



Health, Safety & Wellbeing Policy

Wightwick Hall School

Review date: Autumn Term 2021
Logistics Committee

Next Review: Autumn Term 2022

The policy has 4 parts;

Part A - Introduction

Part B - The Health and Safety Policy Statement

Part C - Management Arrangements

Part D - The detailed arrangements & procedures for Health, Safety and Wellbeing within the school.

Part E - The Key Performance Indicators.

A. Introduction

Endeavour Multi Academy Trust and their schools follow and supports the Staffordshire Policy for all matters relating to Health, Safety and Wellbeing.

B. Policy Statement

The requirement to provide a safe and healthy working environment for all employees in Wightwick Hall School is acknowledged and the Endeavour Multi Academy Trust Trustee recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc. Act 1974.

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

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

In addition to the above the school and Trust will ensure that so far as is reasonably practicable that the Health and Safety of other non-employees is not adversely affected by its' activities.

Employee involvement is an important part of managing safely, and consultation on Health and Safety with employees and employee representative's forms part of this policy.

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

Signed: <i>Denis Cody</i>	Signed: <i>Mandy Morris</i>
Chair of Logistics Committee	Headteacher
Date: 18 November 2021	Date: 18 November 2021

C. Management Arrangements

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

Competent Health and Safety Advice

<i>The school obtains competent Health and Safety advice from</i>	Entrust Health and Safety Team
<i>The contact details are</i>	01785 355777
<i>In an emergency we contact</i> Mr J. Burdett	07773791520

Monitoring Health and Safety

<i>Name of person(s) responsible for the overall monitoring of Health and Safety in school:</i>	Name: Mrs Morris
<i>Our arrangements for the monitoring of Health and Safety are:</i> Health and Safety Local Governor visits and reports back	
The school carries out formal evaluations and audits on the management of Health and Safety annually.	
<i>The last audit took place:</i>	<i>Date: March 2020</i> <i>By: Mr J. Burdett</i>
<i>Name of person responsible for monitoring the implementation of health and safety policies:</i>	Name: Mr Bruce Mrs Morris
All staff are aware of the key performance indicators in part E and how they are monitored	
<i>Workplace inspections - type</i>	<i>Name of person/company who carries out these:</i>
<i>Health & Safety Assessment</i>	SCC Health, Safety and Wellbeing dept
<i>Water Safety</i>	HSL and IWS
<i>Fire Alarm / Emergency Lighting</i>	Lantern Fire and Security
<i>Fire Safety Equipment</i>	Chubb Fire and Security
<i>Fire Risk Assessment</i>	National Fire Safety Services
<i>Lifting Equipment – hoists etc</i>	Bullet Lift Services

<i>Fixed Electrical Testing</i>	<i>Guardian Electrical</i>
<i>PAT</i>	<i>Calbarrie Compliance</i>
<i>COSHH</i>	<i>S.Bruce</i>

D. Detailed Health and Safety Arrangements

1. Accident Reporting, Recording & Investigation

<i>Our arrangements for recording and investigating:</i>
<i>Pupil Accidents: are reported in the accident book located in the main office</i>
<i>Staff Accidents: are reported in the accident book located in the main office</i>
<i>Visitor Accidents: are reported in the accident book located in the main office</i>
<i>The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is:</i>
<i>Mrs M Morris</i>
<i>Our arrangements for reporting to the Local Governing Board are:</i>
<i>via H&S Governor Report to Trustees</i>
<i>Our arrangements for reviewing accidents and identifying trends are:</i>
<i>Through regular Site and Staff meetings</i>

2. Asbestos

<i>Name of Premises Manager responsible for Managing Asbestos:</i>	<i>Name:</i> <i>Site Officer: Mr S. Bruce</i>
<i>Location of the Asbestos Management Log or Record System:</i>	<i>Location:</i> <i>Main Office</i>
<i>Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are:</i>	
<i>Mr S. Bruce ensures that contractors have sight of the asbestos folder upon arrival</i>	
<i>Our arrangements to ensure all school staff such as class teachers or caretakers have information about asbestos risk on the premises:</i>	
<i>Information (flyer) on H&S board in the staffroom</i>	
<i>Staff must report damage to asbestos materials to:</i>	<i>Name:</i> <i>Mr S. Bruce</i>
<i>Staff must not drill or affix anything to walls without first obtaining approval from the premises manager.</i>	

3. Communication

<i>Name of SLT member who is responsible for communicating with staff on Health and Safety matters:</i>	<i>Name:</i> <i>Headteacher Mrs M. Morris</i> <i>Deputy Headteacher Mr A. Elshaw</i>
<i>Our arrangements for communicating about Health and Safety matters with all staff are:</i>	
<i>Through morning staff briefings/ Staff briefing book / Staff meetings</i>	
<i>Staff can make suggestions for Health and Safety improvements by:</i>	
<i>Completing a H&S Work Request form and passing it onto Mr S. Bruce</i>	

4. Construction Work *See also Contractor Management

Name of person coordinating any construction work / acting as Client for any construction project:	Name: Mr S. Bruce / Building surveyor
Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are: Through schedules of work and method statements Duty holders will be identified and named as part of any Construction project.	
Our arrangements for the exchange of Health and Safety information / risk assessments/safe working arrangements/monitoring are: Communicated by Mr S. Bruce	
Our arrangements for the induction of contractors are: Delivered by Mr S. Bruce	
Staff should report concerns about contractors to: Mr S. Bruce	
We will review any construction activities on the site by: This is continuous/ fluid whilst construction activities are taking place on site	

5. Consultation

Name of SLT member who is responsible for consulting with staff on Health and Safety matters:	Name: Headteacher Mrs M. Morris Assistant Headteacher Mr A. Elshaw
The name of the Trade Union Health and Safety Representative is:	Name: Mr R. James
Our arrangements for consulting with staff on Health and Safety matters are: Through morning staff briefings/ Staff briefing book / Staff meetings	
Staff can raise issues of concern by: Completing a H&S Work Request form and passing it onto Mr S. Bruce	

6. Contractor Management

Name of person responsible for managing and monitoring contractor activity:	Name: Mr S. Bruce
Our arrangements for selecting competent contractors are: Choosing from contractors that are on the Staffordshire CC approved list of contractors	
Our arrangements for the exchange of Health and Safety information / risk assessments/safe working arrangements/monitoring are: Through meetings with Mr S. Bruce	
Our arrangements for the induction of contractors are: Mr S. Bruce carries out relevant induction with contractors	
Staff should report concerns about contractors to: Mr S. Bruce	

7. Curriculum Areas – Health and Safety

<i>Name of person who has overall responsibility for the curriculum areas as follows:</i>	Head of Science Department is: Mrs J. Betts Head of PE Department is: Mr M. Gwynne Staff responsible for D&T is: Ms J. Foulger and Mrs R. Garen
<i>Risk assessments for these curriculum areas are the responsibility of:</i>	Individual teachers Staff undertake Risk Assessments for all activities in and out of school to include areas of the school; PE, Science, D&T and all Educational Visits.

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.	
<i>Our arrangements for carrying out DSE assessments are:</i> Staff who work for continuous lengthy periods of time carry out an on-line assessment	
<i>Name of person who has responsibility for carrying out Display Screen Equipment Assessments:</i>	Individual staff carry out the assessment Mrs M. Morris has responsibility of ensuring the assessment is taken
<i>DSE assessments are recorded and any control measures required to reduce risk are managed by:</i>	Name: Mrs M. Morris

9. Early Years Foundation Stage (EYFS) N/A

<i>Name of person who has overall responsibility for EYFS</i>	Name
<i>Our arrangements for the safe management of EYFS are:</i>	

10. Educational visits / Off-Site Activities

<i>Name of person who has overall responsibility for Educational Visits:</i>	Name: Mrs. M. Morris
<i>The Educational Visits Coordinator is:</i>	Name: Mrs. M. Morris
<i>Our arrangements for the safe management of educational visits:</i> Visit leaders complete the online EVOLVE educational visits form and submit it, with risk assessments, to the Headteacher.	

11. Electrical Equipment [fixed & portable]

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	Name: Mr S. Bruce
Fixed electrical wiring test records are located:	Folder within Mr S. Bruce's computer
All staff visually inspect electrical equipment before use.	
Our arrangements for bringing personal electrical items onto the school site are: Staff inform Mr S. Bruce and each item is PAT tested when brought on site and prior to use.	
Name of person responsible for arranging the testing of portable electrical equipment (PAT):	Name: Mr S. Bruce
Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:	Name: Mr S. Bruce in line with current regulations
Portable electrical equipment (PAT) testing records are located:	Folder within Mr S. Bruce's filing cabinet
Staff must take defective electrical equipment out of use and report to:	Name: Mr S. Bruce
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. Fire Precautions & Procedures [and other emergencies incl. bomb threats]

Name of competent person responsible for undertaking & reviewing fire risk assessment in addition to any associated action planning:	Name: Mr S. Bruce
The Fire Risk Assessment is located:	In the H&S folder main office
When the fire alarm is raised the person responsible for calling the fire service is OR The site has a fire alarm which activates a response from (a 3rd party / listening service)	Name Ms J. Lawson/ office staff Lantern
Name of person responsible for arranging and recording of fire drills:	Name: Mr S. Bruce
Name of person responsible for creating and reviewing Fire Evacuation arrangements:	Name: Mr S. Bruce and Mrs M. Morris
Our Fire Evacuation Arrangements are published:	Location: On walls throughout all of the school buildings next to fire exits; within all classrooms, conference rooms Hickman House and the coffee shop

<i>Our Fire Marshals are listed:</i>	On the Fire Evacuation Arrangements
<i>Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at:</i>	Location: Main Office Fire Alarms are tested regularly by the Site Supervisor who keeps a record. Drills for evacuating the building are also carried out. Fire alarms and emergency exit alarms are tested regularly by County Council approved contractors.
<i>Name of person responsible for training staff in fire procedures:</i>	Name: Mrs S. Owen within induction training
All staff are aware of the Fire Procedures in school	

13. First Aid *see also Medication

<i>Name of person responsible for carrying out the First Aid Assessment:</i>	Name: First Aiders: Mrs P. Bruce, Mrs E. Griffiths, Mr A. Bill, Mr S. Edge, Miss N. Bruce, Miss A. Wilkinson
<i>The First Aid Assessment is located:</i>	Assessment is undertaken where required but there is a medical room within the main building
<i>First Aiders are listed:</i>	Location: 5 areas within school: Main office/ First floor/ Next to ramp door/ medical room / Bannatyne entrance
<i>Name of person responsible for arranging and monitoring First Aid Training:</i>	Name: Mrs. P. Bruce and Mrs E. Griffiths
<i>Location of First Aid Box:</i>	There are 13 first aid boxes located throughout the school buildings: kitchen –Bannatyne dept/ Science room/D&T/Branson room/Hall/Dining room/Office/Bannatyne Conference room/Coffee shop/Landing/ Kitchen/ Medical room/ Vocation building
<i>Name of person responsible for checking & restocking first aid boxes:</i>	Name: Mrs E. Griffiths and Mr S. Edge
In an emergency staff are aware of how to summon an ambulance	

<i>Our arrangements for dealing with an injured person who has to go to hospital are:</i>	
pupils	The school secretary telephones for an ambulance if required. A first aider will accompany a student to the hospital and wait for their parents/carers to arrive.
staff	Colleague will support staff if required
visitors	A first aider will accompany the visitor to the hospital and wait for a family member/relative to arrive
<i>Our arrangements for recording the use of First Aid are:</i> The accident book within the main office is completed	

14. Duke of Edinburgh

<i>Name of person in school who leads on Duke of Edinburgh:</i>	Name: Mr A. Bill
<i>Our arrangements for developing, organising and running DofE activity:</i> Parents are informed via letter and texts regarding activities and equipment/clothing required for activities. Risk assessments are carried out by Mr A. Bill for the different activities.	

15. Glass & Glazing

All glass in doors and side panels are constructed of safety glass	
All replacement glass is of safety standard	
<i>A glass and glazing assessment took place in 2011 and the record can be found:</i>	Date and Location: 2011 - In the H&S folder

16. Hazardous Substances (COSHH)

<i>Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments):</i>	Name: Mr Bruce
<i>Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are:</i> Hazardous substances are only found in the cleaner's storeroom, the science storeroom and kitchen cupboard. All are always kept locked. Data sheets are kept by the Site Supervisor with copies given to the office and to staff responsible for first aid. The school uses CLEAPPS as a resource and all staff must be aware of how to access this information. Folders containing Safety Data sheets and Hazardous substances are located in Mr S. Bruce's office	

17. Health and Safety Law Poster

<i>The Health and Safety at Work poster is located:</i>	<i>Location;</i> Entrance/ Bannatyne conference room/ Vocational centre/ Coffee shop/ Main office
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18. Housekeeping, cleaning & waste disposal

All staff and pupils share the responsibility for keeping the school site clean, tidy and free from hazards	
Our waste management arrangements are: With contractors. General waste and clinical waste are collected weekly. Soiled nappies and other waste is collected by County Council approved contractors.	
Our site housekeeping arrangements are: Medical/Sanitary PHS General Waste – Biffa General cleaning – Wightwick employed staff	
Site cleaning is provided by:	There are four part time in-house cleaning staff employed at Wightwick Hall School.
Cleaning staff have received appropriate information, instruction and training about the following and are competent: Information and training provided by Mr S. Bruce	
work equipment ✓	
hazardous substances ✓	
Waste skips and bins are located away from the academy building. ✓	
All staff are aware of the arrangements for disposing of waste and the location of waste bins and skips . ✓	
Staff in all Depts. who generate waste (e.g.catering/cleaning/curriculum areas) must be aware of the risk assessments and control measures in place for their role. ✓	

19. Infection Control

<i>Name of person responsible for managing infection control:</i>	<i>Name:</i> Mr S. Bruce
Our infection control arrangements (including communicable diseases/hand hygiene standards) are: Monitored by and advice given from qualified first aiders, taken from statutory advice and information.	

20. Lettings

<i>Name of Premises Manager or member of Leadership team responsible for Lettings</i>	<i>Name:</i> Mrs A. Grainger (Bursar)
Our arrangements for managing Lettings of the school rooms or external premises are: Individuals and organisations that use the site sign a lettings agreement and have the appropriate Public Liability Insurance in place.	

The Health and Safety considerations for Lettings are considered and reviewed annually.
Hirers have in place their own risk assessments, first aid arrangements/fire procedures and emergency procedures. Within school hours hirers access the risk assessments, first aid etc that are in place within school. Outside of school hours hirers have their own risk assessments etc.
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

<p><i>Our arrangements for managing lone working are:</i></p> <p>If a member of staff is working alone or has to be alone with a group of children then risk assessments are undertaken and other staff are always aware.</p>

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

<p><i>Name of person responsible for the selection, maintenance / inspection and testing of equipment:</i></p>	<p>Name:</p> <p>Lift –Concept Elevators Ltd – Monthly inspection</p> <p>Alarms - Lantern Ltd- quarterly</p> <p>Lighting – Mr S. Bruce - weekly</p> <p>Fire extinguishers- Chubb Fire and Security Ltd- Bi-annually</p> <p>Pressure Cooker- Zurich Ltd – Annually</p> <p>Ladders/step ladders – Mr S. Bruce – Monthly</p> <p>Tower – Mr S. Bruce – Bi-annually</p> <p>PE equipment – Sportsafeuk - Annually</p> <p>Equipment used in school kitchens is assessed and maintained by First in Service</p> <p>Science Laboratories: Pressure vessel - Zurich</p>
<p><i>Records of maintenance and inspection of equipment are retained and are located:</i></p>	<p>Location:</p> <p>Appropriate folders in Mr S. Bruce's filing cabinet</p>
<p><i>Staff report any broken or defective equipment to:</i></p>	<p>Name:</p> <p>Mr S. Bruce</p>
<p>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.</p>	

23. Manual Handling

<i>Name of competent person responsible for carrying out manual handling risk assessments:</i>	Name: Mr. S. Bruce
<i>Our arrangements for managing manual handling activities are:</i> Mr S. Bruce carries out any manual handling activities	
Staff must be aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided.	
Staff who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task. N/A	
Staff are trained appropriately to carry out manual handling activities. Only Site Officer	
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). N/A	

24. Medication

<i>Name of person responsible for the management of and administration of medication to pupils in school:</i>	Name: First Aiders: Mrs P. Bruce, Mrs E. Griffiths, Mr A.Bill, Mr S. Edge, Miss N. Bruce, Miss A. Wilkinson Majority of teachers and TAs have been trained: LJ,JB,KD,RG,JN,HS,EF,JF,NJ,EB,LT,CN,LP
<i>Our arrangements for the administration of medicines to pupils are:</i> Two staff administer medicines. For controlled drugs the controlled drugs book is completed, signed and witnessed. Non-controlled drugs are recorded on the medicine administration sheet, signed and witnessed.	
<i>The names of members of staff who are authorised to give/ support pupils with medication are:</i>	Name: First Aiders: Mrs P. Bruce, Mrs E. Griffiths, Mr S. Edge, Mr A.Bill, Miss N. Bruce, Miss A. Wilkinson Majority of teachers and TAs have been trained: MG,LJ,AE, KD,RG,JN,HS,EF,JF,NJ,EB,LT,CN,LP
<i>Medication is stored:</i>	Location: Medical room, Locked Walk in cupboard within Bannatyne staff kitchen
<i>A record of the administration of medication is located:</i>	Location: Medical room, Locked Walk in cupboard within Bannatyne staff kitchen

Pupils who administer and/or manage their own medication in school are authorised to do so by parents/carers and provided with a suitable private location to administer medication/store medication and equipment. This is only relevant with students who administer Ventolin * 1 student manages own insulin
Staff are trained to administer complex medication by the school nursing service when required.
Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen/ insulin) are: identified within individual care plans
Staff who are taking medication keep this personal medication securely within their personal belongings inaccessible to students.
Staff must advise the school leaders if they are taking any medication which might impair their ability to carry out their normal work.

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

PPE is provided free of charge where a risk assessment identifies this is needed to control a risk and the risk cannot be controlled by another means.	
Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for academy staff:	Name: Mrs M. Morris
Name of person responsible for the checking and maintenance of personal protective equipment provided for staff:	Name: Mrs. M. Morris
PPE provided for use in curriculum lessons is not "personal" as it is provided by pupils in classroom situations. Aprons, gloves and goggles are available for staff when necessary. Protective clothing: jumpers, armguards and shin guards are available for working with students with very challenging needs.	
Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for pupils:	Name: Subject co-ordinators for Science, D&T, Food Technology
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: Subject co-ordinators for Science, D&T, Food Technology

26. Radiation N/A

Name of the school Radiation Protection Supervisor (RPS)	Name
Name of the Radiation Protection Adviser (RPA)	Name

27. Reporting Hazards or Defects

All staff report any hazards, defects or dangerous situations they see within the school building

Our arrangements for the reporting of hazards and defects:
 Hazards and defects are reported to Mr. S Bruce

28. Risk Assessments

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

Risk assessments are in place for the following areas:

*Premises and grounds
 Curriculum / classrooms
 Hazardous activities or events
 Fire Risk Assessment
 Hazardous Substances
 Work Equipment
 Risks related to individuals e.g. health issues*

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

*Name:
 Mr S. Bruce
 Mrs M. Morris*

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

Staff undertake the Risk Assessments for all activities, environments and pupils. Behaviour and medical issues are taken into account. The Site Supervisor completes his own for work undertaken. Education visits are reported through EVOLVE and has relevant risk assessment attached. Risk assessments are reviewed when repeating an activity

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

When an accident or incident occurs a post risk assessment takes place when a new hazard has been identified.

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

29. Smoking

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

30. Shared use of premises/shared workplace N/A

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

Name

The school/academy premises are shared with another organisation (e.g.Contract caterer/public leisure centre).

Name

Our arrangements for managing health and safety in a shared workplace are:

31. Stress and Staff Well-being

Name of person who has overall responsibility for the health and wellbeing of school staff:	Name: Mrs M. Morris
<p>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:</p> <p>School and county arrangements are in place for supporting staff through Occupational Health and the ThinkWell programme. Details for this programme are located in the staffroom and staff kitchen. Staff are given a wellbeing day within the year. Training regarding stress, triggers and support has been provided. The Management of Stress in the Workplace policy looks at recognising stress, how to seek support and what support is available</p>	
Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated.	
All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work.	
Individual stress risk assessments take place when a member of staff requires additional individual support.	

32. Swimming Pool Operating Procedures (where applicable) N/A

Name of person who has overall responsibility for managing the swimming pool and it's environment.	Name
<p>Our arrangements for carrying out suitable swimming pool management (including minimum supervision standards, how to summon assistance in emergency, what to do if problem identified with pool water quality, supervision in changing areas, max numbers of swimmers, conditions of hire to outside organisations, first aid provision, training plant operators):</p>	
Staff operating the swimming pool have received appropriate training and information.	
Emergency procedures are in place for the use of the swimming pool and all staff who supervise swimming activities are trained appropriately in these procedures.	
The health and safety considerations within curriculum swimming must be planned, supervised and managed by staff who include in their lesson planning.	

33. Training and Development

Name of person who has overall responsibility for the training and development of staff:	Name: Mrs M. Morris Induction Mrs S.Owen
All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.	
Our arrangements for carrying out suitable and sufficient health and safety training for all staff are: Through induction with Mrs S. Owen; updates during morning briefings; headteacher attends termly H&S briefings and disseminates information from the briefing to relevant staff	
Training records are retained and are located: Electronically and are with the Bursar	
Training and competency as a result of training is monitored and measured by:	Name: Mrs M. Morris

34. Vehicles owned or operated by the school

Name of person who has overall responsibility for the school vehicles:	Name: Mr S. Bruce
The school operates one minibus/coaches/cars/other vehicles (e.g. quad bikes/ride on mowers).	List: One minibus (leased)
Name of person who manages the driver medical examinations:	Name: Mrs A. Grainger
Name of person who manages the vehicle license requirements:	Name: Mrs A. Grainger
Name of person who undertakes vehicle checks such as oil, water and routine roadworthiness:	Minibus driver prior to taking the minibus out. Current drivers are: M.Gwynne, J.Foulger, A. Elshaw E.Black, E.Fletcher, S.Jordan, S.Owen, S.Bruce, A. Bill
Name of person who arranges servicing and maintenance of the school vehicles:	Name: Mrs A. Grainger
Our arrangements for the safe use of school vehicles are: Staff have completed and passed the Staffordshire minibus driving test. All insurances are in place	

35. Vehicle movement on site

<i>Name of Premises Manager responsible for the management of vehicles on site:</i>	Name: Mr S. Bruce
<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):</i>	
<p>The movement of vehicles on the site is controlled. Vehicles access the premises via locked gates controlled by an intercom within the main office. When possible, large vehicles (refuse collection, fuel tankers) access the site outside of school hours. A banksman system is used if large vehicles access the premises during school hours.</p> <p>Pupils are supported to and from taxis at the start and end of the school day.</p>	

36. 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 staff, pupils and visitors.	
A risk assessment is carried out where staff are at increased risk of injury due to their work.	
Training, information and instruction is available to staff to help them manage the risk of violence and aggression where required.	
<i>Staff and pupils must report all incidents of verbal & physical violence to:</i>	Name: individual teacher Mrs M. Morris
<i>Incidents of verbal & physical violence are investigated by:</i>	Name: individual teacher Mrs M. Morris
<i>Name of person who has responsibility for site security:</i>	Name: Mr S. Bruce
<i>Our arrangements for site security are:</i>	
<p>Staff follow procedures for filling in the correct forms (Physical incident form/accident book) after an incident has taken place. School follows procedures to inform the LA of serious incidents.</p> <p>The school is accessible via the main entrance which has coded doors. The office manager can operate the door for visitors after checking them first. All doors and some gates have locks. We not only ensure that the school is secure from intruders but need to protect pupils who may try to abscond. Entrance through the main gates onto the school grounds is via an intercom system linked to the main office.</p>	

37. Water System Safety

Name of Premises Manager responsible for managing water system safety:	Name: Mr S. Bruce
Name of contractors who have undertaken a risk assessment of the water system:	Name: HLS Water Services
Name of contractors who carry out regular testing of the water system:	Name: HLS Water Services
Location of the water system safety manual/testing log:	Location: Mr S. Bruce's filing cabinet
Our arrangements to ensure contractors have information about water systems are: Log book if required	
Our arrangements to ensure all school staff carrying out checks or testing or maintenance have information about the water system: Mr S. Bruce Log Book and RA in filing cabinet	

38. Working at Height

Name(s) of person responsible managing the risk of work at height on the premises:	Name: Mr S. Bruce
Work at height is avoided where possible.	
Our arrangements for managing work at height are: Three rung steps are used if working above floor level. These are checked monthly by the Site Supervisor. All records are kept by the Site Supervisor. The Site Supervisor has a safety tower to use when working on jobs at height	
Appropriate equipment is provided for work at height where required.	
Staff who carry out work at height are trained to use the equipment provided	
Work at height equipment is regularly inspected, maintained and records are kept: Location - in the office	

39. Work Experience

Name of person who has overall responsibility for managing work experience and work placements for school pupils:	Name: Mr A. Elshaw, Mr R. James
Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are: Mr A. Elshaw carries out assessments on potential work placements checking that insurances and risk assessments are in place. The school has bought into the SLA for work experience which provides support regarding insurance checks/ work placements/ workbooks	
The name of the person responsible for	Name:

<i>the health and safety of people on work experience in the school premises:</i>	Mr. A. Elshaw
<p><i>Our arrangements for managing the Health and Safety of work experience students in the school are:</i></p> <p>Pre- checks are made prior to the commencement of the work placement and Mr Elshaw and/or Mr R. James carry out a visit during the work experience.</p>	

40. Volunteers

<i>Name of person who has overall responsibility for managing/coordinating volunteers working within the school:</i>	Name: Mrs S. Owen
Volunteers are considered as a member of staff and all Health and Safety arrangements including induction and training must apply.	

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

It is important that school leaders, local 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.

ADD SCHOOL KPI's HERE

- Training to include modules on Health & Safety. Success criteria – Staff knowledge
- Headteacher / site officer to undertake termly Health & Safety Walk
- Health & Safety Governor to undertake a Health & Safety Walk annually.