

Health, Safety and Wellbeing Management Arrangements

Core | Consider | Complex

Template

Health, Safety and Wellbeing Policy

Reviewed by Zoe Cahalan 10.1.23

Readopted by Governors: 25.1.23

Date for next review: 10.1.24

Health, Safety and Wellbeing Service

Supporting you in managing Health, Safety & Wellbeing



1. Success Indicators

The school has a Health, Safety and Wellbeing policy which:

- Provides an overview of the school policy on health, safety and wellbeing.
- Outlines the arrangements the school has in place for health, safety and wellbeing.
- Assigns roles and responsibilities to key staff in the school.
- Is monitored and reviewed regularly by senior leaders.

2. Overview

All schools are required to have a Health, Safety and Wellbeing Policy in place. The School's Health, Safety and Wellbeing Policy should be developed by the Headteacher, members of the School Leadership team in conjunction with the Governing Body.

3. Employer responsibilities

Where the school/sponsor/board of governors is the direct employer of school staff (such as in Academies, Trust Schools, Foundation Schools and Voluntary Aided (VA) Schools) the school must have a Health and Safety Policy in place to comply with the Health and Safety at Work Act. This can be in any format.

Where a County Council is the employer of school staff, such as in Maintained or Community Schools, Voluntary Controlled (VC) or Short Stay Schools it is recommended that schools use the Health, Safety and Wellbeing Policy template to develop their Health, Safety and Wellbeing Policy.

4. Day to day management of Health, Safety and Wellbeing

The organisation and arrangements which support the H,S and W Policy (day to day management of Health & Safety) are the responsibility of the Headteacher/Principal and the School Senior Leadership Team (supported and monitored by the Governing Body). Note that the Management of Health and Safety at Work Regulations requires employers to appoint one or more competent people to support their management of health and safety. This may be done by appointing an external provider to provide this advice.

Occupiers Liability

Regardless of the status of the employer, all school governing bodies have health and safety responsibility as the **occupier** of the premises and therefore must take steps to ensure that the premises are managed effectively to reduce risk to those using, entering or accessing the premises at any time for any reason.

5. Template for Health, Safety and Wellbeing Policy

The Staffordshire Health, Safety and Wellbeing Service provide a template Health, Safety and Wellbeing Policy for schools to customise and adapt for their own use. This is on the next page.



Health, Safety and Wellbeing Policy

St Michael's CE (A) First School

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 the school.

Part E - The Key Performance Indicators.

Commented [ER1]: Include section on Covid-19

Commented [CB2R1]: I would suggest two-part: school and for families



A. Introduction

- B.** This policy statement complements (and should be read in conjunction with) the Staffordshire County Council Health and Safety Policy. It records the local organisation and arrangements for implementing the Staffordshire County Council policy.

C. Policy Statement

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

The Governing Body 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 the school 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.



<i>Martin Officer, Chair of Governors</i>	<i>Zoe Cahalan , Headteacher</i>

D. 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	<i>John Burdett Staffordshire County Council</i>
The contact details are	<i>john.burdett@staffordshire.gov.uk</i>
In an emergency we contact: Director on Call on 07623 910065.	

Monitoring Health and Safety

Name of person(s) responsible for the overall monitoring of health and safety in school:	Zoe Cahalan
Our arrangements for the monitoring of health and safety are (include here how performance is measured, reported upon when these are reported and how e.g. annual report to Governing Body: <ul style="list-style-type: none"> • Accident log monitoring • Fire drills and alarms • Staff wellbeing survey • Staff absence report to governors • Visual and formal inspection checks (caretaker) • Briefings with staff both in written and verbal format 	
The school carries out formal evaluations and audits on the management of health and safety Termly.	
The last audit took place:	Date: 30.11.21 Full 5 year audit By: John Burdett
Name of person responsible for monitoring the implementation of health and safety policies	Zoe Cahalan/John Burdett/Martin Officer (Chair of premises committee)



All staff are aware of the key performance indicators in part E and how they are monitored

Workplace inspections- Fire safety

To be carried out by Z Cahalan, C Porter, J Burdett, M Officer

E. Detailed Health and Safety Arrangements

1. Accident Reporting, Recording & Investigation

Our arrangements for recording and investigating:

pupil accidents: Standard form is used to report, ZC to investigate and upload outcomes to 'My Health and Safety'

staff accidents: Standard form is used to report, ZC to investigate and upload outcomes to 'My Health and Safety'

visitor accidents: Standard form is used to report, ZC to investigate and upload outcomes to 'My Health and Safety'

The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: Health, Safety and Wellbeing Service

Our arrangements for reporting to the Governing Body are: Providing copies of audits, reporting in Headteacher reports

Our arrangements for reviewing accidents and identifying trends are: reviewing accident reports to check for trends.

2. Asbestos

Name of Premises Manager responsible for Managing Asbestos.	Claire Porter
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Location of the Asbestos Management Log or Record System.	School office
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Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are: Provide with contractor information sheet on arrival.

Our arrangements to ensure all school staff such as class teachers or caretakers have information about asbestos risk on the premises: Share plan with staff in staff meeting and provide reminders to complete visual condition checks regularly

Staff must report damage to asbestos materials to:	Zoe Cahalan or Claire Porter
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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	Zoe Cahalan
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and safety matters:	
Our arrangements for communicating about health and safety matters with all staff are: Staff briefing, staff meetings, Loom videos, information leaflets	
Staff can make suggestions for health and safety improvements by: Writing on the H&S concerns form, adding items to caretakers jobs list	

4. Construction Work *See also Contractor Management

Name of person coordinating any construction work / acting as Client for any construction project.	Claire Porter
<p><i>Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are:</i></p> <p><i>Duty holders will be identified and named as part of any Construction project.</i></p> <p><i>Control of contractors Hazard Exchange form to be used prior to any work starting.</i></p>	
<p><i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: All contractors receive relevant manuals on arrival and complete the contractors in addition to completing the above-mentioned form</i></p>	
<p><i>Our arrangements for the induction of contractors are:</i></p> <p><i>As above</i></p>	
<p><i>Staff should report concerns about contractors to: Zoe Cahalan/Claire Porter</i></p>	
<p><i>We will review any construction activities on the site by:</i></p> <ul style="list-style-type: none"> - <i>Ensuring that contractors are following agreed guidelines regarding working area/time and safety</i> - <i>Check that appropriate safety measure are being taken, particularly during working hours</i> - <i>Referring to the method statements and risk assessments</i> 	

5. Consultation

Name of SLT member who is responsible for consulting with staff on health and safety matters:	Zoe Cahalan
<i>The name of the Trade Union Health and Safety Representative is:</i>	<i>Rebecca Crow</i>
<p><i>Our arrangements for consulting with staff on health and safety matters are:</i></p> <ul style="list-style-type: none"> - <i>Providing a forum in weekly staff meetings for this to be discussed</i> - <i>Developing a log book for H&S concerns</i> 	
<p><i>Staff can raise issues of concern by:</i></p>	



- Speaking with the designated adult
- Adding an item to either the caretaker's book or the H&S log book
- Completing the wellbeing survey

6. Contractor Management

<i>Name of person responsible for managing and monitoring contractor activity</i>	<i>Zoe Cahalan/Claire Porter/ Site Technician</i>
<i>Our arrangements for selecting competent contractors are:</i>	
<ul style="list-style-type: none"> - <i>Checking whether or not they are on the approved Staffordshire list</i> - <i>Seeking advice from trusted contractors</i> - <i>Liaising with the building officer from the Lichfield Diocese</i> 	
<i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are:</i>	
<ul style="list-style-type: none"> - <i>Providing all necessary folders and RAs to contractors at site visit</i> - <i>Ensuring that contractors complete the Contractor</i> 	
<i>Our arrangements for the induction of contractors are:</i>	
<i>Contractors hazard exchange form is completed by all new contractors</i>	
<i>Staff should report concerns about contractors to:</i>	
<i>Site technician, Head teacher or Office Manager</i>	

7. Curriculum Areas – health and safety

<i>Name of person who has overall responsibility for the curriculum areas as follows:</i> <i>Science- Kathryn Durnford</i> <i>D&T- Scott Cooper</i> <i>PE- Scott Cooper</i>	
<i>Risk assessments for these curriculum areas are the responsibility of:</i>	<i>All subject risk assessments are developed by allocated subject leaders and reviewed by the Headteacher</i>

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

<i>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.</i>	
<i>Our arrangements for carrying out DSE assessments are:</i> <i>DSE completed bi-annually with relevant staff</i>	
<i>Name of person who has responsibility for carrying out Display Screen Equipment Assessments</i>	<i>Claire Porter</i>



<i>DSE assessments are recorded and any control measures required to reduce risk are managed by</i>	<i>Zoe Cahalan</i>
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9. Early Years Foundation Stage (EYFS)

<i>Name of person who has overall responsibility for EYFS</i>	<i>Catherine Mayne (Nursery) Samantha Hall</i>
<i>Our arrangements for the safe management of EYFS are:</i> <ul style="list-style-type: none">- <i>Specific risk assessments are in place</i>- <i>The EYFS follow the school's health and safety policy and procedure</i>	

10. Educational visits / Off-Site Activities

<i>Name of person who has overall responsibility for Educational Visits</i>	<i>Zoe Cahalan</i>
<i>The Educational Visits Coordinator is</i>	<i>Claire Porter</i>
<i>Our arrangements for the safe management of educational visits:</i> <ul style="list-style-type: none">- <i>Planning via evolve</i>- <i>Carrying out pre visits</i>- <i>Headteacher approval required for all off site visits</i>	

11. Electrical Equipment [fixed & portable]

<i>Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:</i>	<i>Claire Porter 5 Years</i>
<i>Fixed electrical wiring test records are located:</i>	<i>School office</i>
<i>All staff visually inspect electrical equipment before use.</i>	
<i>Our arrangements for bringing personal electrical items onto the school site are: No personal items to be used without prior agreement</i>	
<i>Name of person responsible for arranging the testing of portable electrical equipment (PAT):</i>	<i>Claire Porter</i>
<i>Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:</i>	<i>Zoe Cahalan Bi-annually</i>
<i>Portable electrical equipment (PAT) testing</i>	<i>School office</i>



<i>records are located:</i>	
<i>Staff must take defective electrical equipment out of use and report to:</i>	<i>Claire Porter</i>
<i>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</i>	

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

<i>Name of competent person responsible for undertaking & reviewing fire risk assessment in addition to any associated action planning</i>	<i>Zoe Cahalan / Kelly Smith</i>
<i>The Fire Risk Assessment is located</i>	<i>Filing Cabinet in school office</i>
<i>When the fire alarm is raised the person responsible for calling the fire service is OR The site has a fire alarm which activates a response from (a 3rd party / listening service)</i>	<i>Claire Porter</i>
<i>Name of person responsible for arranging and recording of fire drills</i>	<i>Zoe Cahalan</i>
<i>Name of person responsible for creating and reviewing Fire Evacuation arrangements</i>	<i>Zoe Cahalan</i>
<i>Our Fire Evacuation Arrangements are published ...</i>	<i>In each classroom</i>
<i>Our Fire Marshals are listed</i>	<i>Z Cahalan K Tarrier S Dainty C Mayne</i>
<i>Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at</i>	<i>The school office</i>
<i>Name of person responsible for training staff in fire procedures</i>	<i>Zoe Cahalan/ John Burdett / K Smith</i>
<i>All staff must be aware of the Fire Procedures in school</i>	

13. First Aid *see also Medication

<i>Name of person responsible for carrying out the First Aid Assessment</i>	<i>Zoe Cahalan</i>
<i>The First Aid Assessment is located</i>	<i>In H&S file in school office</i>
<i>First Aiders are listed</i>	<i>Around school and in school office</i>



<i>Name of person responsible for arranging and monitoring First Aid Training</i>	<i>Claire Porter</i>
<i>Location of First Aid Box</i>	<i>In each classroom and in the school office</i>
<i>Name of person responsible for checking & restocking first aid boxes</i>	<i>Madeleine Messenger</i>
<i>In an emergency staff are aware of how to summon an ambulance</i>	
<i>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):</i>	
<i>pupils</i>	<i>Accompanied by a member of staff Parents contacted immediately and asked to meet at the hospital</i>
<i>staff</i>	<i>Accompanied to hospital and next of kin advised</i>
<i>visitors</i>	<i>As above</i>
<i>Our arrangements for recording the use of First Aid: school format used and a copy is kept and one is sent home with pupils</i>	

14. Forest School

<i>Name of person in school who leads on Forest School activity</i>	<i>NA</i>
<i>Our arrangements for developing, organising and running Forest School activity. Include here any details with regard to risk assessment, communication and supervision etc.</i>	

15. Glass & Glazing

<i>All glass in doors and side panels are constructed of safety glass or fitted with film</i>
<i>All replacement glass is of safety standard</i>
<i>A glass and glazing assessment took place in 2013 and the record can be found in the statutory testing file in the school office</i>

16. Hazardous Substances (COSHH)

<i>Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)</i>	<i>Zoe Cahalan</i>
<i>Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are: Identify those which require COSH assessment, source of develop assessment, store any flammable hazardous materials in a lock</i>	



and restricted area of the school site.

17. Health and Safety Law Poster

<i>The Health and Safety at Work poster is located:</i>	<i>School office</i>
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18. Housekeeping, cleaning & waste disposal

All staff and pupils share the responsibility for keeping the school site clean, tidy and free from hazards

Our waste management arrangements are: Outside and indoor bins are emptied daily and the relevant waste bins are used for their disposal. General waste collected each Friday and recycled waste collected every other Wednesday

Our site housekeeping arrangements are: Chartwells cleaning daily

<i>Site cleaning is provided by: External cleaning company</i>	<i>Chartwells</i>
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Cleaning staff have received appropriate information, instruction and training about the following and are competent:

work equipment

hazardous substances

Waste skips and bins are securely stored away from flat roof.

19. Infection Control

<i>Name of person responsible for managing infection control:</i>	<i>Zoe Cahalan</i>
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Our infection control arrangements (including communicable diseases/hand hygiene standards) are: Promoting good personal hygiene; avoiding cross contamination when cleaning, using new gloves when changing nappies and observing good hand washing routines, making reference to the HPA guidance when advising parents about absence due to sickness, controlled removal of hazardous waste

20. Lettings

<i>Name of Premises Manager or member of Leadership team responsible for Lettings</i>	<i>Claire Porter</i>
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Our arrangements for managing Lettings of the school are detailed in the school lettings policy.

The health and safety considerations for Lettings are considered and reviewed



<i>annually.</i>
<i>Hirers have in place their own risk assessments, first aid arrangements/ fire procedures and emergency procedures.</i>
<i>Hirers are responsible for obtaining the necessary local authority licenses for their activities and these must be provided to the school on request.</i>
<i>Hirers must provide a register of those present during a letting upon request.</i>

21. Lone Working

Our arrangements for managing lone working are detailed in the lone working risk assessment.

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

Ladders and steps, , PE equipment, lifts & lifting equipment, fire alarm and smoke detection, emergency lighting, fire extinguishers.

<i>Name of person responsible for the selection, maintenance / inspection and testing of equipment</i>	<i>Site technician to complete regular testing of fire alarm and emergency lighting Lift service and roller shutter to be completed by registered electricians Chubb to inspect firefighting equipment</i>
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<i>Records of maintenance and inspection of equipment are retained and are located:</i>	<i>School office</i>
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<i>Staff report any broken or defective equipment to:</i>	<i>Claire Porter</i>
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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

23. Manual Handling

<i>Name of competent person responsible for carrying out manual handling risk assessments</i>	<i>Zoe Cahalan</i>
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Our arrangements for managing manual handling activities are:

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).

24. Medication

<i>Name of person responsible for the management of and administration of medication to pupils in school</i>	<i>Claire Porter</i>
<i>Our arrangements for the administration of medicines to pupils are: All medicine (except inhalers) are stored in the school office in a locked cabinet or in a fridge away from pupils Any medicine administered should be recorded in the school office by the administering person</i>	
<i>The names members of staff who are authorised to give / support pupils with medication are:</i>	<i>All those with first aid training</i>
<i>Medication is stored:</i>	<i>School office or in medication bag in classroom</i>
<i>A record of the administration of medication is located:</i>	<i>School office</i>
<i>Staff are trained to administer complex medication by the school nursing service when required.</i>	
<i>Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are: They are administered at the earliest opportunity by a responsible adult Should an Epi Pen be administered, an ambulance will be called and parents will be contacted</i>	
<i>Staff who are taking medication must keep this personal medication in a secure area in a staff only location.</i>	
<i>Staff must advise the school leaders if they are taking any medication which might impair their ability to carry out their normal work.</i>	

25. Personal Protective Equipment (PPE) (links to Risk Assessment)

<i>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.</i>	
<i>Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for school staff.</i>	<i>Zoe Cahalan</i>



Name of person responsible for the checking and maintenance of personal protective equipment provided for staff	Zoe Cahalan
PPE provided for use in curriculum lessons is not "personal" as it is provided by pupils in classroom situations.	
Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for pupils.	NA
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.	NA

26. Radiation

Name of the school Radiation Protection Supervisor (RPS)	NA
Name of the Radiation Protection Adviser (RPA)	NA

27. 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: Report to the office manager Use the health and safety concern log Use the caretakers job book for minor repairs

28. 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: Staff wellbeing Cleaning Ponds Contractors Ground maintenance Premises Pupil wellbeing Premises-internal



<i>Climbing Wall Work related stress Toaster in OSC Fire Risk Assessment Outside play equipment Outdoor gym</i>	
<i>Name of person who has overall responsibility for the school risk assessment process and any associated action planning</i>	<i>Zoe Cahalan</i>
<i>Our arrangements for carrying out, recording, communicating and reviewing risk assessments are: Risk assessments are reviewed by governors on a rolling programme.</i>	
<i>Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments.</i>	
<i>When an accident or incident occurs a post risk assessment takes place when a new hazard has been identified.</i>	
<i>Risk assessments are created or reviewed when something new is introduced or a change has occurred.</i>	

29. Smoking

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

30. Shared use of premises/shared workplace

<i>Name of Premises Manager or member of Leadership team responsible for Premises Management</i>	<i>Zoe Cahalan Claire Porter</i>
<i>The school premises are shared with another organisation (e.g. Contract caterer/public leisure centre).</i>	<i>Chartwells Catering and Cleaning Services</i>
<i>Our arrangements for managing health and safety in a shared workplace are: Maintain communication with Chartwells, ensure that regular visits are being completed from Chartwell managers.</i>	

31. Stress and Staff Well-being

<i>Name of person who has overall responsibility for the health and wellbeing of school staff</i>	<i>Zoe Cahalan</i>
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*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:
Complete the Council's wellbeing survey twice annually, ensure that any areas that flag up as a result are action planned
Work with staff to find strategies for reducing workload
Work collaboratively to share evening commitments amongst staff.
Training of a mental health first aider for 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.

32. Swimming Pool Operating Procedures (where applicable)

NA

33. Training and Development

<i>Name of person who has overall responsibility for the training and development of staff.</i>	<i>Zoe Cahalan</i>
<i>All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.</i>	
<i>Our arrangements for carrying out suitable and sufficient health and safety training for all staff are:</i> <ul style="list-style-type: none"> <i>General update once per year to cover manual handling, fire safety and working at height</i> <i>RPI training</i> <i>Refer to Health and safety training matrix</i> <i>Weekly health and safety items on staff meeting agenda to revisit specific procedures including but not limited to : risk assessment, manual handling, fire awareness, asbestos awareness.</i> 	
<i>The school has a health and safety training matrix to help in the planning of essential and development training for staff.</i>	
<i>Training records are retained and are located in the school office.</i>	
<i>Training and competency as a result of training is monitored and measured by:</i>	<i>Zoe Cahalan and Claire Porter</i>

34. Vehicles owned or operated by the school



NA

35. Vehicle movement on site

Name of Premises Manager responsible for the management of vehicles on site	Zoe Cahalan
Our arrangements for the safe access and movement of vehicles on site are No vehicles have access to the school grounds during periods where pupils are accessing the outdoor areas. Main school gates are locked meaning that entry can only be made with permission and supervision of school staff	

36. Violence and Aggression and School Security

The school provides a place of work which is designed and managed to minimise the risk of violence and aggression to 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:	Claire Porter
Incidents of verbal & physical violence are investigated by:	Zoe Cahalan
Name of person who has responsibility for site security:	Martin Porter and Geoff Wellsbury
Our arrangements for site security are: Card entry system preventing unauthorised persons from entering the school building External gates are locked to prevent public access All boundary gates are closed and locked overnight The school has an alarm system with 2 school contacts alerted if there is a trigger	

37. Water System Safety

Name of Premises Manager responsible for managing water system safety.	Claire Porter, Rachel Richardson (Site technician)
Name of contractors who have undertaken a risk assessment of the water system	HSL compliance
Name of contractors who carry out regular testing of the water system:	HSL compliance
Location of the water system safety	School Office



manual/testing log	
Our arrangements to ensure contractors have information about water systems are: Share the manual with new contractors prior to works being completed	
Our arrangements to ensure all school staff carrying out checks or testing or maintenance have information about the water system: Provide specific training via the Local Authority Health and Safety team	

38. Working at Height

Name(s) of person responsible managing the risk of work at height on the premises:	Zoe Cahalan
Work at height is avoided where possible.	
Our arrangements for managing work at height are: To only use agreed ladders and Elephant Feet provided and monitored by school	
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 in the school office	

39. Work Experience

Name of person who has overall responsibility for managing work experience and work placements for school pupils.	Zoe Cahalan
Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are: <ul style="list-style-type: none"> Liaison with the provider school/ college Sharing of the young person risk assessment Providing an allocated staff member to all students 	
The name of the person responsible for the health and safety of people on work experience in the school premises:	Zoe Cahalan
Our arrangements for managing the health and safety of work experience students in the school are detailed above	



40. Volunteers

<i>Name of person who has overall responsibility for managing/coordinating volunteers working within the school:</i>	<i>Claire Porter</i>
<i>Volunteers are considered as a member of staff and all health and safety arrangements including induction and training must apply.</i>	

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.

- The staff wellbeing survey will continue to show that staff wellbeing is being managed effectively
- Accident reports remain stable
- D1 and C1 notifications are actioned in good time
- Staff/ pupil injury levels remain low
- Annual policy review
- Completion of the premises checklist in Autumn
- Completion of self-audit document each January
- Review process for risk assessments

Commented [ER3]: Include number of days lost due to sickness relating to accidents/work related stress etc / Reportable accidents / Staff turnover / number of grievances/disciplinarys