**Health, Safety and Wellbeing Management Arrangements**

**Core I Consider I Complex**

**Tittensor First School**

**Health, Safety and Wellbeing Policy**

**Adopted: September 2024**

**Review date: September 2025**



**Health, Safety and Wellbeing Service**

**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 Board.

**3. Employer responsibilities**  
Where the board of governors is the direct employer of school staff 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 (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**

*Tittensor First School*

*‘Growing and learning together as we follow Christ’*

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 Tittensor First School.

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

1. **Introduction** This policy statement complements (and should be read in conjunction with) the SCC Health and Safety Policy. It records the local organisation and arrangements for implementing the SCC policy.
2. **Policy Statement**  
   The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Tittensor First School Governing Body/those in control of the school recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc. Act 1974.

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

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

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

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

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

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| *[Signature]*  *S Woolley* |  | *[Signature]*  *G Craig* |
| *S Woolley* ***Chair of Governors*** |  | *Gail Craig* ***Headteacher*** |

1. **Management Arrangements**

The following procedures and arrangements have been established within Tittensor CE (VC) First eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

**Competent Health and Safety Advice**

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| The school obtains competent health and safety advice from | Dean Willietts (SCC) and SCC health and safety advisors. |
| The contact details are | 07773 791499 |
| In an emergency we contact: Duty Line 01785 355777 | |

**Monitoring Health and Safety**

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| Name of person(s) responsible for the overall monitoring of health and safety in school: | Gail Craig |
| Our arrangements for the monitoring of health and safety are through risk assessments and audits of provision. Examples of these are…FIRE Safety, Water hygiene, accidents and injuries, use of outdoor and indoor environments, Food, safe working practice, educational visits etc..) Staff are trained to ensure they have sufficient knowledge in each area and there is a regular weekly briefing to discuss and needs or concerns. All staff have the responsibility for health and safety and as part of their working practice are responsible for reporting concerns. A staff reporting book is practice within school where issues are logged, dated and then responded to. An annual report is presented to the Governing body. A governor representative supports in the monitoring of Health and Safety concerns in the school. | |
| The school carries of out formal evaluations and audits on the management of health and safety (frequency). | |
| The last audit took place:  December 2024 | Date: December 2024  By: Class Teachers/Headteacher |
| Name of person responsible for monitoring the implementation of health and safety policies | Gail Craig |
| All staff are aware of the key performance indicators in part E and how they are monitored | |
| Fire risk assessment | Gail Craig |
| Fire testing | C Scothern G Craig(Fire Marshall) |
| Water hygiene testing | Contractor |
| First Aid audits and assessments | G Craig |
| Premises | G Craig |
| Buildings | G Craig |
| Forest Schools (Outdoor Education) | S James |
| DSE | G Craig |
| Hazardous Substances | G Craig |
| Wellbeing | V Larkin/G Craig/A Keeling |
| Contractors | G Craig |
| Lettings | G Craig |
| Health and Safety at Work | G Craig |

1. **Detailed Health and Safety Arrangements**   
   For further information from the Health, Safety and Wellbeing Service in any of these areas you may also wish to view the information on the SLN [*https://education.staffordshire.gov.uk/School-Admin/HealthSafetyWellbeing/Health-Safety-and-Wellbeing-Service.aspx*](https://education.staffordshire.gov.uk/School-Admin/HealthSafetyWellbeing/Health-Safety-and-Wellbeing-Service.aspx) *or* consult with your Health and Safety Adviser / Other Specialist Adviser.
2. **Accident Reporting, Recording & Investigation**

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| Our arrangements for recording and investigating: |
| pupil accidents: Minor (in house first aid log) Major (logged and reported to SCC) |
| staff accidents: Minor (in house first aid log) Major (logged and reported to SCC) |
| visitor accidents: Minor (in house first aid log) Major (logged and reported to SCC) |
| The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: Gail Craig |
| Our arrangements for reporting to the Governing Body are: Via the annual Health and Safety report or in serious case reported immediately to the chair of governors. |
| Our arrangements for reviewing accidents and identifying trends are: Logged in first aid books, collated and reviewed for trends. If an immediate risk is identified at time of accident action is taken immediately. |

1. **Asbestos**

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| Name of Premises Manager responsible for Managing Asbestos. | Gail Craig |
| Location of the Asbestos Management Log or Record System. | School Main Office |
| Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are: Contractors must complete a hazard exchange form, reviewing asbestos register before work is completed. All documents signed and retained in school. | |
| Our arrangements to ensure all school staff such as class teachers or caretakers have information about asbestos risk on the premises: Asbestos information posters in the staff room on health and safety board. | |
| Staff must report damage to asbestos materials to: | Name: Gail Craig or in her absence J Buxton/V Larkin/ SCC duty line |
| Staff must not drill or affix anything to walls without first obtaining approval from the premises manager. | |

1. **Communication**

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| Name of SLT member who is responsible for communicating with staff on health and safety matters: | Gail Craig |
| Our arrangements for communicating about health and safety matters with all staff are: Weekly Briefing / Concerns book | |
| Staff can make suggestions for health and safety improvements by: Raising concern during weekly briefing / reporting concern for site manager in H&S report log (Located in first aid room) | |

1. **Construction Work \*See also Contractor Management**

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| Name of person coordinating any construction work / acting as Client for any construction project. | Gail Craig |
| Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are:  Duty holders will be identified and named as part of any Construction project. | |
| Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: through the hazard exchange form. | |
| Our arrangements for the induction of contractors are: Meeting with Premises manager to plan project, hazard exchange and plan timetable. Key holders will be identified and contacts given. ENTRUST will support in any works carried out with their own project managers. | |
| Staff should report concerns about contractors to: Gail Craig | |
| We will review any construction activities on the site by: Regular reviews with contractor, safety walks and signing off work afterwards. | |

1. **Consultation**

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| Name of SLT member who is responsible for consulting with staff on health and safety matters: | Gail Craig |
| The name of the Trade Union Health and Safety Representative is: | Gail Craig |
| Our arrangements for consulting with staff on health and safety matters are: | |
| Staff can raise issues of concern by:   * Reporting directly to senior staff (if immediate attention is required) * Reporting in a log book (for site supervisor to action) * Reporting at weekly briefing sessions to raise awareness for all staff. | |

1. **Contractor Management**

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| Name of person responsible for managing and monitoring contractor activity | Gail Craig  V Larkin |
| Our arrangements for selecting competent contractors are: Using the SCC preferred contractor list or know contractors. | |
| Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: Via the school website, through staff training / briefings. | |
| Our arrangements for the induction of contractors are: Via ENTRUST / Meeting with the head teacher. | |
| Staff should report concerns about contractors to: Gail Craig / V Larkin | |

1. **Curriculum Areas – health and safety**

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| Name of person who has overall responsibility for the curriculum areas as follows: | Science – S Allen D&T – S Allen  PE – S Allen  Forest Schools – R Jukes  EYFS – S Walker |
| Risk assessments for these curriculum areas are the responsibility of: | Subject Leaders |

1. **Display Screen Equipment use (including PC’s, laptops and tablets)**

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| The school assesses the risk of the use of computers/laptops by carrying out a DSE assessment for staff using this type of equipment continuously and regularly for over an hour. | |
| Our arrangements for carrying out DSE assessments are: Staff to complete self-assessment and access online course. | |
| Name of person who has responsibility for carrying out Display Screen Equipment Assessments | Gail Craig  V Larkin (Office Manager) |
| DSE assessments are recorded and any control measures required to reduce risk are managed by | Gail Craig  V Larkin (Office Manager) |

1. **Early Years Foundation Stage (EYFS)**

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| Name of person who has overall responsibility for EYFS | S Walker |
| Our arrangements for the safe management of EYFS are: Ensuring that the areas are safe, hazard free, locked, daily visual checks of equipment and facilities. | |

1. **Educational visits / Off-Site Activities**

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| Name of person who has overall responsibility for Educational Visits | Gail Craig |
| The Educational Visits Coordinator is | Gail Craig |
| Our arrangements for the safe management of educational visits: See school Policy and risk assessments (EVOLVE) | |

1. **Electrical Equipment** [fixed & portable]

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| Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required: | Gail Craig  V Larkin |
| Fixed electrical wiring test records are located: | School Office |
| All staff visually inspect electrical equipment before use. | |
| Our arrangements for bringing personal electrical items onto the school site are: Staff may bring items onto site. If less than 12 months old then no testing required but these must be tested with PAT testing under next review. | |
| Name of person responsible for arranging the testing of portable electrical equipment (PAT): | Gail Craig  V Larkin |
| Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing: | Gail Craig (No more than 2 years between testing) |
| Portable electrical equipment (PAT) testing records are located: | In The store cupboard by the school office. |
| Staff must take defective electrical equipment out of use and report to: | V Larkin |
| 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: | |

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

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| Name of competent person responsible for undertaking & reviewing fire risk assessment in addition to any associated action planning | Gail Craig  (Fire Marshall) |
| The Fire Risk Assessment is located …… | School 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) | Gail Craig |
| Name of person responsible for arranging and recording of fire drills | Gail Craig |
| Name of person responsible for creating and reviewing Fire Evacuation arrangements | Gail Craig |
| Our Fire Evacuation Arrangements are published … | In the school office |
| Our Fire Marshals are listed | Gail Craig |
| Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at | School Office |
| Name of person responsible for training staff in fire procedures | Gail Craig |
| All staff must be aware of the Fire Procedures in school | |

1. **First Aid \*see also Medication**

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| Name of person responsible for carrying out the First Aid Assessment | Gail Craig |
| The First Aid Assessment is located | School Office |
| First Aiders are listed | On the first Aid room |
| Name of person responsible for arranging and monitoring First Aid Training | Gail Craig |
| Location of First Aid Box | Each Classroom, community room, staffroom and medical room |
| Name of person responsible for checking & restocking first aid boxes | J Buxton |
| In an emergency staff are aware of how to summon an ambulance | |
| 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): Contact parents, senior staff to accompany to hospital where possible and handover to person with parental responsibilities. | |
| pupils | Contact parents, senior staff to accompany to hospital where possible and handover to person with parental responsibilities. |
| staff | Contact next of kin, accompany to hospital |
| visitors | Accompany to hospital |
| Our arrangements for recording the use of First Aid are: Record in first aid reporting books contained within each first aid kit. | |

1. **Forest School**

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| Name of person in school who leads on Forest School activity | R Jukes |
| Our arrangements for developing, organising and running Forest School activity. Include here any details with regard to risk assessment, communication and supervision etc.  See Forest School Policy and Risk assessments. | |

1. **Glass & Glazing**

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| All glass in doors and side panels are constructed of safety glass | |
| All replacement glass is of safety standard | |
| A glass and glazing assessment took place in (year) and the record can be found …. | Duncan Bagnall  Entrust |

1. **Hazardous Substances (COSHH)**

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| Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments) | Gail Craig |
| Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are: Record on COSHH forms and identify to staff, keep out of reach of children if risk identified.  The school uses CLEAPPS as a resource and all staff must be aware of how to access this information. | |

1. **Health and Safety Law Poster**

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| The Health and Safety at Work poster is located: | Staff Room |

1. **Housekeeping, cleaning & waste disposal**

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| All staff and pupils share the responsibility for keeping the school site clean, tidy and free from hazards | |
| Our waste management arrangements are: BIFFA bins on site boundary | |
| Our site housekeeping arrangements are: Mr Chris Scothern site supervisor. | |
| Site cleaning is provided by:  External cleaning company | Name and contact details:  Glen Group Ltd |
| Cleaning staff have received appropriate information, instruction and training about the following and are competent: | |
| work equipment | |
| hazardous substances | |
| Waste skips and bins are located away from the school building. | |
| All staff and pupils must be aware of the arrangements for disposing of waste and he 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. | |

1. **Infection Control**

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| Name of person responsible for managing infection control: | Gail Craig |
| Our infection control arrangements (including communicable diseases/hand hygiene standards) are: Report to named person, follow guidance, if needed report to duty desk and public health England. | |

1. **Lettings**

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| Name of Premises Manager or member of Leadership team responsible for Lettings | Gail Craig |
| Our arrangements for managing Lettings of the school /rooms or external premises are: See lettings Policy | |
| 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. | |
| 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. | |

1. **Lone Working**

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| Our arrangements for managing lone working are:  Lone workers who are identified are to contact a member of staff when entering / exiting the building. Site supervisor will check building each day before locking up and will be accompanied by cleaning staff. |

1. **Maintenance / Inspection of Equipment (including selection of equipment)**

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| NOTE Types of equipment to consider in this section:  Ladders and steps, fume cupboards, other extraction systems, PE equipment, D&T machines, lifts & lifting equipment, pressure cookers, autoclaves, fire alarm and smoke detection, emergency lighting, fire extinguishers. This section **must include** the arrangements for school kitchens, science laboratories or Design and Technology rooms | |
| Name of person responsible for the selection, maintenance / inspection and testing of equipment | Gail Craig |
| Records of maintenance and inspection of equipment are retained and are located: | Office |
| Staff report any broken or defective equipment to: | Gail Craig / C Scothern / V Larkin |
| 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: | |

1. **Manual Handling**

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| Name of competent person responsible for carrying out manual handling risk assessments | Gail Craig |
| Our arrangements for managing manual handling activities are: Manual handling policy. Each member of staff has received a manual handling flow chart to refer to. All staff are encouraged to use safe practice and where uncertain consult. | |
| Staff must be aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided. | |
| Staff who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task. | |
| Staff are trained appropriately to carry out manual handling activities. | |
| Where people handling takes place an Individual Manual Handling Plan must be in place and communicated to all parties (including where appropriate the young person/their parents/carers/support staff). | |

1. **Medication**

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| Name of person responsible for the management of and administration of medication to pupils in school | Gail Craig |
| Our arrangements for the administration of medicines to pupils are: Parents to complete a medicine form. Staff who are happy to administer and then record and contact parents to state it has been given. | |
| The names members of staff who are authorised to give / support pupils with medication are: | Gail Craig  J Buxton |
| Medication is stored: | Medical cupboard or fridge in staffroom |
| A record of the administration of medication is located: | Medical Room |
| Pupils who administer and/or manage their own medication in school are authorised to do so by a care plan and provided with a suitable private location to administer medication/store medication and equipment. | |
| 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) are: Inhalers to be given as prescribed, epi pens to be stored in class rooms and given immediately. | |
| Staff who are taking medication must keep this personal medication in a secure area in a staff only location. | |
| Staff must advise the school leaders if they are taking any medication which might impair their ability to carry out their normal work. | |

1. **Personal Protective Equipment (PPE) (links to Risk Assessment)**

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| PPE is provided free of charge where a risk assessment identifies this is needed to control a risk and the risk cannot be controlled by another means. | |
| Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for school staff. | Gail Craig |
| Name of person responsible for the checking and maintenance of personal protective equipment provided for staff | Gail Craig |
| 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. | Gail Craig |
| 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. | Individual class teachers |

1. **Radiation**

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| Name of the school Radiation Protection Supervisor (RPS) | Gail Craig and ENTRUST Support services |
| Name of the Radiation Protection Adviser (RPA) | Gail Craig and ENTRUST Support services |

1. **Reporting Hazards or Defects**

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| All staff and pupils must report any hazards, defects or dangerous situations they see at school. |
| Our arrangements for the reporting of hazards and defects: Hazards book in the medical room / weekly at briefing sessions or immediately if severe to head teacher. |

1. **Risk Assessments**

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| The school has in place risk assessments for any identified significant risk. Control measures which are put in place to eliminate or reduce risk are communicated to staff, pupils and other who may be exposed to the risk. | |
| Risk assessments are in place for the following areas: Premises and grounds  Curriculum / classrooms  Hazardous activities or events  Lettings or contract work which may affect staff or pupils in the school  Fire Risk Assessment  Hazardous Substances  Work Equipment  Manual handling activities  Risks related to individuals e.g. health issues  Forest Schools  Educational Visits  PTFA events  Before and after school care | |
| Name of person who has overall responsibility for the school risk assessment process and any associated action planning | Gail Craig |
| Our arrangements for carrying out, recording, communicating and reviewing risk assessments are: Review risk assessments annually or when need is required. Feedback and remind all staff of content through H&S Briefings. | |
| 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. | |

1. **Smoking**

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

1. **Shared use of premises/shared workplace**

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| Name of Premises Manager or member of Leadership team responsible for Premises Management | Gail Craig |
| The school premises are shared with another organisation (e.g.Contract caterer/public leisure centre). | Glen Group Ltd for cleaning. |
| Our arrangements for managing health and safety in a shared workplace are: Individual risk assessments to be carried out by staff from Chartwells for areas of work. | |

1. **Stress and Staff Well-being**

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| Name of person who has overall responsibility for the health and wellbeing of school staff | Gail Craig |
| 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: | |
| 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. | |
| A team stress risk assessment has been completed involving all staff and this is reviewed regularly. Date Completed / reviewed | |

**Training and Development**

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| Name of person who has overall responsibility for the training and development of staff. | Gail Craig |
| 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: identify need (audit) and train where required, regular briefings and updates where required. | |
| The school has a health and safety training matrix to help in the planning of essential and development training for staff. | |
| Training records are retained and are located Health and Safety folder / staff folders | |
| Training and competency as a result of training is monitored and measured by: | Gail Craig |

1. **Vehicle movement on site**

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| Name of Premises Manager responsible for the management of vehicles on site | Gail Craig |
| 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): Deliveries are to use the delivery entrance. Staff car park is accessible up to 8.45am. Staff are to be aware of footpath and take care when entering carpark. No parents are permitted to use the carparks. Gates are locked to minimise dangers during school hours. | |

1. **Violence and Aggression and School Security**

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| 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. | |
| Staff and pupils must report all incidents of verbal & physical violence to: | Gail Craig |
| Incidents of verbal & physical violence are investigated by: | Gail Craig |
| Name of person who has responsibility for site security: | Gail Craig / C Scothern |
| Our arrangements for site security are: All external gates are to be locked during school hours keeping site secure. When school is closed all gates are locked and school alarm is set. | |

1. **Water System Safety**

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| Name of Premises Manager responsible for managing water system safety. | Gail Craig |
| Name of contractors who have undertaken a risk assessment of the water system | IWS |
| Name of contractors who carry out regular testing of the water system: | IWS |
| Location of the water system safety manual/testing log | Office storeroom |
| Our arrangements to ensure contractors have information about water systems are: Water system file to log information, hazard exchange forms completed. | |
| Our arrangements to ensure all school staff carrying out checks or testing or maintenance have information about the water system: External contractors carry out our tests. | |

1. **Working at Height**

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| Name(s) of person responsible managing the risk of work at height on the premises: | Gail Craig |
| Work at height is avoided where possible. | |
| Our arrangements for managing work at height are: Staff should not be working at height and must seek permission if ladders are used. All staff have eleohant stools to reduce risk and must use these to access heights for display and other heights in school. | |
| 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) | |

1. **Work Experience**

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| Name of person who has overall responsibility for managing work experience and work placements for school pupils. | Gail Craig |
| Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are: Induction with head teacher on or before first day of experience. | |
| The name of the person responsible for the health and safety of people on work experience in the school premises: | Gail Craig |
| Our arrangements for managing the health and safety of work experience students in the school are: During induction Fire, First aid, Health and safety, safeguarding and staff conduct shared as well as the people to go to if there is an issue. | |

1. **Volunteers**

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| Name of person who has overall responsibility for managing/coordinating volunteers working within the school: | Gail Craig |
| 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, 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.

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.