

Health, Safety and Wellbeing Management Arrangements

Core | Consider | Complex

Template

# Health, Safety and Wellbeing Policy

Health, Safety and Wellbeing Service



Supporting you in managing Health, Safety & Wellbeing

 Staffordshire  
County Council

## 1. Success Indicators

The school has a Health, Safety and Wellbeing policy which:

- Provides an overview of the school policy on health, safety and wellbeing.
- Outlines the arrangements the school has in place for health, safety and wellbeing.
- Assigns roles and responsibilities to key staff in the school.
- Is monitored and reviewed regularly by senior leaders.

## 2. Overview

All schools are required to have a Health, Safety and Wellbeing Policy in place.

The School's Health, Safety and Wellbeing Policy should be developed by the Headteacher, members of the School Leadership team in conjunction with the Governing Body/Trust/Academy Board.

## 3. Employer responsibilities

Where the school/sponsor/board of governors is the direct employer of school staff (such as in Academies, Trust Schools, Foundation Schools and Voluntary Aided (VA) Schools) the school must have a Health and Safety Policy in place to comply with the Health and Safety at Work Act. This can be in any format.

Where a County Council is the employer of school staff, such as in Maintained or Community Schools, Voluntary Controlled (VC) or Short Stay Schools it is recommended that schools use the Health, Safety and Wellbeing Policy template to develop their Health, Safety and Wellbeing Policy.

## 4. Day to day management of Health, Safety and Wellbeing

The organisation and arrangements which support the H,S and W Policy (day to day management of Health & Safety) are the responsibility of the Headteacher/Principal and the School Senior Leadership Team (supported and monitored by the Governing Body).

Note that the Management of Health and Safety at Work Regulations requires employers to appoint one or more competent people to support their management of health and safety.

This may be done by appointing an external provider to provide this advice.

## Occupiers Liability

Regardless of the status of the employer, all school governing bodies have health and safety responsibility as the **occupier** of the premises and therefore must take steps to ensure that the premises are managed effectively to reduce risk to those using, entering or accessing the premises at any time for any reason.

## 5. Template for Health, Safety and Wellbeing Policy

The Staffordshire Health, Safety and Wellbeing Service provide a template Health, Safety and Wellbeing Policy for schools to customise and adapt for their own use. This is on the next page.

# Health, Safety and Wellbeing Policy

## *All Saints CE First School*

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 All Saints CE First School.

**Part E** - The Key Performance Indicators.

## **A. Introduction**

All Saints CE First School is part of the Uttoxeter Learning Trust (ULT) Multi-Academy Trust.

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

## **B. Policy Statement**

The requirement to provide a safe and healthy working environment for all employees is acknowledged and the All Saints CE First School Governing Body/those in control of the academy 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/academy activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on the premises or taking part in educational activities elsewhere.)
- all plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
- appropriate safe systems of work exist and are maintained.
- sufficient information, instruction, training and supervision is available and provided to ensure that staff and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others.
- a healthy working environment is maintained including adequate welfare facilities.

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

Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representatives forms part of this policy.

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

Izzy Snowden <i>Chair of Governors/Board</i>	Andrea Kenny <i>Headteacher/Principal</i>
12 <sup>th</sup> March 2018	12th March 2018

### C. Management Arrangements

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

#### Competent Health and Safety Advice

<i>The academy obtains competent health and safety advice from</i>	SCC Health Safety and Well-Being Service
<i>The contact details are</i>	Wendy Sears 07773 791557
<i>In an emergency we contact</i>	The Duty Officer 01785 355777

#### Monitoring Health and Safety

<i>Name of person(s) responsible for the overall monitoring of health and safety in academy:</i>	Andrea Kenny
<i>Our arrangements for the monitoring of health and safety are:</i> The governing body has a H & S Committee who meet 3 times per year. There terms of reference ensure that H & S is monitored. In addition the HT provides an annual report to the full governing body.	
<i>The academy carries out formal evaluations and audits on the management of health and safety (frequency).</i>	
<i>The last audit took place</i>	<i>Date: 22/01/2018</i> <i>By: Andrea Kenny</i>
<i>Name of person responsible for monitoring the implementation of health and safety policies</i>	<i>Name: Andrea Kenny</i>
<i>All staff are aware of the key performance indicators in part E and how they are monitored</i>	



<i>Workplace inspections – Outdoor Environment</i>	<i>Steve Lane (Caretaker)</i>
<i>Early Years Environment</i>	<i>Lynn Wragg (EY's TA)</i>

## D. Detailed Health and Safety Arrangements

### 1. Accident Reporting, Recording & Investigation

<i>Our arrangements for recording and investigating:</i>
<i>pupil accidents:</i> duty staff member
<i>staff accidents:</i> Andrea Kenny
<i>visitor accidents:</i> Andrea Kenny/Lesley Flannagan
<i>The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is:</i> Andrea Kenny
<i>Our arrangements for reporting to the Governing Body or Academy Board are:</i> Annual Report to Governing Body.
<i>Our arrangements for reviewing accidents and identifying trends are:</i> Termly monitoring and included in the annual report.

### 2. Asbestos

<i>Name of Premises Manager responsible for Managing Asbestos.</i>	<i>Name</i> Andrea Kenny
<i>Location of the Asbestos Management Log or Record System.</i>	<i>Location</i> School Office
<i>Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are:</i> The Asbestos Register is shared with each contractor prior to work commencing and they sign to confirm they have understood the information.	
<i>Our arrangements to ensure all academy staff such as class teachers or caretakers have information about asbestos risk on the premises:</i> Staff read the Asbestos Register annually and sign to confirm they have understood the information. Should the information change during this time period the information would be updated and staff would be informed.	
<i>Staff must report damage to asbestos materials to:</i>	<i>Name</i> Andrea Kenny
<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> Andrea Kenny
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*Our arrangements for communicating about health and safety matters with all staff are:* staff meeting, staff memo and INSET training time.

*Staff can make suggestions for health and safety improvements by:* through staff meeting time and through the caretaker log book.

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

<i>Name of person coordinating any construction work / acting as Client for any construction project.</i>	<i>Name</i> Andrea Kenny Maria Valle (Entrust)
<i>Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are:</i> through our SLA agreement with Entrust and Maria Valle – our Property Surveyor	
<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:</i> through meetings prior to the start of any works with the contractor and HT.	
<i>Our arrangements for the induction of contractors are:</i> the school caretaker meets the contractors on the first day of works and provides the relevant information and contact details.	
<i>Staff should report concerns about contractors to:</i> Andrea Kenny	
<i>We will review any construction activities on the site by:</i> Maria Valle prior, during and at the end of any works in conjunction with the HT.	

#### 5. Consultation

<i>Name of SLT member who is responsible for consulting with staff on health and safety matters:</i>	<i>Name</i> Andrea Kenny
<i>The name of the Trade Union Health and Safety Representative is:</i>	<i>Name</i> Vacant
<i>Our arrangements for consulting with staff on health and safety matters are:</i> through staff meetings and INSET training time.	
<i>Staff can raise issues of concern by:</i> the caretaker log book or by informing the HT.	

#### 6. Contractor Management

<i>Name of person responsible for managing and monitoring contractor activity</i>	<i>Name</i> Maria Valle (Entrust)
<i>Our arrangements for selecting competent contractors are:</i> Maria Valle (Entrust)	



<i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are:</i> meeting with the HT prior to any works.
<i>Our arrangements for the induction of contractors are:</i> caretaker meets with the contractor on the first day of works.
<i>Staff should report concerns about contractors to:</i> Andrea Kenny

## 7. Curriculum Areas – health and safety

<i>Name of person who has overall responsibility for the curriculum areas as follows:</i> <i>Science</i> <i>D&amp;T</i> <i>PE</i>	<i>Head of Dept. or Curriculum Lead Name</i>  Alice Thompson-Smith Vikki Fitzgerald Andrea Kenny
<i>Risk assessments for these curriculum areas are the responsibility of:</i>	<i>Name(s)</i> As above

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

<i>The academy assesses the risk of the use of computers/laptops by carrying out a DSE assessment for staff using this type of equipment continuously and regularly for over an hour.</i>	
<i>Our arrangements for carrying out DSE assessments are:</i> assessments are carried out every two years using SCC guidance	
<i>Name of person who has responsibility for carrying out Display Screen Equipment Assessments</i>	<i>Name</i> Andrea Kenny/ Lesley Flannagan
<i>DSE assessments are recorded and any control measures required to reduce risk are managed by</i>	<i>Name</i> Andrea Kenny

## 9. Early Years Foundation Stage (EYFS)

<i>Name of person who has overall responsibility for EYFS</i>	<i>Name</i> Andrea Kenny
<i>Our arrangements for the safe management of EYFS are:</i> An Early Years H & S Policy	

## 10. Educational visits / Off-Site Activities

<i>Name of person who has overall responsibility for Educational Visits</i>	<i>Name</i> Andrea Kenny
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<i>The Educational Visits Coordinator is</i>	<i>Name</i> Lesley Flannagan
<i>Our arrangements for the safe management of educational visits:</i> an Educational Visits Policy and the Evolve website to log and approve visits when all checks have been completed.	

### 11. Electrical Equipment [fixed & portable]

<i>Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:</i>	<i>Name</i> Andrea Kenny
<i>Fixed electrical wiring test records are located:</i>	School Office
<i>All staff visually inspect electrical equipment before use.</i>	
<i>Our arrangements for bringing personal electrical items onto the school site are:</i> personal electrical items must be PAT tested before being used in school.	
<i>Name of person responsible for arranging the testing of portable electrical equipment (PAT):</i>	<i>Name</i> Lesley Flannagan
<i>Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:</i>	<i>Name</i> Andrea Kenny
<i>Portable electrical equipment (PAT) testing records are located:</i>	School Office
<i>Staff must take defective electrical equipment out of use and report to:</i>	<i>Name</i> Steve Lane/Lesley Flannagan/Andrea Kenny
<i>The portable electrical equipment on the school/academy site owned and used by contractors is the responsibility of the contractor, who must provide records of this if requested:</i>	

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

<i>Name of competent person responsible for undertaking &amp; reviewing fire risk assessment in addition to any associated action planning</i>	<i>Name</i> Andrea Kenny
<i>The Fire Risk Assessment is located .....</i>	School Office
<i>When the fire alarm is raised the person responsible for calling the fire service is</i>	<i>Name</i> Lesley Flannagan/Andrea Kenny
<i>Name of person responsible for arranging and recording of fire drills</i>	<i>Name</i> Andrea Kenny
<i>Name of person responsible for creating</i>	<i>Name</i> Andrea Kenny

<i>and reviewing Fire Evacuation arrangements</i>	
<i>Our Fire Evacuation Arrangements are published ...</i>	<i>Location</i> in all classrooms and offices
<i>Our Fire Marshals are listed</i>	N/a
<i>Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at</i>	School Office
<i>Name of person responsible for training staff in fire procedures</i>	Andrea Kenny
<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>Name</i> Bronya Jackson Cassie Crutchley Tara Oakes
<i>The First Aid Assessment is located</i>	Class 1 or the Hall
<i>First Aiders are listed</i>	In the corridor by the eye wash station
<i>Name of person responsible for arranging and monitoring First Aid Training</i>	Andrea Kenny
<i>Location of First Aid Box</i>	All classrooms and the hall
<i>Name of person responsible for checking &amp; restocking first aid boxes</i>	Lesley Flannagan
<i>In an emergency staff are aware of how to summon an ambulance</i>	
<i>Our arrangements for dealing with an injured person who has to go to hospital are (who is contacted/ who accompanies staff or children to hospital):</i>	
<i>pupils</i>	Parents contacted and AK accompanies to hospital
<i>staff</i>	Next of Kin contacted. AK accompanies if desired.
<i>visitors</i>	Employer contacted.
<i>Our arrangements for recording the use of First Aid are</i>	

### 14. Forest School

<i>Name of person in school who leads on Forest School activity</i>	Not Applicable
<i>Our arrangements for developing, organising and running Forest School activity. Include here any details with regard to risk assessment, communication and supervision etc.</i> Not Applicable	



### 15. Glass & Glazing

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

### 16. Hazardous Substances (COSHH)

<i>Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)</i>	Steve Lane (Caretaker)
<i>Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are: The academy uses CLEAPPS as a resource and all staff must be aware of how to access this information.</i>	

### 17. Health and Safety Law Poster

<i>The Health and Safety at Work poster is located:</i>	School Office
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### 18. Housekeeping, cleaning & waste disposal

<i>All staff and pupils share the responsibility for keeping the academy site clean, tidy and free from hazards</i>	
<i>Our waste management arrangements are:</i> through East Staffs Borough Council for waste. PHS empty yellow bin weekly.	
<i>Our site housekeeping arrangements are:</i> through the daily cleaning (Mon – Fri)	
<i>Site cleaning is provided by: External cleaning company</i>	<i>Name and contact details</i> Chartwells Entrust Deb Cram 07773 792214
<i>Cleaning staff have received appropriate information, instruction and training about the following and are competent:</i>	
<i>work equipment</i>	
<i>hazardous substances</i>	
<i>Waste skips and bins are located away from the academy building.</i>	
<i>All staff and pupils must be aware of the arrangements for disposing of waste and the location of waste bins and skips.</i>	
<i>Staff in all Depts. who generate waste (e.g.catering/cleaning/curriculum areas) must be aware of the risk assessments and control measures in place for their</i>	



role.

## 19. Infection Control

<i>Name of person responsible for managing infection control:</i>	Andrea Kenny
<i>Our infection control arrangements (including communicable diseases/hand hygiene standards) are:</i> Follow the Guidelines for Communicable Diseases from the NHS. Hand washing is part of the daily routines in school for all pupils.	

## 20. Lettings

<i>Name of Premises Manager or member of Leadership team responsible for Lettings</i>	Andrea Kenny
<i>Our arrangements for managing Lettings of the hall are:</i> through a letting agreement following policy.	
<i>The health and safety considerations for Lettings are considered and reviewed annually.</i>	
<i>Hirers have in place their own risk assessments, first aid arrangements/ fire procedures and emergency procedures.</i>	
<i>Hirers are responsible for obtaining the necessary local authority licenses for their activities and these must be provided to the academy on request.</i>	
<i>Hirers must provide a register of those present during a letting upon request.</i>	

## 21. Lone Working

*Our arrangements for managing lone working are* lone working risk assessment.

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

<i>NOTE Types of equipment to consider in this section: Ladders and steps, fume cupboards, other extraction systems, PE equipment, D&amp;T machines, lifts &amp; lifting equipment, pressure cookers, autoclaves, fire alarm and smoke detection, emergency lighting, fire extinguishers. This section <b>must include</b> the arrangements for school/academy kitchens, science laboratories or Design and Technology rooms</i>	
<i>Name of person responsible for the selection, maintenance / inspection and testing of equipment</i>	Andrea Kenny
<i>Records of maintenance and inspection of equipment are retained and are located:</i>	School Office
<i>Staff report any broken or defective</i>	Steve Lane/ Andrea Kenny



<i>equipment to:</i>	
<i>The equipment on the academy site owned and used by contractors is the responsibility of the contractor, who must provide records of testing , inspection and maintenance if requested:</i>	

### 23. Manual Handling

<i>Name of competent person responsible for carrying out manual handling risk assessments</i>	Andrea Kenny
<i>Our arrangements for managing manual handling activities are:</i> manual handling policy	
<i>Staff must aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided.</i>	
<i>Staff who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task.</i>	
<i>Staff are trained appropriately to carry out manual handling activities.</i>	
<i>Where people handling takes place an Individual Manual Handling Plan must be in place and communicated to all parties (including where appropriate the young person/their parents/carers/support staff).</i>	

### 24. Medication

<i>Name of person responsible for the management of and administration of medication to pupils in school/academy</i>	Andrea Kenny/Lesley Flannagan
<i>Our arrangements for the administration of medicines to pupils are:</i> parental permission forms are signed prior to any medication being administered.	
<i>The names members of staff who are authorised to give / support pupils with medication are:</i>	Andrea Kenny Lesley Flannagan Bronya Jackson
<i>Medication is stored:</i>	School Office or Hall Fridge
<i>A record of the administration of medication is located:</i>	School Office
<i>Pupils who administer and/or manage their own medication in school are authorised to do so by a parent 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:</i> Annual training for all staff. Asthma Policy and record	

sheets. Health Care Plans for all children who have Epipens.

*Staff who are taking medication must keep this personal medication in a secure area in a staff only location.*

*Staff must advise thacademy 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. Not Applicable*

*Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for school/academy staff.*

Not Applicable

*Name of person responsible for the checking and maintenance of personal protective equipment provided for staff*

Not Applicable

*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.*

Andrea Kenny  
Vikki Fitzgerald  
Alice Thompson-Smith

*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.*

Andrea Kenny  
Vikki Fitzgerald  
Alice Thompson-Smith

## 26. Radiation

*Name of the academy Radiation Protection Supervisor (RPS)*

Not Applicable

*Name of the Radiation Protection Adviser (RPA)*

Not Applicable

## 27. Reporting Hazards or Defects

*All staff and pupils must report any hazards, defects or dangerous situations they see at academy.*

*Our arrangements for the reporting of hazards and defects: through the caretaker log book*



## 28. Risk Assessments

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

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

*Premises and grounds*

*Curriculum / classrooms*

*Hazardous activities or events*

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

*Fire Risk Assessment*

*Hazardous Substances*

*Work Equipment*

*Manual handling activities*

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

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

Andrea Kenny

*Our arrangements for carrying out, recording, communicating and reviewing risk assessments are:* annual review of risk assessments by all staff; risk assessments written for newly identified risks.

*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/academy.*

## 30. Shared use of premises/shared workplace

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

Andrea Kenny

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

Aspens  
Church Leigh Pre-School

*Our arrangements for managing health and safety in a shared workplace are: through the H & S Policy*

### 31. Stress and Staff Well-being

<i>Name of person who has overall responsibility for the health and wellbeing of academy staff</i>	Andrea Kenny
<i>All staff have responsibility to take care of their own health and wellbeing and the academy supports staff to do this by implementing the following arrangements: access to the staff counselling service, SCC Living Life Well resources. SCC Well Being and Stress Survey</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. Nov 2016 and reviewed annually.</i>	

### 32. Swimming Pool Operating Procedures

<i>Name of person who has overall responsibility for managing the swimming pool and it's environment.</i>	Not Applicable
<i>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):</i>	
<i>Staff operating the swimming pool have received appropriate training and information.</i>	
<i>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.</i>	
<i>The health and safety considerations within curriculum swimming must be planned, supervised and managed by staff who include in their lesson planning.</i>	

### 33. Training and Development

<i>Name of person who has overall</i>	Andrea Kenny
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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> Induction when starting and refresher training.	
<i>The academy has a health and safety training matrix to help in the planning of essential and development training for staff.</i>	
<i>Training records are retained and are located</i> in the School Office.	
<i>Training and competency as a result of training is monitored and measured by:</i>	Andrea Kenny

#### 34. Vehicles owned or operated by the academy

<i>Name of person who has overall responsibility for the school/academy vehicles</i>	Not Applicable
<i>The school/academy operates (no.of xx) minibus/coaches/cars/other vehicles (e.g. quad bikes/ride on mowers).</i>	List
<i>Name of person who manages the driver medical examinations</i>	
<i>Name of person who manages the vehicle license requirements</i>	
<i>Name of person who undertakes vehicle checks such as oil, water and routine roadworthiness.</i>	
<i>Name of person who arranges servicing and maintenance of the academy vehicles</i>	
<i>Our arrangements for the safe use of school/academy vehicles are:</i>	

#### 35. Vehicle movement on site

<i>Name of Premises Manager responsible for the management of vehicles on site</i>	Andrea Kenny
<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> only staff, visitor, taxi and disabled pupil vehicles allowed access on site. Path is fenced off from the car park.	



### 36. Violence and Aggression and School/Academy Security

<i>The academy provides a place of work which is designed and managed to minimise the risk of violence and aggression to staff, pupils and visitors.</i>	
<i>A risk assessment is carried out where staff are at increased risk of injury due to their work.</i>	
<i>Training, information and instruction is available to staff to help them manage the risk of violence and aggression where required.</i>	
<i>Staff and pupils must report all incidents of verbal &amp; physical violence to:</i>	Andrea Kenny
<i>Incidents of verbal &amp; physical violence are investigated by:</i>	Andrea Kenny
<i>Name of person who has responsibility for site security:</i>	Andrea Kenny
<i>Our arrangements for site security are:</i> gated playground, coded entry, lock down plan.	

### 37. Water System Safety

<i>Name of Premises Manager responsible for managing water system safety.</i>	Andrea Kenny
<i>Name of contractors who have undertaken a risk assessment of the water system</i>	Hertel
<i>Name of contractors who carry out regular testing of the water system:</i>	Hertel
<i>Location of the water system safety manual/testing log</i>	School Office
<i>Our arrangements to ensure contractors have information about water systems are:</i> meeting to share information to contractors prior to any works.	
<i>Our arrangements to ensure all academy staff carrying out checks or testing or maintenance have information about the water system:</i> the caretaker carries out the water checks each month	

### 38. Working at Height

<i>Name(s) of person responsible managing the risk of work at height on the premises:</i>	Andrea Kenny
<i>Work at height is avoided where possible.</i>	

*Our arrangements for managing work at height are:* step ladders are provided

*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)*

### 39. Work Experience

<i>Name of person who has overall responsibility for managing work experience and work placements for school/academy pupils.</i>	Andrea Kenny
<i>Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are:</i> meeting with potential students to assess suitability; induction on starting and supervised by staff members.	
<i>The name of the person responsible for the health and safety of people on work experience in the school/academy premises:</i>	Andrea Kenny
<i>Our arrangements for managing the health and safety of work experience students in the academy are:</i> as per school staff	

### 40. Volunteers

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

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

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

*School/Academy KPI's may be added here – include how you evaluate your success in*



*this area.*

The Health Safety and Wellbeing Service may also request feedback on certain KPI's more details of these can be obtained from your Health and Safety Adviser.

*Rev Snowden*

*A Kenny*

*11/06/18*