



## Summary of local Health and Safety Responsibilities and arrangements for: North Cadbury CofE Primary School

This document forms part of Preston Primary Academy Trust's overall Health and Safety policy, which is available via the following link:

<https://www.prestonprimaryacademytrust.co.uk/policies>

1. Who is responsible for Health and Safety?
2. How are we monitoring arrangements?
3. How do we communicate and consult with employees?
4. Where are Health and Safety documents kept?

This form is for recording local responsibilities for implementing and developing Health and Safety policy within North Cadbury CofE Primary School.

It should be used to supplement the Trust Health & Safety policy. Where questions invite a detailed answer (e.g., "names of first aiders), a link to the relevant document where the information is held is sufficient. This will satisfy the requirements of a health and safety audit, of which this form is an important element.

The information in this form should be brought to the attention of all employees.

## 1 Who is responsible for health and safety?

| Responsibilities/ Topic area  | Name and contact details/ arrangements  |
|---|---|
| <p><b>Overall responsibility</b> for health and safety (at Trust Level) is that of:</p>   | <p>Bernie Green – Chief Executive Officer<br/>                     Tel: 01935-676350<br/>                     email: <a href="mailto:ppat@ppat365.org">ppat@ppat365.org</a></p>   |
| <p><b>Head Teacher with Delegated Authority</b> within this school (responsible for ensuring the Trust H&amp;S Management System is operating effectively in their school):</p> | <p>Amy Truett<br/> <a href="tel:01963440420">Tel:</a> 01963 440 420<br/>                     Email: <a href="mailto:offic@northcadbury.ppat365.org">offic@northcadbury.ppat365.org</a></p>  |
| <p><b>Premises Manager</b> (usually Head Teacher but delegated duties to Site Manager):</p>   | <p>Amy Truett<br/> <a href="tel:01963440420">Tel:</a> 01963 440 420<br/>                     Email: <a href="mailto:office@northcadbury.ppat365.org">office@northcadbury.ppat365.org</a><br/>                     I Am Compliant in place for all H&amp;S checks required, including frequencies. The Head Teacher and site manager have undertaken premises managers training.</p>   |
| <p><b>Competent H&amp;S advice</b> is obtained from:</p>  | <p>Fiona Packer<br/>                     Trust Health &amp; Safety Compliance Officer<br/>                     Tel: 07541 716 138<br/>                     email: <a href="mailto:fpacker@ppat365.org">fpacker@ppat365.org</a></p>  |
| <p>How are <b>accidents/incidents</b> reported, recorded, and managed within the school?</p>  | <p>Bump books are used to record trivial, everyday bumps and grazes to children. More significant incidents to children e.g., fractures are recorded on I Am Compliant. Any incident involving a member of staff, visitor or contractor are also recorded on I Am Compliant. There are designated users of I Am Compliant in the school who are responsible for entering accidents onto the system and they are always followed up by the Head Teacher. The Trust H&amp;S Compliance Officer also gets notified and has an oversight of all incidents entered onto the system. All accidents are analysed regularly and discussed at various levels e.g., LGB, Trust etc. Reporting of H&amp;S Incidents Policy is in place via the PPAT Info Hub on Share Point &amp; on I Am Compliant.</p> |

## HEALTH & SAFETY – LOCAL ARRANGEMENTS IN THIS SCHOOL

| Responsibilities/ Topic area   | Name and contact details/ arrangements  |
|--|---|
| <p><b>Risk assessments</b> are completed on <b>I Am Compliant</b> and reviewed regularly by:</p> | <p>Amy Truett<br/> <a href="tel:01963440420">Tel:</a> 01963 440 420<br/>                     Email: <a href="mailto:offic@northcadbury.ppat365.org">offic@northcadbury.ppat365.org</a><br/>                     Risk assessment policy in place via the PPAT Info Hub on Share Point &amp; on I Am Compliant. All statutory risk assessments are complete &amp; up to date.</p> |
| <p>What procedures does your school have in place <b>emergencies</b> and major incidents?</p>    | <p>School follows the Trust Business Continuity Plan in place which is available on the PPAT Info Hub on Share Point &amp; I Am Compliant. School also has its own lockdown procedure and site-specific fire emergency and evacuation plan in place.</p>  |
| <p>The <b>external visit co-ordinator</b> is:</p>  | <p>Amy Truett<br/> <a href="tel:01963440420">Tel:</a> 01963 440 420<br/>                     Email: <a href="mailto:offic@northcadbury.ppat365.org">offic@northcadbury.ppat365.org</a></p>  |
| <p>How are <b>external trips and visits</b> managed within your school?</p>                      | <p>School has a school trips &amp; visits policy in place. Generic risk assessments are in place for category A trips, including different types of travel risk assessments. All category B and adventurous trips will be recorded on Share Point with final approval required from the Trust H&amp;S Compliance Officer.</p>   |
| <p>Is there an <b>induction</b> process in place for new staff – explain?</p>                    | <p>New starter induction pack in place, including H&amp;S checklist. Mandatory basic H&amp;S training in place for all staff.</p>   |
| <p>Working at Computers (<b>DSE</b>)</p>   | <p>Initial self-assessment form completed by DSE users. Head Teachers can call on Trust H&amp;S Compliance Officer for support in complex situations. DSE policy in place along with user guides – held on PPAT info hub via Share Point &amp; on I Am Compliant.</p>   |
| <p><b>New &amp; expectant mothers</b></p>  | <p>Risk assessment completed by Head Teacher once the employee notifies the HT that they are pregnant. The risk assessment will be reviewed every 2 months for the first 6 months and every month thereafter. New &amp; expectant mothers' policy in place – held on PPAT info hub via Share Point &amp; on I Am Compliant.</p>   |

## HEALTH & SAFETY – LOCAL ARRANGEMENTS IN THIS SCHOOL

| Responsibilities/ Topic area        | Name and contact details/ arrangements   |
|-------------------------------------|--|
| <b>Medical</b>                      | The school has its own medical policy in place which is located on the school website for parents to view. There are also additional asthma, diabetes, and epilepsy policies in place on the PPAT Info Hub via Share Point & on I Am Compliant. The Head Teacher has ultimate responsibility for medical related issues in the school. The school also refers to the following DfE guidance for extra resources <a href="https://www.gov.uk/guidance/supporting-pupils-with-medical-conditions">Supporting pupils with medical conditions: links to other useful resources - GOV.UK (www.gov.uk)</a> |
| <b>Hazardous Substances (COSHH)</b> | The school site manager is responsible for undertaking COSHH assessments and reviewing them annually. There is also a hazardous substances policy in place on the PPAT Info Hub via Share Point & on I Am Compliant.   |
| <b>Driving for work</b>             | There is a risk assessment on I Am Compliant for driving for work. Anyone who drives over 4000 miles for business use must complete an individual risk assessment form and provide the necessary documents e.g., insurance, MOT etc. Additionally, all minibus drivers must complete one of these forms as well. There is a driving for work policy in place on the PPAT Info Hub via Share point & on I Am Compliant.   |
| <b>Minibus safety</b>               | NA   |
| <b>Violence at work</b>             | There is a work-related violence policy in place on the PPAT Info Hub via Share point & on I Am Compliant. There is also a risk assessment in place on I Am Compliant for work related violence.   |

## HEALTH & SAFETY – LOCAL ARRANGEMENTS IN THIS SCHOOL

| Responsibilities/ Topic area | Name and contact details/ arrangements   |
|------------------------------|--|
| <b>Building maintenance</b>  | The site manager has a list of tasks to complete using I Am Compliant which includes details of planned preventative maintenance for all items which require servicing. The site manager keeps these up to date including completing local site checks at varying frequencies. The Trust H&S Compliance Officer monitors compliance regularly. There are also some premises related risk assessments located on I Am Compliant e.g. Ice & Snow, Working at Height, Cleaning etc.   |
| <b>Asbestos</b>              | There is an asbestos register in place which is kept in the school office. This is shown to all contractors working on or near asbestos. There is also a permit to work system in place, a local asbestos management plan and all accessible asbestos containing materials are visually inspected annually by G&L Consultancy. Refurbishment & demolition surveys are carried out prior to construction work taking place. The site manager has undertaken asbestos awareness training. There is also an asbestos policy located on the PPAT Info Hub via Share point & on I Am Compliant. |
| <b>Electricity</b>           | There is an Electricity policy located on the PPAT Info Hub via Share Point & on I Am Compliant. The site manager has undertaken basic electrical safety training. All cleaning and catering items are PAT tested annually by a contractor and visually inspected for the 6 months in between by the site manager. All other items are PAT tested every 3 years by a contractor, and for the years in between, visually inspected by the site manager. All fixed electrical wiring is inspected by a contractor every 5 years – 100% of the circuit.                                       |



## HEALTH & SAFETY – LOCAL ARRANGEMENTS IN THIS SCHOOL

| <b>Responsibilities/ Topic area</b> | <b>Name and contact details/ arrangements</b>   |
|-------------------------------------|---|
| <b>Safety Glazing</b>               | The school has a safety glazing risk assessment completed on I Am Compliant. The site manager carries out safety glazing checks every term. Safety film is replaced every 10 years.   |
| <b>Stress</b>                       | There is a work-related stress policy in place which is located on the PPAT Info Hub via Share point & on I Am Compliant. There are also individual forms for the management of stress which accompany the policy. These can be used by the Head Teacher in conjunction with the employee. The school also has access to an Occupational Health Service as required. Additionally, all employees have access to an Employee Assistance provider (EAP) PAM Wellness – 0800 882 4102. |

## Other H&S-related Functions

| Responsibilities  | Name and contact details (or appropriate references)  |
|---|---|
| <b>First Aiders</b>   | Lauren Davies<br>Liz Hall-Say<br>Selena Hawker<br>Leonie Hobbs<br>Hazel Sneesby<br>Amy Truett<br>Tracey Watson  |
| <b>Fire Wardens</b>   | Liz Hall-Say<br>Leonie Hobbs<br>Tracey Watson   |
| <b>Incident Reporting and Follow-Up</b><br><i>Platform for recording incident data</i><br><br><i>Data input arrangements:</i><br><br><i>Incident Investigation</i><br><br><i>Reporting Incidents to HSE</i> | I Am Compliant<br>email: <a href="mailto:admin@iam-compliant.com">admin@iam-compliant.com</a><br>Tel: 0330 38 39 315<br><br>Head Teacher responsibility to ensure there are sufficient users nominated with appropriate authorisation and understanding.<br><br>Initial Report: School. Serious incidents will be screened and followed up by the Trust H&S Compliance Officer.<br><br>Trust H&S Compliance Officer |
| <b>Insurance Claims Handling</b>  | Risk Protection Arrangement (RPA)<br>Email: <a href="mailto:rpa.dfe@education.gov.uk">rpa.dfe@education.gov.uk</a>  |

## 2 How are we monitoring and reviewing the arrangements?

| <b>Question</b>   | <b>Details</b>   |
|---|--|
| <p>What systems of <b>'internal' monitoring</b> are in place?</p>         | <p>Analysing accidents<br/>                     Annual reviews (I Am Compliant)<br/>                     I Am Compliant report<br/>                     Governor's meetings with standard H&amp;S agenda item<br/>                     Governors Premises walkabout with feedback report<br/>                     Trust H&amp;S Compliance Officer (Inspections &amp; Audits)<br/>                     Senior Leadership Team meeting with standing H&amp;S agenda item<br/>                     Staff Inductions<br/>                     Inset day training<br/>                     Site manager checks<br/>                     Staff surveys<br/>                     Monitoring of I Am Compliant<br/>                     Sickness absence reports<br/>                     Directors/ Board Meetings</p> |
| <p>What systems of <b>'external' monitoring</b> are in place?</p>         | <p>Occupational Health<br/>                     PAM Wellness<br/>                     Condition surveys<br/>                     Energy Audits<br/>                     H&amp;S Audit (external provider)<br/>                     Servicing reports<br/>                     Fire risk assessment<br/>                     Legionella risk assessment<br/>                     Asbestos annual re-inspection surveys<br/>                     Radon assessment<br/>                     Ofsted</p>  |
| <p>When is the next planned review of health and safety arrangements?</p> | <p>Rolling review of Policy documentation every 3-years<br/>                     Governors' meetings – minimum of 3 per year<br/>                     Termly compliance checks – Trust H&amp;S compliance Officer</p>  |

### 3 How do we communicate and consult with employees?

| <b>Question</b>   | <b>Details</b>   |
|---|--|
| <p>How do we <b>communicate &amp; consult</b> with employees about health and safety matters?</p> | <p>Performance management meetings</p> <p>Display of H&amp;S Law Poster</p> <p>PPAT Info Hub – Share Point &amp; I Am Compliant</p> <p>Staff meetings</p> <p>School newsletter</p> <p>School website</p> <p>Inset days</p> <p>Staff training sessions</p> <p>Staff Room noticeboards</p> |

#### 4 Where are health and safety related documents kept?

| Document   | Location   |
|--|--|
| Trust H&S Policy   | PPAT Trust website and the PPAT Info Hub via Share Point & on I Am Compliant                                       |
| School specific local H&S arrangements i.e., this document | School website   |
| Risk assessment documents                                  | I Am Compliant   |
| Asbestos Registers   | Hard Copy – school office<br>Electronic copy – Trust H&S Compliance Officer  |
| Fire risk assessments                                      | School – hard copy, see school site manager<br><br>Electronic copy - I Am Compliant & Trust H&S Compliance Officer |
| Legionella risk assessments                                | School – hard copy, see school site manager<br>Electronic copy – I Am Compliant & Trust H&S Compliance Officer     |
| Training records   | SIMS<br>Trust H&S Compliance Officer for H&S training records & I Am Compliant                                     |
| Maintenance plan and records                               | Share Point, I Am Compliant, Site Manager & Trust H&S Compliance officer   |
| Workplace inspection / tour records                        | Site Manager & H&S Governor  |
| Records of accidents/incidents                             | Bump books – held in school<br>Significant incidents – held on I Am Compliant                                      |

## HEALTH & SAFETY – LOCAL ARRANGEMENTS IN THIS SCHOOL

|  |  |
|--|--|
| <b>Records of consultation with employees</b>          | Staff meeting minutes & appraisal notes<br>Staff Survey Output |
| <b>Individual Health-related Records (medical)</b>     | Individual personnel files                                     |
| <b>Individual Workstation (DSE) Assessment Records</b> | Individual personnel files                                     |

### Document Prepared by

Fiona Packer - H&S Compliance Officer

### Document adopted by Head Teacher A.Truett Headteacher

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