





**Health, Safety and Wellbeing Policy**  
**All Saints CE(A) Primary School Bednall**  
**St Leonard's First School Dunston**  
**January 2017**

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 federation.

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

## **A. 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.

## **B. Policy Statement**

The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Trinity Federation Governing Body/those in control of the Trinity Federation 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 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 Trinity Federation 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.

<i>[Signature]</i>	<i>[Signature]</i>
<b>Chair of Governors</b> Mrs Burd	<b>Headteacher</b> Mrs Yates
<i>[Insert date]</i>	<i>[Insert date]</i>

### C. Management Arrangements

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

#### Competent Health and Safety Advice

The Trinity Federation obtains competent health and safety advice from	John Burdett
The contact details are	07773 791520
In an emergency we contact H&S duty officer 01785355777	

#### Monitoring Health and Safety

Name of person(s) responsible for the overall monitoring of health and safety in Trinity Federation	Glynis Yates
<i>Our arrangements for the monitoring of health and safety are:</i>	
<ul style="list-style-type: none"> <li>● Health and Safety Evaluation Checklist of day to day health and safety issues completed in October and shared with governors premises committee and full governors annually, updates on H&amp;S take place termly</li> <li>● A Health, Safety and Wellbeing Self Audit completed in January and action plan shared with governors premises committee and full governors annually, updates on H&amp;S take place termly</li> <li>● Annual fire risk assessment shared with governors premises committee and full governors annually, updates on H&amp;S take place termly</li> </ul>	
The Trinity Federation carries out formal evaluations and audits on the management of health and safety	
<i>The last audit took place All Saints</i>	<i>Date:20/1/17</i> <i>By:</i>
<i>Name of person responsible for monitoring the implementation of health and safety policies</i>	<i>Name</i> <i>G Yates</i>
<i>All staff are aware of the key performance indicators in part E and how they are monitored</i>	
<b>Workplace inspections</b>	<b>Name of person who carries these</b>

	<b>out</b>
Awareness of H&S policy	Head teacher
Risk assessments completed for activities	Head teacher
Communication of H&S issues and discussions	Head teacher
Training undertaken (First aid etc)	Head teacher
Reporting of accidents appropriately	Head teacher
Maintain safety within classrooms	Head teacher
Maintain safety within schools	Head teacher
Maintain own wellbeing –DSE assessments	Head teacher

#### **D. 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-](https://education.staffordshire.gov.uk/School-Admin/HealthSafetyWellbeing/Health-Safety-and-Wellbeing-Service.aspx)

[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.

#### **1. Accident Reporting, Recording & Investigation**

<i>Our arrangements for recording and investigating:</i>
<i>pupil accidents:</i> Follow first aid policy: record in book and inform parents
<i>staff accidents:</i> Fill in accident form in school office
<i>visitor accidents:</i> Fill in accident form in school office
<i>The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is:</i> G Yates
<i>Our arrangements for reporting to the Governing Body or Academy Board are:</i> Serious accidents inform Chair of Governors, reports on H&S at termly premises committee meetings
<i>Our arrangements for reviewing accidents and identifying trends are:</i> Accident book reviewed according to monitoring plan

#### **2. Asbestos**

<i>Name of Premises Manager responsible for Managing Asbestos.</i>	<i>Name</i> G Yates
<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> Meeting with HT to fill in hazard exchange form and to look at the asbestos management log	

<i>Our arrangements to ensure all school/academy staff such as class teachers or caretakers have information about asbestos risk on the premises: Inset staff awareness for H&amp;S at the beginning of the year. Induction for new staff. Policy in the staff room</i>	
<i>Staff must report damage to asbestos materials to:</i>	NameG Yates
<i>Staff must not drill or affix anything to walls without first obtaining approval from the premises manager.(G Yates)</i>	

### 3. Communication

<i>Name of SLT member who is responsible for communicating with staff on health and safety matters:</i>	NameG Yates In her absence Z Scott (All Saints) A Plant ( St Leonards)
<i>Our arrangements for communicating about health and safety matters with all staff are: Staff meeting standing item</i>	
<i>Staff can make suggestions for health and safety improvements by: Informing HT or AHT and, if appropriate, writing in the caretakers book to bring to his attention</i>	

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

<i>Name of person coordinating any construction work / acting as Client for any construction project.</i>	Name G Yates S Searle (All Saints) C Underhill (St Leonards)
<i>Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are: A meeting prior to work taking place for hazard exchange where 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: Meeting prior to and during work taking place</i>	
<i>Our arrangements for the induction of contractors are: During hazard exchange</i>	
<i>Staff should report concerns about contractors to: HT G Yates</i>	
<i>We will review any construction activities on the site by: Meeting and checking with contractors as work progresses</i>	

### 5. Consultation

<i>Name of SLT member who is responsible for consulting with staff on health and safety matters:</i>	Name G Yates
<i>The name of the Trade Union Health and</i>	<i>Name</i>

<i>Safety Representative is:</i>	
<i>Our arrangements for consulting with staff on health and safety matters are:</i> Staff meeting standing item	
<i>Staff can raise issues of concern by:</i> Informing HT or AHT and, if appropriate, writing in the caretakers book to bring to his attention	

## 6. Contractor Management

<i>Name of person responsible for managing and monitoring contractor activity</i>	<i>Name</i> G Yates T Gale ( St Leonards)
<i>Our arrangements for selecting competent contractors are:</i> (St Leonard's – using LA buildings SLA) All Saints – advise from the Diocese . Otherwise using LA approved contractors	
<i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are:</i> Inset meeting with staff and standing item on staff meetings. Prior meetings with contractors and management of contractors whilst on site	
<i>Our arrangements for the induction of contractors are:</i> Hazard exchange meeting	
<i>Staff should report concerns about contractors to:</i> G Yates	

## 7. Curriculum Areas – health and safety

<i>Name of person who has overall responsibility for the curriculum areas as follows:</i> Each member of staff is responsible for their pupils within their class.	<i>Head of Dept. or Curriculum Lead Name</i>  All Class teachers and teaching assistants
<i>Risk assessments for these curriculum areas are the responsibility of:</i> Class teachers carry out risk assessments for trips	<i>Name(s)</i>  All Class teachers Approved by HT G Yates

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

<i>The school/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> During PM the DSE is checked	
<i>Name of person who has responsibility for carrying out Display Screen Equipment Assessments</i>	G Yates

<i>DSE assessments are recorded and any control measures required to reduce risk are managed by</i>	G Yates
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### 9. Early Years Foundation Stage (EYFS)

<i>Name of person who has overall responsibility for EYFS</i>	<i>Name Z Scott (All Saints) A Davey ( St Leonards)</i>
<i>Our arrangements for the safe management of EYFS are: Checklist is carried out at the start of every day</i>	

### 10. Educational visits / Off-Site Activities

<i>Name of person who has overall responsibility for Educational Visits</i>	<i>Name G Yates</i>
<i>The Educational Visits Coordinator is</i>	<i>Name J Briganti</i>
<i>Our arrangements for the safe management of educational visits: Teachers fill in risk assessments who pass them to Jan Briganti, Jan completes the evolve form which is approved by G Yates</i>	

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

<i>Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:</i>	<i>Name G Yates</i>
<i>Fixed electrical wiring test records are located:</i>	<i>In school offices</i>
<i>All staff visually inspect electrical equipment before use.</i>	
<i>Our arrangements for bringing personal electrical items onto the school site are: Personal electrical items are not brought in to school</i>	
<i>Name of person responsible for arranging the testing of portable electrical equipment (PAT):</i>	<i>Name G Yates</i>
<i>Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:</i>	<i>Name SCC</i>
<i>Portable electrical equipment (PAT) testing records are located:</i>	<i>In school offices</i>
<i>Staff must take defective electrical equipment out of use and report to:</i>	<i>Name G Yates</i>
<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</i>	



of this if requested:	
<b>12. Fire Precautions &amp; Procedures [and other emergencies incl. bomb threats]</b>	
<i>Name of competent person responsible for undertaking &amp; reviewing fire risk assessment in addition to any associated action planning</i>	Name G Yates
<i>The Fire Risk Assessment is located .....</i>	In HT office – on HT computers
<i>When the fire alarm is raised the person responsible for calling the fire service is</i>	Name The HT or AHT or office staff
<i>Name of person responsible for arranging and recording of fire drills</i>	Name G Yates
<i>Name of person responsible for creating and reviewing Fire Evacuation arrangements</i>	Name G Yates
<i>Our Fire Evacuation Arrangements are published ...</i>	Location In the health and safety file
<i>Our Fire Marshals are listed</i>	Location NA
<i>Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at</i>	Location School office
<i>Name of person responsible for training staff in fire procedures</i>	Name G Yates
<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 (policy)</i>	Name G Yates
<i>The First Aid Assessment is located</i>	Location in staff rooms; on HT computer
<i>First Aiders are listed</i>	Location first aid policy
<i>Name of person responsible for arranging and monitoring First Aid Training</i>	Name G Yates
<i>Location of First Aid Box</i>	School office ( St Leonards) Classrooms Bathroom (All Saints)
<i>Name of person responsible for checking &amp; restocking first aid boxes</i>	Sue Mason (All Saints) Class teachers
<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> Phone ambulance, contact parents. Parents accompany child or if unavailable the CT will accompany	
<i>pupils</i>	Keep calm reassure and if possible parents will accompany
<i>staff</i>	Ht or AHT to accompany if family member not available
<i>visitors</i>	Ht or AHT to accompany if family member not available
<i>Our arrangements for recording the use of First Aid are</i> First aid books and forms to inform parents	

#### 14. Forest School

<i>Name of person in school who leads on Forest School activity</i>	NA
<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>	

#### 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>	2011( All Saints) School office

#### 16. Hazardous Substances (COSHH)

<i>Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)</i>	G Yates
<i>Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are:</i> Hazardous substances are kept in the boiler houses or in the caretakers locked shed ( St Leonards) <i>The school/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>	Location in the staff rooms
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**18. Housekeeping, cleaning & waste disposal**

<i>All staff and pupils share the responsibility for keeping the school/academy site clean, tidy and free from hazards</i>	
<i>Our waste management arrangements are:</i> Waste is collected from both buildings weekly	
<i>Our site housekeeping arrangements are:</i> Bins are emptied daily by cleaner	
<i>Site cleaning is provided by:</i> <i>In house cleaners</i> <i>OR</i> <i>External cleaning company</i>	<i>Name and contact details</i> St Leonards- in house cleaners All Saints - Entrust
<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 school/academy building.</i>	
<i>All staff and pupils must be aware of the arrangements for disposing of waste and he 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 role.</i>	

**19. Infection Control**

<i>Name of person responsible for managing infection control:</i>	Name G Yates
<i>Our infection control arrangements (including communicable diseases/hand hygiene standards) are:</i> Reminders to staff and children of the importance of hand washing	

**20. Lettings**

<i>Name of Premises Manager or member of Leadership team responsible for Lettings</i>	Name G Yates
<i>Our arrangements for managing Lettings of the school/rooms or external premises are:</i> Only St Leonards car park	
<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</i>	

*their activities and these must be provided to the school/academy on request.*

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

## 21. Lone Working

*Our arrangements for managing lone working are Lone working policy. Try not to be on our own but if necessary then always let another person know and inform this person when safely home.*

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

*NOTE Types of equipment to consider in this section:*

*Ladders and steps, fume cupboards, other extraction systems, PE equipment, D&T machines, lifts & lifting equipment, pressure cookers, autoclaves, fire alarm and smoke detection, emergency lighting, fire extinguishers.*

*This section **must include** the arrangements for school/academy kitchens, science laboratories or Design and Technology rooms*

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

*Name G Yates*

*Records of maintenance and inspection of equipment are retained and are located:*

*Location School office*

*Staff report any broken or defective equipment to:*

*Name G Yates*

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

## 23. Manual Handling

*Name of competent person responsible for carrying out manual handling risk assessments*

*Name G Yates*

*Our arrangements for managing manual handling activities are: Where possible no manual handling takes place*

*Staff are aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided.*

## 24. Medication

<i>Name of person responsible for the management of and administration of medication to pupils in school/academy</i>	Name G Yates
<i>Our arrangements for the administration of medicines to pupils are:</i> Written in our administering medicines policy	
<i>The names members of staff who are authorised to give / support pupils with medication are:</i>	Those members of staff with first aid training
<i>Medication is stored:</i>	School office or fridge – classrooms for inhalers
<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 (name) and provided with a suitable private location to administer medication/store medication and equipment. NA</i>	
<i>Staff are trained to administer complex medication by the school nursing service when required. NA</i>	
<i>Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are:</i> Written in our administering medicines and asthma policy	
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.	

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

<i>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. NA</i>	
<i>Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for school/academy staff.</i>	Name
<i>Name of person responsible for the checking and maintenance of personal protective equipment provided for staff</i>	Name
<i>PPE provided for use in curriculum lessons is not “personal” as it is provided by pupils in classroom situations.</i>	
<i>Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for pupils.</i>	Name
<i>All PPE provided for use in a classroom environment is kept clean, free from</i>	

<i>defects and replaced as necessary.</i>	
<i>Name(s) of person responsible for cleaning and checking pupil PPE.</i>	<i>Name</i>

**26. Radiation**

<i>Name of the school/academy Radiation Protection Supervisor (RPS)</i>	<i>Name</i>
<i>Name of the Radiation Protection Adviser (RPA)</i>	<i>Name</i>

**27. Reporting Hazards or Defects**

<i>All staff and pupils must report any hazards, defects or dangerous situations they see at school/academy.</i>
<i>Our arrangements for the reporting of hazards and defects: Report to the HT G Yates or the AHT, Z Scott or A Plant</i>

**28. Risk Assessments**

<i>The school/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.</i>	
<ol style="list-style-type: none"> <li>1. Loft ladder</li> <li>2. Contractors in house building work</li> <li>3. Pupil well being</li> <li>4. General classroom risk</li> <li>5. Catering activities carried out by school staff/catering</li> <li>6. Cleaning activities carried out by school Staff</li> <li>7. Dance festival risk assessment</li> <li>8. Grounds maintenance activities by school Staff</li> <li>9. Work experience</li> <li>10. Staff well being</li> <li>11. School staff and office reprographics</li> <li>12. Premises internal</li> <li>13. Premises external</li> </ol>	
<i>Name of person who has overall responsibility for the school/academy risk assessment process and any associated action planning</i>	<i>Name G Yates</i>
<i>Our arrangements for carrying out, recording, communicating and reviewing risk assessments are:</i>	
<i>Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments.</i>	
<i>When an accident or incident occurs a post risk assessment takes place when a</i>	

<i>new hazard has been identified.</i>
<i>Risk assessments are created or reviewed when something new is introduced or a change has occurred.</i>

**29. Smoking**

<i>No smoking or vaping is permitted on site or in vehicles owned or operated by the school/academy.</i>
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**30. Shared use of premises/shared workplace**

<i>Name of Premises Manager or member of Leadership team responsible for Premises Management</i>	<i>Name NA</i>
<i>The school/academy premises are shared with another organisation (e.g. Contract caterer/public leisure centre).</i>	<i>Name</i>
<i>Our arrangements for managing health and safety in a shared workplace are:</i>	

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

<i>Name of person who has overall responsibility for the health and wellbeing of school/academy staff</i>	<i>Name G Yates</i>
<i>All staff have responsibility to take care of their own health and wellbeing and the school/academy supports staff to do this by implementing the following arrangements:</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. Date Completed 2016</i>	

**32. Swimming Pool Operating Procedures (where applicable)**

<i>Name of person who has overall responsibility for managing the swimming pool and it's environment.</i>	<i>Name NA</i>
<i>Our arrangements for carrying out suitable swimming pool management (including minimum supervision standards, how to summon assistance in</i>	

*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):*

*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**

<i>Name of person who has overall responsibility for the training and development of staff.</i>	<i>Name G Yates</i>
<i>All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.</i>	
<i>Our arrangements for carrying out suitable and sufficient health and safety training for all staff are:</i>	
<i>The school has a health and safety training matrix to help in the planning of essential and development training for staff.</i>	
<i>Training records are retained and are located in head teachers office</i>	
<i>Training and competency as a result of training is monitored and measured by:</i>	<i>Name</i>

### **34. Vehicles owned or operated by the school/academy**

<i>Name of person who has overall responsibility for the school/academy vehicles</i>	<i>Name NA</i>
<i>The school/academy operates (no.of xx) minibus/coaches/cars/other vehicles (e.g. quad bikes/ride on mowers).</i>	<i>List</i>
<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</i>	



<i>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>	<i>Name G Yates</i>
<i>Our arrangements for the safe access and movement of vehicles on site are segregation vehicles from pedestrian areas, (St Leonards) Movement of vehicles at All Saints only when children are not walking to/from the playground</i>	

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

<i>The school provides a place of work which is designed and managed to minimise the risk of violence and aggression to staff, pupils and visitors.</i>	
<i>A risk assessment is carried out where staff are at increased risk of injury due to their work.</i>	
<i>Training, information and instruction is available to staff to help them manage the risk of violence and aggression where required.</i>	
<i>Staff and pupils must report all incidents of verbal &amp; physical violence to:</i>	<i>Name G Yates</i>
<i>Incidents of verbal &amp; physical violence are investigated by:</i>	<i>Name G Yates</i>
<i>Name of person who has responsibility for site security:</i>	<i>Name G Yates</i>
<i>Our arrangements for site security are: All entrances are locked after the pupils arrive in the morning. Both offices have secure windows to view visitors before they are asked to enter the building</i>	

**37. Water System Safety**

<i>Name of Premises Manager responsible for managing water system safety.</i>	<i>Name G Yates</i>
<i>Name of contractors who have undertaken a risk assessment of the water system</i>	<i>Name eurtal</i>
<i>Name of contractors who carry out regular testing of the water system:</i>	<i>Name eurtal</i>
<i>Location of the water system safety manual/testing log</i>	<i>Location School office</i>

*Our arrangements to ensure contractors have information about water systems are: access to the water log*

*Our arrangements to ensure all school/academy staff carrying out checks or testing or maintenance have information about the water system: Caretakers take water temperatures monthly.*

### **38. Working at Height**

<i>Name(s) of person responsible managing the risk of work at height on the premises:</i>	<i>Name G Yates</i>
<i>Work at height is avoided where possible.</i>	
<i>Our arrangements for managing work at height are:</i>	
<i>Appropriate equipment is provided for work at height where required.</i>	
<i>Staff who carry out work at height are trained to use the equipment provided</i>	
<i>Work at height equipment is regularly inspected, maintained and records are kept in the health and safety files</i>	

### **39. Work Experience**

<i>Name of person who has overall responsibility for managing work experience and work placements for school pupils.</i>	<i>Name G Yates</i>
<i>Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are: Only past pupils or students that are know to us come for work placements</i>	
<i>The name of the person responsible for the health and safety of people on work experience in the school/academy premises:</i>	<i>Name G Yates</i>
<i>Our arrangements for managing the health and safety of work experience students in the school/academy are: induction when the student arrives</i>	

### **40. Volunteers**

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

The school creates an action plan every year to continue it's improvements. These are added to the SDP and assessed termly.