

Health, Safety and Wellbeing Management Arrangements

Core | Consider | Complex

Template

Health, Safety and Wellbeing Policy

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/Trust/Academy Board.

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

The Mosley Academy

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 Mosley Academy

Part E - The Key Performance Indicators.

A. Introduction [Health, Safety and Wellbeing Policy \(jtmat.co.uk\)](http://jtmat.co.uk)

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

B. Policy Statement

The requirement to provide a safe and healthy working environment for all employees is acknowledged and The Mosley Academy's Governing Body and SLT 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 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 policy.

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

<i>[Chair of Governors Signature]</i>	<i>[Headteacher Signature]</i>
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<i>Ms Jessica Taberner-Atkin</i> Chair of Governors	<i>Mr Matthew Baxter</i> Headteacher
1/6/21	1/6/21

C. Management Arrangements

The following procedures and arrangements have been established within The Mosley 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	Staffordshire County Council H&S
The contact details are	Charlotte Evans - (01785) 355777 Mobile: 07815826740 Duty Officer: 01785-355777 Email: shss@staffordshire.gov.uk Duty Officer is available 8:30–17:00 Mon–Thurs & 8:30-16:30 Fri
<i>In an emergency we contact Charlotte Evans - (01785) 355777 Mobile: 07815826740</i>	

Monitoring Health and Safety

Name of person(s) responsible for the overall monitoring of health and safety in school/academy:	Mr Matthew Baxter
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: Annual report to governors. H&S item on every agenda for LGB. Governor H&S walks. Weekly and monthly checks, including water flushing, emergency lighting, fire alarm, playground equipment, ladder checks.	
<i>The school/academy carries out formal evaluations and audits on the management of health and safety annually.</i>	
<i>The last audit took place</i>	<i>Date: January 2021 By: Matthew Baxter</i>
<i>Name of person responsible for monitoring the implementation of health and safety policies</i>	<i>Mr Matthew Baxter</i>

<i>All staff are aware of the key performance indicators in part E and how they are monitored</i>	
<i>Workplace inspections - type</i>	<i>Name of person who carries these out</i>
<i>Water checks</i>	<i>Pam Wright and HSL</i>
<i>Ladder checks</i>	<i>Pam Wright</i>
<i>Fire alarm</i>	<i>Lantern</i>
<i>Security alarm</i>	<i>Chubb</i>

D. Detailed Health and Safety Arrangements

1. Accident Reporting, Recording & Investigation

<i>Our arrangements for recording and investigating:</i>
<i>pupil accidents: My Health and Safety</i>
<i>staff accidents: My Health and Safety</i>
<i>visitor accidents: My Health and Safety</i>
<i>The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: Mr Matthew Baxter</i>
<i>Our arrangements for reporting to the Governing Body or Academy Board are: Through standing item on LGB agendas. Governors H&S report.</i>
<i>Our arrangements for reviewing accidents and identifying trends are:</i>

2. Asbestos

<i>Name of Premises Manager responsible for Managing Asbestos.</i>	<i>Mr Matthew Baxter</i>
<i>Location of the Asbestos Management Log or Record System.</i>	<i>School office</i>
<i>Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are:</i>	
<i>Our arrangements to ensure all school/academy staff such as class teachers or caretakers have information about asbestos risk on the premises:</i>	
<i>Staff must report damage to asbestos materials to:</i>	<i>Mr Matthew Baxter</i>
<i>Staff must not drill or affix anything to walls without first obtaining approval from the premises manager.</i>	

3. Communication

<i>Name of SLT member who is responsible for communicating with staff on health and safety matters:</i>	<i>Mr Matthew Baxter</i>
<i>Our arrangements for communicating about health and safety matters with all</i>	

*staff are: Through staff meetings, Monday briefings, memos, emails, newsletters.
Staff can make suggestions for health and safety improvements by: Approaching the HT / Premises Manager, raising during staff meetings and briefings, contacting HT / Premises Manager by email.*

4. Construction Work *See also Contractor Management

<i>Name of person coordinating any construction work / acting as Client for any construction project.</i>	<i>Mr Matthew Baxter</i>
<i>Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are:</i>	
<i>Duty holders will be identified and named as part of any Construction project.</i>	
<i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: Completion of hazard exchange forms prior to commencement of work.</i>	
<i>Our arrangements for the induction of contractors are: Pre-work site visits.</i>	
<i>Staff should report concerns about contractors to: Headteacher / Office manager / Estates manager (JTMAT).</i>	
<i>We will review any construction activities on the site by: Utilising site meetings.</i>	

5. Consultation

<i>Name of SLT member who is responsible for consulting with staff on health and safety matters:</i>	<i>Mr Matthew Baxter</i>
<i>The name of the Trade Union Health and Safety Representative is:</i>	<i>Name</i>
<i>Our arrangements for consulting with staff on health and safety matters are: Staff meetings / briefings / LGB meetings / Training</i>	
<i>Staff can raise issues of concern by: Speaking to Headteacher or Deputy HT / Office manager / Staff meetings / briefings</i>	

6. Contractor Management

<i>Name of person responsible for managing and monitoring contractor activity</i>	<i>Mr Matthew Baxter</i>
<i>Our arrangements for selecting competent contractors are: Contractors are selected from the Staffordshire County Council and JTMAT preferred list.</i>	
<i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: Completion of hazard</i>	

<i>exchange forms prior to commencement of work.</i>
<i>Our arrangements for the induction of contractors are: Pre-work site visits.</i>
<i>Staff should report concerns about contractors to: Headteacher or Office manager</i>

7. Curriculum Areas – health and safety

<i>Name of person who has overall responsibility for the curriculum areas as follows: Science D&T PE</i>	<i>Science – Miss Natasha Gouldingay D&T – Mr Matthew Baxter PE – Mrs Natasha Ingham</i>
<i>Risk assessments for these curriculum areas are the responsibility of:</i>	<i>Science – Miss Natasha Gouldingay D&T – Mr Matthew Baxter PE – Mrs Natasha Ingham</i>

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

<i>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.</i>	
<i>Our arrangements for carrying out DSE assessments are: Annual completion of form in September.</i>	
<i>Name of person who has responsibility for carrying out Display Screen Equipment Assessments</i>	<i>Matthew Baxter (HT)</i>
<i>DSE assessments are recorded and any control measures required to reduce risk are managed by</i>	<i>Matthew Baxter (HT)</i>

9. Early Years Foundation Stage (EYFS)

<i>Name of person who has overall responsibility for EYFS</i>	<i>Miss Emma Davidson</i>
<i>Our arrangements for the safe management of EYFS are: Daily and weekly risk assessments.</i>	

10. Educational visits / Off-Site Activities

<i>Name of person who has overall responsibility for Educational Visits</i>	<i>Mr Matthew Baxter</i>
<i>The Educational Visits Coordinator is</i>	<i>Mr Matthew Baxter</i>

Our arrangements for the safe management of educational visits: Risk assessments / liaison with Entrust Outdoor Education / pre-visits by staff.

11. Electrical Equipment [fixed & portable]

<i>Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:</i>	<i>Mrs Rebecca Carlton</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: only to be used if a new item – otherwise must be PAT tested.</i>	
<i>Name of person responsible for arranging the testing of portable electrical equipment (PAT):</i>	<i>Mrs Rebecca Carlton</i>
<i>Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:</i>	<i>Mrs Rebecca Carlton</i>
<i>Portable electrical equipment (PAT) testing records are located:</i>	<i>School office</i>
<i>Staff must take defective electrical equipment out of use and report to:</i>	<i>Mrs Rebecca Carlton</i>
<i>The portable electrical equipment on the school/academy site owned and used by contractors is the responsibility of the contractor, who must provide records of this if requested.</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>Mr Matthew Baxter</i>
<i>The Fire Risk Assessment is located:</i>	<i>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>Mr Matthew Baxter / Mrs Rebecca Carlton</i>
<i>Name of person responsible for arranging and recording of fire drills</i>	<i>Mr Matthew Baxter</i>

<i>Name of person responsible for creating and reviewing Fire Evacuation arrangements</i>	<i>Mr Matthew Baxter</i>
<i>Our Fire Evacuation Arrangements are published ...</i>	<i>On the wall in every room</i>
<i>Our Fire Marshals are listed</i>	<i>In every room</i>
<i>Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at</i>	<i>School office</i>
<i>Name of person responsible for training staff in fire procedures</i>	<i>Mr Matthew Baxter Mrs Ashley Carter</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>Mr Matthew Baxter</i>
<i>The First Aid Assessment is located</i>	<i>School office</i>
<i>First Aiders are listed</i>	<i>Office and staff room</i>
<i>Name of person responsible for arranging and monitoring First Aid Training</i>	<i>Matthew Baxter</i>
<i>Location of First Aid Box</i>	<i>Medical Room / Main School Office</i>
<i>Name of person responsible for checking & restocking first aid boxes</i>	<i>Mrs Joanne Dodd</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>Parents/Carers or SLT member</i>
<i>Staff</i>	<i>SLT member</i>
<i>Visitors</i>	<i>SLT member</i>
<i>Our arrangements for recording the use of First Aid are in accident books</i>	

14. Forest School

<i>Name of person in school who leads on Forest School activity</i>	<i>Mrs Sally Flaherty</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. We have a Forest School folder, that contains overall RA, weather RA, grounds, fires etc.</i>	

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15. Glass & Glazing

<i>All glass in doors and side panels are constructed of safety glass</i>	
<i>All replacement glass is of safety standard</i>	
<i>A glass and glazing assessment took place in (year) and the record can be found</i>	<i>Date and Location</i>

16. Hazardous Substances (COSHH)

<i>Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)</i>	<i>Joanne Dodd (school office) updates the RA, in consultation with Chartwells cleaners.</i>
<i>Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are: The Mosley Academy uses CLEAPPS as a resource and all staff must be aware of how to access this information.</i>	

17. Health and Safety Law Poster

<i>The Health and Safety at Work poster is located:</i>	<i>Staff Room (Information Board).</i>
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18. Housekeeping, cleaning & waste disposal

<i>All staff and pupils share the responsibility for keeping the school/academy site clean, tidy and free from hazards</i>	
<i>Our waste management arrangements are: Weekly collections by Rainbow Waste.</i>	
<i>Our site housekeeping arrangements are: All bins have lids. Extra cleaning practices due to Covid-19.</i>	
<i>Site cleaning is provided by:</i>	<i>Chartwells Cleaning Services (0333 300 1900)</i>
<i>Cleaning staff have received appropriate information, instruction and training about the following and are competent: All carried out by Chartwells.</i>	
<i>work equipment</i>	
<i>hazardous substances</i>	
<i>Waste skips and bins are located away from the school/academy building.</i>	
<i>All staff and pupils must be aware of the arrangements for disposing of waste and the location of waste bins and skips.</i>	
<i>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.</i>	

19. Infection Control

<i>Name of person responsible for managing infection control:</i>	<i>Mr Matthew Baxter</i>
<i>Our infection control arrangements (including communicable diseases/hand hygiene standards) are: Timed, regular handwashing and sanitising. Tables and touch points cleaned more regularly. Laptops and other devices cleaned after use.</i>	

20. Lettings

<i>Name of Premises Manager or member of Leadership team responsible for Lettings</i>	<i>Mr Matthew Baxter</i>
<i>Our arrangements for managing Lettings of the school/academy /rooms or external premises are: We have a lettings policy, however we don't currently have any lettings.</i>	
<i>The health and safety considerations for Lettings are considered and reviewed 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/academy on request.</i>	
<i>Hirers must provide a register of those present during a letting upon request.</i>	

21. Lone Working

<i>Our arrangements for managing lone working are: We have a lone-working policy and RA. Staff reminded not to work alone. Janitor has a short period of time while opening / locking school.</i>

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

<i>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</i>	
<i>Name of person responsible for the selection, maintenance / inspection and testing of equipment</i>	<i>Pam Wright</i>

<i>Records of maintenance and inspection of equipment are retained and are located:</i>	<i>School office</i>
<i>Staff report any broken or defective equipment to:</i>	<i>Headteacher / Office manager</i>
<i>The equipment on The Mosley Academy site owned and used by contractors is the responsibility of the contractor, who must provide records of testing , inspection and maintenance if requested.</i>	

23. Manual Handling

<i>Name of competent person responsible for carrying out manual handling risk assessments</i>	<i>Mr Matthew Baxter</i>
<i>Our arrangements for managing manual handling activities are: RA in place and reviewed annually. Refresher training for staff has been recently organised.</i>	
<i>Staff must aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided.</i>	
<i>Staff who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task.</i>	
<i>Staff are trained appropriately to carry out manual handling activities.</i>	
<i>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).</i>	

24. Medication

<i>Name of person responsible for the management of and administration of medication to pupils in school/academy</i>	<i>Mrs Rebecca Carlton</i>
<i>Our arrangements for the administration of medicines to pupils are: Completion of medical consent forms. Medicine retained in school office and recorded on file when given. Use of inhalers recorded.</i>	
<i>The names members of staff who are authorised to give / support pupils with medication are:</i>	<i>Mr Matthew Baxter Mrs Ashley Carter Mrs Rebecca Carlton Mrs Joanne Dodd Mrs Jane Bailey All teaching staff members All TA staff members</i>
<i>Medication is stored:</i>	<i>Medical Room (including fridge) and main school office</i>

<i>A record of the administration of medication is located:</i>	<i>Main School Office</i>
<i>Pupils who administer and/or manage their own medication in school are authorised to do so by a parent/guardian and provided with a suitable private location to administer medication/store medication and equipment.</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: all staff trained and medical lists with required dosage in classrooms / office. Record kept of inhaler use.</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/academy 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/academy staff.</i>	<i>Mr Matthew Baxter</i>
<i>Name of person responsible for the checking and maintenance of personal protective equipment provided for staff</i>	<i>Mr Matthew Baxter</i>
<i>PPE provided for use in curriculum lessons is not “personal” as it is provided by pupils in classroom situations.</i>	
<i>Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for pupils.</i>	<i>N/A</i>
<i>All PPE provided for use in a classroom environment is kept clean, free from defects and replaced as necessary.</i>	
<i>Name(s) of person responsible for cleaning and checking pupil PPE.</i>	<i>N/A</i>

26. Radiation

<i>Name of the school/academy Radiation Protection Supervisor (RPS)</i>	<i>N/A</i>
<i>Name of the Radiation Protection Adviser (RPA)</i>	<i>N/A</i>

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: Report to Headteacher / Office manager. Estates manager from JTMAT. Companies include: - Lantern Fire; Chubb; HSL; IWS.

28. Risk Assessments

The Mosley 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:

Covid-19

Premises and grounds

Curriculum and classrooms

Hazardous activities or events

Fire Risk Assessment

Hazardous Substances

Work Equipment

Manual handling activities

Risks related to individuals e.g. health issues

Slips, trips and falls

Name of person who has overall responsibility for the school/academy risk assessment process and any associated action planning

Mr Matthew Baxter

Our arrangements for carrying out, recording, communicating and reviewing risk assessments are: Staff meetings are used to bring staff together to review and update risk assessments. Risk assessments are stored in the shared area so that staff can access and update them. Risk assessments are expected to be read and we have signing sheets for staff to record when they have read them.

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 Mosley Academy.

30. Shared use of premises/shared workplace

<i>Name of Premises Manager or member of Leadership team responsible for Premises Management</i>	<i>Mr Matthew Baxter</i>
<i>The school/academy premises are shared with another organisation (e.g.Contract caterer/public leisure centre).</i>	<i>N/A</i>

31. Stress and Staff Well-being

<i>Name of person who has overall responsibility for the health and wellbeing of school/academy staff</i>	<i>Mr Matthew Baxter</i>
<i>All staff have responsibility to take care of their own health and wellbeing and the school/academy supports staff to do this by implementing the following arrangements: We have been working towards the Well-Being Award for Schools (WAS) for over 18 months. This award was achieved in November 2020. The Headteacher attends termly well-being network meetings within JTMAT. Well-being is on every staff and SLT meeting agenda.</i>	
<i>Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated.</i>	
<i>All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work.</i>	
<i>Individual stress risk assessments take place when a member of staff requires additional individual support.</i>	
<i>A team stress risk assessment has been completed involving all staff and this is reviewed regularly. Date Reviewed and updated – February 2021</i>	

32. Swimming Pool Operating Procedures (where applicable)

<i>Name of person who has overall responsibility for managing the swimming pool and it's environment.</i>	<i>N/A</i>
<i>Our arrangements for carrying out suitable swimming pool management: N/A – Swimming lessons are conducted externally, at The Meadowside Leisure Centre.</i>	

33. Training and Development

<i>Name of person who has overall responsibility for the training and</i>	<i>Mr Matthew Baxter</i>
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<i>development of staff.</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: We use the Staffordshire County Council training matrix to identify training needs. Cycle of training and updates in place.</i>	
<i>The school/academy 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 Headteacher's office, within the HR files.</i>	
<i>Training and competency as a result of training is monitored and measured by:</i>	<i>Mr Matthew Baxter</i>

34. Vehicle movement on site

<i>Name of Premises Manager responsible for the management of vehicles on site</i>	<i>Mr Matthew Baxter</i>
<i>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): Car park is for staff, visitors and deliveries only. Regular reminders to the parents that it should not be used for dropping off/picking up etc. Marked spaces.</i>	

35. Violence and Aggression and School/Academy Security

<i>The school/academy provides a place of work which is designed and managed to minimise the risk of violence and aggression to staff, pupils and visitors.</i>	
<i>A risk assessment is carried out where staff are at increased risk of injury due to their work.</i>	
<i>Training, information and instruction is available to staff to help them manage the risk of violence and aggression where required.</i>	
<i>Staff and pupils must report all incidents of verbal & physical violence to:</i>	<i>Mr Matthew Baxter</i>
<i>Incidents of verbal & physical violence are investigated by:</i>	<i>Mr Matthew Baxter</i>
<i>Name of person who has responsibility for site security:</i>	<i>Mr Matthew Baxter</i>
<i>Our arrangements for site security are: Well-maintained perimeter fence. Locked gates. Intercom system for access to office. Once inside building, signing</i>	

in system in place (Inventory). This informs staff of visitors and keeps a log of visitors. Invacuation / lockdown practiced with the children and staff.

36. Water System Safety

<i>Name of Premises Manager responsible for managing water system safety.</i>	<i>Pam Wright.</i>
<i>Name of contractors who have undertaken a risk assessment of the water system</i>	<i>HSL IWS</i>
<i>Name of contractors who carry out regular testing of the water system:</i>	<i>HSL</i>
<i>Location of the water system safety manual/testing log</i>	<i>School office</i>
<i>Our arrangements to ensure contractors have information about water systems are: Site plans located in school office.</i>	
<i>Our arrangements to ensure all school/academy staff carrying out checks or testing or maintenance have information about the water system: Information in water safety file in office.</i>	

37. Working at Height

<i>Name(s) of person responsible managing the risk of work at height on the premises:</i>	<i>Matthew Baxter</i>
<i>Work at height is avoided where possible.</i>	
<i>Our arrangements for managing work at height are: Risk assessment in place. Working at height to be avoided where possible. For maintenance at height, contractors used.</i>	
<i>Appropriate equipment is provided for work at height where required.</i>	
<i>Staff who carry out work at height are trained to use the equipment provided.</i>	
<i>Work at height equipment is regularly inspected, maintained and records are kept in the school office - Weekly ladder checks.</i>	

38. Work Experience

<i>Name of person who has overall responsibility for managing work experience and work placements for school/academy pupils.</i>	<i>Mr Matthew Baxter</i>
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<i>Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are: Liaison with secondary schools and colleges. Induction for students and work placements.</i>	
<i>The name of the person responsible for the health and safety of people on work experience in the school/academy premises:</i>	<i>Mr Matthew Baxter</i>
<i>Our arrangements for managing the health and safety of work experience students in the school/academy are: Through liaison with supervisory staff from schools and colleges. Mentoring. Ensuring key health and safety documents are provided.</i>	

39. Volunteers

<i>Name of person who has overall responsibility for managing/coordinating volunteers working within the school/academy:</i>	<i>Mr Matthew Baxter</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.