

Hanbury's Farm and Oakhill Primary Schools Federation



Health, Safety and Wellbeing Policy 2025

Title	Health and Safety Policy
Author	Staffordshire County Council template amended by Nicola Gipton, Headteacher
Date approved	Summer Term 2025
Approved by	Adrian Allen – Chair of Governors
Signature	
Next review date	Summer Term 2026

Document History

Date	Author	Note of Revisions
April 2023	NG	7. Curriculum areas – change of staffing details. 13. First Aid - Staffing Update 20. Lettings – amended as no current lettings 24. Medication – storage location updated
April 2024	NG	Amendments to staff names for Fire Marshalling and First Aid. Amendments to companies used for Fire service monitoring.
May 2025	NG	Mrs I Love replaced for Mrs S Parkes or Mrs C Kavanagh-King Section 7: Mrs E Willis added to Curriculum risk assessment. Section 14 Forest School – Mrs S Small added to this section. Success criteria amended for accident reporting in Section E Health and Safety Key Performance Indicators.

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 records the local organisation and arrangements for health and safety across the Federation.

B. Policy Statement

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

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

- all places and premises where staff and pupils are required to work and engage in school/ activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on the premises or taking part in educational activities elsewhere.)
- all plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
- appropriate safe systems of work exist and are maintained.
- sufficient information, instruction, training and supervision is available and provided to ensure that staff and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others.
- a healthy working environment is maintained including adequate welfare facilities.

In addition to the above Hanbury's Farm and Oakhill Primary Federation will ensure that so far as is 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' 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 federation 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>Sarah-Jayne Walmsley</i>
<i>The contact details are</i>	<i>Sarah-Jane Walmsley Health and Safety Advisor Health, Safety and Wellbeing Service Strategy, Governance & Change Fourth Floor, Staffordshire Place 1 Tipping Street, Stafford, ST16 2DH (01785) 355777 sarah-jane.walmsley@staffordshire.gov.uk</i>
<i>In an emergency we contact</i>	
<i>Duty Officer: 01785-355777 Email: shss@staffordshire.gov.uk Duty Officer is available 8:30–17:00 Mon–Thurs & 8:30-16:30 Fri</i>	

Monitoring Health and Safety

<p><i>Name of person(s) responsible for the overall monitoring of health and safety in school:</i></p>	<p><i>Mrs N Gripton and Mr L Dawson</i></p>
<p><i>Our arrangements for the monitoring of health and safety are:</i></p> <p><i>Janitors document daily checks.</i></p> <p><i>Site supervisor completes weekly and monthly more in-depth documented checks.</i></p> <p><i>Regular SMT walk round.</i></p> <p><i>Weekly staff meeting and memo.</i></p> <p><i>Termly link governor visits with reports shared at full governors meetings</i></p> <p><i>Annual review of policies, systems, procedures and risk assessments.</i></p>	
<p><i>The school carries out formal evaluations and audits on the management of health and safety termly.</i></p>	
<p><i>The last audit took place</i></p>	<p><i>Date: September 2023</i></p>
<p><i>Name of person responsible for monitoring the implementation of health and safety policies</i></p>	<p><i>Mrs N Gripton</i></p>
<p><i>All staff are aware of the key performance indicators in part E and how they are monitored</i></p>	

D. Detailed Health and Safety Arrangements

1. Accident Reporting, Recording & Investigation

<i>Our arrangements for recording and investigating:</i>
<i>pupil accidents: Any first aider within school</i>
<i>Staff accidents: Mrs L Wright or Mrs T Barsby (HF) Mrs S Parkes or Mrs C Kavanagh-King(OH)</i>
<i>Visitor accidents: Mrs L Wright or Mrs T Barsby (HF) Mrs S Parkes or Mrs C Kavanagh-King(OH)</i>
<i>The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: Mrs N Gripton</i>
<i>Our arrangements for reporting to the Governing Body are: Link governor reports shared at governor meetings.</i>
<i>Our arrangements for reviewing accidents and identifying trends are: reporting and reviews on county council website.</i>

2. Asbestos

<i>Name of Premises Manager responsible for Managing Asbestos.</i>	<i>Mrs N Gripton and Mr L Dawson</i>
<i>Location of the Asbestos Management Log or Record System.</i>	<i>Location is Locked stockroom (HF). Main office (OH).</i>
<i>Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are: Completion of hazard exchange forms and discussion with SLT/ Premises manager about projects.</i>	
<i>Our arrangements to ensure all school staff such as class teachers or caretakers have information about asbestos risk on the premises: Included in induction of all staff.</i>	
<i>Staff must report damage to asbestos materials to:</i>	<i>Mr L Dawson</i>

Staff must not drill or affix anything to walls without first obtaining approval from the premises manager. Pinning and stapling must be into existing notice boards.

3. Communication

<i>Name of SLT member who is responsible for communicating with staff on health and safety matters:</i>	<i>Mrs N Gripton</i>
<i>Our arrangements for communicating about health and safety matters with all staff are: weekly memo, staff meetings and training days</i>	
<i>Staff can make suggestions for health and safety improvements by: sharing suggestions with any member of the senior leadership team.</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>Mrs N Gripton & Mr L Dawson</i>
<i>Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are: Through the property services team at SCC.</i>	
<i>Duty holders will be identified and named as part of any Construction project.</i>	
<i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: Initial meetings to discuss projects/ planned work, meetings with site supervisor and ongoing liaison throughout project. Documented using Control of Contractors- Hazard Exchange form (HSF 46).</i>	
<i>Our arrangements for the induction of contractors are: set at initial meeting with contractors to discussion induction</i>	
<i>Staff should report concerns about contractors to: any member of the SLT</i>	
<i>We will review any construction activities on the site by: discussion at SLT</i>	

meetings and feedback shared

5. Consultation

<i>Name of SLT member who is responsible for consulting with staff on health and safety matters:</i>	<i>Mrs N Gripton</i>
<i>The name of the Trade Union Health and Safety Representative is:</i>	<i>No representative on site at current time</i>
<i>Our arrangements for consulting with staff on health and safety matters are: Health and safety on weekly memo and in staff meetings.</i>	
<i>Staff can raise issues of concern by: sharing concerns with any member of the SLT</i>	

6. Contractor Management

<i>Name of person responsible for managing and monitoring contractor activity</i>	<i>Mr L Dawson</i>
<i>Our arrangements for selecting competent contractors are: Local authority recommendation</i>	
<i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: initial meetings with site supervisor and any member of SLT on site.</i>	
<i>Our arrangements for the induction of contractors are: This will be dependent on project – but will comply with induction process of all staff in school.</i>	
<i>Staff should report concerns about contractors to: any member of SLT</i>	

7. Curriculum Areas – health and safety

<p><i>Name of person who has overall responsibility for the curriculum areas as follows:</i></p> <p><i>e.g.</i></p> <p><i>Science</i></p> <p><i>D&T</i></p> <p><i>PE</i></p>	<p><i>Head of Dept. or Curriculum Lead Name</i></p> <p><i>Miss O Coates</i></p> <p><i>Mrs C Greaves</i></p> <p><i>Miss S Reeves and Mrs E Willis</i></p>
<p><i>Risk assessments for these curriculum areas are the responsibility of:</i></p>	<p><i>Subject coordinators</i></p>

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

<p><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></p>	
<p><i>Our arrangements for carrying out DSE assessments are: in line with local authority guidance</i></p>	
<p><i>Name of person who has responsibility for carrying out Display Screen Equipment Assessments</i></p>	<p><i>Mrs S Parkes, Mrs L Wright</i></p>
<p><i>DSE assessments are recorded and any control measures required to reduce risk are managed by</i></p>	<p><i>Mrs S Parkes, Mrs L Wright</i></p>

9. Early Years Foundation Stage (EYFS)

<i>Name of person who has overall responsibility for EYFS</i>	<i>Mrs S Reeves and Mrs S Mauger</i>
<i>Our arrangements for the safe management of EYFS are:</i>	
<i>Specific EYFS risk assessment in both schools, review of risk assessment termly, daily environment checks.</i>	

10. Educational visits / Off-Site Activities

<i>Name of person who has overall responsibility for Educational Visits</i>	<i>Mrs T Barsby (HF)</i> <i>Mrs S Parkes (OH)</i>
<i>The Educational Visits Coordinator is</i>	<i>Mrs T Barsby (HF)</i> <i>Mrs S Parkes (OH)</i>
<i>Our arrangements for the safe management of educational visits: use of EVOLVE for risk assessments of all educational visits, adherence to policy</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>Mr L Dawson</i>
<i>Fixed electrical wiring test records are located:</i>	<i>Locked storeroom at Hanburys Farm, Main office at Oakhill</i>
<i>All staff visually inspect electrical equipment before use.</i>	
<i>Our arrangements for bringing personal electrical items onto the school site are: no personal devices are to be used in school – all school equipment is tested at appropriate intervals.</i>	
<i>Name of person responsible for arranging the testing of portable electrical equipment</i>	<i>Mr L Dawson</i>

<i>(PAT):</i>	
<i>Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:</i>	<i>Mr L Dawson</i>
<i>Portable electrical equipment (PAT) testing records are located:</i>	<i>Locked storeroom at Hanburys Farm, Main office at Oakhill</i>
<i>Staff must take defective electrical equipment out of use and report to:</i>	<i>Mr L Dawson</i>
<i>The portable electrical equipment on the school site owned and used by contractors is the responsibility of the contractor, who must provide records of this if requested:</i>	

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

<i>Name of competent person responsible for undertaking & reviewing fire risk assessment in addition to any associated action planning</i>	<i>Mrs N Gripton</i>
<i>The Fire Risk Assessments are located</i>	<i>On school office drive in office folder (HF)</i> <i>On staff shared drive (OH)</i>
<i>When the fire alarm is raised the person responsible for calling the fire service is</i>	<i>Senior manager on site</i>
<i>Name of person responsible for arranging and recording of fire drills</i>	<i>Mrs N Gripton</i>
<i>Name of person responsible for creating and reviewing Fire Evacuation arrangements</i>	<i>Mrs N Gripton</i>
<i>Our Fire Evacuation Arrangements are published ...</i>	<i>Staff shared drive</i>

<i>Our Fire Marshals are listed</i>	<i>Mrs L Wright, Mr L Dawson and Mrs T Barsby</i>
<i>Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at</i>	<i>Locked storeroom (HF) Main fire panel in Reception (OH)</i>
<i>Name of person responsible for training staff in fire procedures</i>	<i>Name Mrs N Gripton</i>
<i>All staff must be aware of the Fire Procedures in school</i>	

13. First Aid *see also Medication

<i>Name of person responsible for carrying out the First Aid Assessment</i>	<i>Mr N Gripton</i>
<i>The First Aid Assessment is located</i>	<i>Staff shared drive</i>
<i>First Aiders are listed</i>	<i>In all classrooms and exits (HF) First Aid room (OH)</i>
<i>Name of person responsible for arranging and monitoring First Aid Training</i>	<i>Mrs L Wright</i>
<i>Location of First Aid Box</i>	<i>On all personnel at lunchtimes, infant and junior playground exits (HF) All classrooms, all personnel at lunchtime and First Aid room</i>
<i>Name of person responsible for checking & restocking first aid boxes</i>	<i>Mrs L Wright (HF) Mrs Charlotte Kavanagh-King (OH)</i>
<i>In an emergency staff are aware of how to summon an ambulance Mrs L Wright, Mrs S Parkes</i>	
<i>Our arrangements for dealing with an injured person who has to go to hospital</i>	

<i>are (who is contacted/ who accompanies staff or children to hospital):</i>	
<i>Pupils</i>	<i>Parents/ carers contacted</i>
<i>Staff</i>	<i>Spouse or family member contacted</i>
<i>Visitors</i>	<i>Company/ place of work</i>
<i>Our arrangements for recording the use of First Aid are use of first aid books or online using the accident reporting website.</i>	

14. Forest School

<i>Name of person in school who leads on Forest School activity</i>	<i>Mrs S Wildman (HF) Mrs S Small (HF)</i> <i>Miss H Metcalfe, Mrs L Cotter, Mrs S Gregg (OH)</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 are located in the Forest School Manual and risk assessment.</i>	

15. Glass & Glazing

<i>All glass in doors and side panels are constructed of safety glass or has had safety film applied.</i>	
<i>All replacement glass is of safety standard</i>	
<i>A glass and glazing assessment took place in 2012 and the record can be found on the portal and printed out in schools.</i>	<i>Locked Storeroom (HF)</i>

16. Hazardous Substances (COSHH)

<p><i>Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)</i></p>	<p><i>Mr L Dawson (HF & OH)</i></p>
<p><i>Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are: Use non COSHH items if at all possible or assessments completed on any substance requiring.</i></p> <p><i>The school uses CLEAPPS as a resource and all staff must be aware of how to access this information.</i></p>	

17. Health and Safety Law Poster

<p><i>The Health and Safety at Work poster is located:</i></p>	<p><i>Outside headteacher's office (HF)</i></p> <p><i>Outside main office (OH)</i></p>
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18. Housekeeping, cleaning & waste disposal

<p><i>All staff and pupils share the responsibility for keeping the school/ site clean, tidy and free from hazards</i></p>	
<p><i>Our waste management arrangements are: Local authority refuse collection weekly and recycling bi weekly. Nappy bin and Sanitary waste with external contractors</i></p>	
<p><i>Our site housekeeping arrangements are: Cleaners empty and dispose of waste. Janitor empties recycling. Staff dispose of nappies at end of each session to locked bin.</i></p>	
<p><i>Site cleaning is provided by:</i></p> <p><i>External cleaning company</i></p>	<p><i>Name and contact details</i></p> <p><i>Glen Group</i></p>

<i>Cleaning staff have received appropriate information, instruction and training about the following and are competent:</i>
<i>Work equipment</i> <i>Manual handling</i> <i>COSHH</i> <i>Waste skips and bins are located away from the school building.</i>
<i>All staff and pupils are 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) are 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>Name Mrs N Gripton</i>
<i>Our infection control arrangements (including communicable diseases/hand hygiene standards) are: As directed by WHO website.</i>	

20. Lettings

<i>Name of Premises Manager or member of Leadership team responsible for Lettings</i>	<i>Name Mrs N Gripton</i>
<i>Our arrangements for managing Lettings of the school/rooms or external premises are: None in place</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</i>	

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.

21. Lone Working

Our arrangements for managing lone working are staff member has a mobile phone on them and checks in with site supervisor on arrival and vacating the premises. Regular check in throughout the day is required for longer periods and no working at heights is allowed.

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

Ladders & Step Ladders are inspected at 6 monthly intervals – records kept in file in locked storeroom.

P.E. Equipment is inspected in house on a regular basis and by an external company (Mercury) annually, records are kept in the file in Locked storeroom.

Outdoor Play Equipment is inspected in house on a regular basis and annually by an external company (Mercury) records are kept in the file in Locked storeroom.

Fire alarms, smoke detection and emergency lighting, is inspected at required intervals both internally and by an external company (Lantern fire alarms) and Logic Fire Services (emergency lighting)) and records are kept in the log book in the locked storeroom.

Fire extinguishers are checked in house regularly and have an annual inspection by an external company (Chubb).

Kitchen is inspected by Dolce and all records are retained in the kitchen.

Kitchen extraction Filter Cleaning completed annually by Glen group.n

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

Mr L Dawson

<i>testing of equipment</i>	
<i>Records of maintenance and inspection of equipment are retained and are located:</i>	<i>Locked storeroom (HF) Boiler house. (OH)</i>
<i>Staff report any broken or defective equipment to:</i>	<i>Mr L Dawson or Mr D Hanratty</i>
<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.</i>	

23. Manual Handling

<i>Name of competent person responsible for carrying out manual handling risk assessments</i>	<i>Name: Mrs N Gripton and Mr L Dawson</i>
<i>Our arrangements for managing manual handling activities are: risk assessments written for specific activity, authorised by premises managers.</i>	
<i>Staff must be aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided.</i>	
<i>Staff who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task.</i>	
<i>Staff are trained appropriately to carry out manual handling activities.</i>	
<i>Where people handling takes place an Individual Manual Handling Plan must be in place and communicated to all parties (including where appropriate the young person/their parents/carers/support staff).</i>	

24. Medication

<i>Name of person responsible for the management of and administration of</i>	<i>Mrs L Wright and Mrs Barsby (HF)</i>
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<i>medication to pupils in school/</i>	<i>Mrs S Parkers and Mrs C Kavannagh-King (OH)</i>
<i>Our arrangements for the administration of medicines to pupils are: Written authority from parents and medicines prescribed by a Doctor.</i>	
<i>The names members of staff who are authorised to give / support pupils with medication are:</i>	<i>Mrs L Wright and Mrs Barsby (HF) Mrs S Parkers and Mrs C Kavannagh-King (OH)</i>
<i>Medication is stored:</i>	<i>In locked fridge in office staffroom (HF) In locked fridge in office staff room (OH)</i>
<i>A record of the administration of medication is located:</i>	<i>School office.</i>
<i>Pupils who administer and/or manage their own medication in school are authorised to do so by a class teacher 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: phoning 999 and administering medication with guidance.</i>	
<i>Staff who are taking medication must keep this personal medication in a secure area in a staff only location. Staff lockers which are locked</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)

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>Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for school staff.</i>	<i>Mrs N Gripton</i>
<i>Name of person responsible for the checking and maintenance of personal protective equipment provided for staff</i>	<i>Mr L Dawson</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>Mrs N Gripton</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>Name dependent on case</i>

26. Reporting Hazards or Defects

<i>All staff and pupils must report any hazards, defects or dangerous situations they see at school.</i>
<i>Our arrangements for the reporting of hazards and defects: report any issues immediately to a member of staff or member of the SLT</i>

27. Risk Assessments

<i>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.</i>
<i>Risk assessments are in place for the following areas: Premises and grounds</i>

<p><i>Curriculum / classrooms</i></p> <p><i>Hazardous activities or events</i></p> <p><i>Lettings or contract work which may affect staff or pupils in the school</i></p> <p><i>Fire Risk Assessment</i></p> <p><i>Hazardous Substances</i></p> <p><i>Work Equipment</i></p> <p><i>Manual handling activities</i></p> <p><i>Risks related to individuals e.g. health issues</i></p>	
<p><i>Name of person who has overall responsibility for the school risk assessment process and any associated action planning</i></p>	<p><i>Mrs N Gripton</i></p>
<p><i>Our arrangements for carrying out, recording, communicating and reviewing risk assessments are: sharing through weekly memorandums, staff meetings and training days.</i></p>	
<p><i>Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments is completed.</i></p>	
<p><i>When an accident or incident occurs a post risk assessment takes place when a new hazard has been identified.</i></p>	
<p><i>Risk assessments are created or reviewed when something new is introduced or a change has occurred.</i></p>	

28. Smoking

<p><i>No smoking or vaping is permitted on site or in vehicles owned or operated by the school.</i></p>

29. Shared use of premises/shared workplace

<i>Name of Premises Manager or member of Leadership team responsible for Premises Management</i>	<i>Mrs N Gripton, Mr L Dawson</i>
<i>The school/ premises are shared with another organisation (e.g. Contract caterer/public leisure centre).</i>	<i>Dolce and Glen group at both sites.</i>
<i>Our arrangements for managing health and safety in a shared workplace are: Annual meetings, risk assessment reviews and audits</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>Mrs N Gripton</i>
<i>All staff have responsibility to take care of their own health and wellbeing and the school/ supports staff to do this by implementing the following arrangements: managing a work life balance, seeking help if required, referrals to support agencies if required.</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.</i>	

31. Training and Development

<i>Name of person who has overall</i>	<i>Mrs N Gripton</i>
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<i>responsibility for the training and development of staff.</i>	
<i>All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.</i>	
<i>Our arrangements for carrying out suitable and sufficient health and safety training for all staff are:</i>	
<i>Office managers will conduct induction of all new members of staff.</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 in the office folder on the school network.</i>	
<i>Training and competency as a result of training is monitored and measured by:</i>	<i>Name Any member of SLT</i>

32. Vehicle movement on site

<i>Name of Premises Manager responsible for the management of vehicles on site</i>	<i>Name Mr L Dawson</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): Staff car park is locked during school day to ensure no vehicle movement on site.</i>	

33. Violence and Aggression and School Security

<i>The school provides a place of work which is designed and managed to minimise the risk of violence and aggression to staff, pupils and visitors.</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</i>

<i>the risk of violence and aggression where required.</i>	
<i>Staff and pupils must report all incidents of verbal & physical violence to:</i>	<i>Mrs N Gripton</i>
<i>Incidents of verbal & physical violence are investigated by:</i>	<i>Mrs N Gripton</i>
<i>Name of person who has responsibility for site security:</i>	<i>Mr D Hanratty and Mr L Dawson</i>
<i>Our arrangements for site security are: main school gates are locked throughout the day, pedestrian gates are locked during break and lunchtimes, buzzer and video system installed for any access to school office and site.</i>	

34. Water System Safety

<i>Name of Premises Manager responsible for managing water system safety.</i>	<i>Name Mr L Dawson</i>
<i>Name of contractors who have undertaken a risk assessment of the water system</i>	<i>Concept Environmental</i>
<i>Name of contractors who carry out regular testing of the water system:</i>	<i>HSL</i>
<i>Location of the water system safety manual/testing log</i>	<i>Locked storeroom (HF)</i> <i>Main office (OH)</i>
<i>Our arrangements to ensure contractors have information about water systems are: Meetings with Site supervisor and premise managers. Completion of hazard exchange form. Using water log book.</i>	
<i>Our arrangements to ensure all school staff carrying out checks or testing or maintenance have information about the water system:</i>	
<i>Site supervisor has access to all records, has attended water systems training and has temperature testing equipment that is calibrated and checked against engineers' equipment on routine visits.</i>	

35. Working at Height

<i>Name(s) of person responsible managing the risk of work at height on the premises:</i>	<i>Name Mr L Dawson</i>
<i>Work at height is avoided where possible and other means used.</i>	
<i>Our arrangements for managing work at height are:</i>	
<i>Work at Height training.</i>	
<i>Ladder Training and regular inspections.</i>	
<i>Job specific risk assessments.</i>	
<i>Appropriate equipment is provided for work at height where required.</i>	
<i>Staff who carry out work at height are trained to use the equipment provided</i>	
<i>Work at height equipment is regularly inspected, maintained and records are kept in Ladder Log in Locked Store room. All ladders have Ladder tag system indicating whether they are safe to be used.</i>	

36. Work Experience

<i>Name of person who has overall responsibility for managing work experience and work placements for school/ pupils.</i>	<i>Mrs N Gripton</i>
<i>Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are: initial induction process completed prior to starting, references and DBS all completed</i>	
<i>The name of the person responsible for the health and safety of people on work</i>	<i>Mrs N Gripton</i>

<i>experience in the school premises:</i>	
<i>Our arrangements for managing the health and safety of work experience students in the school are: weekly checks with school mentor.</i>	

37. Volunteers

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

E. Health and Safety Key Performance Indicators (KPI's)

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

Key Performance Indicators	Success criteria	Evaluation
Completion of 3 fire drills over a year, to incorporate all staff groups.	Fire drill register is completed. All staff and pupils are clear of the fire evacuation plan.	Complete
100% of all caretaker checks are recorded.	All annual checks are recorded, actioned and filed.	Complete
Annual review of health and safety policy.	Policy is reviewed with senior management team every January.	Complete
Completion of annual checklist and audits.	Action plans are created, monitored and reviewed following each of these.	Complete
All defect notices are responded to within the recommended time.	Site supervisor actions and updates premise manager on	Complete

	progress.	
Annual assessment of first aid risk assessments	Designated first aid coordinator liaises with senior management over first aid risk assessments and procedures.	Complete
Number of reported accidents and incidents each term and year on year. (Evolve)	Accidents and incidents are reported online, investigated and reviewed.	Complete
Number of staff trained in health and safety	Increase in number of staff trained in both schools about health and safety each term.	Complete
Completion of risk assessments in all areas of curriculum which may pose a hazard or risk.	Risk assessments are reviewed annually.	Complete
Completion of annual staff wellbeing survey.	Staff well-being is monitored, actioned where necessary and reviewed.	Complete