

Policy for:

Health, Safety and Well-being Policy 2025/26



Committee: Premises, Health and Safety

Document Control

A. Confidentiality Notice

This policy document has been approved by the Governing body of St.Modwen's Catholic Primary School and is intended for internal and /or external publication. Where the document is identified for internal use the policy information may not be shared with external agencies or parents without the prior agreement of the Headteacher or authorising Committee.

B. Document Details

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C. Document Revision and Approval History

Version	Date	Version Created by	Version Approved by	Comments
25.26 V3	27.10.2025	C Salt (SBM)	Premises, Health and Safety 11.11.2025	Amendments: Adopted V5 SCC Premises Health and Safety Policy published December 2023. Revised SCC published template includes: <ul style="list-style-type: none">• P5 Health and Safety Entrust Audit (27.11.2025) 5 year review.• P10/11 Curriculum areas – staff responsibilities• P13 12: emergency preparedness – added Team SOS
24.25 V2	01.11.2024	C Salt (SBM)	Premises, Health and Safety 12.11.2024	Amendments: Adopted V5 SCC Premises Health and Safety Policy published December 2023. Revised SCC published template includes: <ul style="list-style-type: none">• Review of current H & S policy and guidance• Change of branding• Template separate document• Increased responsibilities section
23.24 V1	17.10.2023	C Salt (SBM)	Premises, Health and Safety 7.11.2023	

Health, Safety and Wellbeing Policy

St Modwen's Catholic Primary School

The policy has 5 parts;

Part A - Introduction

Part B - The Health and Safety Policy Statement

Part C - Responsibilities (delegation of tasks)

Part D - The detailed arrangements and procedures to reduce risk within the school.

Part E - The Key Performance Indicators.

A. Introduction

This Policy complements and should be read in conjunction with the Staffordshire County Council Health, Safety and Wellbeing Policy.

The Governing Body will endorse and support the Health, Safety and Wellbeing Policy of Staffordshire County Council and assist the Council to discharge those responsibilities, which it holds as employer.

This policy records the local organisation and arrangements for implementing the Staffordshire County Council policy.

B. Policy Statement

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



The Governing Body will comply with all relevant health and safety legislation and ensure so far as is reasonably practicable that:

- all places and premises where employees 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 are 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 employees and pupils can avoid hazards and contribute in a positive manner towards their own and others health, safety and wellbeing.
- a healthy working environment is maintained including adequate welfare facilities.

In addition to the above the school will ensure as far as reasonably practicable 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 form part of this policy. All employees are expected to accept their responsibility to work safely by ensuring that they take reasonable care of their own health, safety, and wellbeing and that of other people who may be affected by their acts or omissions.

The Governors and Headteacher will draw this policy to the attention of all employees, and review annually.

	
Mr J Emery Chair of Governors	Mrs A Sherratt Headteacher
11.11.2025	11.11.2025

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

C. Responsibilities (Delegation of Duties)

The delegation of responsibilities and duties of all employees is detailed in Staffordshire County Council's Health, Safety and Wellbeing Policy – Allocation of General Responsibilities document **St Modwen's Catholic Primary School Health and Safety Policy**.

In addition to their general responsibilities:

The **Governing Body** will:

- Provide strategic guidance.
- Consider health and safety related information, statistics and reports.
- Monitor and review health, safety and wellbeing issues.
- Ensure adequate resources for health and safety are available.
- Nominate a Link Governor for Health, Safety and Wellbeing.
- Review and monitor the effectiveness of this policy.

The **Head Teacher** is responsible for implementing this policy and will:

- Promote a positive, open health, safety and wellbeing culture in the school.
- Report key health and safety issues to the Governing Body.
- Seek advice from other organisations or professionals as required.
- Ensure that all employees co-operate with this policy.
- Appoint appropriate persons with areas of responsibility within the school to implement this policy.
- Develop and implement safety procedures.
- Ensure there is a suitable system and process for developing risk assessments and that risk assessments are completed and reviewed on a regular basis.
- Ensure employees have access to appropriate training for their role.

The Headteacher is the nominated **Premises Manager** supported by School Business Manager who are responsible for the day-to-day operations and maintenance of the buildings, grounds, and equipment. This includes ensuring that statutory inspections of equipment and systems are carried out.

Senior Leaders within the school will support the Head Teacher in their role.

They will:

- Implement and monitor the school's health and safety arrangements.
- Manage any hazardous practices, equipment or building issues and report to the Head Teacher if they remain unresolved.
- Provide a good example, guidance and support to employees on health, safety and wellbeing issues.
- Ensure health and safety inductions are carried out for all employees and keep records of that induction.

Heads of Curriculum/Department Leads will within their area(s) of responsibility:

- Identify and control hazards.
- Ensure risk assessments are carried out, reviewed at least annually and communicated to employees and pupils.
- Instigate and ensure that safety procedures are developed and adhered ensuring that these are in line with curriculum best practice e.g. Science, Design Technology, PE, etc.
- Maintain current knowledge of specific health and safety legislation and official guidance relevant to the safe delivery of their specialism.
- Ensure equipment, including personal protection equipment, is maintained in a safe condition and that substances hazardous to health are secured in a safe place.
- Ensure that all incidents (including near misses) are reported promptly and investigated.
- Notify the Headteacher/Senior Leaders of any proposed or impending changes affecting health, safety, and wellbeing such as in room allocation or usage, change of materials/equipment, new activities etc.

Teachers will:

- Carry out regular safety checks of their area of work and report any concerns.
- Contribute to the development of risk assessments.
- Supervise pupils and advise them on how to use equipment safely.
- Maintain current knowledge of specific health and safety issues within their specialisms.

All employees will:

- Comply with the school's health and safety arrangements, including the adherence to risk assessments, health and safety procedures and policies.
- Leave their area of work in a reasonably tidy and safe condition.
- Follow safety instructions when using equipment.
- Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate employee.
- Follow the accident reporting procedure.
- Contribute to and highlight any gaps in the school's risk assessments and health and safety procedures.

Competent Health and Safety Advice

St Modwen's Catholic Primary School obtains competent health and safety advice from	SCC Health and Safety Team Advisor: Sarah-Jane Walmsley
The contact details are	01785 355777 Sarah-jane.walmsley@staffordshire.gov.uk
In an emergency we contact: 07623 910065 (Emergency/Major Incident) County Council Director on Call – reference Business Continuity Plan	

Monitoring Health and Safety

Name of person(s) responsible for the overall monitoring of health and safety in school/academy:	Name: School Business Manager (Health and Safety Coordinator)
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:	
Reference 3.2A St Modwen's Monitoring Health and Safety on site	
The school/academy carries out formal evaluations and audits on the management of health and safety (frequency).	
The last audit took place	Date: 27.11.2024 By: Sarah-Jane Walmsley (H & S Advisor – SCC) – School Judged as overall 5 rating. School conducts termly Health and Safety reviews of Health & Safety Action Plan, Health & Safety Comms Plan, SCC Health & Safety Audit Checklist and Evaluation Tools Next Audit due: Autumn 2029
Name of person responsible for monitoring the implementation of health and safety policies	Name: School Business Manager (Health and Safety Coordinator)

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
Classroom checks – Mid break outdoor play checks	Class Teachers/Teaching support assistants
Health and Safety Walks	Headteacher, School Business Manager, Caretaker, Chair of Health and Safety Committee
Health and Safety Evaluation	School Business Manager, Headteacher, Chair of Health and Safety Committee
Fire Safety Walks/review of Fire Risk Assessment and Fire Action Plan	School Business Manager, Caretaker, Office Manager/Fire Wardens, Chair of Health and Safety Committee
Site/Premises checks	Caretaker, Office Manager, School Business Manager
Lunchtime Safety checks	OPAL Play lead, OPAL Rangers
First Aid Boxes (Classrooms)	Class Teachers/Teaching support assistants
First Aid Boxes/Medical rooms	Office Manager
Pupil Medications/IHCP's	Office Manager
Pupils with Allergens	Office Manager
COSHH	Office Manager
DSE User	School Business Manager and Office Manager Health and Safety Coordinators

Where specific responsibilities for health, safety and wellbeing are allocated to employees these delegated responsibilities are detailed in Section D below.

D. Health and Safety 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.

1. Accident and Incident Reporting, Recording & Investigation

Our arrangements for recording and investigating:

Pupil accidents: All children's accidents should be reported in the appropriate year or EYFS accident book. All incidents that require medical intervention/guidance must be reported to the Health and Safety Co-ordinator who will ensure that an Accident Investigation Report form is completed and returned to the Health, Safety and Wellbeing Service at STAFFORDSHIRE COUNTY COUNCIL. Accidents, incidents and near misses are recorded and investigated using myhealthandsafety portal.

Staff/visitor accidents: Accidents to adults must be reported in the statutory accident book AND on an Accident Investigation Report form as above. Appropriate Risk Assessments will be reviewed or instigated in light of any incidents occurring that require medical treatment. Accidents, incidents and near misses are recorded and investigated using myhealthandsafety portal.

The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: Health and Safety Coordinator (School Business Manager)

Our arrangements for reporting to the Governing Body or Academy Board are: Accident Reporting, Recording and Investigation to be reported within Governors Health and Safety Report (Termly)

Our arrangements for reviewing accidents and identifying trends are:

Termly review of accidents identifying trends by School Business Team – reporting trends and number of incidents to SLT. This analysis will inform the Governors Health and Safety Report and be used to review effectiveness of school risk assessments, highlight any new areas of risk, enable the school to mitigate risk

2. Asbestos – **NO ASBESTOS ON SCHOOL SITE**

Name of Premises Manager responsible for Managing Asbestos.	Name: Headteacher
Location of the Asbestos Management Log or Record System.	Location: Asbestos Risk Register is kept in reception
Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are:	
<p>SCHOOL HAS NO ASBESTOS</p> <p>All contractors to sign Asbestos Risk Register located in Caretakers Office prior to commencement of work</p> <p>Above statement to be included in Contractors on-site Risk Assessment</p>	
Our arrangements to ensure all school/academy staff such as class teachers or caretakers have information about asbestos risk on the premises:	
Appropriate Health and Safety training to school staff	
Staff must report damage to asbestos materials to:	Name: Headteacher/ Health and Safety Coordinator (School Business Manager)
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 employees on health and safety matters:	Name: Headteacher/Health and Safety Coordinator (School Business Manager)
Our arrangements for communicating about health and safety matters with employees, pupils, visitors, contractors are:	
<ul style="list-style-type: none"> • Staff Briefings • Team, Phase and weekly staff meetings – standing agenda • Health and Safety updates – Inset days • Policy and Risk Assessment Reviews communicated to staff • Health and Safety Notice Board updates • E-mails • IAM Complaint – Staff Document Reader 	
Staff can make suggestions for health and safety improvements by:	
<p>The culture of Health and Safety being ‘Everyone’s business’ in school is introduced at Induction when starting employment in school.</p> <ul style="list-style-type: none"> • Reporting Health and Safety concerns/improvements using IAMCompliant • Contacting Health and Safety Coordinator (School Business Manager/Office Manager) • Providing feedback/suggestions staff meetings, training, inset days • Being part of School Business Recovery Team (BRT) – Emergency and Major Incident Planning • Being part of short-term project specific working groups around school health and safety • Health and Safety is discussed at ALL staff meetings and half-termly lunchtime supervisors’ meetings as required. Additional meetings will be arranged in the event that more significant or urgent issues need to be communicated 	

4. Construction Work *See also Contractor Management

Name of person coordinating any construction work / acting as Client for any construction project.	Name: Health and Safety Coordinator (School Business Manager)/Caretaker
Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are:	
Duty holders will be identified and named as part of any Construction project. School will work with SCC Premises, Property Management and Health and Safety and Birmingham Diocesan following guidance and advice as per the scope of the CDM Regulations	
Our arrangements for the exchange of health and safety information/risk assessments/safe working arrangements/monitoring are:	
<ul style="list-style-type: none"> the exchange of health and safety information / risk assessments/safe working arrangements/monitoring The induction of contractors reviewing any construction activities on the site <p>The school will follow county guidance for the management of contractors ensuring that the site remains safe at all times for children, staff and contractors through use of the hazard exchange form.</p> <p>Hazard exchange forms will be reviewed pre/during and post any phase of construction on school site. Lessons learnt will inform future risk assessment/planning across school.</p>	
Our arrangements for the induction of contractors are:	
<ul style="list-style-type: none"> Site tour to ensure contractors are familiar with building, referencing site plans School Visitor Safeguarding/Health and Safety on-site provided to all contractors on arrival at site Asbestos Register signed DBS detailed checked and entered on Single Central Register Risk Assessments, safe working arrangements, public liability insurance, method statements Hazard Exchange form completed, reviewed and shared with relevant Health and Safety staff on school site Review of works to be completed Sharing of any site specific information relevant whilst works are being carried out i.e. Emergency Evacuations planned etc 	
Staff should report concerns about contractors to:	
Headteacher/Health and Safety Coordinator (School Business Manager)/Caretaker	
We will review any construction activities on the site by:	
<p>Regular review and monitoring the construction phases plan, which is required under the Construction (Design and Management) Regulations 2015 (CDM 2015) for every construction project. This is undertaken by the Principal Contractor or contractor. School will monitor the construction phases plan which includes:</p> <ul style="list-style-type: none"> a general description of the work and key dates within the project details of responsible parties, i.e. Client, Principal Designers, Contractors etc. · arrangements for ensuring the health and safety of all who may be affected by the construction work and controlling site risks arrangements for the management of health and safety of the construction work, and monitoring of compliance with health and safety law information regarding the Health and Safety File format and arrangements for the collection, gathering and storage of information. This is a record of information for the Client/end user, 	

which tells those who might be responsible for the structure in future of the risks that have to be managed during maintenance, cleaning, repair or renovation. The Health and Safety File is prepared as the project progresses and it is given to the Client (Head Teacher or representative) when the project is complete. The Client has to make it available to those who will work on any future design, building, maintenance, or demolition of the structure. It should include drawings showing updated floor plans changes to the asbestos register, and all relevant certificates (i.e. electrical testing) and particularly asbestos clearance certificates.

5. Consultation

Name of SLT member who is responsible for consulting with employees on health and safety matters:	Name: Headteacher/Health and Safety Coordinator (School Business Manager)
Name of the Trade Union Health and Safety Representative is:	<i>Not applicable</i>
Our arrangements for managing consulting with employees on health and safety matters are:	
<ul style="list-style-type: none"> • Staff Induction when commencing employment in school • Staff Briefings • Health and Safety is an Agenda item on weekly staff, phase and team meetings • Weekly Premises/Health and Safety meetings with caretaker, Office Manager and School Business Manager. Additional meetings will be arranged in the event that more significant or urgent issues need to be communicated • Health and Safety updates – Inset days, briefings, e-mails, workshops, notice boards • Policy and Risk Assessment Reviews delivered in collaboration with key staff in school and communicated to all staff via IAMCompliant. • IAM Compliant • Being part of School Business Recovery Team (BRT) – Emergency and Major Incident Planning • Being part of short-term project specific working groups around school health and safety. 	
Employees can raise issues of concern by:	
<ul style="list-style-type: none"> • Contacting Health and Safety Coordinators (School Business Manager/Office Manager)/Caretaker/member of School Business Team • Providing feedback/suggestions staff meetings, training, inset days. • Logging a concern on IAM Compliant. 	

6. Contractor Management

Name of person coordinating for managing and monitoring contractor activity.	Name: Health and Safety Coordinator (School Business Manager/Office Manager)/Caretaker
Our arrangements for selecting competent contractors are:	
<ul style="list-style-type: none"> • Using contractors appointed by SCC Premises team for routine and planned maintenance and servicing • Where above cannot be sourced school would seek references from contractors prior to appointment, work within School Financial procurement rules, ensure all items in 4 are in place so school can be assured of their practice, health and safety on-site prior to awarding contract. 	

Our arrangements for the exchange of health and safety information/risk assessments/safe working arrangements/monitoring are:

- the exchange of health and safety information / risk assessments/safe working arrangements/monitoring, public liability insurance and DBS clearance
- the induction of contractors on site
- reviewing any construction activities on the site via monitoring, reviewing of the construction phase plan.

The school will follow county guidance for the management of contractors ensuring that the site remains safe at all times for children, staff and contractors through use of the hazard exchange form/construction phase plan, risk assessments and method of working.

Hazard exchange forms, construction phase plan, method statements will be reviewed pre/during and post any phase of construction on school site. Lessons learnt will inform future risk assessment/planning and construction works across school.

Our arrangements for the induction of contractors are:

- Site tour to ensure contractors are familiar with building, referencing site plans
- School Visitor Safeguarding/Health and Safety on-site provided to all contractors on arrival at site
- Asbestos Register signed
- DBS detailed checked and entered on Single Central Register
- Risk Assessments, safe working arrangements, method statements Hazard Exchange form, public liability reviewed
- Review of works to be completed – reference construction phase plan
- Sharing of any site specific information relevant whilst works are being carried out i.e. Emergency Evacuations planned etc.

Employees should report concerns about contractors to:

Headteacher/Health and Safety Coordinator (School Business Manager)/Caretaker

7. Curriculum Areas – health and safety

Name of person who has overall responsibility for the curriculum areas as follows: e.g. Science, D&T, PE	Science Lead	Mrs L Chadfield
	Maths Lead	Mr D Quinn
	Behaviour/British Values	Mr D Quinn
	English Leads	Reading/Writing: Miss H Goodman Phonics/Spelling: Mrs E Hatton
	D & T Lead	Miss A Butt
	Art	Miss J Illsley
	Music	Mrs C Smith
	SEND	Mrs A Taylor
	RE	Mrs A Taylor
	RSE	Mrs A Taylor

	PIXL/Raising Standards	Mrs A Taylor
	EYFS	Miss Z Mallinson
	PE Lead	Miss C Wright
	Computing and On-line Safety	Mr P Mawhinney
	Forest and Eco Schools	Mr P Mawhinney
	PHSE	Miss J Crutchley
	Geography	Miss Z Mallinson & Miss E Archer
	Wider Curriculum	Miss Z Mallinson
	History	Mr D Read
	MFL	Mr D Read
	Data and Tracking	Mrs S Sherratt/Mrs A Taylor
	Library	Mrs R Speed
	Pupil Premium	Mrs A Sherratt
	Sports Strategy	Miss C Wright
	RE Lead	Mrs A Taylor
	OPAL Play	Mrs P Whitley
Risk assessments for these curriculum areas are the responsibility of:		Leads as above

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

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.

Our arrangements for carrying out DSE assessments are:

All staff using computers continuously for more than one hour per day will be considered computer users and must complete the computer user checklist annually. Assessment of risk undertaken across school identified School Business Team, Class Teachers, Catering Manager, Headteacher, Deputy Headteacher and Inclusion Support Manager as staff most at risk.

DSE assessments are offered and completed, with remedial actions put in place and monitoring arrangements to determine effectiveness. DSE Assessors in school are School Business Manager and Office Manager. Staff school deem as 'at risk' are urged to take part in an annual DSE user check. School also considers DSE assessment of any staff who report muscular skeletal concerns or who have been off sick from work with issues which may impact on their use of DSE equipment on their return to work.

Users are eligible for eye tests paid for by the school every two years. Users must also refer to the guidance on the SLN to ensure correct posture and use of equipment to avoid repetitive strain injuries. Any problems must be referred to the H&S Co-ordinator who will seek further advice from the Strategic Health and Safety Service

<http://education.staffordshire.gov.uk/SchoolAdministration/HS/Procedures/Equipment/DisplayScreens.htm>

Name of person who has responsibility for carrying out Display Screen Equipment Assessments

Name: Health and Safety Coordinators (School Business Manager and Office Manager)

DSE assessments are recorded and any control measures required to reduce risk are managed by

Name: Health and Safety Coordinators (School Business Manager and Office Manager)

9. Early Years Foundation Stage (EYFS)

Name of person who has overall responsibility for EYFS

Name: Mrs Z Mallinson (Phase Leader EYFS)

Our arrangements for the safe management of EYFS are:

Reference Early Years Policy

10. Educational visits / Off-Site Activities

Name of person who has overall responsibility for Educational Visits

Name: Headteacher

The Educational Visits Coordinator is

Name: School Business Manager, Office Manager and School Business Administrator

Our arrangements for the safe management of educational visits:

All staff must complete an EV1 Request form and submit a risk assessment at least 7 days before a planned visit. Forms must be approved by an EVC. Some visits may need permission from County Educational Visits Coordinator. Planning time must include allowance for receipt of parental permission and collecting donations.

Reference Educational Visits Policy. St. Modwen's Catholic Primary School:

1. has their own documented arrangements for Learning Outside the Classroom (LOtC)/Educational Visits
2. adopts and works within the Outdoor Education Advisers' Panel (OEAP) National Guidance (NG) and staff with responsibilities in this area have access to this guidance.
3. has appointed an Educational Visits Co-ordinator who is trained in line with the requirements of section 5 of the arrangements.
4. uses the EVOLVE system to record, approve and manage educational visits – this is a recommendation for academies and other non-maintained schools.
5. Staff and students taking part in educational visits have received suitable and sufficient information, instruction and training appropriate for their responsibilities.
6. has an emergency plan in place for every educational visit which is suitable and appropriate for the visit.
7. Ensures appropriate communication about the educational visit, health and safety information and any emergency arrangements are communicated to all relevant parties such as staff, students and parents.

11. Electrical Equipment [fixed & portable]

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	Name: Site Caretaker/ School Office Manager
Fixed electrical wiring test records are located:	Caretakers office
All employees are required to visually inspect electrical equipment before use.	
Our arrangements for bringing personal electrical items onto the school site are:	
<ul style="list-style-type: none"> • Staff are not allowed to bring in personal electrical equipment if not PAT tested • All Staff must visually check electrical equipment before use and report any damage to the Health and Safety Coordinator (Health and Safety Coordinator (School Business Manager)). • Portable equipment is tested annually. • Staff are aware that items should not be used unless they have been tested. • Fixed wiring is checked. 	
Name of person responsible for arranging the testing of portable electrical equipment (PAT):	Name: Site Caretaker/Office Manager
Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:	Name: Site Caretaker/Office Manager
Portable electrical equipment (PAT) testing records are located:	Caretakers office
Employees must take defective electrical equipment out of use and report to:	Name: Site Caretaker/Office Manager
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.	

12. Emergency Preparedness

Name of SLT member who is responsible for developing and maintaining the school's response to major risks Business Continuity Plan (BCP).	Name: Headteacher/ School Business Manager
Our arrangements for communicating emergency arrangements to all employees are:	
<ul style="list-style-type: none"> • Staff Briefings • Team, Phase and weekly staff meetings – standing agenda • Health and Safety updates – Inset days, workshops, e-mails, staff briefings, notice boards (Staff room and School Business Office) • Staff/team desk top scenario planning • Team SOS • Policy and Risk Assessment Reviews communicated to staff IAM Complaint – Staff Document Reader 	

13. 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	<p>Name: School Business Manager, Office Manager and Caretaker</p> <p>The Fire Risk Assessment will be reviewed annually by the Headteacher, Caretaker, School Business Manager and Office Manager (Health and Safety Co-ordinators).</p> <p>Termly Reviews of Fire Risk assessment to review following Fire Evacuation practices/Fire Safety Reviews.</p> <p>Fire Precautions and Procedures – agenda item on weekly Premises, Health and Safety meeting – School Business Manager, Office Manager, caretaker.</p>
The Fire Risk Assessment is located	School Business Manager Office - NoticeBoard
<p>When the fire alarm is raised the person responsible for calling the fire service is: (include out of hours arrangements)</p> <p>OR</p> <p>The site has a fire alarm which activates a response from (a 3rd party / listening service).</p>	<p>Name: Office Manager is the school's named Lead Fire Marshall.</p> <p>Out of hours arrangements: School contract with Repton Security for out of hours call-outs who will call the Fire Brigade and contact Headteacher/caretaker/Office Manager if a fire occurs out of hours.</p>
Name of person responsible for arranging and recording of fire drills	Name: Office Manager is the school's named Lead Fire Marshall.
Name of person responsible for creating, communicating and reviewing Fire Evacuation arrangements:	Name: Headteacher, School Business Manager, caretaker and Office Manager is the school's named Lead Fire Marshall.
Our Fire Evacuation Arrangements are kept/displayed.	<p>Location:</p> <ul style="list-style-type: none"> • <u>School staff:</u> IAM Compliant (read request); Staffroom Noticeboard, School Business Office Noticeboard • <u>Visitors:</u> Health and Safety and Safeguarding on-site leaflet – Entrysign (read request) • <u>Governors:</u> Governorhub • <u>Contractors/Service Providers:</u> e-mailed current Fire Emergency Plan when updated
Our Fire Marshals are: (list or state where information is kept)	Location: School Business Office & Staff Room
Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at	Location: School Business Office
Name of person responsible for training employees in fire procedures:	Name: Health and Safety Coordinator (School Business Manager)

Employees awareness of the Fire Procedures in school is repeated

Employee Fire Procedure Training/CPD:

- National College on-line Fire Safety Awareness – assigned to all staff to complete Annually (start of Academic Year) – Annual staff training
- Fire Marshal external training – assigned to Fire Marshals – refreshed 3 years
- Induction of new staff, students, workplacements – covered at Induction

Current Fire Emergency Plan is published as a read request document on IAMCompliant for all staff to read, when amended and reviewed it is republished and shared with staff ensuring they are kept up to date of current Fire procedures in school. Post Fire evacuation school also share a Fire Safety staff briefing sharing – time or evacuation, what went well and areas of learning.

Fire Action notices are posted in each classroom and around the school. On hearing the fire alarm adults are responsible for evacuating children to the assembly points on the playground. The Fire Marshals outside check:

- Staff registers
- Visitor registers
- Class Firecards: Class teachers have checked their pupil registers and have pupil medications

The lead Fire Marshall on site will liaise with the fire brigade. These procedures will be tested on a termly basis. The caretaker is responsible for testing the fire alarm on a weekly basis and recording this in the fire log book and on a monthly basis checking that the firefighting equipment is in-situ.

Contractors service the alarm system and extinguishers.

Fire evacuation procedures for school are detailed in Fire Emergency Plan. Staff are regularly updated on Fire Procedures in School. Visitors to site – Fire evacuation procedures are provided on Entrysign (all school visitors) as a read request screen.

14. First Aid *see also Medication

Name of person responsible for carrying out the First Aid Assessment:	Name: First Aid Co-Ordinator (Office Manager) supported by School Business Manager and Nursery Manager
The First Aid Assessment is located:	Location: Medical Room
First Aiders are: (list or state where information is kept)	Location: Medical Room Staff Room School Office KS1 Concourse KS2 Concourse Hall/Library Area
Name of person responsible for arranging and monitoring First Aid Training	Name: First Aid Co-Ordinator (Office Manager)
Location of First Aid Box(es):	Location: Medical Room, GRAB BAG, Office, Class Rooms, KS1 Concourse and KS2 Concourse, Kitchen
Name of person responsible for checking and	Name:

restocking first aid box(es):	<u>Classrooms:</u> Class Teachers and Teaching Assistants <u>Medical Room, Grab Bag, KS1 and KS2 Concourse</u> – First Aid Co-Ordinator (Office Manager)
Arrangements on how to summon an ambulance in an emergency are:	
Reference First Aid Policy	
Our arrangements for dealing with an injured person who has to go to hospital are (who is contacted/ who accompanies employees or children to hospital):	
pupils	Reference First Aid Policy
employees	Reference First Aid Policy
visitors	Reference First Aid Policy
Our arrangements for recording First Aid provided are:	
Reference First Aid Policy.	

15. Forest School

Name of person in school who leads on Forest School activity:	Name: Mr P Mawhinney and Mrs P Whitley (OPAL Play Leader)
Our arrangements for developing, organising and running Forest School activity. Include here details about risk assessment, communication and supervision etc.	
Reference School Forest School Policy and Risk Assessments – communicated to all relevant staff via IAM Complaint (read request). Reviewed by Forest School Leads Annually.	

16. 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 (year) and the record can be found	Date and Location 2014 – School construction and design. All glazing waist height and below is of the required safety standard, any breakages will be replaced with similar standard glass.

17. Hazardous Substances (COSHH)

Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)	Name: Health and Safety Coordinator (Office Manager)
Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are: The school uses CLEAPPS as a resource and all staff must be aware of how to access this information.	
<p>Wherever possible the school will avoid the purchase of hazardous substances. Where this is unavoidable, safety data sheets will be obtained from the manufacturer and risk assessments developed for use of the substance which must be stored safely, in accordance with guidance. Substances with hazard warning labels must not be brought into school without notifying the Health & Safety Co-ordinator.</p>	

18. Health and Safety Law Poster

The Health and Safety at Work poster is displayed:	Location: The Health and Safety Law poster is displayed in school office (main corridor). A Visitor Safety, Safeguarding and Health & Safety information notice is displayed on Entrysign (read request on sign in)
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19. Housekeeping, cleaning and waste disposal

All employees and pupils share the responsibility for keeping the school site clean, tidy and free from hazards.	
Our waste management arrangements are:	
All rubbish is removed from the school building on a daily basis to a secure compound. Waste collection from school site is via external contractors: <ul style="list-style-type: none"> • General waste collection: East Staffordshire Borough Council • Hazardous waste collection: Sharps/nappies/Sanitary bins - PHS 	
Our site housekeeping arrangements are:	
The school has a service level agreement with Hands cleaners for the cleaning of the school.	
Site cleaning is provided by: contractors : Hands Cleaners	Name and contact details: Contract Manager -Susan Summers 07967683286 Area Manager Ed Gould 07854384546 Address: 30a Gelders Hall Road, Shepshed, LE12 9NH
Cleaning employees have received appropriate information, instruction and training about the following and are competent:	
Reference SLA with Hands Cleaners	
Work equipment	
Machinery used responsibility of Hands Cleaners	
Hazardous substances	
Cleaning Store - detail where COSHH assessments are located and hazardous substances are stored	
Waste skips and bins are located away from the school building.	
Our arrangements for disposing of waste and the location of waste bins and skips are communicated to employees and pupils via Health and Safety Agenda items (Staff Meetings); e-mails; Staff Briefings.	

Employees 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.

Risk assessments for the disposal of general waste are shared with staff annually via read request IAMCompliant. If control measures are amended throughout the year the new Risk Assessment is replaced and staff are alerted of the amendment via IAMCompliant.

20. Infection Control

Name of person responsible for managing infection control:

Name:

School Business Manager and Office Manager

Our infection control arrangements (including communicable diseases/hand hygiene standards) are:

Reference First Aid Policy

Reference Communications with Parents/Carers

21. Lettings

Name of Premises Manager or member of Leadership team responsible for Lettings

Name:

School Business Manager and Office Manager

Our arrangements for managing Lettings of the school/rooms or external premises are:

Reference Letting Policy

The Health and Safety Coordinator (School Business Manager/Office Manager) are responsible for ensuring that the Hirers of the building sign a Lettings Agreement and Conditions of Use form before lettings commence. This includes health and safety responsibilities.

The health and safety considerations for Lettings are considered and reviewed annually.

Hirers must 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 on request.

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

22. Lone Working

Our arrangements for managing lone working are:

No staff should work alone without the permission of the Headteacher and without appropriate procedures being agreed to ensure their safety. At all times staff must be aware of the policy and Risk Assessments for lone working and follow this as appropriate.

Please see the Home & Lone Working Policy and Lone Working Risk Assessment

Lone Working Policy and Lone Working Risk Assessments shared with staff – IAMCOMpliant read request.

23. 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

Name of person responsible for the selection, maintenance / inspection and testing of equipment:

Name:

Caretaker

Records of maintenance and inspection of equipment are retained and are located:	Location: Caretaker office
Employees report any broken or defective equipment to:	Name: Caretaker
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:	

24. Manual Handling

Name of person responsible for carrying out manual handling risk assessments:	Name: Health and Safety Coordinator (Health and Safety Coordinator (School Business Manager))/ Caretaker
Our arrangements for managing manual handling activities are:	
The school will identify all lifting tasks and take steps to avoid, and if not reduce, the risks of handling through risk assessment, improved purchasing and training, where necessary.	
Staff to undertake Manual handling training – annually assigned National College	
Employees must be aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided.	
Employees who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task.	
Employees 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 employees).	

25. Medication

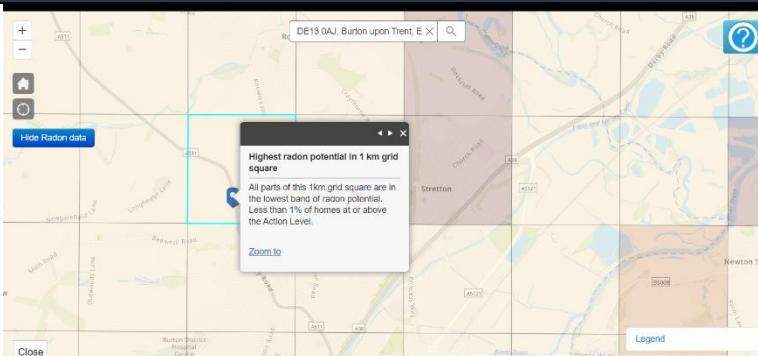
Name of person responsible for the management of and administration of medication to pupils in school:	Name: First Aid Co-Ordinator (Office Manager) supported by School Business Manager and Nursery Manager
Our arrangements for the administration of medicines to pupils are:	
Medication will be administered in school in accordance with the Medicines in School Policy and will be recorded on the appropriate forms as specified in the policy.	
School Emergency Medication is stored in the First Aid room – For further information see the First Aid Coordinator. Inhalers for use by children are to be kept in the child's classroom and taken out for PE, Educational visits and other activities away from the classroom.	
The names members of employees who are authorised to give / support pupils with medication are:	All staff who have current First Aid at Work training and or Administering Medication Training
Medication is stored:	Location: Medication is stored in the First Aid room – For further information see the First Aid Coordinator. Inhalers, AEI's for use by children are to be kept in the child's classroom and taken out for PE, Educational visits, Fire Evacuations and other activities away from the classroom.
A record of the administration of medication is located:	Location: Medical Room
Pupils who administer and/or manage their own medication in school are authorised to do so by a parent/legal guardian and provided with a suitable private location to administer medication/store medication and equipment.	

Employees 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:
Administering Emergency Medication will be administered in school in accordance with the Medicines in School Policy and will be recorded on the appropriate forms as specified in the policy.
Employees who are taking medication must keep their personal medication in a secure area in a employees only location.
Employees must advise the school leaders if they are taking any medication which might impair their ability to carry out their normal work.

26. 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 school employees:	Name: Office Manager
Name of person responsible for the checking and maintenance of personal protective equipment provided for employees:	Name: Office Manager
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: Office Manager
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: Class Teacher/Class Teaching Assistants

27. Radiation – School NOT in a radon gas emission area – check completed 8.11.2024

Name of the school Radiation Protection Supervisor (RPS):	Name: n/a
Name of the Radiation Protection Adviser (RPA):	Name: n/a
Our arrangements for managing any radon gas emissions due to the school’s location and local geology are:	
	

28. Reporting Hazards or Defects

All employees and pupils must report any hazards, defects, or dangerous situations they see at school.

Our arrangements for the reporting of hazards and defects:

Hazards are reported to the Health and Safety Coordinators (School Business Manager/Office Manager or the Caretaker), using IAMCompliant/e-mail. The Headteacher will advise on priorities when appropriate.

29. 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 employees, pupils and other who may be exposed to the risk.

Risk assessments are in place for the following areas:

School Operational Risk assessments are in place Reference – Risk Assessment Log – Risk Assessment File. Risk Assessments are updated annually in collaboration with staff, reviewed and shared with staff via IAMCompliant – reference Risk Assessment Staff Matrix. School Risk Assessment are collated, reviewed and shared in packs for:

- All Staff – risk assessments applicable for all employees
- Premises/School Business Team
- Class Teaching/Teaching Assistants
- Catering Team
- Rangers/Midday Supervisors

Pupil risk assessments include risk assessments for pupils with:

- Medical Needs IHCP's
- PEEP's
- Returning to school following a period of absence for medical needs/medical condition
- Educational visits
- Forest School risk assessments
- OPAL Play risk assessments

Staff risk assessments include risk assessments for staff:

- Returning to work following a period of absence – advice from medical expert
- Work Placements/students/young people
- Staff with medical/health needs identified at employment/induction

Site visitors/parents include risk assessments for:

- Hazard exchange/method statements/construction phase plans – managing contractors
- School activities/events – parents, carers
- Third party service providers – i.e. contracted services e.g. Cleaning services

The school will complete the annual premises evaluation checklist and self-audit as monitoring tools in January and October respectively. Other policies and risk assessments will be reviewed in line with the policy review schedule. Governors will monitor Health and Safety performance through the school development plan, tours of the school and through Committee and Link Governor reports. School also reviews these documents termly alongside its Health and Safety Action Plan to track compliance.

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

Names:

School Business Manager
Office Manager
Class Teachers
Forest School Lead
OPAL Play Lead
SENDCO

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

The Headteacher will coordinate risk assessment activity supported by the Health and Safety Coordinators. All staff will be expected to contribute to and follow the controls with risk assessments for their areas of work or responsibility.

Risk Assessments are shared with staff via IAMCompliant (read request) with the exception of Educational Visit risk assessments which are shared via EVOLVE. Operational Risk assessments are also available as a hard copy version (Staff room). Risk assessments will be reviewed in line with the Risk assessment review schedule.

Appropriate training is provided for employees who are creating, reviewing or implementing risk assessments.

When an accident or incident occurs a post incident risk assessment is developed when a new hazard has been identified and/or new additional controls are needed.

Risk assessments are created or reviewed when something new is introduced or a change has occurred.

30. Smoking

No smoking or vaping is permitted on site or in vehicles owned or operated by the school or state locations where it is allowed.

31. Shared use of premises/shared workplace

Name of Premises Manager or member of Leadership team responsible for Premises Management	Names: School Business Manager/Office Manager
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The school premises are shared with another organisation (e.g. Contract caterer/public leisure centre, library, child care).	Names: Wraparound care: Junior Adventure Kidz (JAG) Contract cleaners: Hands Cleaners
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Our arrangements for managing health and safety in a shared workplace are:

Sharing of key school Health and Safety policies and procedures i.e Health and Safety Policy, Emergency preparedness, Business Continuity, Fire Evacuation Plan, Safeguarding Policy.

Sharing of contractor key policies and procedures with school i.e. Health and Safety Policy, Safeguarding Policy, DBS, Fire evacuation drills.

Termly Health and Safety/contract meeting with leads from contracted services.

32. Stress and Employees Well-being

Name of person who has overall responsibility for the health and wellbeing of school employees:	Names: Headteacher, School Business Manager
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All employees have responsibility to take care of their own health and wellbeing and the school supports employees to do this by implementing the following arrangements:

Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated.

All employees 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 employees requires additional individual support.

A team stress risk assessment has been completed involving all employees and this is reviewed regularly.

Date Completed / reviewed: Annually February 2024

33. Swimming Pool Operating Procedures (where applicable)

Name of person who has overall responsibility for managing the swimming pool and it's environment.	Names: PE/Sports Lead Headteacher School Business Manager Office Manager Caretaker
Our arrangements for carrying out suitable swimming pool management are:	
<p>School contracts with an external contractor for the annual provision of a pop-up pool on school site for school swimming arrangements. School takes advice and guidance from SCC Health and Safety and Birmingham Diocesan on the procurement, health and safety of pop-up pool procurement including:</p> <ul style="list-style-type: none"> • minimum supervision standards – coaches provided by contractor accompanied by school staff • reference to operating procedures – agreed with contractor prior to delivery of service on school site including sharing of Hazard exchange forms • how to summon assistance in emergency – school staff on-duty who are trained First Aiders at all times, who have hand-held radios to summon assistance from School Office Team/Headteacher in an emergency • what to do if problem identified with pool water quality – agreed with contractor prior to delivery of service on school site • supervision in changing areas – school staff area of responsibility • max numbers of swimmers – agreed with contractor prior to delivery of service on school site • conditions of hire to outside organisations – no hire to outside organisations allowed by school • first aid provision – school staff who are trained First Aiders • training plant operators - agreed with contractor prior to delivery of service on school site 	
Employees operating the swimming pool have received appropriate training and information.	
Emergency procedures are in place for the use of the swimming pool and all employees 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 employees who include this in their lesson planning.	

34. Training and Development

Name of person who has overall responsibility for the training and development of employees:	Names: Headteacher School Business Manager Office Manager Phase Leaders
All new employees 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 employees are:	
<p>All staff will receive a formal health and safety induction. The Health & Safety Coordinator will be responsible for the identification of health and safety training competencies and organisation of health and safety training using County guidance available</p> <p>http://education.staffordshire.gov.uk/SchoolAdministration/HS/Training/</p> <p>Reference: Health and Safety Staff/Governor CPD Training Matrix; Induction Pack, National College Watchlists</p>	
The school has a health and safety training matrix to help in the planning of essential and	

development training for employees.	
Training records are retained and are located:	
Reference:	
<ul style="list-style-type: none"> • Health and Safety Staff/Governor CPD Training Matrix • Induction Log • National College Watchlists • Hardcopies – Filing Cabinet SBM Office 	
Training and use of new competency training/skills is monitored and measured by:	Names: Headteacher School Business Manager Office Manager School Management Team

35. Vehicles owned or operated by the school

Name of person who has overall responsibility for school vehicles:	Names: Headteacher, caretaker
The school operates the following vehicles: e.g. minibus/coaches/cars/other vehicles (e.g. quad bikes/ride on mowers).	List: Ride on mower
Name of person who manages the driver medical examinations:	Names: School Business Manager
Name of person who manages the vehicle license requirements:	Names: School Business Manager, Office Manager
Name of person who undertakes vehicle checks such as oil, water and routine roadworthiness:	Names: Caretaker
Name of person who arranges servicing and maintenance of our vehicles:	Names: Office Manager
Our arrangements for the safe use of school vehicles are:	
Reference: School Mower Risk Assessment, School Driving Policy	

36. Vehicle movement on site

Name of Premises Manager responsible for the management of vehicles on site	Names: School Business Manager, Office Manager, Caretaker
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):	
<p>Pupils must use a separate entrance from vehicles. Only authorised vehicles are allowed on school premises to gain access to the field etc. Authorisation is given by the school, contractors must be instructed to lock school gates behind them when working inside the school premises. Lorries must make deliveries at times that do not conflict with pupils arriving to or leaving school. Staff must not allow children into areas where coaches are reversing prior to school trips.</p>	
Reference Risk Assessment Vehicles on site, School Driving Policy	

37. Violence and Aggression and School Security

The school provides a place of work which is designed and managed to minimise the risk of violence and aggression to employees, pupils and visitors.	
A risk assessment is carried out where employees are at increased risk of injury due to their work.	
Training, information, and instruction is available to employees to help them manage the risk of violence and aggression where required.	
Employees and pupils must report all incidents of verbal & physical violence to:	Names: Headteacher, Deputy Headteacher, School Business Manager
Incidents of verbal & physical violence are investigated by:	Names: Headteacher, Deputy Headteacher, School Business Manager
Name of person who has responsibility for site security:	Names: Headteacher, School Business Manager, Office Manager, Caretaker
Our arrangements for site security are:	
<p>All incidences of verbal or physical aggression must be reported immediately to the Headteacher, Deputy Headteacher or School Business Manager. The incident will be recorded on myhealthand safety. School will investigate the verbal or physical aggression incident and put in any support/control measures to address the incident, this includes the review of school risk assessments for violence and aggression. The school will provide appropriate follow up support for staff involved.</p> <p>Site security arrangements include:</p> <ul style="list-style-type: none"> • Electronic gate entry system – operated by School Business Team • Staff and Security guards on gate duty at drop off and dismissal • Daily perimeter, security and gate checks – Caretaker • Alarm system fitted – service and maintenance through SCC Property services SLA • Repton Security – out of hours call out and additional site security when required by school • Staff training – vigilance and awareness of potential risks shared at weekly staff meetings, updated risk assessments, National College training, scenario planning as desk top exercise with staff. 	

38. Water System Safety

Name of Premises Manager responsible for managing water system safety.	Names: School Business Manager, Office Manager, caretaker
Name of contractors who have undertaken a risk assessment of the water system	Name: Concept Environmental Solutions Ltd
Name of contractors who carry out regular testing of the water system:	Name: HSL Compliance
Location of the water system safety manual/testing log	Location: Caretaker office
Our arrangements to ensure contractors have information about water systems are:	
<p>School shares key information and access to school water systems with SCC appointed service/maintenance contractor. The school has a water hygiene risk assessment and action plan which controls the risks of legionella and scalds within school (held in caretaker office).</p> <p>The caretaker is responsible for checking the water temperatures in accordance with County policy (records held in caretakers office).</p> <p>Contractors test the water on a six monthly basis – records held in caretakers office.</p>	

Our arrangements to ensure all school employees carrying out checks or testing or maintenance have information about the water system:

The School Business Manager/Office Manager/caretaker are responsible for ensuring any recommendations within the risk assessment are programmed for action.

School Water risk assessment and Action Plan reviewed termly in-house – Water safety weekly agenda item on Premises meeting (School Business Manager, Office Manager, caretaker)

Staff Training – water safety/legionella awareness – assigned School Business Manager, Office Manager and caretaker.

39. Working at Height

Name(s) of person responsible managing the risk of work at height on the premises:

Names:

School Business Manager, Office Manager, caretaker

Work at height is avoided where possible.

Our arrangements for managing work at height are (include planning, risk assessment etc.):

Any tasks involving work at height should be notified to the Headteacher, School Business Manager, Office Manager, caretaker before work begins. Ideally such work should be avoided, but if not then it will be risk assessed to reduce the risks. Safe guidance for the use of steps, ladders, stepstools etc is available to staff on the SLN.

<http://education.staffordshire.gov.uk/SchoolAdministration/HS/Procedures/Premises/workatheightpolicy.htm>

Appropriate equipment is provided for work at height where required.

Employees 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:

Location: IAMCompliant checks/maintenance

40. Work Experience

Name of person who has overall responsibility for managing work experience and work placements for school pupils.

Names:

School Business Manager, Office Manager, Deputy Headteacher

Our arrangements for assessing potential work placements, arrangements for induction and supervision of our students on work placement are:

Headteacher/Deputy Headteacher assess applications for work placements informing School Business Team of successful applicants. School Business Team confirm arrangements with school including:

- Dates and times of student work placement
- sharing any risk assessment information
- key school policy and risk assessment information – school standards
- school assigned mentor - supervision
- programme of work experience for the work experience period.

Day 1 work placements: Students will receive induction - Reference school Work Placement/Volunteer Handbook and Induction Pack

The name of the person responsible for the health and safety of people on work experience in the school premises:	Names: School Business Manager, Office Manager, Deputy Headteacher
Our arrangements for managing the health and safety of work experience students in the school are:	
Reference school Work Placement/Volunteer Handbook and Induction Pack, Work experience students risk assessments	
All temporary helpers in school will be given an appropriate induction which includes essential health and safety and safeguarding information. http://education.staffordshire.gov.uk/SchoolAdministration/HS/Training/	

41. Volunteers

Name of person who has overall responsibility for managing/coordinating volunteers working within the school:	Names: School Business Manager, Office Manager, Deputy Headteacher
Volunteers are considered as a member of employees and all health and safety arrangements including induction and training apply.	

E. Performance Indicators

It is important that our school leaders, governors, and managers can monitor the health and safety performance of our school to determine where progress is being made and where further actions and resources may be required.

Include how performance indicators to achieve continual improvement are agreed (or link to other school documents that include this information such as School Improvement Plan, Governors reports, consultation forums etc.). School Key Performance Indicators may be added here.

Academic year Health and Safety Targets	KPI agreed by. Performance reported to	Success Criteria		
		Autumn Term	Spring Term	Summer Term
HSW 01: Completion of the audit action plan developed by the Strategic Health and Safety Service	Premises, Health & Safety Committee Termly H & S Report. Full report A2 term, exceptions reports Spring and Summer terms	A1: Health and Safety Comms Plan developed – reviewed half-termly – progress v planned actions reported in Termly H & S report to Governors (P, H & S Committee) A2: Health and Safety Audit Action Plan developed (Autumn 2) – review of outstanding actions Health and Safety Audit and Checklist previous year		
HSW 02: Completion of Premises Evaluation Checklist and Actions arising from it	Premises, Health & Safety Committee Termly H & S Report. Full report A2 term, exceptions reports Spring and Summer terms	A1: Planned to complete October Annually A2: Review and update Health and Safety Audit Action Plan	Sp2: All items on Health and Safety Action Plan addressed	
HSW 03: Completion of Self Audit and actions arising from it	Premises, Health & Safety Committee Termly H & S Report. Full report Sp2 term, exceptions reports Summer and Autumn terms		Sp1: Planned to complete January Annually Sp2: Review and update Health and Safety Audit Action Plan	Sum2: All items on Health and Safety Action Plan addressed

Academic year Health and Safety Targets	KPI agreed by. Performance reported to	Success Criteria		
		Autumn Term	Spring Term	Summer Term
HSW 04: Annual review of fire risk assessment	SMT and Weekly Premises meetings	Outstanding actions to be included in Health & Safety Action Plan monitored and reviewed termly, reported to H & S Committee to track progress		Full Review Sum2 Annually as part of HSW01. Review Fire RA/Catering Fire RA – Develop Annual Fire Action Plan. Share findings with staff.
		Half-termly: Fire Safety Walk, Fire evacuation drill, review of Fire Safety training for staff, Fire Safety Staff briefings.		
HSW 05: Termly Invacuation/Evacuation Drill	SMT, Phase/Team meetings	A2: <ul style="list-style-type: none"> i Planned Termly as part of HSW01 ii Review of Business Continuity Plan and Emergency and Major Incident Plan – shared with staff/governors Inset Day 1 Annually iii School Business Recovery Team formed to review item 2 following feedback from staff/governors 		
		Half-termly: Emergency procedures – desk top scenario planning. Invacuation/Lock-Down drill to be practiced as part of Invacuation/Evacuation Drills		
HSW 06: Review 50% of risk assessments per year	SMT, Phase/Team meetings	A1: Risk Assessments shared with all staff to review and update A2: Final Risk Assessments published for staff; Risk Assessment Log and School Risk Log reviewed and updated	Termly review of risk assessments or when required following investigation/incident. Updated and shared with staff IAMCompliant	

Academic year Health and Safety Targets	KPI agreed by. Performance reported to	Success Criteria		
		Autumn Term	Spring Term	Summer Term
HSW 07: School ensures staff receive information and training about health and safety. This includes: <ul style="list-style-type: none"> • how to assess risks specific for their job • how to meet their roles and responsibilities identified within the health and safety policy 	SMT, Phase/Team meetings	A1: National College and Externally commissioned Health and Safety training assigned to staff		Sum2: Review of Staff CPD Training matrix on SLN, update school training matrix based on role in school.
		Half-Termly staff CPD matrix shared with Phase/team leaders to share progress with staff members and co-ordinate time for staff to complete training Health and Safety updates/briefings - staff		
	Premises Health and Safety committee	Termly report included in H & S report on staff and Governor training completion		