



Wightwick Hall School

Health, Safety and Wellbeing Policy

Signature:..... Name:..... Date:.....
Chair of FHR Local Governor Committee

Signature:..... Name:..... Date:.....
Headteacher

Amended February 2015
Reviewed and Amended February 2016
Reviewed and Amended February 2017
Reviewed and Amended March 2018

The policy has 4 parts;

Part A - Introduction

Part B - The Health and Safety Policy Statement

Part C - Management Arrangements

Part D - The detailed arrangements & procedures for Health, Safety and Wellbeing within the Endeavour Multi Academy Trust.

Part E - The Key Performance Indicators.

A. Introduction

This policy statement complements (and should be read in conjunction with) the Endeavour Multi Academy Trust Health and Safety Policy. It records the local organisation and arrangements for implementing the Endeavour Multi Academy Trust's policy.

B. Policy Statement

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

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

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

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

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

[Signature]	[Signature]
Mr G. Peebles Chair of Trustees	Mrs M. Morris Headteacher
[date]	[date]

C. Management Arrangements

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

Competent Health and Safety Advice

<i>The academy obtains competent health and safety advice from</i>	Entrust Health and Safety Team
<i>The contact details are</i>	01785 355777
<i>In an emergency we contact</i> Mr J. Burdett 07773791520	

Monitoring Health and Safety

<i>Name of person(s) responsible for the overall monitoring of health and safety in academy:</i>	<i>Name</i> Mr A. Preece
<i>Our arrangements for the monitoring of health and safety are (include here how performance is measured, reported upon when these are reported and how e.g. annual report to Governing Body:</i>	
<i>The academy carries out formal evaluations and audits on the management of health and safety (frequency).</i>	
<i>The last audit took place</i>	<i>Date:</i> <i>By:</i>

<i>Name of person responsible for monitoring the implementation of health and safety policies</i>	<i>Name</i>
<i>All staff are aware of the key performance indicators in part E and how they are monitored</i>	
<i>Workplace inspections - type</i>	<i>Name of person who carries these out</i>

D. Detailed Health and Safety Arrangements

1. Accident Reporting, Recording & Investigation

<i>Our arrangements for recording and investigating:</i>
<i>pupil accidents:</i> are reported in the accident book located in the main office
<i>staff accidents:</i> are reported in the accident book located in the main office
<i>visitor accidents:</i> are reported in the accident book located in the main office
<i>The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is:</i> Mrs M. Morris
<i>Our arrangements for reporting to the Governing Body or Academy Board are:</i> via H&S Trustee Report to Trustees
<i>Our arrangements for reviewing accidents and identifying trends are:</i> through regular Site and Staff meetings

2. Asbestos

<i>Name of Premises Manager responsible for Managing Asbestos.</i>	<i>Name</i> Site Officer: Mr S. Bruce
<i>Location of the Asbestos Management Log or Record System.</i>	<i>Location</i> Main Office
<i>Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are:</i> Mr S. Bruce ensures that contractors have sight of the asbestos folder upon arrival	
<i>Our arrangements to ensure all academy staff such as class teachers or caretakers have information about asbestos risk on the premises:</i> Information (flyer) on H&S board in the staffroom	
<i>Staff must report damage to asbestos materials to:</i>	<i>Name</i> Mr S. Bruce
<i>Staff must not drill or affix anything to walls without first obtaining approval from the premises manager.</i>	

3. Communication

<i>Name of SLT member who is responsible</i>	<i>Name</i> Headteacher Mrs M. Morris
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<i>for communicating with staff on health and safety matters:</i>	Assistant Headteacher Mr J. Foster
<i>Our arrangements for communicating about health and safety matters with all staff are:</i> through morning staff briefings/ Staff briefing book / Staff meetings	
<i>Staff can make suggestions for health and safety improvements by:</i> completing a H&S Work Request form and passing it onto Mr S. Bruce	

4. Construction Work *See also Contractor Management

<i>Name of person coordinating any construction work / acting as Client for any construction project.</i>	<i>Name</i> Mr S. Bruce / Building surveyor
<i>Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are:</i> through schedules of work and method statements <i>Duty holders will be identified and named as part of any Construction project.</i>	
<i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are:</i> communicated by Mr S. Bruce	
<i>Our arrangements for the induction of contractors are:</i> delivered by Mr S. Bruce	
<i>Staff should report concerns about contractors to:</i> Mr S. Bruce	
<i>We will review any construction activities on the site by:</i> this is continuous/ fluid whilst construction activities are taking place on site	

5. Consultation

<i>Name of SLT member who is responsible for consulting with staff on health and safety matters:</i>	<i>Name</i> Headteacher Mrs M. Morris Assistant Headteacher Mr J. Foster
<i>The name of the Trade Union Health and Safety Representative is:</i>	<i>Name</i> N/A
<i>Our arrangements for consulting with staff on health and safety matters are:</i> through morning staff briefings/ Staff briefing book / Staff meetings	
<i>Staff can raise issues of concern by:</i> completing a H&S Work Request form and passing it onto Mr S. Bruce	

6. Contractor Management

<i>Name of person responsible for managing and monitoring contractor activity</i>	<i>Name</i> Mr S. Bruce
<i>Our arrangements for selecting competent contractors are:</i> Choosing from contractors that are on the Staffordshire CC approved list of contractors	
<i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are:</i> through meeting with Mr	

S.Bruce
<i>Our arrangements for the induction of contractors are:</i> Mr S. Bruce carries out relevant induction with contractors
<i>Staff should report concerns about contractors to:</i> Mr S. Bruce

7. Curriculum Areas - health and safety

<i>Name of person who has overall responsibility for the curriculum areas as follows: e.g. Science D&T PE</i>	Head of Science Department is Mrs J. Betts Head of PE Department is Mr M. Drury Staff responsible for D&T is Ms J. Foulger and Mr D.L. Thomas
<i>Risk assessments for these curriculum areas are the responsibility of:</i>	Individual teachers Staff undertake Risk Assessments for all activities in and out of school to include areas of the school; PE, Science, D&T and all Educational Visits.

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

<i>The academy assesses the risk of the use of computers/laptops by carrying out a DSE assessment for staff using this type of equipment continuously and regularly for over an hour.</i>	
<i>Our arrangements for carrying out DSE assessments are:</i> Staff who work for continuous lengthy periods of time carry out an on-line assessment	
<i>Name of person who has responsibility for carrying out Display Screen Equipment Assessments</i>	Individual staff carry out the assessment Mrs M. Morris has responsibility of ensuring the assessment is taken
<i>DSE assessments are recorded and any control measures required to reduce risk are managed by</i>	<i>Name</i> Mrs M. Morris

9. Early Years Foundation Stage (EYFS) N/A

<i>Name of person who has overall responsibility for EYFS</i>	<i>Name</i>
<i>Our arrangements for the safe management of EYFS are:</i>	

10. Educational visits / Off-Site Activities

<i>Name of person who has overall</i>	<i>Name</i> Mrs. M. Morris
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<i>responsibility for Educational Visits</i>	
<i>The Educational Visits Coordinator is</i>	<i>Name</i> Mrs. M. Morris
<i>Our arrangements for the safe management of educational visits:</i> Visit leaders complete the online EVOLVE educational visits form and submit it, with risk assessments, to the headteacher.	

11. Electrical Equipment [fixed & portable]

<i>Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:</i>	<i>Name</i> Mr S. Bruce
<i>Fixed electrical wiring test records are located:</i>	Folder within Mr S. Bruce's office
<i>All staff visually inspect electrical equipment before use.</i>	
<i>Our arrangements for bringing personal electrical items onto the school site are:</i> Staff inform Mr Bruce and each item is PAT tested when brought on site and prior to use.	
<i>Name of person responsible for arranging the testing of portable electrical equipment (PAT):</i>	<i>Name</i> Mr S. Bruce
<i>Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:</i>	<i>Name</i> Mr S. Bruce in line with current regulations
<i>Portable electrical equipment (PAT) testing records are located:</i>	Folder within Mr S. Bruce's office
<i>Staff must take defective electrical equipment out of use and report to:</i>	<i>Name</i> Mr S. Bruce
<i>The portable electrical equipment on the academy site owned and used by contractors is the responsibility of the contractor, who must provide records of this if requested:</i>	

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

<i>Name of competent person responsible for undertaking & reviewing fire risk assessment in addition to any associated action planning</i>	<i>Name</i> Mr S. Bruce
<i>The Fire Risk Assessment is located</i>	In the H&S folder
<i>When the fire alarm is raised the person responsible for calling the fire service is OR</i> <i>The site has a fire alarm which activates a response from (a 3rd party / listening service)</i>	<i>Name</i> Mrs Hickman/ office staff CHUBB

<i>Name of person responsible for arranging and recording of fire drills</i>	<i>Name</i> Mr S. Bruce
<i>Name of person responsible for creating and reviewing Fire Evacuation arrangements</i>	<i>Name</i> Mr S. Bruce and Mrs M. Morris
<i>Our Fire Evacuation Arrangements are published ...</i>	<i>Location</i> on walls throughout all of the school buildings next to fire exits; within all classrooms, conference rooms Hickman House and the coffee shop
<i>Our Fire Marshals are listed</i>	On the Fire Evacuation Arrangements
<i>Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at</i>	<i>Location:</i> Main Office Fire Alarms are tested regularly by the Site Supervisor who keeps a record. Drills for evacuating the building are also carried out. Fire alarms and emergency exit alarms are tested regularly by County Council approved contractors.
<i>Name of person responsible for training staff in fire procedures</i>	<i>Name</i> Mrs S. Owen within induction training
<i>All staff are aware of the Fire Procedures in school</i>	

13. First Aid *see also Medication

<i>Name of person responsible for carrying out the First Aid Assessment</i>	<i>Name</i> First Aiders: Mrs P. Bruce, Mrs E. Griffiths, Mr D.L. Thomas, Mr A.Bill
<i>The First Aid Assessment is located</i>	Assessment is undertaken where required but there is a medical room within the main building
<i>First Aiders are listed</i>	<i>Location</i> 5 areas within school: Main entrance/ First floor/ Next to ramp door/ medical room / Bannatyne entrance
<i>Name of person responsible for arranging and monitoring First Aid Training</i>	<i>Name</i> Mrs. P. Bruce and Mrs E. Griffiths
<i>Location of First Aid Box</i>	There are 13 first aid boxes located throughout the school buildings: kitchen - Bannatyne dept/ Science room/D&T/Branson room/Hall/Dining room/Office/Bannatyne Conference room/Coffee shop/Landing/ Kitchen/ Medical room/ Vocation building
<i>Name of person responsible for checking & restocking first aid boxes</i>	Mrs. P. Bruce and Mrs E. Griffiths
<i>In an emergency staff are aware of how to summon an ambulance</i>	

<i>Our arrangements for dealing with an injured person who has to go to hospital are</i>	
<i>pupils</i>	The school secretary telephones for an ambulance if required. A first aider will accompany a student to the hospital and wait for their parents/carers to arrive.
<i>staff</i>	Colleague will support staff if required
<i>visitors</i>	A first aider will accompany the visitor to the hospital and wait for a family member/relative to arrive
<i>Our arrangements for recording the use of First Aid are</i> :the accident book within the main office is completed	

14. Forest School

<i>Name of person in school who leads on Forest School activity</i>	Mrs J. Betts
<i>Our arrangements for developing, organising and running Forest School activity.</i> Parents are informed via letter and texts regarding activities and equipment/clothing required for activities. Risk assessments are carried out by Mrs Betts for the different activities.	

15. Glass & Glazing

<i>All glass in doors and side panels are constructed of safety glass</i>	
<i>All replacement glass is of safety standard</i>	
<i>A glass and glazing assessment took place in (year) and the record can be found</i>	<i>Date and Location</i> 2011 In the H&S folder

16. Hazardous Substances (COSHH)

<i>Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)</i>	
<i>Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are</i> Hazardous substances are only found in the cleaner's storeroom, the science store room and kitchen cupboard. All are always kept locked. Data sheets are kept by the Site Supervisor with copies given to the office and to staff responsible for first aid. <i>The academy uses CLEAPPS as a resource and all staff must be aware of how to access this information.</i> Folders containing Safety Data sheets and Hazardous substances are located in Mr S. Bruce's office	

17. Health and Safety Law Poster

<i>The Health and Safety at Work poster is located:</i>	<i>Location:</i> Entrance/ Bannatyne conference room/ Vocational centre/ Coffee shop/ Main office
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18. Housekeeping, cleaning & waste disposal

<i>All staff and pupils share the responsibility for keeping the school/academy site clean, tidy and free from hazards</i>	
<i>Our waste management arrangements are:</i> with contractors. General waste and clinical waste are collected weekly. Soiled nappies and other waste is collected by County Council approved contractors.	
<i>Our site housekeeping arrangements are:</i>	
<i>Site cleaning is provided by:</i>	There are four part time in-house cleaning staff employed at Wightwick Hall School.
<i>Cleaning staff have received appropriate information, instruction and training about the following and are competent:</i> information and training provided by Mr S.Bruce	
<i>work equipment</i>	
<i>hazardous substances</i>	
<i>Waste skips and bins are located away from the academy building.</i>	
<i>All staff are aware of the arrangements for disposing of waste and the location of waste bins and skips.</i>	
<i>Staff in all Depts. who generate waste (e.g.catering/cleaning/curriculum areas) must be aware of the risk assessments and control measures in place for their role.</i>	

19. Infection Control

<i>Name of person responsible for managing infection control:</i>	<i>Name</i> Mr S. Bruce
<i>Our infection control arrangements (including communicable diseases/hand hygiene standards) are:</i> monitored by and advice given from qualified first aiders, taken from statutory advice and information.	

20. Lettings

<i>Name of Premises Manager or member of Leadership team responsible for Lettings</i>	<i>Name</i> Mrs A. Grainger (Bursar)
<i>Our arrangements for managing Lettings of the academy rooms or external premises are:</i> Individuals and organisations that use the site sign a lettings agreement and have the appropriate Public Liability Insurance in place.	
<i>The health and safety considerations for Lettings are considered and reviewed annually.</i>	

Hirers have in place their own risk assessments, first aid arrangements/ fire procedures and emergency procedures. Within school hours hirers access the risk assessments, first aid etc that are in place within school. Outside of school hours hirers have their own risk assessments etc.

Hirers are responsible for obtaining the necessary local authority licenses for their activities and these must be provided to the academy on request.

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

21. Lone Working

Our arrangements for managing lone working are If a member of staff is working alone or has to be alone with a group of children then risk assessments are undertaken and other staff are always aware.

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

NOTE Types of equipment to consider in this section: Ladders and steps, fume cupboards, other extraction systems, PE equipment, D&T machines, lifts & lifting equipment, pressure cookers, autoclaves, fire alarm and smoke detection, emergency lighting, fire extinguishers.

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

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

Name Lift -Concept Elevators Ltd - Monthly inspection
 Alarms/ lighting- Trinity Fire and security Ltd- Bi-annually
 Lighting - Mr S. Bruce - weekly
 Fire extinguishers- Chubb Fire and Security Ltd- Quarterly
 Pressure Cooker- Zurich Ltd - Annually
 Ladders/ step ladders - Mr S. Bruce - Monthly
 Tower - Mr S. Bruce - Bi-annually
 PE equipment - Sportsafeuk - Annually
 D&T machines - SCC D&T dept- Annually

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

Location Appropriate folders in Mr S. Bruce's office

Staff report any broken or defective equipment to:

Name Mr S. Bruce

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

23. Manual Handling

<i>Name of competent person responsible for carrying out manual handling risk assessments</i>	<i>Name</i> Mr. S. Bruce
<i>Our arrangements for managing manual handling activities are:</i> Mr S. Bruce carries out any manual handling activities	
<i>Staff must aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided.</i>	
<i>Staff who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task.</i> N/A	
<i>Staff are trained appropriately to carry out manual handling activities.</i> Only Site Officer	
<i>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).</i> N/A	

24. Medication

<i>Name of person responsible for the management of and administration of medication to pupils in academy</i>	<i>Name</i> First Aiders: Mrs P. Bruce, Mrs E. Griffiths, Mr D.L. Thomas, Mr A.Bill, Miss S. Jordan Majority of teachers and TAs have been trained: MD,LJ,JB,KD,RG,JN,HS,EF,JF,NJ,EB,LT,CN,LP
<i>Our arrangements for the administration of medicines to pupils are:</i> two staff administer medicines. For controlled drugs the controlled drugs book is completed, signed and witnessed. Non-controlled drugs are recorded on the medicine administration sheet, signed and witnessed.	
<i>The names members of staff who are authorised to give support pupils with medication are:</i>	First Aiders: Mrs P. Bruce, Mrs E. Griffiths, Mr D.L. Thomas, Mr A.Bill Majority of teachers and TAs have been trained: MD,LJ,JB,KD,RG,JN,HS,EF,JF,NJ,EB,LT,CN,LP
<i>Medication is stored:</i>	<i>Location</i> Medical room, Walk in cupboard within Bannatyne staff kitchen
<i>A record of the administration of medication is located:</i>	<i>Location</i> Medical room, Walk in cupboard within Bannatyne staff kitchen
<i>Pupils who administer and/or manage their own medication in school are authorised to do so by parents/carers and provided with a suitable private location to administer medication/store medication and equipment.</i> This is only relevant with students who administer ventolin	
<i>Staff are trained to administer complex medication by the school nursing service</i>	

<i>when required.</i>
<i>Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are:</i> identified within individual care plans
<i>Staff who are taking medication keep this personal medication securely within their personal belongings inaccessible to students.</i>
<i>Staff must advise the academy leaders if they are taking any medication which might impair their ability to carry out their normal work.</i>

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

<i>PPE is provided free of charge where a risk assessment identifies this is needed to control a risk and the risk cannot be controlled by another means.</i>	
<i>Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for academy staff.</i>	<i>Name</i> Mrs M. Morris
<i>Name of person responsible for the checking and maintenance of personal protective equipment provided for staff</i>	<i>Name</i> Mrs.M.Morris
<i>PPE provided for use in curriculum lessons is not "personal" as it is provided by pupils in classroom situations.</i> Aprons, gloves and goggles are available for staff when necessary. Protective clothing: jumpers, armguards and shin guards are available for working with students with very challenging needs.	
<i>Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for pupils.</i>	<i>Name</i> Subject co-ordinators for Science, D&T, Food Technology
<i>All PPE provided for use in a classroom environment is kept clean, free from defects and replaced as necessary.</i>	
<i>Name(s) of person responsible for cleaning and checking pupil PPE.</i>	<i>Name</i> Subject co-ordinators for Science, D&T, Food Technology

26. Radiation N/A

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

27. Reporting Hazards or Defects

<i>All staff report any hazards, defects or dangerous situations they see within the academy building</i>
<i>Our arrangements for the reporting of hazards and defects:</i> Hazards and defects are reported to Mr. S Bruce

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28. Risk Assessments

<i>The school/academy has in place risk assessments for any identified significant risk. Control measures which are put in place to eliminate or reduce risk are communicated to staff, pupils and other who may be exposed to the risk.</i>	
<i>Risk assessments are in place for the following areas:</i>	
<i>Premises and grounds Curriculum / classrooms Hazardous activities or events Fire Risk Assessment Hazardous Substances Work Equipment Risks related to individuals e.g. health issues</i>	
<i>Name of person who has overall responsibility for the school/academy risk assessment process and any associated action planning</i>	<i>Name</i> Mr S. Bruce Mrs M. Morris
<i>Our arrangements for carrying out, recording, communicating and reviewing risk assessments are:</i> Staff undertake the Risk Assessments for all activities, environments and pupils. Behaviour and medical issues are taken into account. The Site Supervisor completes his own for work undertaken. Education visits are reported through EVOLVE and has relevant risk assessment attached. Risk assessments are reviewed when repeating an activity	
<i>Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments.</i>	
<i>When an accident or incident occurs a post risk assessment takes place when a new hazard has been identified.</i>	
<i>Risk assessments are created or reviewed when something new is introduced or a change has occurred.</i>	

29. Smoking

<i>No smoking or vaping is permitted on site or in vehicles owned or operated by the academy.</i>

30. Shared use of premises/shared workplace N/A

<i>Name of Premises Manager or member of Leadership team responsible for Premises Management</i>	<i>Name</i>
<i>The school/academy premises are shared</i>	<i>Name</i>

<i>with another organisation (e.g.Contract caterer/public leisure centre).</i>	
<i>Our arrangements for managing health and safety in a shared workplace are:</i>	

31. Stress and Staff Well-being

<i>Name of person who has overall responsibility for the health and wellbeing of academy staff</i>	<i>Name</i> Mrs M. Morris
<i>All staff have responsibility to take care of their own health and wellbeing and the academy supports staff to do this by implementing the following arrangements:</i> School and county arrangements are in place for supporting staff through Occupational Health and the ThinkWell programme. Details for this programme are located in the staffroom and staff kitchen. Staff are given a wellbeing day within the year. Training regarding stress, triggers and support has been provided. The Management of Stress in the Workplace policy looks at recognising stress, how to seek support and what support is available	
<i>Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated.</i>	
<i>All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work.</i>	
<i>Individual stress risk assessments take place when a member of staff requires additional individual support.</i>	

32. Swimming Pool Operating Procedures (where applicable) N/A

<i>Name of person who has overall responsibility for managing the swimming pool and it's environment.</i>	<i>Name</i>
<i>Our arrangements for carrying out suitable swimming pool management (including minimum supervision standards, how to summon assistance in emergency, what to do if problem identified with pool water quality, supervision in changing areas, max numbers of swimmers, conditions of hire to outside organisations, first aid provision, training plant operators):</i>	
<i>Staff operating the swimming pool have received appropriate training and information.</i>	
<i>Emergency procedures are in pace for the use of the swimming pool and all staff who supervise swimming activities are trained appropriately in these procedures.</i>	
<i>The health and safety considerations within curriculum swimming must be planned, supervised and managed by staff who include in their lesson planning.</i>	

33. Training and Development

<i>Name of person who has overall responsibility for the training and development of staff.</i>	<i>Name</i> Mrs M. Morris
<i>All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.</i>	
<i>Our arrangements for carrying out suitable and sufficient health and safety training for all staff are:</i> through induction with Mrs S. Owen; updates during morning briefings; headteacher attends termly H&S briefings and disseminates information from the briefing to relevant staff	
<i>Training records are retained and are located:</i> electronically and are with the Bursar	
<i>Training and competency as a result of training is monitored and measured by:</i>	<i>Name</i> Mrs M. Morris

34. Vehicles owned or operated by the school/academy

<i>Name of person who has overall responsibility for the school/academy vehicles</i>	<i>Name</i> Mr S. Bruce
<i>The school/academy operates (no.of xx) minibus/coaches/cars/other vehicles (e.g. quad bikes/ride on mowers).</i>	<i>List</i> one minibus (leased)
<i>Name of person who manages the driver medical examinations</i>	Mrs A. Grainger
<i>Name of person who manages the vehicle license requirements</i>	Mrs A. Grainger
<i>Name of person who undertakes vehicle checks such as oil, water and routine roadworthiness.</i>	Minibus driver prior to taking the minibus out. Current drivers are: M.Drury, J.Foulger, J.Foster, E.Black, L.Thomas, E.Fletcher, S.Jordan, S.Bruce
<i>Name of person who arranges servicing and maintenance of the academy vehicles</i>	Mrs A. Grainger
<i>Our arrangements for the safe use of academy vehicles are:</i> staff have completed and passed the Staffordshire minibus driving test. All insurances are in place	

35. Vehicle movement on site

<i>Name of Premises Manager responsible for the management of vehicles on site</i>	<i>Name</i> Mr S. Bruce
<i>Our arrangements for the safe access and movement of vehicles on site are (include restriction on vehicle movement at certain times, speed limits,</i>	

segregation vehicles from pedestrian areas, restrictions on reversing vehicles, special arrangements for deliveries etc): The movement of vehicles on the site is controlled. Vehicles access the premises via locked gates controlled by an intercom within the main office. When possible, large vehicles (refuse collection, fuel tankers) access the site outside of school hours. A banksman system is used if large vehicles access the premises during school hours.

Pupils are supported to and from taxis at the start and end of the school day.

36. Violence and Aggression and School/Academy Security

The academy 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.

<i>Staff and pupils must report all incidents of verbal & physical violence to:</i>	<i>Name</i> individual teacher Mrs M. Morris
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<i>Incidents of verbal & physical violence are investigated by:</i>	<i>Name</i> individual teacher Mrs M. Morris
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<i>Name of person who has responsibility for site security:</i>	<i>Name</i> Mr S. Bruce
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Our arrangements for site security are: Staff follow procedures for filling in the correct forms (Physical incident form/ accident book) after an incident has taken place. School follows procedures to inform the LA of serious incidents.

The school is accessible via the main entrance which has coded doors. The office manager can operate the door for visitors after checking them first. All doors and some gates have locks. We not only ensure that the school is secure from intruders but need to protect pupils who may try to abscond. Entrance through the main gates onto the school grounds is via an intercom system linked to the main office.

37. Water System Safety

<i>Name of Premises Manager responsible for managing water system safety.</i>	<i>Name</i> Mr S. Bruce
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<i>Name of contractors who have undertaken a risk assessment of the water system</i>	<i>Name</i> Integrated Water Services
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<i>Name of contractors who carry out regular testing of the water system:</i>	<i>Name</i> Integrated Water Services
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<i>Location of the water system safety manual/testing log</i>	<i>Location</i> Mr S. Bruce's office
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Our arrangements to ensure contractors have information about water systems are: log book if required

Our arrangements to ensure all school/academy staff carrying out checks or testing or maintenance have information about the water system:

38. Working at Height

<i>Name(s) of person responsible managing the risk of work at height on the premises:</i>	<i>Name</i> Mr S. Bruce
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Work at height is avoided where possible.

Our arrangements for managing work at height are:

Three rung steps are used if working above floor level. These are checked monthly by the Site Supervisor. All records are kept by the Site Supervisor.
The Site Supervisor has a safety tower to use when working on jobs at height

Appropriate equipment is provided for work at height where required.

Staff who carry out work at height are trained to use the equipment provided

Work at height equipment is regularly inspected, maintained and records are kept (Location) in the office

39. Work Experience

<i>Name of person who has overall responsibility for managing work experience and work placements for academy pupils.</i>	<i>Name</i> Mr D.L. Thomas and Mr J. Foster
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Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are: Mr D. L. Thomas carries out assessments on potential work placements checking that insurances and risk assessments are in place. The school has bought into the SLA for work experience which provides support regarding insurance checks/ work placements/ work books

<i>The name of the person responsible for the health and safety of people on work experience in the academy premises:</i>	<i>Name</i> Mr D. L. Thomas
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Our arrangements for managing the health and safety of work experience students in the academy are: pre- checks are made prior to the commencement of the work placement and Mr Thomas and/ or Mr Foster carry out a visit during the work experience.

40. Volunteers

<i>Name of person who has overall</i>	<i>Name</i> Mrs S. Owen
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<i>responsibility for managing/coordinating volunteers working within the academy:</i>	
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<i>Volunteers are considered as a member of staff and all health and safety arrangements including induction and training must apply.</i>	
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E. Health and Safety Key Performance Indicators (KPI's)

It is important that school leaders, governors and managers can monitor the health and safety performance of their school in order to determine where progress is being made and where further actions and resources may be required.

School/Academy KPI's may be added here - include how you evaluate your success in this area.

The Health Safety and Wellbeing Service may also request feedback on certain KPI's more details of these can be obtained from your Health and Safety Adviser.