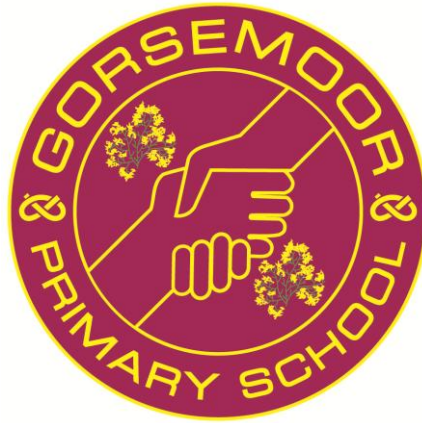




*Growing together, hand in hand*

# Health, Safety and Wellbeing Policy

**September 2026**

|                                            |                        |
|--------------------------------------------|------------------------|
| <b>Audience:</b>                           | Staff/Governors/Public |
| <b>Frequency of Review:</b>                | Annually               |
| <b>Post-holder responsible for Review:</b> | 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<br>Chair of Governors/Board | Mrs Nicki Costello and Mrs Emilie Lees<br>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<br>Staffordshire County Council              |
| The contact details are                                                          | Sophie Caddick– Health & Safety Advisor<br>sophie.caddick1@staffordshire.gov.uk |
| In an emergency we contact 01785 355777 (Duty Officer) shss@staffordshire.gov.uk |                                                                                 |

| 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<br>Headteacher             |
| Our arrangements for the monitoring of health and safety are: <ul style="list-style-type: none"><li>• Discussing any areas of concern at weekly staff and Strategic Leadership Team meetings</li><li>• Include Health &amp; Safety as a regular agenda item at Governor meetings</li><li>• Produce an annual report on Health, Safety and Wellbeing to the Governing Board</li><li>• Termly Health &amp; Safety site walk with Co-heads and Office Manager and Site and Buildings Supervisor.</li><li>• Daily documented site walk by Christopher Nicholls Site and Buildings Supervisor</li></ul> |                                                                   |
| 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 2026                                                |
| 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<br>Mr Christopher Nicholls |
| Building inspections                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Mrs Nicki Costello and Mrs Emilie Lees<br>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 must be taken off site for medical attention is 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:

Sophie Caddick (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.

All staff will have watched the Asbestos information briefing and signed the declaration of understanding.

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

|                                                                                                                                        |                                                               |
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|                                                                                                                                        |                                                               |
| Staff must report damage to asbestos materials to:                                                                                     | Mr Christopher Nicholls or Mrs Nicki Costello/Mrs Emilie Lees |
| <b>Staff must not drill or pin anything to walls/ceilings without first obtaining approval from the Site and Buildings Supervisor.</b> |                                                               |
| 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 |
| <b>Our arrangements for communicating about health and safety matters with all staff are:</b><br>Via Staff Meetings, Staff Briefings and via Microsoft Teams                     |                                        |
| <b>Staff can make suggestions for health and safety improvements by:</b><br>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.                                                                                                                                                                                                                                                                               | Mr Christopher Nicholls |
| <b>Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are:</b><br>Duty holders will be identified and named as part of any Construction project.<br>Support from Entrust Property Surveyors.                                                                                                             |                         |
| <b>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are:</b><br>To undertake meetings at appropriate timescales during the project and to ensure that all risk assessments and all associated documents including hazard exchange, intrusive works, hot work permit forms are completed.               |                         |
| <b>Our arrangements for the induction of contractors are:</b><br>To undertake pre-project meetings on site and complete hazard exchange process.                                                                                                                                                                                                                                 |                         |
| <b>Staff should report concerns about contractors to:</b><br>Mrs Paula Bishop or Mr Christopher Nicholls                                                                                                                                                                                                                                                                         |                         |
| <b>We will review any construction activities on the site by:</b><br>Undertaking on-site inspections and by reviewing the Hazard Exchange process to ensure control measures are appropriate and review where necessary.<br>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)              |
| <b>Our arrangements for consulting with staff on health and safety matters are:</b><br>Via Staff Meetings, Staff Briefings and Microsoft Teams |                                        |

|                                                                                                                                                                                                      |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Staff can raise issues of concern by:</b><br>Speaking to Mrs Nicki Costello and Mrs Emilie Lees<br>Reporting via the Site Management teams group<br>Filling in a Health and Safety concerns form. |
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| Contractor Management                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| Name of person responsible for managing and monitoring contractor activity                                                                                                                                                                                                                                                                                                                                                                                       | Mr Christopher Nicholls<br>Site and Buildings Supervisor |
| <b>Our arrangements for selecting competent contractors are:</b><br>To follow the Staffordshire County Councils approved procurement process.<br>Entrust provide support in selecting contractors.<br>Check relevant industry safety qualifications.                                                                                                                                                                                                             |                                                          |
| <b>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are:</b><br>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 daily. |                                                          |
| <b>Our arrangements for the induction of contractors are:</b><br>Undertake pre-contract meeting prior to commencement and discuss the project plan and timelines.                                                                                                                                                                                                                                                                                                |                                                          |
| <b>Staff should report concerns about contractors to:</b><br>Mr Christopher Nicholls or Mrs Paula Bishop                                                                                                                                                                                                                                                                                                                                                         |                                                          |

| Curriculum Areas – Health & Safety                                                                                                                                                                                                                                   |                                                            |
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| Name of person who has overall responsibility for the curriculum areas as follows:<br>DT<br>PE<br>Trips                                                                                                                                                              | Gavin Allers<br>Mr Luke Holmes<br>Class teachers           |
| Risk assessments for these curriculum areas are the responsibility of:<br>Classrooms<br>PE<br>Trips                                                                                                                                                                  | Class teachers<br>Mr Luke Holmes<br>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.                                                                                    |                                                            |
| <b>Our arrangements for carrying out DSE assessments are:</b><br>Mrs Nicki Costello and Mrs Emilie Lees will contact Sophie Caddick (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 Sophie Caddick |
| DSE assessments are recorded and any control measures required to reduce risk are managed                                                                                                                                                                            | Mrs Nicki Costello and Mrs Emilie Lees                     |

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| Early Years Foundation Stage (EYFS)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                         |
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| Name of person who has overall responsibility for EYFS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Mrs Claire Campbell (Nursery Manager)<br>(Phase Leader) |
| <b>Our arrangements for the safe management of EYFS are:</b><br>To manage the area in line with the Early Years Foundation Stage Policy.<br>To manage the area in line with the Public Health Agency best practice advice for nurseries and childcare settings for infection prevention and control.<br>Daily recorded outside play area inspections completed by Nursery/Reception staff<br>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                                                                                                                                                                                                                                                                                                                                                       |                                        |
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| 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                        |
| <b>Our arrangements for the safe management of educational visits:</b><br>Staff must seek permission from the Headteacher for the trip to take place.<br>Staff to be aware of any medical needs and ensure medications are taken if required.<br>Lead staff member to ensure a reliable method of communication is taken if contact with school is required.<br>See trips and visits policy. |                                        |

| Electrical Equipment (fixed & portable)                                                                                                                                                                                                                                                                                               |                                                  |
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| 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<br>Entrust Asset Management Portal |
| All staff must visually inspect electrical equipment before use.                                                                                                                                                                                                                                                                      |                                                  |
| <b>Our arrangements for bringing personal electrical items onto the school site are:</b><br>Staff are requested not to bring personal equipment onto the school site.<br>If personal equipment is brought 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<br>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                                                                                                                                                                                                                                             |                                                  |

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| responsibility of the contractor, who must provide records of this if requested:                                                                                                                                                |                                                                                                                                                                                                |
| <b>Fire Precautions &amp; Procedures (and other emergencies inc bomb threats)</b>                                                                                                                                               |                                                                                                                                                                                                |
| Name of competent person responsible for undertaking & reviewing fire risk assessment in addition to any associated action planning                                                                                             | Mr Christopher Nicholls<br>Mrs Emilie Lees and Mrs Nicki Costello                                                                                                                              |
| The Fire Risk Assessment is located                                                                                                                                                                                             | School Office<br>Staff share drive                                                                                                                                                             |
| When the fire alarm is raised the person responsible for calling the fire service is<br>OR<br>The site has a fire alarm which activates a response from (a 3rd party / listening service)                                       | Senior Fire Marshall<br>Office Staff                                                                                                                                                           |
| Name of person responsible for arranging and recording of fire drills                                                                                                                                                           | Mr Christopher Nicholls<br>Mrs Paula Bishop                                                                                                                                                    |
| Name of person responsible for creating and reviewing Fire Evacuation arrangements                                                                                                                                              | Mrs Nicki Costello and Mrs Emilie Lees<br>Mr Christopher Nicholls<br>Mrs Paula Bishop                                                                                                          |
| Our Fire Evacuation Arrangements are published                                                                                                                                                                                  | Fire Action Notices displayed throughout the school.<br>Fire Evacuation route maps in each classroom.<br>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.<br>Annual Fire Safety training via National College online course.<br>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 Paula Bishop (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 Paula Bishop                         |
| Location of First Aid Boxes                                                | School Office<br>Classrooms<br>Staffroom |
| Name of person responsible for checking &                                  | Stephanie Dobbins (First Aider)          |

|                                                                                                                                                                                              |                                                                                                                                                                                                               |
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| restocking first aid boxes                                                                                                                                                                   |                                                                                                                                                                                                               |
| In an emergency staff are aware of how to summon an ambulance.<br>Staff have received training in supporting pupils with medical needs including allergy's and anaphylaxis treatment.        |                                                                                                                                                                                                               |
| <b>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):</b>                                  |                                                                                                                                                                                                               |
| Pupils                                                                                                                                                                                       | Parents/Carers are contacted and advised to take the injured child to hospital. If they are unable, an ambulance will be called, and 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. An ambulance will be called for if required.                                                      |
| visitors                                                                                                                                                                                     | Visitors will drive themselves (if able) or an ambulance will be called for.                                                                                                                                  |
| <b>Our arrangements for recording the use of First Aid are:</b><br>First aid book is located in the school office.<br>First aid book is located in Reception for Early Years Staff use only. |                                                                                                                                                                                                               |

| Forest Schools                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                         |
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| Name of person in school who leads on Forest School activity                                                                                                                                                                                                                                                                                                                                                                                                                                              | Mrs Vanessa Webb (HLTA) |
| <b>Our arrangements for developing, organising and running Forest School activity are:</b><br>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 is 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 Sophie Caddick (SCC Health and Safety advisor) |
| <b>Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are:</b><br>All staff required to handle hazardous substances are trained appropriately and required PPE is provided.<br>COSHH safety data sheets and Risk Assessments are kept in the Site and Buildings Supervisor office. |                                                                                            |

|                                                                                                                                                                                                                                                                                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Cleaning cupboard has COSHH advice and data sheets for all cleaning products used.</p> <p>All products are stored in lockable areas away from children, and in accordance with the recommendations on the safety data sheets.</p> <p>Cleaning staff receive annual COSHH refresher training.</p> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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

| Housekeeping, cleaning & waste disposal                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                               |
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| <p>All staff and pupils share the responsibility for keeping the school site clean, tidy and free from hazards.</p> <p>All staff are aware of the arrangements for disposing of waste and the location of waste bins and skips.</p> <p>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>Separate bins are provided for the disposal of food, nappies, medical waste and batteries.</p>                                                                                                                                                                                                                                                                                              |                                                               |
| <p><b>Our waste management arrangements are:</b></p> <p>Hygienic Concepts provide collections during term time only (Sharps disposal, Sanitary disposal and non-infectious clinical waste - sick bags etc)</p> <p>Hygienic Concepts collect nappy bins: during term time.</p> <p>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.</p> <p>Waste Skips and bins are located away from the school building</p> <p>External Playground bins are emptied daily.</p> <p>Internal recycling emptied regularly.</p> <p>Daily site litter pick by Site and Buildings Supervisor.</p> |                                                               |
| <b>Our site housekeeping arrangements are:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                               |
| Site cleaning is provided by:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | In-house cleaning team lead by Site and Buildings Supervisor. |
| <b>Cleaning staff have received appropriate information, instruction and training about the following and are competent:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                               |
| Correct use of work equipment including colour coded system                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                               |
| Storage and use of hazardous substances                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                               |
| Correct disposal of waste                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                               |
| Use of PPE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                               |

| Infection Control                                                                                                                                                                                                                                                                                                                                                         |                                                                   |
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| Name of person responsible for managing infection control:                                                                                                                                                                                                                                                                                                                | Mrs Nicki Costello and Mrs Emilie Lees<br>Mr Christopher Nicholls |
| <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> |                                                                   |

Staff to report any sightings or evidence of vermin/pests to the Site and Buildings Supervisor. A maintenance contract with Pestex is in place.

Staff are to report any symptoms of infectious disease and follow school isolation procedures.

Bodily fluids are to be cleaned up immediately using the sanitaire powder and staff to ensure they are wearing the required PPE.

Hand sanitiser gel located in all rooms.

All soap dispensers are checked daily and replenished as required.

## Lettings

|                                                                                                                                                                                                              |                                                            |
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| Name of Premises Manager or member of Leadership team responsible for Lettings                                                                                                                               | Mrs Nicki Costello and Mrs Emilie Lees<br>Mrs Paula Bishop |
| 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

### Our arrangements for managing lone working are:

- If staff are working alone on the school premises a mobile phone must always be on them.
- 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                                                                                                                                                                                                                                                                                           |                                                                                         |
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| Name of competent person responsible for carrying out manual handling risk assessments                                                                                                                                                                                                                    | Mr Christopher Nicholls and Mrs Paula Bishop with support from Sophie Caddick (Entrust) |
| <b>Our arrangements for managing manual handling activities are:</b><br>Staff required to manually handle equipment will have undertaken manual handling training.<br>Manual handling risk assessment are completed.<br>Control measures are in place to reduce the risk from manual handling activities. |                                                                                         |
| 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                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
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| Name of person responsible for the management of and administration of medication to pupils in school.                             | Mrs Nicki Costello and Mrs Emilie Lees<br>Mrs Hayley Porter (SENCO)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Our arrangements for the administration of medicines to pupils are:</b><br>See Supporting pupils with medical conditions policy |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| The names members of staff who are authorised to give / support pupils with medication are:                                        | Anna Bagnall Nursery Nurse<br>Sarah Etchells Teaching Assistant<br>Maddison Deeming Teacher<br>Conor Alcock Inclusion Support Assistant<br>Jenifer Wilson Teaching Assistant<br>Farleigh Spencer Apprentice Nursery Nurse<br>Sarah Richardson Teaching Assistant<br>Vanessa Godward Teaching Assistant<br>Claire Campbell Teacher<br>Julie Moge Teacher<br>Stephanie James Teaching Assistant<br>Amanda Wood Senior Lunchtime supervisor<br>Katie Ralph Lunchtime Supervisor<br>Laura finazzo Lunchtime Supervisor<br>Luke Holmes Teacher<br>Hayley Burford Lunchtime Supervisor<br>Lianne Brindle Welfare Support Assistant<br>Natalie Owen Nursery Nurse<br>Sophie Butler Personal Welfare Support Assistant<br>Zoe Roberts Personal Welfare Support Assistant<br>Samantha Leighton Nursery Nurse<br>Samantha Cooper Nursery Nurse |

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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Witnessed by another member of staff                        |
| Medication is stored:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Locked cupboard in school office<br>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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                             |
| <p><b>Medication Changes</b></p> <p>The school is committed to ensuring the safe and appropriate administration of medication to pupils.</p> <ul style="list-style-type: none"> <li>• The school will only administer medication in accordance with written instructions provided by a qualified healthcare professional or as stated on the pharmacy label.</li> <li>• Staff must not alter or deviate from prescribed dosages based on verbal instructions from parents or carers.</li> <li>• If a parent/carer requests a change to medication dosage, frequency, or method of administration, the school will require updated written instructions from a GP, consultant, or prescribing professional, or medication with an updated pharmacy label.</li> </ul> <p>Until such documentation is received, the school will continue to follow the existing instructions or may suspend administration if there is any inconsistency or safety concern.</p> <p>All requests must be reported to the designated safeguarding lead (DSL), or senior leadership team and recorded in accordance with school procedures using the medication change request form.</p> |                                                             |

| Personal Protective Equipment (PPE) (links to Risk Assessment)                                                                                         |                                        |
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| PPE is provided free of charge where a risk assessment identifies this is needed to control a risk and the risk cannot be controlled by another means. |                                        |
| Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for school staff.                                             | Miss Stephanie Dobbins                 |
| Name of person responsible for the checking and maintenance of personal protective equipment provided for staff                                        | Mriss Stephanie Dobbins                |
| 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.

| Reporting Hazards or Defects                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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| All staff must report any hazards, defects or dangerous situations they see at school.                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Our arrangements for the reporting of hazards and defects:<br><br>Staff can report hazards and defects in the Site Management group on Microsoft Teams.<br><br>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.<br><br>Mr Christopher Nicholls (Site and Buildings Supervisor) will complete the repairs or arrange for a contractor to attend site.<br><br>Signage will be displayed and areas cordoned off if required. |

| Risk Assessments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                        |
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| The school has in place risk assessments for any identified significant risk. Control measures, which are put in place to eliminate or reduce risk, are communicated to staff, pupils and other who may be exposed to the risk.                                                                                                                                                                                                                                                                                                                                                                         |                                                                                        |
| Risk assessments are in place for the following areas:<br><br>Premises – internal<br>Premises – external<br>Catering Activities by school staff<br>Cleaning Activities by school staff<br>General Classroom<br>Grounds Maintenance activities by school staff<br>Hazardous activities or events<br>Lettings or contract work which may affect staff or pupils in the school<br>Fire Risk Assessment<br>Hazardous Substances<br>Pupil Wellbeing<br>Staff Wellbeing<br>Work Equipment<br>Manual handling activities<br>Risks related to individuals e.g. health issues and expectant mothers.<br>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<br>Mr Christopher Nicholls and Mrs Paula Bishop |
| Our arrangements for carrying out, recording, communicating and reviewing risk assessments are:<br><ol style="list-style-type: none"><li>1. Identify the hazards</li><li>2. Decide who might be harmed and how.</li><li>3. Evaluate the risks and decide on precautions.</li><li>4. Record the findings and implement them.</li><li>5. Review the assessment and update if necessary.</li></ol>                                                                                                                                                                                                         |                                                                                        |
| Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                        |

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| 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                                                              |
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| No smoking or vaping is permitted on site.                                  |
| Signage displayed at external entrances and main school internal entrances. |

| Stress and Staff Wellbeing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                        |
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| Name of person who has overall responsibility for the health and wellbeing of school staff                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Mrs Nicki Costello and Mrs Emilie Lees |
| <p>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:<br/>Staff are encouraged to share concerns initially with their line manager.<br/>If issues are not addressed, staff are encouraged to bring the matter to the attention of member of SLT.<br/>Staff have access to ThinkWell service by manager of self-referral. Information leaflets are located in staff areas.<br/>Staff can speak to trained mental health first aiders in school.</p> |                                        |
| 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                                                                                                                                                                                         |                                        |
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| 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:<br>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                                                                                                                                                                                          |                         |
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| Name of Premises Manager responsible for the management of vehicles on site                                                                                                                                       | Mr Christopher Nicholls |
| <p>Electric gates are closed from 8.40am.</p> <p>No deliveries permitted onto site during morning drop off and afternoon collection.</p> <p>External Premises risk assessment in place and reviewed annually.</p> |                         |

| Violence and Aggression and School Security                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                        |
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| The school provides a place of work, which is designed and managed to minimise the risk of violence and aggression to staff, pupils and visitors.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                        |
| A risk assessment is carried out where staff are at increased risk of injury due to their work.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                        |
| Training, information and instruction is available to staff to help them manage the risk of violence and aggression where required.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                        |
| Staff and pupils must report all incidents of verbal & physical violence to:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 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:</p> <p>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.</p> <p>Pedestrian gate is kept locked during the school day.</p> <p>Entrance into main school building is controlled by main door requiring an access fob to enter.</p> <p>All visitors/contractors are required to sign in before entering the building and wear the printed ID badge.</p> <p>External classroom doors are secured during school hours using the thumb turn lock.</p> <p>Playground exit doors and main entrance secured with mag locks.</p> <p>The school is alarmed and monitored by Dynamic Security Services out of school hours.</p> <p>The alarm is bi-annually serviced by Chubb security.</p> |                                        |

| Water System Safety                                                                                                                                                                                                                                                                                                                 |                                      |
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| 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><b>Our arrangements to ensure contractors have information about water systems are:</b></p> <p>Water hygiene risk assessments and logbooks are up to date and available to any contractor that requires their attention.</p> <p>All contractors must sign the logbook in the risk assessment folder when commencing any work</p> |                                      |

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| on the water system.                                                                                                                                                                             |
| <p><b>Our arrangements to ensure all school staff carrying out checks or testing or maintenance have information about the water system:</b></p> <p>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<br>Mr Christopher Nicholls |
| <p>Working at height is avoided where possible.</p> <p>No working at heights permitted when lone working.</p>                                                                                                                                                                                                                                                                                                                                                                  |                                                                   |
| <p>Our arrangements for managing work at height are:</p> <p>Working at heights risk assessment is in place.</p> <p>All classrooms have a footstool for use by staff only.</p> <p>Staff are provided with working at heights training.</p> <p>Staff visually inspect equipment before each use and take out of use and report immediately if any defects identified.</p> <p>Ladders and footstools are inspected on a 6-monthly basis by the Site and Buildings Supervisor.</p> |                                                                   |

| Work Experience                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                        |
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| 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><b>Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are:</b></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><b>Our arrangements for managing the health and safety of work experience students in the school are:</b></p> <p>Induction meeting before they start where they are informed about health and safety within the school as well as safeguarding.</p> <p>They are issued with a Student Handbook which has a health and safety section.</p> <p>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<br>Miss Vanessa Webb (HLTA) |
| <p>Volunteers are considered as a member of staff and all health and safety arrangements including induction and training must apply.</p> |                                                                    |

## 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 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                     |