

# Western Springs Primary School



## Health & Safety Policy

Approved by:	IEB (Mrs Marie Smith)	Date: 24/10/2019
Last reviewed on:	24/10/2019	
Next review due by:	24/10/2020	

The policy has 5 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.

## **A. Introduction**

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 SCC policy.

## **B. Policy Statement**

The requirement to provide a safe and healthy working environment for all employees, visitors and pupils is acknowledged at Western Springs Primary School by Governing Body/those in control of the school who 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.

## C. Management Arrangements

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

### Competent Health and Safety Advice

<i>The school obtains competent health and safety advice from</i>	<i>Staffordshire County Council Health, Safety and Wellbeing Service</i>
<i>The contact details are</i>	<i>01785 355777</i>
<i>In an emergency we contact County Councils Director on call 07623910065</i>	

### Monitoring Health and Safety

<i>Person(s) responsible for the overall monitoring of health and safety in school:</i>	<i>The Headteacher The School Business Manager (Mrs Kate Nickson) Miss Claire Evans (Link Governor)</i>
<i>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: Through Headteacher Report to governors each term.</i>	
<i>The school carries out formal evaluations and audits on the management of health and safety (frequency). Termly. The Health, Safety and Wellbeing service carries out periodic audits on behalf of the county council.</i>	
<i>The last audit took place</i>	<i>Date: 12/07/2019 By: John Burdett</i>
<i>Name of person responsible for monitoring the implementation of health and safety policies</i>	<i>The Headteacher &amp; The School Business Manager</i>
<i>All staff are aware of the key performance indicators in part E and how they are monitored</i>	

## D. Detailed Health and Safety Arrangements

### 1. Accident Reporting, Recording & Investigation

<i>Our arrangements for recording and investigating:</i>
<i>Pupil accidents: Recorded "My Health and Safety Portal" Staffordshire CC</i>
<i>Staff accidents: Recorded "My Health and Safety Portal" Staffordshire CC</i>
<i>Visitor accidents: Recorded "My Health and Safety Portal" Staffordshire CC</i>
<i>The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: The School Business Manager</i>

<i>This takes place via the My Health and Safety System</i>
<i>Our arrangements for reporting to the Governing Body are: Headteacher Report/ Accident analysis</i>
<i>Our arrangements for reviewing accidents and identifying trends are: Trend identification (School Business Manager to collate and review)</i>

## **2. Asbestos**

<i>Name of Premises Manager responsible for Managing Asbestos.</i>	<i>The School Business Manager (Rebecca Hogg has also undertaken Asbestos Management training)</i>
<i>Location of the Asbestos Management Log or Record System.</i>	<i>Location- Main school office</i>
<i>Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are: Entrust/ Staffordshire CC Approved contractors are used and a hazard exchange meeting is arranged with all parties attending.</i>	
<i>Our arrangements to ensure all school staff such as class teachers or caretakers have information about asbestos risk on the premises: Staff meetings, staff handbook, induction.</i>	
<i>Staff must report damage to asbestos materials to:</i>	<i>The School Business Manager</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>Headteacher/School Business Manager</i>
<i>Our arrangements for communicating about health and safety matters with all staff are: Staff meetings, briefing, text, notice board.</i>	
<i>Staff can make suggestions for health and safety improvements by: Completing a health and safety form available in classrooms or from the school office.</i>	

## **4. Construction Work \*See also Contractor Management**

<i>Name of person coordinating any construction work / acting as Client for any construction project.</i>	<i>School Business Manager</i>
<i>Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are: Hazard exchange completed with contractors. Inc induction. Duty holders will be identified and named as part of any Construction project.</i>	

<i>For large scale projects Entrust property would be used.</i>
<i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: Induction to site and Hazard exchange by all parties.</i>
<i>Our arrangements for the induction of contractors are: All contractors to receive induction at point of Hazard exchange.</i>
<i>Staff should report concerns about contractors to: The Headteacher/School Business Manager</i>
<i>We will review any construction activities on the site by: Meetings and communication throughout all works.</i>

## **5. Consultation**

<i>Name of SLT member who is responsible for consulting with staff on health and safety matters:</i>	<i>The Headteacher/School Business Manager</i>
<i>The name of the Trade Union Health and Safety Representative is:</i>	<i>Name None at present</i>
<i>Our arrangements for consulting with staff on health and safety matters are: Updates at staff meetings, notice boards, Briefings.</i>	
<i>Staff can raise issues of concern by: Speaking directly with H&amp;S representative or discussing with either the Headteacher/School Business Manager</i>	

## **6. Contractor Management**

<i>Name of person responsible for managing and monitoring contractor activity</i>	<i>The Headteacher/School Business Manager</i>
<i>Our arrangements for selecting competent contractors are: Discussion with Entrust Development officer-Carl Hodgkinson. Seeking recommendations and checking SCC for preferred suppliers.</i>	
<i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: Site induction before any works take place. Hazard exchange.</i>	
<i>Our arrangements for the induction of contractors are: Induction for all at point of Hazard exchange.</i>	
<i>Staff should report concerns about contractors to: The Headteacher/School Business Manager</i>	

## **7. Curriculum Areas – health and safety**

<i>Name of person who has overall responsibility for the curriculum areas as follows: e.g.</i>	<i>Head of Dept. or Curriculum Lead The Headteacher</i>
--	---

Science D&T PE	
Risk assessments for these curriculum areas are the responsibility of:	Mr R.Wiggett- PE Mrs K.Nickson in association with the appropriate staff member.

### 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 self-assessments are: School Business Manager to coordinate any DSE assessments for staff by sending out relevant forms and accessing Power point presentation.</i>	
<i>Name of person who has responsibility for carrying out Display Screen Equipment Assessments</i>	<i>The School Business Manager</i>
<i>DSE assessments are recorded and any control measures required to reduce risk are managed by (Reassessed every 2x years)</i>	<i>The School Business Manager</i>

### 9. Early Years Foundation Stage (EYFS)

<i>Name of person who has overall responsibility for EYFS</i>	<i>The Headteacher</i>
<i>Our arrangements for the safe management of EYFS are: Our arrangements for the safe management of educational visits: EYFS comes under the umbrella of the rest of the school Health and Safety Management policy. S Stevens ensures this fully complies with the EYFS framework requirements. Appropriate risk assessments are in place for Early years/ Daily check list for inside/ outside areas.</i>	

### 10. Educational visits / Off-Site Activities

<i>Name of person who has overall responsibility for Educational Visits</i>	<i>The Headteacher</i>
<i>The Educational Visits Coordinator is</i>	<i>The Headteacher</i>
<i>Our arrangements for the safe management of educational visits; When a trip is to take place, rigorous risk assessments take place. The Headteacher to approve all visit requests, office staff to carry out administration and the School Business Manager to ensure a risk assessment has been completed by staff.</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>The School Business Manager + Entrust property- Last 5 yearly inspection Aug 18</i>
<i>Fixed electrical wiring test records are located:</i>	<i>School office D1 actioned ASAP C1 actioned by 6 months.</i>
<i>All staff visually inspect electrical equipment before use.</i>	
<i>Our arrangements for bringing personal electrical items onto the school site are: Any personal electrical items that are brought onto the school site must be shown to the School Business Manager for a visual inspection.</i>	
<i>Name of person responsible for arranging the testing of portable electrical equipment (PAT):</i>	<i>The School Business Manager</i>
<i>Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:</i>	<i>The Headteacher/School Business Manager 12 Monthly</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>The School Business Manager</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 &amp; reviewing fire risk assessment in addition to any associated action planning</i>	<i>The Headteacher/School Business Manager</i>
<i>The Fire Risk Assessment is located .....</i>	<i>Health and Safety Records (SBM Office)</i>
<i>The site has a fire alarm which activates a response from (a 3rd party / listening service)</i>	<i>Yes</i>
<i>Name of person responsible for arranging and recording of fire drills</i>	<i>The Headteacher/School Business Manager</i>
<i>Name of person responsible for creating and reviewing Fire Evacuation arrangements</i>	<i>The Headteacher/School Business Manager</i>
<i>Our Fire Evacuation Arrangements are published ...</i>	<i>Location Throughout the school</i>

<i>Our Fire Marshals are listed</i>	<i>Location Staffroom, School office</i>
<i>Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at</i>	<i>Location Main School Office</i>
<i>Name of person responsible for training staff in fire procedures</i>	<i>The Headteacher/School Business Manager</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>The Headteacher</i>
<i>The First Aid Assessment is located</i>	<i>Location H&amp;S File (SBM office)</i>
<i>First Aiders are listed</i>	<i>Location Staffroom, school office and classrooms.</i>
<i>Name of person responsible for arranging and monitoring First Aid Training</i>	<i>The School Business Manager</i>
<i>Location of First Aid Box</i>	<i>Medical Room</i>
<i>Name of person responsible for checking &amp; restocking first aid boxes</i>	<i>Mrs R Hogg</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 are contacted (emergency contacts in case of contact 1 &amp; 2 not being contactable) Either the Headteacher/ Deputy Headteacher or SBM will accompany the child</i>
<i>staff</i>	<i>Emergency contact is called, Either the Headteacher/ Deputy Headteacher or SBM will accompany the adult</i>
<i>visitors</i>	<i>Company or next of kin are contacted Either the Headteacher/ Deputy Headteacher or SBM will accompany the adult</i>
<i>Our arrangements for recording the use of First Aid are: Accident books/ record. My health and safety portal for major accidents or near misses.</i>	



#### 14. Forest School

<i>Name of person in school who leads on Forest School activity</i>	<i>Mrs K Nickson/ Mrs R Hogg</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>	
<i>Forest School is not being delivered at this present time, K Nickson has folders with appropriate risk assessments.</i>	

#### 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> <i>29<sup>th</sup> November 2012</i>

#### 16. Hazardous Substances (COSHH)

<i>Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)</i>	<i>The Headteacher/School Business Manager</i>
<i>Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are:</i>	
<i>The school/academy uses CLEAPPS as a resource and all staff must be aware of how to access this information.</i>	
<i>Hazardous Substance Assessment HS F64 and inventory.</i>	

#### 17. Health and Safety Law Poster

<i>The Health and Safety at Work poster is located:</i>	<i>Location Staffroom</i>
---	---------------------------

#### 18. Housekeeping, cleaning & waste disposal

<i>All staff and pupils share the responsibility for keeping the school site clean, tidy and free from hazards</i>	
<i>Our waste management arrangements are: Veolia collect waste on a weekly basis</i>	
<i>Our site housekeeping arrangements are: Waste material removed and deposited in refuse bins daily. Refuse bins are chained to the fence for safety.</i>	
<i>Site cleaning is provided by:</i> <i>In house cleaners</i>	<i>Name and contact details</i> <i>Mrs V Russell- Senior Cleaner</i> <i>Mrs G Strange- Cleaner</i>

	<i>Mrs N White- Cleaner</i>
<i>Cleaning staff have received appropriate information, instruction and training about the following and are competent:</i>	
<i>work equipment</i>	
<i>hazardous substances</i>	
<i>Waste skips and bins are located away from the school 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>The School Business Manager</i>
<i>Our infection control arrangements (including communicable diseases/hand hygiene standards) are: Pupils taught personal hygiene e.g Hand washing Waste bins provided for disposal of tissues. Relevant staff have food hygiene certificates Hand sanitizer is provided in classrooms SLN guidance for communicable diseases and infection control are followed.</i>	

### **20. Lettings**

<i>Name of Premises Manager or member of Leadership team responsible for Lettings</i>	<i>The School Business Manager</i>
<i>Our arrangements for managing Lettings of the school /rooms or external premises are: See Lettings Policy SLN Health, safety and wellbeing service guidance for letting followed</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 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: Where possible lone working is avoided. Where lone working must take place the staff member must follow the below:</i>
---

*The must be physically fit and able.  
Must NOT undertake any High Risk Works  
Have a planned escape route out the building  
Have informed another person of their visit  
Follow the risk assessment for lone working*

## **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 kitchens, science laboratories or Design and Technology rooms*

<i>Name of person responsible for the selection, maintenance / inspection and testing of equipment</i>	<i>The Headteacher/School Business Manager &amp; external companies e.g. Chartwells &amp; Sports Safe UK.</i>
--	---

<i>Records of maintenance and inspection of equipment are retained and are located:</i>	<i>Location School Office (Kitchen for Kitchen materials)</i>
---	---

<i>Staff report any broken or defective equipment to:</i>	<i>The School Business Manager</i>
---	------------------------------------

*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>The Headteacher/School Business Manager</i>
---	--

*Our arrangements for managing manual handling activities are: To provide training where necessary.*

*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**

<i>Name of person responsible for the</i>	<i>The Headteacher</i>
---	------------------------

<i>management of and administration of medication to pupils in school.</i>	
<i>Our arrangements for the administration of medicines to pupils are: Please see administering medicines policy</i>	
<i>The names members of staff who are authorised to give / support pupils with medication are:</i>	<i>The Headteacher Mrs K Nickson Mrs J Howell- Diabetes</i>
<i>Medication is stored:</i>	<i>Location Medical Room</i>
<i>A record of the administration of medication is located:</i>	<i>Location Medical Room/ Classroom Folders</i>
<i>Pupils who administer and/or manage their own medication in school are authorised to do so by the Headteacher 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: Asthma Training &amp; Epi pen training received 2019</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>The Headteacher/School Business Manager</i>
<i>Name of person responsible for the checking and maintenance of personal protective equipment provided for staff</i>	<i>The Headteacher/School Business Manager</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>The Headteacher/School Business Manager</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>The Headteacher/School Business Manager</i>

## 26. 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: Completion of Health and safety form located in classrooms and School office. Form is given to the SBM who will take appropriate action.*

## 27. Risk Assessments

*The school has in place risk assessments for any identified significant risk. Control measures which are put in place to eliminate or reduce risk are communicated to staff, pupils and other who may be exposed to the risk.*

*Risk assessments are in place for the following areas:*

*Premises and grounds*

*Curriculum / classrooms*

*Hazardous activities or events*

*Lettings or contract work which may affect staff or pupils in the school.*

*Fire Risk Assessment*

*Hazardous Substances*

*Work Equipment*

*Manual handling activities*

*Risks related to individuals e.g. health issues*

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

*The Headteacher*

*Our arrangements for carrying out, recording, communicating and reviewing risk assessments are:*

*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.*

## 28. Smoking

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

### 29. Shared use of premises/shared workplace

<i>Name of Premises Manager or member of Leadership team responsible for Premises Management</i>	<i>School Business Manager</i>
<i>The school premises are shared with another organisation (e.g.Contract caterer/public leisure centre).</i>	<i>Name Chartwells, The Bridge PRU.</i>
<i>Our arrangements for managing health and safety in a shared workplace are: Security Risks reported by all parties Fire Evacuation to be undertaken by all parties Liaise with all parties.</i>	

### 30. Stress and Staff Well-being

<i>Name of person who has overall responsibility for the health and wellbeing of school staff</i>	<i>The Headteacher</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:</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 Completed 16/09/2019</i>	

### 31. Training and Development

<i>Name of person who has overall responsibility for the training and development of staff.</i>	<i>The Headteacher</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>	
<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 within the school office</i>	
<i>Training and competency as a result of training is monitored and measured by:</i>	<i>The Headteacher</i>

### 32. Vehicles owned or operated by the school/academy

<i>Name of person who has overall responsibility for the school vehicles</i>	<i>The Headteacher</i>
<i>The school/academy operates (no.of 1) minibus/coaches/cars/other vehicles (e.g. quad bikes/ride on mowers).</i>	<i>List Use of The Bridge PRU mini bus</i>
<i>Name of person who manages the driver medical examinations</i>	<i>The Headteacher</i>
<i>Name of person who manages the vehicle license requirements</i>	<i>The Headteacher</i>
<i>Name of person who undertakes vehicle checks such as oil, water and routine roadworthiness.</i>	<i>The Bridge PRU</i>
<i>Name of person who arranges servicing and maintenance of vehicles</i>	<i>The Bridge PRU</i>

### 33. Vehicle movement on site

<i>Name of Premises Manager responsible for the management of vehicles on site</i>	<i>School Business Manager</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): Vehicle/ Pedestrian segregation risk assessment completed.</i>	

### 34. 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 &amp; physical violence to:</i>	<i>The Headteacher/School Business Manager</i>
<i>Incidents of verbal &amp; physical violence are investigated by:</i>	<i>The Headteacher/School Business Manager</i>
<i>Name of person who has responsibility for site security:</i>	<i>The Headteacher/School Business Manager</i>
<i>Our arrangements for site security are: CCTV on site, Lone working avoided where possible. School gates are locked, codes on relevant doors. G4S to respond</i>	

*during the evening and weekend calls. Entrance door has release button. Burglar alarm installed.*

### **35. Water System Safety**

<i>Name of Premises Manager responsible for managing water system safety.</i>	<i>The School Business Manager</i>
<i>Name of contractors who have undertaken a risk assessment of the water system</i>	<i>IWS</i>
<i>Name of contractors who carry out regular testing of the water system:</i>	<i>IWS</i>
<i>Location of the water system safety manual/testing log</i>	<i>Location Main office</i>
<i>Our arrangements to ensure contractors have information about water systems are: Water manual made available to contractors</i>	
<i>Our arrangements to ensure all school/academy staff carrying out checks or testing or maintenance have information about the water system: Site janitor W Dobson aware of responsibility.</i>	

### **36. Working at Height**

<i>Name(s) of person responsible managing the risk of work at height on the premises:</i>	<i>The School Business Manager</i>
<i>Work at height is avoided where possible.</i>	
<i>Our arrangements for managing work at height are: Contractors hazard exchange form to be completed. School Staff reminded about the safe use of ladders/ Steps and the dangers of standing on other surfaces.</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 (Location) 6 Monthly- School office W Dobson to complete</i>	

### **37. Work Experience**

<i>Name of person who has overall responsibility for managing work experience and work placements for school pupils.</i>	<i>The School Business Manager</i>
<i>Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are: Risk assessment for work experience completed which considers areas such as Toilets, first aid, Health and safety, High Risk work.</i>	



<i>The name of the person responsible for the health and safety of people on work experience in the school premises:</i>	<i>The Headteacher/School Business Manager</i>
<i>Our arrangements for managing the health and safety of work experience students in the school are: Induction process</i>	

### **38. Volunteers**

<i>Name of person who has overall responsibility for managing/coordinating volunteers working within the school:</i>	<i>The Headteacher/School Business Manager</i>
<i>Volunteers are considered as a member of staff and all health and safety arrangements including induction and training must apply. Volunteers will be requested to inform the school/ make the school aware of any medical conditions which may cause a health and safety concern e.g epilepsy, diabetes.</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.

#### *KPIs*

1. Annual review of local Health and safety policy
2. Completion of the Autumn term check list
3. Completion of the January Self audit document and returning of the summary sheet to the Health, Safety and Wellbeing service.
4. Annual Fire Risk assessment
5. Health and safety coordinator report to IEB annually.
6. Regular analysis of accident trends and hotspots.
7. Structured review process for Risk assessments 1x yearly / 2x yearly.

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.