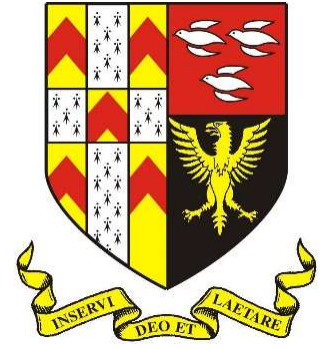


# The Friary School

## HEALTH & SAFETY POLICY

### Introduction

This policy is written in conjunction with the Staffordshire County Council Health and Safety Policy. It records the local organisation and arrangements for implementing the Staffordshire County Council policy.



The policy comes in five sections: (i) Introduction; (ii) Policy Statement; (iii) Management Arrangements; (iv) Detailed Arrangements & Procedures; (v) Key Performance Indicators.

### Policy Statement

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

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

- all places and premises where staff and students 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 students 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 representative's forms part of this policy.

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

*Jamie Checkland, Chair of Governors*

25 October 2018

*Matt Allman, Headteacher*

25 October 2018

### Management Arrangements

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

### Competent Health and Safety Advice:

<b>The school obtains competent health and safety advice from...</b>	Staffordshire County Council Health, Safety and Wellbeing Service
<b>The contact details are...</b>	<p style="text-align: center;"><b>Dean Willetts</b>            Health, Safety &amp; Wellbeing Service Staffordshire County Council, 2 Staffordshire Place, Tipping Street, Stafford, ST16 2DH</p> <p style="text-align: center;">Tel: 01785 355777 / Fax: 01785 355842            Mobile No: 07773 791499 e-mail: <a href="mailto:dean.willetts@staffordshire.gov.uk">dean.willetts@staffordshire.gov.uk</a></p>
<b>In an emergency we contact...</b>	Duty Officer - <a href="mailto:shss@staffordshire.gov.uk">shss@staffordshire.gov.uk</a> Tel: 01785 355777

### Monitoring Health and Safety:

<b>Name of person(s) responsible for the overall monitoring of health and safety in school:</b>	Matt Allman (Headteacher) Wendy Bennett (School Business Manager)
<p>The School Business manager is responsible for the monitoring of health and safety. This is completed through the annual Health and Safety evaluation checklist completed in October every year, the annual self-audit completed in January, and the regular external audits completed by the Health, Safety and Wellbeing service, last completed March 2014 and next one is being completed in October 2018. All generate action points which formulate an annual plan for Health and Safety and this along with an annual Health and Safety report is developed for the Governing Body. Health and Safety is an Agenda item at Full Governors meetings throughout the academic year.</p>	
<p>The school carries out formal self-evaluation through the annual Health and Safety Checklist in October of each year and an annual self-audit on the management of health and safety each January.</p>	
<b>The last self-audit took place:</b>	Date: January 2018 By: Wendy Bennett
<b>Name of person responsible for monitoring the implementation of health and safety policies:</b>	Wendy Bennett (School Business Manager)
<p style="text-align: center;">All staff are aware of the key performance indicators in part E and how they are Monitored</p>	
<p style="text-align: center;">Workplace inspections / DSE inspections are undertaken every two years and are completed by individual employees supported by Wendy Bennett.</p>	

## Detailed Health and Safety Arrangements

### Accident Reporting, Recording & Investigation:

Our arrangements for recording and investigating are that the School Business Manager is responsible for investigating accidents. Dependent upon the accident she may be supported by the Health and Safety Adviser. All first aiders will complete the relevant accident form dependent upon whether a student, staff member or visitor has sustained an accident whilst in school. The School Business Manager will then report the accident to the Health, Safety and Wellbeing Service team.

The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is Wendy Bennett (School Business Manager) who liaises with the County Health, Safety and Wellbeing Co-ordinator.

Our arrangements for reporting to the Governing Body are through Full Governors meetings and via our Link Manager for Leadership & Management.

The School Business Manager reviews accidents and identifies any trends if applicable whilst reporting any accidents to the Health, Safety and Wellbeing Service team.

### Asbestos:

<b>Name of Premises Manager responsible for Managing Asbestos:</b>	Wendy Bennett (School Business Manager)
<b>Location of the Asbestos Management Log or Record System:</b>	Located in the Site Office
Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are to formally show the asbestos register as part of hazard exchange meetings with contractors. Contractors are then required to sign to denote they have read and had full sight of the register.	
Our arrangements to ensure all school staff such as class teachers or caretakers have information about asbestos risk on the premises. All new starters are informed about the asbestos register during induction into school. Asbestos has been discussed as part of staff meetings, although there is smaller risk in the newer parts of the school buildings.	
<b>Staff must report damage to asbestos materials to the School Business Manager:</b>	Wendy Bennett (School Business Manager)
Staff must not drill or affix anything to walls without first obtaining approval from the School Business Manager.	

### Communication:

<b>Name of SLT member who is responsible for communicating with staff on health and safety matters:</b>	Wendy Bennett (School Business Manager)
Our arrangements for communicating about health and safety matters with all staff Are regular staff meetings and updates on Health and Safety matters.	

Staff can make suggestions for health and safety improvements by raising these with the School Business Manager, member of the site team, a local union representative, staff governor or their line manager.

#### Construction Work:

<b>Name of person coordinating any construction work / acting as client for any construction project:</b>	Wendy Bennett (School Business Manager)
Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are that the school purchases an SLA with Property Services who facilitate any large capital improvement projects. 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 that prior to any works a hazard exchange is completed detailing the above.	
Our arrangements for the induction of contractors are that prior to works commencing an induction is completed with Wendy Bennett (School Business Manager).	
Staff should report concerns about contractors to Wendy Bennett (School Business Manager).	
We will review any construction activities on the site through planned and unplanned visits from the Property Services Surveyors, Health and Safety inspections.	

#### Consultation:

<b>Name of SLT member who is responsible for consulting with staff on health and safety matters:</b>	Matt Allman (Headteacher) Wendy Bennett (School Business Manager)
Our arrangements for consulting with staff on health and safety matters are staff briefings & staff meetings.	
Staff can raise issues of concern by speaking directly to Matt Allman (Headteacher), Wendy Bennett (School Business Manager) or any member of the Site Team. Alternatively, concerns can also be raised by email to any of the above.	

#### Contractor Management:

<b>Name of person responsible for managing and monitoring contractor activity:</b>	Wendy Bennett (School Business Manager)
Our arrangements for selecting competent contractors are that major works are supported by Property Services Engineers and works are awarded to County Approved Contractors.	
Our arrangements for the exchange of health and safety information / risk assessments / safe working arrangements / monitoring are that Hazard exchange meeting are conducted prior to any works being completed.	
Our arrangements for the induction of contractors are that Wendy Bennett (School Business Manager) completes an induction with all contractors who work on the school site.	

Staff should report concerns about contractors to Wendy Bennett (School Business Manager).

#### Curriculum Areas - Health & Safety:

<b>Name of person who has overall responsibility for the curriculum areas as follows:</b>	David Brown - Science Department
	Alison Cartwright D&T Department
	Sam Foster -PE Department
	Jon Hood - Music Department
	Richard Hughes - Drama Department
Risk assessments for these curriculum areas are the responsibility of the staff who have the subject knowledge supported by Wendy Bennett (School Business Manager).	

#### Display Screen Equipment Use (including PC's, laptops and tablets):

The school assesses the risk of the use of computers / laptops by carrying out a DSE assessment for staff and students using this type of equipment continuously and regularly for over an hour.	
Our arrangements for carrying out DSE assessments are that staff will complete a DSE questionnaire and receive support from the ICT technician and Site Team.	
<b>Name of person who has responsibility for carrying out Display Screen Equipment Assessments:</b>	Wendy Bennett (School Business Manager)
<b>DSE assessments are recorded and any control measures required to reduce risk are managed by:</b>	Wendy Bennett (School Business Manager)

#### Educational Visits / Off-Site Activities:

<b>Name of person who has overall responsibility for Educational Visits:</b>	Matt Allman (Headteacher)
<b>The Educational Visits Coordinator is:</b>	Ian Rose (Deputy Headteacher)
Our arrangements for the safe management of educational visits are that risk assessments are completed on Evolve for all Educational Visits.	

#### Electrical Equipment (fixed & portable):

<b>Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:</b>	Wendy Bennett (School Business Manager)
<b>Fixed electrical wiring test records are located:</b>	On the school hard drive
All staff visually inspect electrical equipment before use.	
Our arrangements for bringing personal electrical items onto the school site are that staff are discouraged from bringing in portable electrical appliances, any permitted appliances will be PAT tested by the School Business Manager.	

<b>Name of person responsible for arranging the testing of portable electrical equipment (PAT):</b>	Wendy Bennett (School Business Manager)
<b>Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:</b>	Wendy Bennett (School Business Manager)
<b>Portable electrical equipment (PAT) testing records are located:</b>	On the school hard drive
<b>Staff must take defective electrical equipment out of use and report to:</b>	Wendy Bennett (School Business Manager)
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.	

**Fire Precautions & Procedures (and other emergencies including bomb threats):**

<b>Name of competent person responsible for undertaking &amp; reviewing fire risk assessment in addition to any associated action planning:</b>	Wendy Bennett (School Business Manager)
<b>The Fire Risk Assessment is located in the Health and Safety folder on Staff Share:</b>	On school hard drive & a copy in the SBM office
<b>When the fire alarm is raised the person responsible for calling the fire service is:</b>	Name: Leisa Hoare, Receptionist
<b>Name of person responsible for arranging and recording of fire drills:</b>	Wendy Bennett (School Business Manager)
<b>Name of person responsible for creating and reviewing Fire Evacuation Arrangements:</b>	Wendy Bennett (School Business Manager) will support individual staff with the PEEPS for specific students
<b>Our Fire Evacuation Arrangements are published in each classroom of school:</b>	Location in each classroom and on school hard drive
<b>Our Fire Marshals are listed on notices around school:</b>	Matt Allman, Wendy Bennett, Paul Coleman, Mark Robinson, Kevin Litherland & Dave Nicholls
<b>Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at:</b>	Site Office & SBM Office
<b>Name of person responsible for training staff in fire procedures:</b>	Wendy Bennett (School Business Manager)
All staff must be aware of the Fire Procedures in school.	

**First Aid:**

<b>Name of person responsible for carrying out the First Aid Assessment:</b>	Wendy Bennett (School Business Manager)
<b>The First Aid Assessment is located:</b>	Location: School Business Manager's Office
<b>First Aiders are listed:</b>	In the staff room and on notices around school which identify: Nina Heanan, Dominic Hucks, Paul Coleman, Alison Cartwright, Angela Brough, Karen Dubberley Ellie-May Lindop, Wendy Bennett, Deborah Rackham, Clelia Freeman, Sarah Flynn, Louise Aston, Anne Armour, Rachel Ingram, Christine Timmins, Lisa Williams, Sam Haywood, Lucy Webb, Steph Flanagan. Sophie Grigg
<b>Name of person responsible for arranging and monitoring First Aid Training:</b>	Wendy Bennett (School Business Manager)
<b>Location of First Aid Box:</b>	A number are located around school
<b>Name of person responsible for checking &amp; restocking first aid boxes:</b>	Nina Heanan (Reprographics & First Aid Lead)
In an emergency staff are aware of how to summon an ambulance through the school office.	
Our arrangements for dealing with an injured person who has to go to hospital are that Nina Heanan (or replacement) contact parents (or alternatives on school records) and then accompanies the student to hospital.	
<b>Students:</b>	Parents / carers are contacted by the office and a member of staff will accompany the student in the ambulance.
<b>Staff:</b>	A colleague will accompany the individual to hospital in the ambulance. Student Support or SLT will contact the next of kin to advise of the emergency.
<b>Visitors:</b>	A member of staff will accompany the visitor to the hospital. SLT will make arrangements to contact the visitor's workplace / emergency contact and advise them of the situation.
Our arrangements for recording the use of First Aid are accident forms for students, staff and visitors are kept in the medical room, individuals who administer first aid will complete the accident forms, these are then reviewed weekly by Wendy Bennett, School Business Manager.	

## Glass & Glazing

<b>Name of person to notify of breakage of glass or glazing:</b>	Wendy Bennett (School Business Manager)
All glass in doors and side panels are constructed of safety glass.	
All replacement glass is of safety standard.	

## Hazardous Substances (COSHH):

<b>Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments):</b>	Wendy Bennett (School Business Manager)
Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc) are that COSHH data sheets are maintained for all chemicals in school, chemicals are stored the manufacturer's guidance. Appropriate training has taken place for the use of chemicals and forms part of the new starter induction process. The school uses CLEAPPS as a resource and all staff must be aware of how to access this information.	

## Health and Safety Law Poster:

<b>The Health and Safety at Work poster is located:</b>	In the main school office
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## Housekeeping, Cleaning & Waste Disposal:

All staff and students share the responsibility for keeping the school site clean, tidy and free from hazards.	
Our waste management arrangements are that general waste is collected weekly on Thursday mornings. Meanwhile, recycled waste is collected every other Thursday morning.	
Our site housekeeping arrangements are that cleaning staff change bin bags on a daily basis. Hazardous waste is collected by arrangement through Wendy Bennett or one of the Site Team.	
<b>Site cleaning is provided by the in house cleaning team which is led by:</b>	Zenia Fairfield (Cleaning Supervisor ) who is available on site from 7am-9am and 3pm-6.15pm
Cleaning staff have received appropriate information, instruction and training and are competent.	
Work equipment training is completed locally by Zenia Fairfield.	
Hazardous substances training was completed in September 2018 by School Business Manager via on-line training. COSHH information is displayed kept in the Cleaning Office. All COSHH assessments are in the SBM office.	
Waste skips and bins are located away from the school building.	
All staff / students are aware of waste disposal arrangements and the location of waste bins and skips.	
Staff in all depts who generate waste (Eg - catering / cleaning / curriculum areas) must be aware of the risk assessments and control measures in place for their role.	



**Infection Control:**

<b>Name of person responsible for managing infection control:</b>	Wendy Bennett (School Business Manager)
Our infection control arrangements (including communicable diseases/hand hygiene standards) are that cleaning is undertaken by our in house cleaning team. There is a clear escalation process of detailing with infection control and the chemicals utilised in the escalation process are effective in the eradication of common infection e-coli, MRSA.	

**Lettings:**

<b>Name of Premises Manager or member of Leadership team responsible for Lettings:</b>	Wendy Bennett (School Business Manager)
Our arrangements for managing Lettings of the school /rooms or external premises are: for all lettings a risk assessment is completed with the individual making the booking, the emergency health and safety arrangements are discussed at the initial booking and the caretaker is on hand to assist with any issues.	
The health and safety considerations for Lettings are considered and reviewed systematically regularly.	
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.	

**Lone Working:**

Our arrangements for managing lone working are that lone working is rare and should this occur the member of staff gives a member of SLT the details of where they are going and the timescales. They are then required to telephone / text at the conclusion of the work to report it has concluded and they are safe.
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**Maintenance / Inspection of Equipment (including selection of equipment):**

<b>Air conditioner service carried out by MITIE:</b>	4 per year
<b>Boiler service carried out by Thomlinson's:</b>	Annually
<b>Fixed electrical test carried out by SCC contractor:</b>	Every 5 years
<b>PAT Tests completed:</b>	Annually
<b>Emergency lighting service carried out by Trinity Protection:</b>	2 per year
<b>Emergency lighting 'flick' testing carried out in the house:</b>	2 per year
<b>Fire-fighting appliances inspected / tested by Chubb:</b>	Monthly
<b>Fire alarm service carried out by Trinity Protection:</b>	2 per year

<b>Intruder alarm maintenance carried out by Chubb:</b>	2 per year
<b>Fire alarms service carried out by Trinity Protection:</b>	2 per year
<b>Gas soundness test carried out by MITIE:</b>	Annually
<b>Water hygiene risk assessments service carried out by HERTEL:</b>	Annually
<b>Water hygiene service and testing service carried out by IWS:</b>	2 per annum
<b>Water temperature testing carried out in house:</b>	Monthly
<b>Ladder safety check carried out in house:</b>	2 per year
<b>Fume cupboard testing carried out by Zurich Municipale:</b>	Annually
<b>Lifting equipment checks carried out by Arjohuntleigh:</b>	Annually
<b>PE equipment annual check by Gymfix:</b>	Annually
<b>D&amp;T LEV extraction units checked by HSB Houghton</b>	Annually
<b>Pottery kiln checked by Stanton Kilns:</b>	Annually
<b>Kitchen extraction hood deep cleaned:</b>	Annually
<b>Flushing of little used water outlets in the house:</b>	Weekly
<b>Mini bus oil &amp; windscreen wiper fluid checked:</b>	Weekly
<b>Name of person responsible for the selection, maintenance / inspection and testing of equipment:</b>	Wendy Bennett (School Business Manager)
<b>Records of maintenance and inspection of equipment are retained and are located:</b>	Wendy Bennett (School Business Manager)
<b>Name of person(s) any broken or defective equipment is reported to:</b>	Wendy Bennett (School Business Manager), the Site Team or ICT / Network Team
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.	

### Manual Handling:

<b>Name of competent person responsible for carrying out manual handling risk assessments:</b>	Wendy Bennett (School Business Manager)
Our arrangements for managing manual handling activities are that the activity is risk assessed and then where necessary specialised equipment is utilised. Manual handling is covered as part of the induction training.	
Staff must 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 student / parents / carers / support staff).

#### Medication:

<b>Name of person responsible for the management of and administration of medication to students in school:</b>	Nina Heanan (Reprographics & First Aid Lead) is responsible and the administration is delegated to trained staff
Our arrangements for the administration of medicines to students are detailed in the staff handbook. All medication is kept in a locked cabinet in the medical room, administered medication is recorded in the school medicine record book and signed by a member of staff.	
<b>The name of staff who are authorised to give / support / supervise students with medication are:</b>	Nina Heanan (Reprographics & First Aid Lead)
<b>Medication is stored:</b>	In the medical room in a locked cabinet.
<b>A record of the administration of medication is located:</b>	In the medical room
Students who administer and/or manage their own medication in school are authorised to do so by the Lead First Aider 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. Annual training takes place for these staff.	
Our arrangements for administering emergency medication (Eg - asthma inhaler, epipen, etc) are kept by the Lead First Aider.	
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.	

#### 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.	
<b>Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for school staff:</b>	Line managers supported by Wendy Bennett (School Business Manager)
<b>Name of person responsible for the checking and maintenance of personal protective equipment provided for staff:</b>	Line managers supported by Wendy Bennett (School Business Manager)

PPE provided for use in curriculum lessons is not “personal” as it is provided by students in classroom situations.

**Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for students:**

Individual staff supported by Wendy Bennett  
(School Business Manager)

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 student PPE:**

Individual staff supported by Wendy Bennett  
(School Business Manager)

#### Reporting Hazards or Defects:

All staff and students must report any hazards, defects or dangerous situations they see at school.

Our arrangements for the reporting of hazards and defects are that these are to be reported to the School Business Manager or to one of the school caretakers.

#### Risk Assessments:

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

Risk assessments are in place for a wide range of practices and processes including: (i) Premises and grounds; (ii) Curriculum / classrooms; (iii) Hazardous activities or events; (iv) Lettings or contract work which may affect staff or students in the school; (v) Fire risks; (vi) Hazardous substances work; (vii) Equipment; (viii) Manual handling activities; (ix) Risks related to individuals; Eg - health issues.

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

Line managers supported by Wendy Bennett  
(School Business Manager)

Our arrangements for carrying out, recording, communicating and reviewing risk assessments are: all risk assessments are kept on the staff share and updated regularly by the subject lead, premises Manager or Health and Safety Co-ordinator.

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.

#### Smoking:

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

### Stress and Staff Well-Being:

<b>Name of person(s) who has overall responsibility for the health and wellbeing of school staff:</b>	Matt Allman (Headteacher) Lottie Hearn (Assistant Headteacher)
All staff have responsibility to take care of their own health and wellbeing and the school supports staff to do this through the provision of Occupational Health & a staff well-being programme.	
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 well-being issues at work.	
Individual stress risk assessments take place when a member of staff requires additional individual support.	

### Training & Development:

<b>Name of person(s) who has overall responsibility for the training and development of staff:</b>	Matt Allman (Headteacher) Lottie Hearn (Assistant Headteacher)
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 an annual assessment of the Health and Safety training needs is undertaken and then budget allocated to ensure the needs are then addressed.	
Training records are retained by the HR Officer.	

### Vehicles Owned or Operated by the School:

<b>Name of person who has overall responsibility for the school vehicles:</b>	Matt Allman (Headteacher)
<b>The school operates 2 minibuses:</b>	PO56 YZG & DS57 PXL
<b>Name of person who manages the driver medical examinations:</b>	Wendy Bennett (School Business Manager)
<b>Name of person who manages the vehicle license requirements:</b>	Wendy Bennett (School Business Manager)
<b>Name of person who undertakes vehicle checks such as oil, water and routine roadworthiness:</b>	Wendy Bennett (School Business Manager) via 12 weekly services completed by Maybrook Motors.
<b>Name of person who arranges servicing and maintenance of the academy vehicles:</b>	Wendy Bennett (School Business Manager)
Our arrangements for the safe use of school vehicles are that all drivers must have completed the Staffordshire Minibus drivers course. They undertake a visual check ahead of the use of the vehicle.	

### Vehicle Movement on Site:

<b>Name of Premises Manager responsible for the management of vehicles on site:</b>	Wendy Bennett (School Business Manager)
Our arrangements for the safe access and movement of vehicles on site are the site is opened at 6.30am, Monday to Friday and closed at 10.30pm every evening. There is a one way system in place to avoid congestion and a 5 mile per hour speed limit. Deliveries to school are routinely discouraged between school drop-off and pick up times. Staff are placed on duty at the beginning and end of the day to manage the flow of the carpark. At all times members of staff are on duty. School buses arrive at site and are directed towards the main car park. Staff are on duty to supervise students waiting for buses. Students have allocated areas to wait for buses. Staff remain on duty till all buses have left the site.	

### Violence / Aggression & School Security:

The school provides a place of work which is designed and managed to minimise the risk of violence and aggression to staff, students 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.	
<b>Staff and students must report all incidents of verbal &amp; physical violence to:</b>	Wendy Bennett (School Business Manager)
<b>Incidents of verbal &amp; physical violence are investigated by:</b>	Wendy Bennett (School Business Manager)
<b>Name of person who has responsibility for site security:</b>	Wendy Bennett (School Business Manager)
Our arrangements for site security are that the site will be locked by the Caretaker and unlocked another Caretaker at allotted times. CCTV is in operation in a large part of the school. The site is partly surrounded by perimeter fencing and access can be obtained by the main reception in the day.	

### Volunteers

<b>Name of person who has overall responsibility for managing / coordinating volunteers working within the school:</b>	Lisa Pratt (HR Officer) Oli Forster (Assistant Headteacher) Carrie Cain (Assistant Headteacher)
Volunteers are considered as a member of staff and all health and safety arrangements including induction and training must apply.	

### Water System Safety

<b>Name of Premises Manager responsible for managing water system safety:</b>	Wendy Bennett (School Business Manager)
<b>Name of contractors who have undertaken a risk assessment of the water system:</b>	Hertel

<b>Name of contractors who carry out regular testing of the water system:</b>	IWS Water Systems
<b>Location of the water system safety manual / testing log:</b>	Site office
Our arrangements to ensure contractors have information about water systems are that a meeting is arranged with Wendy Bennett, School Business Manager who will go through the arrangements.	
Our arrangements to ensure all school staff carrying out checks or testing or maintenance have information about the water system: induction meetings arranged to go through these arrangements, Health and Safety induction with the Health and Safety Adviser	

### Working at Height

<b>Name(s) of person responsible managing the risk of work at height on the premises:</b>	Wendy Bennett (School Business Manager)
Work at height is avoided where possible.	
Our arrangements for managing work at height are that we benefit from being a largely single storey building. Activities that involve working at height are risk assessed and where necessary specialist equipment is used; Eg - scaffolding for roof work.	
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 by Wendy Bennett (School Business Manager).	

### Work Experience

<b>Name of person who has overall responsibility for managing work experience and work placements for school students:</b>	Carrie Cain (Assistant Headteacher)
Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are that parents are required to complete a form detailing the work experience placement for their child, this is then reviewed against Staffordshire's register to determine whether this has been risk assessed and insurance is in place. If not then a Work Experience Co-ordinator at Entrust supports with a Health and Safety Inspection and risk assessment and insurance requirements.	
<b>The name of the person responsible for the health and safety of people on work experience in the school premises:</b>	Wendy Bennett (School Business Manager)
Our arrangements for managing the health and safety of work experience students in the school are that all students receive an induction from Irene Ward before they start their work experience, they are buddied up with a colleague for the period of work experience.	

## Health & 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.

Consequently, the school evaluates success in Health, Safety and wellbeing in the following ways:

- Performance at external audit by our Staffordshire Health and Safety Adviser
- Maturity rating determined by external verifier
- Completion of the Health and Safety Audit action plan
- Annual completion of Health and Safety Self Evaluation
- Submission of yearly Self Audit by 31<sup>st</sup> January each year
- Minutes of Governor's meetings
- Staff surveys

The school's health and safety procedures are continually live and regularly reviewed and updated as part of ensuring consistently high levels of practice across the site and beyond.

<b>Reviewed By</b>	Full Governors	<b>Implementation Date</b>	Oct 2018	<b>Review Date</b>	Oct 2019
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