THE MOSLEY ACADEMY

HEALTH, SAFETY AND WELLBEING POLICY

September 2026
Reviewed Annually

The document 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 Mosley Academy*
***Part E** - The Key Performance Indicators.*

A. Introduction

This document statement complements (and should be read in conjunction with) The Mosley Academy Health and Safety Document. It records the local organisation and arrangements for implementing the John Taylor Multi Academy Trust document.

B. Policy Statement

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

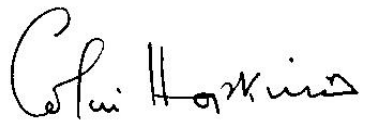
The Local Governing Body will ensure so far as is reasonably practicable that:

- *all places and premises where staff and pupils are required to work and engage in 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 Academy 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 document.

This document statement and the accompanying organisational arrangements supersede any previously issued.

		
Colin Hopkins, Chair, *JTMAT Board of Trustees*		*Mike Donoghue,* *CEO, JTMAT*
1 September 2026		*1 September 2026*

James Gardner, Chair of Governors *The Mosley Academy*		*Sarah Rowe, Headteacher* *The Mosley Academy*
September 2026		*September 2026*

C. Management Arrangements

The following procedures and arrangements have been established within our Academy 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/academy obtains competent health and safety advice from	*Health, Safety & Wellbeing Service at Staffordshire County Council*
The contact details are	*01785 355 777*
In an emergency we contact the Duty Officer	

Monitoring Health and Safety

Name of person(s) responsible for the overall monitoring of health and safety in the Academy:	*Name: Mrs S Rowe, Headteacher*
Our arrangements for the monitoring of health and safety are: *Reports to the Local Governing Body / report to John Taylor MAT Board,*	

Report to Mr Ian Brigden, John Taylor MAT Estates Manager, *Premises Self Evaluation & Wellbeing Staff returns to Staffordshire County Council Health, Safety & Wellbeing Service,* *Staffordshire County Council Strategic Property Services Compliance Landlord Requirements as Leaseholders,* *Classroom H&S Checklist and monitoring visits,* *Overviews of Janitor and Contractor routine inspections, including weekly and monthly H&S checks,* *H&S walks with governors.*	
The Academy carries out formal evaluations and audits on the management of health and safety annually.	
The last audit took place	*Date: January 2025* *By: Sarah Rowe, Rebecca Carlton* *Staffordshire LA audit September 2025*
Name of person responsible for monitoring the implementation of health and safety policies	*Name: Mrs R Carlton*
All staff are aware of the key performance indicators in part E and how they are monitored	
Workplace inspections - type	*Name of person who carries these out*
Water Hygiene	*Janitor / HSL / IWS*
Fire Alarm System	*Janitor / Lantern Fire*
Emergency Lighting	*Janitor / Lantern Fire*
Ladder Checks	*Janitor*
Playground Equipment Checks	*Janitor / Mercury Sports*
Fixed Electrical Testing	*Cripwells*
PAT Testing	*Electrical Test Midlands*
Boilers	*Entrust*
Intruder Alarm	*Chubb*

D. Detailed Health and Safety Arrangements

1. Accident Reporting, Recording & Investigation

Our arrangements for recording and investigating:
pupil accidents: My Health & Safety
staff accidents: My Health & Safety
visitor accidents: My Health & Safety
The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: Mrs S Rowe

Our arrangements for reporting to the Governing Body or Academy Board are: Standard item on the Local Governing Body Agendas, accompanied with a H&S report.
Our arrangements for reviewing accidents and identifying trends are: Mrs Tracy Taylor/ Mrs G Day

2. *Asbestos*

Name of Premises Manager responsible for Managing Asbestos.	*Name: Mrs R Carlton*
Location of the Asbestos Management Log or Record System.	*Location: Academy Office*
Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are: *Completion of Hazard Exchange Form* *Sight of the Asbestos Log and signatures of contractors to confirm the document has been read.*	
Our arrangements to ensure all Academy staff such as class teachers or caretakers have information about asbestos risk on the premises: ***The risk to exposure to Asbestos is not applicable for The Mosley Academy. Due to the new build of the Academy in 2004, there was no Asbestos fitted within the premises.***	
Staff must report damage to asbestos materials to:	*Name: N/A*
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:	*Name: Mrs S Rowe*
Our arrangements for communicating about health and safety matters with all staff are: *Through weekly staff meetings, daily briefings, training and email.*	
Staff can make suggestions for health and safety improvements by: *Liaising with the Headteacher/Deputy Headteacher or Business Manager*	

4. *Construction Work *See also Contractor Management*

Name of person coordinating any construction work / acting as Client for	*Name: Mrs R Carlton / Mrs S Rowe*

any construction project.	
Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are: Contractors are selected from the Staffordshire County Council/Entrust's preferred list, and with guidance from Mr I Brigden, the JTMAT Estates Manager.	
Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: Pre-work site visits and briefings and the completion of Hazard Exchange Forms.	
Our arrangements for the induction of contractors are: Prework site visits and briefings and the completion of Hazard Exchange Forms.	
Staff should report concerns about contractors to: Mrs S Rowe / Mrs R Carlton	

5. Consultation

Name of SLT member who is responsible for consulting with staff on health and safety matters:	Name: Mrs S Rowe
The name of the Trade Union Health and Safety Representative is:	Name: N/A
Our arrangements for consulting with staff on health and safety matters are: Staff Meetings, briefings, training and emails.	

6. Contractor Management

Name of person responsible for managing and monitoring contractor activity	Name: Mrs S Rowe / Mrs R Carlton / Mr M Harris
Our arrangements for selecting competent contractors are: Contractors are selected from the Staffordshire County Council/Entrust's preferred list, and with guidance from Mr M Harris, the JTMAT Estates Manager.	
Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: Pre-work site visits and briefings and the completion of Hazard Exchange Forms.	
Our arrangements for the induction of contractors are: Pre-work site visits and briefings and the completion of Hazard Exchange Forms.	
Staff should report concerns about contractors to: Mrs S Rowe / Mrs R Carlton	

7. Curriculum Areas – health and safety

Name of person who has overall responsibility for the curriculum areas as follows: e.g.	Curriculum Lead Name; Mrs Day

Science *D&T* *PE* *Forest School*	*Mrs N Baxter* *Mr J Mellor* *Miss A Chilvers* *Mrs Baxter*
Risk assessments for these curriculum areas are the overall responsibility of:	*Name: Mrs G Day*

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

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:	
Name of person who has responsibility for carrying out Display Screen Equipment Assessments	*Name: Mrs R Carlton*
DSE assessments are recorded and any control measures required to reduce risk are managed by	*Name: Mrs R Carlton*

9. *Early Years Foundation Stage (EYFS)*

Name of person who has overall responsibility for EYFS	*Name: Miss Chloe Twells*
Our arrangements for the safe management of EYFS are: *Daily and weekly dynamic risk assessments, supervision meetings for EYFS staff, effective and regular communication, understanding of policies and procedures and National guidance and expectations.*	

10. *Educational visits / Off-Site Activities*

Name of person who has overall responsibility for Educational Visits	*Name: Mrs S Rowe*
The Educational Visits Coordinator is	*Name: Mrs S Rowe*
Our arrangements for the safe management of educational visits: *Risk Assessments / liaison with Entrust Outdoor Education / liaison with all external providers / pre-visits by staff.* *Evolve is used to record all risk assessments these are authorised by Sarah Rowe as HT and EVC.*	

11. *Electrical Equipment* [fixed & portable]

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	Name: Mrs R Carlton
Fixed electrical wiring test records are located:	Academy Office
All staff visually inspect electrical equipment before use.	
Our arrangements for bringing personal electrical items onto the school site are: Only new items are allowed to be used. These must be authorised by Mrs Rebecca Carlton and Mrs S Rowe. All other equipment would need to pass a PAT test prior to being used on the premises, if it is older than one year.	
Name of person responsible for arranging the testing of portable electrical equipment (PAT):	Name: Mrs R Carlton
Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:	Name: Mr I Brigden
Portable electrical equipment (PAT) testing records are located:	Academy Office
Staff must take defective electrical equipment out of use and report to:	Name: Mrs R Carlton – use of the defective equipment/ reporting health and safety book is expected and is held in the office with Mrs R Carlton and shared with Mrs S Rowe.
The portable electrical equipment on the 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: Mrs S Rowe (Staffs conducted Fire risk assessment in March 2025) This is reviewed on an annual basis by Mrs S Rowe, Mrs R Carlton and the Estates Team and then shared with staff via My Concern local policy sharing.
The Fire Risk Assessment is located ……	Academy Office
When the fire alarm is raised the person	Name : Mrs R Carlton / Mrs T

responsible for calling the fire service is OR *The site has a fire alarm which activates a response from (a 3rd party / listening service)*	*Taylor*
Name of person responsible for arranging and recording of fire drills	*Name: Mrs S Rowe*
Name of person responsible for creating and reviewing Fire Evacuation arrangements	*Name: Mrs S Rowe*
Our Fire Evacuation Arrangements are published …	*Location: Fire Log Book, all public areas, including all classrooms.*
Our Fire Marshals are listed	*Location: In public areas, Fire Log Book and classrooms.*
Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at	*Academy Office*
Name of person responsible for training staff in fire procedures	*Name: Mrs S Rowe via Click HSE training portal*
All staff must be aware of the Fire Procedures in school	

13. *First Aid *see also Medication*

Name of person responsible for carrying out the First Aid Assessment	*Name: Mrs S Rowe*
The First Aid Assessment is located	*Location: Academy Office*
First Aiders are listed	*Location: Academy Office and Staff Room. All staff are First Aid trained to the basic level.*
Name of person responsible for arranging and monitoring First Aid Training	*Name: Mrs R Carlton*
Location of First Aid Box	*Medical Room and in all classrooms*
Name of person responsible for checking & restocking first aid boxes	*Mrs Taylor*
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/SLT Member*
staff	*SLT Member*
visitors	*SLT Member*
Our arrangements for recording the use of First Aid are: All first aid administered is recorded by Mrs T Taylor on our MIS system.	

14. *Forest School*

Name of person in school who leads on Forest School activity	*Miss Robyn Botterill – planning supported by Science lead, Mrs N Baxter*
Our arrangements for developing, organising and running Forest School activity. Include here any details with regard to risk assessment, communication and supervision etc. *A Forest School Folder contains all the overall risk assessments. There is also a dedicated section of the school website including a forest school handbook.*	

15. *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 May 2023 and the record can be found within the Premises file.	*Date of survey 9th May 2023 by Strata. No issues were found.* *Regular checks are undertaken in-house as part of the TAMS platform.*

16. *Hazardous Substances (COSHH)*

Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)	*Rebecca Carlton* *Pam Wright Janitor / Cleaning Contract Management team- Kindred* *Zoe Stanier / Catering Manager - Mellors*
Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are: *The school/academy uses CLEAPPS as a resource and all staff must be aware of how to access this information.*	

17. *Health and Safety Law Poster*

The Health and Safety at Work poster is located:	*Notice Boards and Staff Room Academy Office*

18. *Housekeeping, cleaning & waste disposal*

All staff and pupils share the responsibility for keeping the Academy site clean, tidy and free from hazards
Our waste management arrangements are: Weekly collections by Rainbow Waste
Our site housekeeping arrangements are:

Ensuring all bins have lids and all waste is disposed of in the bulk bins at the end of each day by the Janitor / Cleaners. *The School Cook disposes of all food waste in the outside bulk bins prior to leaving site.*	
Site cleaning is provided by: *External cleaning company*	*Name and contact details:* *Kindred* *Lisa Bailey Regional Manager* *Tel: 01707 256 666*
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 Academy 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.	

19. *Infection Control*

Name of person responsible for managing infection control:	*Name: Mrs R Carlton*
Our infection control arrangements (including communicable diseases/hand hygiene standards) are: *Times regular handwashing and sanitising. Tables are cleaned daily.*	

20. *Lettings*

Name of Premises Manager or member of Leadership team responsible for Lettings	*Name: Mrs S Rowe / Rebecca Carlton*
Our arrangements for managing Lettings of the school/academy /rooms or external premises are: *Meeting between the Headteacher and external company and the completion of the Letting Agreement prior to use.*	
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.	
Hirers are responsible for obtaining the necessary local authority licenses for their activities and these must be provided to the school/academy on request.	

Hirers must provide a register of those present during a letting upon request.

21. *Lone Working*

Our arrangements for managing lone working are: *The Academy adheres to the JTMAT Lone Working Policy, and staff are reminded not to work alone.* *Both Janitors have a short period of time lone working when opening and closing the premises. They are encouraged to use torches and keep their mobile phone on at all times. Windows should be shut by teachers when leaving their classroom for the day.*

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

NOTE Types of equipment to consider in this section: *Ladders and steps, fume cupboards, other extraction systems, PE equipment, D&T machines, lifts & lifting equipment, pressure cookers, autoclaves, fire alarm and smoke detection, emergency lighting, fire extinguishers.* *This section* ***must include*** *the arrangements for school/academy kitchens, science laboratories or Design and Technology rooms*	
Name of person responsible for the selection, maintenance / inspection and testing of equipment	*Name: Mrs P Wright*
Records of maintenance and inspection of equipment are retained and are located:	*Location: Academy Office*
Staff report any broken or defective equipment to:	*Name: Mrs R Carlton*
The equipment on the Academy 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*

Name of competent person responsible for carrying out manual handling risk assessments	*Name: Mrs S Rowe/ Mrs R Carlton*
Our arrangements for managing manual handling activities are: *Annual refresher training on ClickHSE.*	
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).

24. *Medication*

Name of person responsible for the management of and administration of medication to pupils in Academy	*Name: Mrs R Carlton / Mrs T Taylor*
Our arrangements for the administration of medicines to pupils are: *Only prescribed medicines are permitted to be brought into school for administration by the school staff.*	
The names members of staff who are authorised to give / support pupils with medication are:	*Mrs S Rowe* *Mrs G Day* *Mrs R Carlton* *Mrs Tracy Taylor/* *Mrs J Bailey*
Medication is stored:	*Academy Office in either a locked cupboard or fridge in office*
A record of the administration of medication is located:	*Academy Office*
Pupils who administer and/or manage their own medication in school are authorised to do so by a parent in agreement with the Headteacher and stored in the Academy Office for safe keeping.	
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: *All staff are trained, and emergency medication e.g. asthma medication is kept in the classroom medical box, stored immediately in the class cupboard. Other emergency medication is stored in a cupboard in the Academy office. This includes emergency inhaler and epi pens.*	
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.	

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

PPE is provided free of charge where a risk assessment identifies this is needed to control a risk and the risk cannot be controlled by another means.

Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for Academy staff.	*Name: Mrs R Carlton*
Name of person responsible for the checking and maintenance of personal protective equipment provided for staff	*Name: Mrs Tracy Taylor*
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.	*Name: Mrs S Rowe*
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.	*Name: Mrs Tracy Taylor*

26. Radiation

Name of the Academy Radiation Protection Supervisor (RPS)	*Name: N/A*
Name of the Radiation Protection Adviser (RPA)	*Name : N/A*

27. Reporting Hazards or Defects

All staff and pupils must report any hazards, defects or dangerous situations they see at school/academy.
Our arrangements for the reporting of hazards and defects are to report to the Headteacher / Business Manager / Estates Manager (JTMAT), including Chubb, Lantern Fire & Rescue, HSL and IWS.

28. Risk Assessments

The Academy 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: *(examples)* *Premises and grounds* *Curriculum / classrooms* *Hazardous activities or events* *Lettings or contract work which may affect staff or pupils in the school/academy* *Fire Risk Assessment* *Hazardous Substances*

Work Equipment *Manual handling activities* *Risks related to individuals e.g. health issues* *Keeping hens on the premises* *OPAL Risk benefit assessments for lunchtime play*	
Name of person who has overall responsibility for the Academy risk assessment process and any associated action planning	*Name: Mrs S Rowe*
Our arrangements for carrying out, recording, communicating and reviewing risk assessments are: *Staff meetings to bring staff together to review and update risk assessments. Risk assessments are stored in the shared area in 'one-drive' so that staff can access and update them. Risk assessments are expected to be read and signing sheets for staff are provided to record when these have been read.*	
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.	

29. *Smoking*

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

30. *Shared use of premises/shared workplace*

Name of Premises Manager or member of Leadership team responsible for Premises Management	*Name: Mrs S Rowe and Mrs R Carlton*
The Academy premises are shared with another organisation (e.g.Contract caterer/public leisure centre).	*Name:* *Mellors Catering* *Kindred*
Our arrangements for managing health and safety in a shared workplace are: *Contractors are responsible under their own employer. The Academy's Health & Safety Procedure is shared.*	

31. *Stress and Staff Well-being*

Name of person who has overall responsibility for the health and wellbeing of school/academy staff	*Name: Mrs S Rowe*
All staff have responsibility to take care of their own health and wellbeing and the Academy supports staff to do this by implementing the following arrangements: *Access to Think Well service* *Open ethos to speak to SLT* *Stress risk assessments in place where required* *Occupational health referrals where required* *Comfortable working conditions* *Workload and wellbeing questionnaire completed annually for SLT to review* *Team stress risk assessment*	
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 been completed involving all staff and this is reviewed regularly. Date Completed / reviewed	

32. *Swimming Pool Operating Procedures (where applicable)*

Name of person who has overall responsibility for managing the swimming pool and it's environment.	*Name: N/A*
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):	
Staff operating the swimming pool have received appropriate training and information.	
Emergency procedures are in pace 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.	

33. *Training and Development*

Name of person who has overall responsibility for the training and development of staff.	*Name: Mrs S Rowe*
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 through annual training and training of new staff during their induction process.	
The Academy has a health and safety training matrix to help in the planning of essential and development training for staff.	
Training records are retained and are located in the HR files and via access to Click HSE – R Carlton oversees this.	
Training and competency as a result of training is monitored and measured by:	*Name: Mrs S Rowe*

34. *Vehicles owned or operated by the school/academy*

Name of person who has overall responsibility for the school/academy vehicles	*Name: N/A*
The Academy operates (no.of xx) minibus/coaches/cars/other vehicles (e.g. quad bikes/ride on mowers).	*List: N/A*
Name of person who manages the driver medical examinations	*N/A*
Name of person who manages the vehicle license requirements	*N/A*
Name of person who undertakes vehicle checks such as oil, water and routine roadworthiness.	*N/A*
Name of person who arranges servicing and maintenance of the academy vehicles	*N/A*
Our arrangements for the safe use of Academy vehicles are: N/A	

35. *Vehicle movement on site*

Name of Premises Manager responsible for the management of vehicles on site	*Name: Mrs R Carlton*
Our arrangements for the safe access and movement of vehicles on site are (include restriction on vehicle movement at certain times, speed limits, segregation vehicles from pedestrian areas, restrictions on reversing vehicles, special arrangements for deliveries etc):	

The car park is for staff, visitors and deliveries only. Regular reminders to the parents are included within the Academy's weekly Newsletter to deter them from using the car park for dropping off/picking up. There are marked spaces for safe parking.

36. *Violence and Aggression and School/Academy Security*

The 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:	*Name: Mrs S Rowe*
Incidents of verbal & physical violence are investigated by:	*Name: Mrs S Rowe*
Name of person who has responsibility for site security:	*Name: Mrs S Rowe / Mrs R Carlton*
Our arrangements for site security are a well-maintained perimeter fence, locked gates, intercom system for visitors, electronic signing-in system (Inventry) and regular invacuation/lockdown drills.	

37. *Water System Safety*

Name of Premises Manager responsible for managing water system safety.	*Name: Mrs P Wright*
Name of contractors who have undertaken a risk assessment of the water system	*Name: HSL and IWS*
Name of contractors who carry out regular testing of the water system:	*Name: HSL*
Location of the water system safety manual/testing log	*Location: Academy Office*
Our arrangements to ensure contractors have information about water systems are the retention of site plans located in the Academy office.	
Our arrangements to ensure all Academy staff carrying out checks or testing or maintenance have information about the water system through maintenance files being located in the Academy office together with the H&S files.	

38. *Working at Height*

Name(s) of person responsible managing	*Name: Mrs S Rowe/ Mrs R Carlton*

the risk of work at height on the premises:	
Work at height is avoided where possible.	
Our arrangements for managing work at height are the revision of risk assessments, and the hiring of contractors to undertake working from height maintenance.	
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 Academy office.	

39. *Work Experience*

Name of person who has overall responsibility for managing work experience and work placements for school/academy pupils.	*Name: Mrs G Day*
Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are to liaise with the secondary school, colleges and universities and the induction process on the arrival of a student.	
The name of the person responsible for the health and safety of people on work experience in the Academy premises:	*Name: Mrs S Rowe*
Our arrangements for managing the health and safety of work experience students in the Academy are through liaison with supervisory staff from schools and colleges and mentoring. Ensuring key health and safety documents are provided.	

40. *Volunteers*

Name of person who has overall responsibility for managing/coordinating volunteers working within the Academy:	*Name: Mrs G Day*
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.

- *Continual review of key roles and responsibilities, ensuring staff are suitably*

training and confident in each of the areas noted

- *Health and safety audit is completed annually with a positive external audit completed by the local authority*
-

The Health Safety and Wellbeing Service may also request feedback on certain KPI's more details of these can be obtained from your Health and Safety Adviser.