



Growing together, hand in hand

Health, Safety and Wellbeing Policy

May 2025

Pending Governor Approval

Audience:	Staff/Governors/Public
Frequency of Review:	Annually
Post-holder responsible for Review:	Headteacher

Introduction

A. Introduction

This policy statement complements (and should be read in conjunction with) the Staffordshire County Council Health, Safety and Wellbeing Policy. It records the local organisation and arrangements for implementing the County Policy.

B. Policy Statement

The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Governing Board 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.

In compliance with the Health and Safety at Work Act, this schools Governing Board 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 are 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 representative's forms part of this policy.

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

<i>[Signature]</i>	<i>[Signature]</i>
Mr Byron Preece Chair of Governors/Board	Mrs Nicki Costello and Mrs Emilie Lees Headteachers
Date:	Date:

C. Management Arrangements

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

Competent Health & Safety Advice	
The school obtains competent health and safety advice from	Health, Safety & Wellbeing Service Staffordshire County Council
The contact details are	Dean Willetts – Health & Safety Advisor Dean.willetts@staffordshire.gov.uk
In an emergency we contact 01785 355777 (Duty Officer)	

Monitoring Health & Safety	
Name of person(s) responsible for the overall monitoring of health and safety in school:	Mrs Nicki Costello and Mrs Emilie Lees Headteacher
Our arrangements for the monitoring of health and safety are: <ul style="list-style-type: none"> • Discussing any areas of concern at weekly staff and Strategic Leadership Team meetings • Include Health & Safety as a regular agenda item at Governor meetings • Produce an annual report on Health, Safety and Wellbeing to the Governing Board • Termly Health & Safety site walk with Co-heads and Office Manager and Site and Buildings Supervisor. • Daily site walk by Christopher Nicholls Site and Buildings Supervisor. 	
The school carries out formal evaluations and audits on the management of health and safety on an annual basis.	
The last audit took place	Date: January 2023
Name of person responsible for monitoring the implementation of health and safety policies	Mrs Nicki Costello and Mrs Emilie Lees
All staff are aware of the key performance indicators in part E and how they are monitored	
Workplace inspections	Mrs Nicki Costello and Mrs Emilie Lees Mr Christopher Nicholls
Building inspections	Mrs Nicki Costello and Mrs Emilie Lees Mr Christopher Nicholls
Inspections of outdoor spaces and equipment including play equipment, playgrounds, benches, trees & paths, and the school field	Mr Christopher Nicholls

D. Detailed Health and Safety Arrangements

Further information is available from Health, Safety and Wellbeing Service in any of these areas, and you may also view the information on the SLN

<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.

Accident Reporting, Recording & Investigation

Our arrangements for recording and investigating:

Pupil accidents are recorded in the pupil accident book by the first aider dealing with the incident. Serious pupil accidents e.g. where a pupil has to be taken off site for medical attention must be reported to the Strategic Health and Safety Service on the County Accident and Investigation Report Form (online) as soon as possible.

Adult accidents including staff, visitors, contractors etc must be entered in the Accident Book in the office AND must be reported to the Strategic Health and Safety Service on the County Accident and Investigation Report form (online) as soon as possible who will report these to HSE if necessary on the school's behalf.

The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is:

Dean Willetts (Health & Safety Advisor)

Our arrangements for reporting to the Governing Board are:

The preparation of a summary of accident types and causes will be presented to the Governing Board at regular intervals.

Asbestos

Name of Premises Manager responsible for Managing Asbestos.

Mr Christopher Nicholls

Location of the Asbestos Management Log or Record System.

Paper Copy in School Office
Staff share drive
Entrust Property Portal

Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are:

Contractors must view the Asbestos Register and sign the 'Declaration of Understanding' to confirm that they have read and understood the information contained within the document prior to commencing any work on site.

An intrusive works form must also be completed if required, and no work permitted if works likely to disturb Asbestos without the prior approval from SCC Asbestos Management Team.

Any work involving ACM's is only carried out by SCC approved contractors.

Our arrangements to ensure all school staff such as class teachers or caretakers have information about asbestos risk on the premises:

School follow the SCC Asbestos management arrangement policy and can seek advice/support from Entrust Asbestos management team.

Staff are made aware that the Asbestos Register is located in the School Office and that it includes information about the location of any asbestos containing materials in school.

New starters during induction and volunteers are informed about the Asbestos Register and shown the locations map of Asbestos in school, and specifically their work area.

An annual reminder is also given to staff about school policy regarding Asbestos during an INSET training day, and an Asbestos awareness leaflet is shared with staff.

Asbestos information is also available via the H&S folder on the staff share drive.

Staff must report damage to asbestos materials

Mr Christopher Nicholls

to:	
Staff must not drill or pin anything to walls/ceilings without first obtaining approval from the Site and Buildings Supervisor.	
Any changes to ACM's are reported to the SCC Asbestos Management Team.	

Communication	
Name of SLT member who is responsible for communicating with staff on health and safety matters:	Mrs Nicki Costello and Mrs Emilie Lees
Our arrangements for communicating about health and safety matters with all staff are: Via Staff Meetings, Staff Briefings and via Microsoft Teams	
Staff can make suggestions for health and safety improvements by: Speaking to either Mrs Nicki Costello, Mrs Emilie Lees, Mrs Paula Bishop or Mr Christopher Nicholls.	

Construction Work *See also Contractor Management	
Name of person coordinating any construction work / acting as Client for any construction project.	Mrs Paula Bishop & Mr Christopher Nicholls
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. Support from Entrust Property Surveyors.	
Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: To undertake meetings at appropriate timescales during the course of the project and to ensure that all risk assessments and all associated documents including hazard exchange, intrusive works, hot work permit forms are completed.	
Our arrangements for the induction of contractors are: To undertake pre-project meetings on site and complete hazard exchange process.	
Staff should report concerns about contractors to: Mrs Paula Bishop or Mr Christopher Nicholls	
We will review any construction activities on the site by: Undertaking on-site inspections and by reviewing the Hazard Exchange process to ensure control measures are appropriate and review where necessary. Site and Buildings Supervisor to check-in daily with contractor to discuss/review construction activities and provide up-dates to staff as required.	

Consultation	
Name of SLT member who is responsible for consulting with staff on health and safety matters:	Mrs Nicki Costello and Mrs Emilie Lees
The name of the Trade Union Health and Safety Representative is:	Ann-Marie Davies (Unison)
Our arrangements for consulting with staff on health and safety matters are: Via Staff Meetings, Staff Briefings and Microsoft Teams	
Staff can raise issues of concern by: Speaking to Mrs Nicki Costello and Mrs Emilie Lees Reporting via the Site Management teams group Filling in a Health and Safety concerns form.	

Contractor Management	
Name of person responsible for managing and monitoring contractor activity	Mr Christopher Nicholls Site and Buildings Supervisor
Our arrangements for selecting competent contractors are: To follow the Staffordshire County Councils approved procurement process. Entrust provide support in selecting contractors. Check relevant industry safety qualifications.	
Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: All documents relating to the works will be completed and exchanged prior to any work commencing. These will be live documents and kept under review should any changes be identified during the works. Regular site inspections will be undertaken and communication between school and contractors maintained on a daily basis.	
Our arrangements for the induction of contractors are: Undertake pre-contract meeting prior to commencement and discuss the project plan and timelines.	
Staff should report concerns about contractors to: Mr Christopher Nicholls or Mrs Paula Bishop	

Curriculum Areas – Health & Safety	
Name of person who has overall responsibility for the curriculum areas as follows: TLA Lead DT PE Trips	Mr Luke Holmes Class teachers
Risk assessments for these curriculum areas are the responsibility of: Classrooms PE Trips	Class teachers Mr Luke Holmes Class teachers
Display Screen Equipment use (including PC's, Laptops & Tablets)	
The school assesses the risk of the use of computers/laptops by carrying out a DSE assessment for staff using this type of equipment continuously and regularly for over an hour.	
Our arrangements for carrying out DSE assessments are: Mrs Nicki Costello and Mrs Emilie Lees will contact Dean Willetts (Health & Safety Advisor) to carry out DSE assessments on an annual basis. Control measures will be put in place as appropriate.	
Name of person who has responsibility for carrying out Display Screen Equipment Assessments	Mrs Nicki Costello and Mrs Emilie Lees with Dean Willetts
DSE assessments are recorded and any control measures required to reduce risk are managed by	Mrs Nicki Costello and Mrs Emilie Lees

Early Years Foundation Stage (EYFS)	
Name of person who has overall responsibility for EYFS	Mrs Claire Campbell (Nursery Manager) Mrs Stacey Jukes (Phase Leader)

Our arrangements for the safe management of EYFS are:	
To manage the area in line with the Early Years Foundation Stage Policy.	
To manage the area in line with the Public Health Agency best practice advice for nurseries and childcare settings for infection prevention and control.	
Daily recorded outside play area inspections completed by Nursery/Reception staff	
Early years specific classroom risk assessments completed annually by Nursery Manager/Reception Teacher with support from Site and Buildings Supervisor.	

Educational Visits/Off Site Activities	
Name of person who has overall responsibility for Educational Visits	Mrs Nicki Costello and Mrs Emilie Lees
The Educational Visits Coordinator is	Mrs Laura Smith
Our arrangements for the safe management of educational visits:	
Staff must seek permission from the Headteacher for the trip to take place.	
Short journeys do not require a trainer first aider on the coach i.e. swimming lessons	
See trips and visits policy.	

Electrical Equipment (fixed & portable)	
Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	Mr Christopher Nicholls
Fixed electrical wiring test records are located:	School Office Entrust Asset Management Portal
All staff visually inspect electrical equipment before use.	
Our arrangements for bringing personal electrical items onto the school site are:	
Staff are requested not to bring personal equipment onto the school site.	
If personal equipment is bought onto the school site it must be PAT tested first and approval obtained from the Site and Buildings Supervisor prior to use.	
Name of person responsible for arranging the testing of portable electrical equipment (PAT):	Mr Christopher Nicholls
Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:	Mr Christopher Nicholls
Portable electrical equipment (PAT) testing records are located:	School Office Staff Share Drive
Staff must take defective electrical equipment out of use and report to:	Site and Buildings Supervisor
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 inc bomb threats)	
Name of competent person responsible for undertaking & reviewing fire risk assessment in addition to any associated action planning	Mr Christopher Nicholls Mrs Emilie Lees and Mrs Nicki Costello
The Fire Risk Assessment is located	School Office Staff share drive
When the fire alarm is raised the person	Senior Fire Marshall

responsible for calling the fire service is OR The site has a fire alarm which activates a response from (a 3rd party / listening service)	Office Staff
Name of person responsible for arranging and recording of fire drills	Mr Christopher Nicholls Mrs Paula Bishop
Name of person responsible for creating and reviewing Fire Evacuation arrangements	Mrs Nicki Costello and Mrs Emilie Lees Mr Christopher Nicholls Mrs Paula Bishop
Our Fire Evacuation Arrangements are published	Fire Action Notices displayed throughout the school. Fire Evacuation route maps in each classroom. Fire Emergency Evacuation Plan stored in staff share drive and on the school website.
Our Fire Marshals are listed	In the Fire Emergency Evacuation Plan and displayed in the School Office.
Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at	Site and Buildings Supervisor Office.
Name of person responsible for training staff in fire procedures	Mrs Nicki Costello and Mrs Emilie Lees
All staff must be aware of the Fire Procedures in school and receive annual refresher training. Annual Fire Safety training via National College online course. Fire Wardens training via National College online course.	

First Aid *see also Medication	
Name of person responsible for carrying out the First Aid Assessment	Mrs Lynn Horton (First Aider)
The First Aid Assessment is located	School Office
First Aiders are listed	School Office
Name of person responsible for arranging and monitoring First Aid Training	Mrs Lisa Deeley
Location of First Aid Boxes	School Office Class rooms Staffroom
Name of person responsible for checking & restocking first aid boxes	Mrs Lynn Horton (First Aider)
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):	
Pupils	Parents/Carers are contacted and advised to take the injured child to hospital. If they are unable, a member of staff will escort the pupil until a parent/carer can attend.
staff	Staff either will drive themselves (if able) or be taken by a colleague or a next of kin will be contacted.

visitors	Visitors will drive themselves (if able) or be taken by a member of staff.
Our arrangements for recording the use of First Aid are: First aid book is located in the school office. First aid book is located in Reception for Early Years Staff use only.	

Forest Schools	
Name of person in school who leads on Forest School activity	Mrs Vanessa Webb (HLTA)
Our arrangements for developing, organising and running Forest School activity are: The use of tools and fire is a hugely beneficial learning experience and we understand that by allowing pupils to use tools and light fires there are significant risks. We ensure that risk assessments are completed and that staff have the appropriate training, first aid provision is in place as well as emergency procedures. Protective equipment is provided and supervision levels are correct.	

Glass & Glazing
All glass in doors and side panels are constructed of safety glass
All replacement glass is of safety standard
Glazing survey on Entrust Property portal
SCC approved contractors used if replacement glass required

Hazardous Substances (COSHH)	
Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)	Mr Christopher Nicholls with the support of Dean Willetts (Entrust)
Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are: All staff required to handle hazardous substances are trained appropriately and required PPE is provided. COSHH safety data sheets and Risk Assessments are kept in the Site and Buildings Supervisor office. Cleaning cupboard has COSHH advice and data sheets for all cleaning products used. All products are stored in lockable areas away from children, and in accordance with the recommendations on the safety data sheets.	

Health & Safety Law Poster	
The Health and Safety at Work poster is located:	Staff Hub

Housekeeping, cleaning & waste disposal
All staff and pupils share the responsibility for keeping the school site clean, tidy and free from hazards.

<p>All staff are aware of the arrangements for disposing of waste and the location of waste bins and skips. Staff in all Depts. who generate waste (e.g.catering/cleaning/curriculum areas) are aware of the risk assessments and control measures in place for their role.</p>	
<p>Our waste management arrangements are: Trust Hygiene collections during term time only (Sharps disposal, Sanitary disposal and non-infectious clinical waste - sick bags etc) Hygienic Concepts collect nappy bins: during term time. Fortress provide co-mingled waste and food waste collections on a weekly basis. Food waste is separated from general waste due to a change in legislation. Separate bins are provided for the kitchen and dining hub and red bins are labelled for food only on the playground. Waste Skips and bins are located away from the school building External Playground bins are emptied daily. Internal recycling emptied regularly. Daily site litter pick by Site and Buildings Supervisor.</p>	
<p>Our site housekeeping arrangements are:</p>	
<p>Site cleaning is provided by:</p>	<p>In-house cleaning team lead by Site and Buildings Supervisor.</p>
<p>Cleaning staff have received appropriate information, instruction and training about the following and are competent:</p>	
<p>Correct use of work equipment including colour coded system</p>	
<p>Storage and use of hazardous substances</p>	
<p>Correct disposal of waste</p>	
<p>Use of PPE</p>	

Infection Control	
<p>Name of person responsible for managing infection control:</p>	<p>Mrs Nicki Costello and Mrs Emilie Lees Mr Christopher Nicholls</p>
<p>Our infection control arrangements (including communicable diseases/hand hygiene standards) are: implemented in line with the Health Protection Agency's guidelines for the control of infection and communicable diseases in Education.</p> <p>Regular hand washing for staff and pupils is encouraged and hand washing posters are displayed in all toilet areas.</p> <p>Staff to report any sightings or evidence of vermin/pests to the Site and Buildings Supervisor. A maintenance contract with Pestex is in place.</p> <p>Staff are to report any symptoms of infectious disease and follow school isolation procedures.</p> <p>Bodily fluids are to be cleaned up immediately using the sanitaire powder and staff to ensure they are wearing the required PPE.</p> <p>Hand sanitiser gel located in all rooms.</p> <p>All soap dispensers are checked daily and replenished as required.</p>	

Lettings	
Name of Premises Manager or member of Leadership team responsible for Lettings	Mrs Nicki Costello and Mrs Emilie Lees
Our arrangements for managing Lettings of the school rooms or external premises are: Regular meetings to take place between the hirer and the school. Lettings can only take place for disclosed activities.	
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.	

Lone Working
<p>Our arrangements for managing lone working are:</p> <ul style="list-style-type: none"> ➤ If staff are working alone on the school premises a mobile phone must be on them at all times. ➤ Staff to ensure regular contact with a designated person when lone working for long periods. ➤ Risk assessments in place for staff where required. ➤ No working at height or hazardous work permitted when lone working. ➤ During school holidays staff must notify Site and Buildings Supervisor when they are on site and when they are expected to leave.

Maintenance/Inspection of Equipment (including selection of equipment)	
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	Site and Buildings Supervisor
Records of maintenance and inspection of equipment are retained and are located:	School Office
Staff report any broken or defective equipment to:	The School Office/ Site and Buildings Supervisor
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	
Name of competent person responsible for carrying out manual handling risk assessments	Mr Christopher Nicholls and Mrs Paula Bishop with support from Dean Willetts (Entrust)
<p>Our arrangements for managing manual handling activities are:</p> <p>Staff required to manually handle equipment will have undertaken manual handling training. Manual handling risk assessment are completed. Control measures are in place to reduce the risk from manual handling activities.</p>	
Staff are 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.
A Flat bed trolley is provided to support 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).

Medication	
Name of person responsible for the management of and administration of medication to pupils in school.	Mrs Nicki Costello and Mrs Emilie Lees Mrs Hayley Porter (SENCO)
Our arrangements for the administration of medicines to pupils are: See Supporting pupils with medical conditions policy	
The names members of staff who are authorised to give / support pupils with medication are:	Mrs Lynn Horton (First Aider) Witnessed by another member of staff
Medication is stored:	Locked cupboard in school office Fridge in school office
A record of the administration of medication is located:	School Office
Pupils who administer and/or manage their own medication in school are authorised to do so by a class teacher 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: See Supporting pupils with medical conditions 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.	

Personal Protective Equipment (PPE) (links to Risk Assessment)	
PPE is provided free of charge where a risk assessment identifies this is needed to control a risk and the risk cannot be controlled by another means.	
Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for school staff.	Mrs Lynn Horton
Name of person responsible for the checking and maintenance of personal protective equipment provided for staff	Mrs Lynn Horton
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.	Mrs Nicki Costello and Mrs Emilie Lees
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.	Mrs Lynn Horton

Reporting Hazards or Defects

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:

Staff can report hazards and defects in the Site Management group on Microsoft Teams.

Staff can also complete a Health & Safety concern form for serious hazards, defects or dangerous situations, which are then escalated to the Co-Headteachers or a member of the SLT.

Mr Christopher Nicholls (Site and Buildings Supervisor) will complete the repairs or arrange for a contractor to attend site.

Signage will be displayed and areas cordoned off if required.

Risk Assessments

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

Risk assessments are in place for the following areas:

Premises – internal
 Premises – external
 Catering Activities by school staff
 Cleaning Activities by school staff
 General Classroom
 Grounds Maintenance activities by school staff
 Hazardous activities or events
 Lettings or contract work which may affect staff or pupils in the school
 Fire Risk Assessment
 Hazardous Substances
 Pupil Wellbeing
 Staff Wellbeing
 Work Equipment
 Manual handling activities
 Risks related to individuals e.g. health issues and expectant mothers.
 Covid-19

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

Mrs Nicki Costello and Mrs Emilie Lees
 Mr Christopher Nicholls and Mrs Paula Bishop

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

1. Identify the hazards
2. Decide who might be harmed and how.
3. Evaluate the risks and decide on precautions.
4. Record the findings and implement them.

5. Review the assessment and update if necessary.
Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments. Online training available via National College.
When an accident or incident occurs, a post risk assessment takes place when a new hazard is identified.
Risk assessments are created or reviewed when something new is introduced or a change has occurred.
All Risk Assessments are signed and dated by the Line Manager and Co-Headteachers.

Smoking/Vaping
No smoking or vaping is permitted on site.
Signage displayed at external entrances and main school internal entrance.

Stress and Staff Wellbeing	
Name of person who has overall responsibility for the health and wellbeing of school staff	Mrs Nicki Costello and Mrs Emilie Lees
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: Staff are encouraged to share concerns initially with their line manager. In the event that issues are not addressed, staff are encouraged to bring the matter to the attention of member of SLT.	
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 e.g. expectant mothers.	

Training and Development	
Name of person who has overall responsibility for the training and development of staff.	Mrs Nicki Costello and Mrs Emilie Lees
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: To ensure that all staff receive necessary training and refresher training appropriate to their role.	
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 in individual staff files.	
Training and competency as a result of training is monitored and measured by:	Mrs Nicki Costello and Mrs Emilie Lees

Vehicle movement on site	
Name of Premises Manager responsible for the management of vehicles on site	Mr Christopher Nicholls
<p>Our arrangements for the safe access and movement of vehicles on site are: During the school day the front entrance can only be accessed via intercom. Entrance to the carpark is via electric barrier and requires an access fob to enter. Barrier is down from 7.15 am and Electric gates closed from 8.40am. No deliveries permitted onto site during morning drop off and afternoon collection. External Premises risk assessment in place and reviewed annually.</p>	

Violence and Aggression and School Security	
The school provides a place of work, which is designed and managed to minimise the risk of violence and aggression to staff, pupils and visitors.	
A risk assessment is carried out where staff are at increased risk of injury due to their work.	
Training, information and instruction is available to staff to help them manage the risk of violence and aggression where required.	
Staff and pupils must report all incidents of verbal & physical violence to:	Mrs Nicki Costello and Mrs Emilie Lees
Incidents of verbal & physical violence are investigated by:	Mrs Nicki Costello and Mrs Emilie Lees
Name of person who has responsibility for site security:	Mr Christopher Nicholls
<p>Our arrangements for site security are: The main vehicle/pedestrian access to school has electric gates which are accessed via an intercom system. Entrance to staff carpark is gated and requires a code or key fob to enter. Visitors to the school are not permitted through this gate. Pedestrian gate is kept locked during the school day. Entrance into main school building is controlled by main door requiring an access fob to enter. All visitors/contractors are required to sign in before entering the building and wear the printed ID badge. External classroom doors are secured during school hours using the thumb turn lock. Playground exit doors and main entrance secured with mag locks. The school is alarmed and monitored by Goodguard Security Company out of school hours. The alarm is bi-annually serviced by Chubb security.</p>	

Water System Safety	
Name of Premises Manager responsible for managing water system safety.	Mr Christopher Nicholls
Name of contractors who have undertaken a risk assessment of the water system	Concept Environmental Solutions

Name of contractors who carry out regular testing of the water system:	HSL
Location of the water system safety manual/testing log	Site and Buildings Supervisor office
<p>Our arrangements to ensure contractors have information about water systems are: Water hygiene risk assessments and logbooks are up to date and available to any contractor that requires their attention. All contractors must sign the log book in the risk assessment folder when commencing any work on the water system.</p>	
<p>Our arrangements to ensure all school staff carrying out checks or testing or maintenance have information about the water system: Checks are completed by Site Technician.</p>	

Working at Heights	
Name(s) of person responsible managing the risk of work at height on the premises:	Mrs Nicki Costello and Mrs Emilie Lees Mr Christopher Nicholls
<p>Working at height is avoided where possible. No working at heights permitted when lone working.</p>	
<p>Our arrangements for managing work at height are: Working at heights risk assessment is in place. All classrooms have a footstool for use by staff only. Staff are provided with working at heights training. Staff visually inspect equipment before each use and take out of use and report immediately if any defects identified. Ladders and footstools are inspected on a 6-monthly basis by the Site and Buildings Supervisor.</p>	

Work Experience	
Name of person who has overall responsibility for managing work experience and work placements for school pupils.	Mrs Nicki Costello and Mrs Emilie Lees
<p>Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are:</p>	
The name of the person responsible for the health and safety of people on work experience in the school premises:	Miss Vanessa Webb (HTLA)
<p>Our arrangements for managing the health and safety of work experience students in the school are: Induction meeting before they start where they are informed about health and safety within the school as well as safeguarding. They are issued with a Student Handbook which has a health and safety section. A risk assessment is completed by the school in liaison with the school/college of the placement if necessary.</p>	

Volunteers	
Name of person who has overall responsibility for managing/coordinating volunteers working within the school	Mrs Nicki Costello and Mrs Emilie Lees Miss Vanessa Webb (HLTA)

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.

On an annual basis our school sets out a series of key health and safety goals against which we can measure our performance.

Performance Measure	How Measured
Health & Safety checklist is completed	Identified actions are reported to Governors
Health & Safety self-audit completed	Return sent to Staffordshire County Council
Fire Risk Assessment completed	Return sent to Staffordshire County Council
Termly Fire Drills	Drills are logged and evaluated and feedback is given to staff.
Complete premises defects in timescales	Record of defects and repairs kept
Care Plans in place for vulnerable pupils	Care-plans are reviewed at least once a year