident or incident occurs a post risk assessment takes place when a new hazard has been identified.	
Risk assessments are created or reviewed when something new is introduced or a change has occurred.	

25. Smoking

No smoking or vaping is permitted on site or in vehicles owned or operated by the school.

26. Shared use of premises/shared workplace

Name of Premises Manager or member of Leadership team responsible for Premises Management	Clair Callow, Headteacher
The school premises are shared with another organisation	Dolce (catering)
Our arrangements for managing health and safety in a shared workplace are to ensure all relevant documentation is accessible / visible and to ensure a close working relationship with staff and their manager.	

27. Stress and Staff Well-being

Name of person who has overall responsibility for the health and wellbeing of school/academy staff	Clair Callow, Headteacher
All staff have responsibility to take care of their own health and wellbeing and the school supports staff to do this by implementing the following arrangements: sign-posting to the free Thinkwell Service, SAS service, annual optional wellbeing day, under-taking annual and interim individual performance review meetings, operating an open door policy to senior leaders, working with wellbeing leads for pupils and staff.	
Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated.	
All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work.	
Individual stress risk assessments take place when a member of staff requires additional individual support.	
A team stress risk assessment has not yet been completed involving all staff.	

28. Training and Development

Name of person who has overall responsibility for the training and development of staff.	Harriet Fletcher, Deputy Headteacher
All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.	
Our arrangements for carrying out suitable and sufficient health and safety training for all staff are to use county council training services and providers.	
The school has a training matrix to help in the planning of essential and development training for staff.	
Training records are retained and are located in the Deputy Head's /Office Manager's office	
Training and competency as a result of training is monitored and measured by:	Clair Callow, Headteacher

29. Vehicle movement on site

Name of Premises Manager responsible for the management of vehicles on site	Clair Callow, Headteacher
Our arrangements for the safe access and movement of vehicles on site are to maintain signage, restrict access, communicate regularly with suppliers, parents/carers and the PFI provider.	

30. Violence and Aggression and School/Academy Security

The school provides a place of work which is designed and managed to minimise the risk of violence and aggression to staff, pupils and visitors.	
A risk assessment is carried out where staff are at increased risk of injury due to their work.	
Training, information and instruction is available to staff to help them manage the risk of violence and aggression where required.	
Staff and pupils must report all incidents of verbal & physical violence to:	Clair Callow, Headteacher
Incidents of verbal & physical violence are investigated by:	Clair Callow, Headteacher
Name of person who has responsibility for site security:	Clair Callow, Headteacher
Our arrangements for site security are managed by Pell Frischmannn	

31. Water System Safety

Name of Premises Manager responsible for managing water system safety.	John Huckle Pell Frischmannn
Name of contractors who have undertaken a risk assessment of the water system	JPR Engineering
Name of contractors who carry out regular testing of the water system:	JPR Engineering
Location of the water system safety manual/testing log	Pell Frischmannn office
Our arrangements to ensure contractors have information about water systems are to ensure they are always accompanied by Pell Frischmannn staff.	

32. Working at Height

Name(s) of person responsible for managing the risk of work at height on the premises:	John Huckle, Pell Frischmann and Clair Callow, Headteacher
Work at height is avoided where possible.	
Our arrangements for managing work at height are to minimise all work under-taken at height.	
Appropriate equipment is provided for work at height where required.	
Staff who carry out work at height are trained to use the equipment provided	
Work at height equipment is regularly inspected, maintained and records are kept at the Pell Frischmann office.	

33. Work Experience

Name of person who has overall responsibility for managing work experience and work placements for school/academy pupils.	Harriett Fletcher, Deputy Headteacher
Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are to cross-check and share Risk Assessments relevant to the area in which they will be placed.	
The name of the person responsible for the health and safety of people on work experience in the school/academy premises:	Clair Callow, Headteacher
Our arrangements for managing the health and safety of work experience students in the school/academy are to meet with them on site prior to the placement commencing.	

34. Volunteers

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

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

It is important that school leaders, governors and managers can monitor the health and safety performance of their school in order to determine where progress is being made and where further actions and resources may be required. This is done by completion of a standard annual evaluation of Health and Safety from which is created an action plan. The evaluation and action plan are shared with the Governors' Resources Committee and the PFI provider.