

Health, Safety and Wellbeing Management Arrangements

Core | Consider | Complex

Health, Safety and Wellbeing Policy

Health, Safety and Wellbeing Service

Supporting you in managing Health, Safety & Wellbeing



1. Success Indicators

The school has a Health, Safety and Wellbeing policy which:

- Provides an overview of the school policy on health, safety and wellbeing.
- Outlines the arrangements the school has in place for health, safety and wellbeing.
- Assigns roles and responsibilities to key staff in the school.
- Is monitored and reviewed regularly by senior leaders.

2. Overview

All schools are required to have a Health, Safety and Wellbeing Policy in place.

The School's Health, Safety and Wellbeing Policy should be developed by the Headteacher, members of the School Leadership team in conjunction with the Governing Body/Trust/Academy Board.

3. Employer responsibilities

Where the school/sponsor/board of governors is the direct employer of school staff (such as in Academies, Trust Schools, Foundation Schools and Voluntary Aided (VA) Schools) the school must have a Health and Safety Policy in place to comply with the Health and Safety at Work Act. This can be in any format.

Where a County Council is the employer of school staff, such as in Maintained or Community Schools, Voluntary Controlled (VC) or Short Stay Schools it is recommended that schools use the Health, Safety and Wellbeing Policy template to develop their Health, Safety and Wellbeing Policy.

4. Day to day management of Health, Safety and Wellbeing

The organisation and arrangements which support the H,S and W Policy (day to day management of Health & Safety) are the responsibility of the Headteacher/Principal and the School Senior Leadership Team (supported and monitored by the Governing Body).

Note that the Management of Health and Safety at Work Regulations requires employers to appoint one or more competent people to support their management of health and safety. This may be done by appointing an external provider to provide this advice.

Occupiers Liability

Regardless of the status of the employer, all school governing bodies have health and safety responsibility as the **occupier** of the premises and therefore must take steps to ensure that the premises are managed effectively to reduce risk to those using, entering or accessing the premises at any time for any reason.

5. Template for Health, Safety and Wellbeing Policy

The Staffordshire Health, Safety and Wellbeing Service provide a template Health, Safety and Wellbeing Policy for schools to customise and adapt for their own use. This is on the next page.



Health, Safety and Wellbeing Policy

Thursfield Primary School

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 school.

Part E - The Key Performance Indicators.



A. Introduction

This policy statement complements (and should be read in conjunction with) the Trust Health and Safety Policy. It records the local organisation and arrangements for implementing the Creative Learning Partnership Trust policy.

B. Policy Statement

The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Thursfield Primary School Governing Body/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.

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

- all places and premises where staff and pupils are required to work and engage in school/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 school/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.



<i>Signed</i>	<i>Signed</i>
Ann Barber, Chair of Governors	Elizabeth Bradbury, Headteacher
<i>Date:</i>	<i>Date:</i>

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 and Safety Advice

The school/academy obtains competent health and safety advice from	Staffordshire Health, Safety and Wellbeing Service
The contact details are	Duty Line: 01785 355777 Steve Brown: 01782 538758 or 07773 791559
In an emergency we contact the Health & Safety Team or the relevant authorities.	

Monitoring Health and Safety

Name of person(s) responsible for the overall monitoring of health and safety in school/academy:	Elizabeth Bradbury (Headteacher)
Our arrangements for the monitoring of health and safety are: Termly Health and Safety Committee Governance meetings Headteachers report to Governors produced termly and includes an update on H&S. H&S committee present an update to full LGB meeting Regular reviews of the premises and monitoring of any accident / incident forms	
The school/academy carries out formal evaluations and audits on the management of health and safety annually.	
The last audit took place	Date: 11 th October 2016 By: Liz Bradbury / Steve Gidman (self evaluation action plan)
Name of person responsible for monitoring the implementation of health	Lisa Asprey (Bursar)



and safety policies	
Workplace inspections – regular checks of premises and grounds. Supervision of contractors. Checks of staff use of equipment / ladders. Termly review of premises	Ken Hackney (Caretaker) Bob Owen (Chair of H&S Committee)

1. Accident Reporting, Recording & Investigation

Our arrangements for recording and investigating:
pupil accidents: the person who administers first aid completes an accident slip. Copy sent home and original kept in a file in the office. More serious accidents require a more detailed form to be completed.
staff accidents: Staff accident forms held in the office and are completed in the case of an accident.
visitor accidents: As per staff accidents
The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: Lisa Asprey via the H&S Team
Our arrangements for reporting to the Governing Body or Academy Board are: Headteacher to contact Chair of Governors by telephone in the first instance. Update on the accident via Headteachers report to governors.
Our arrangements for reviewing accidents and identifying trends are: by regularly checking the content of the accident slips and tracking the number of accidents that are being recorded. Trends identified from the nature of accident.

2. Asbestos

Name of Premises Manager responsible for Managing Asbestos.	Elizabeth Bradbury (Headteacher)
Location of the Asbestos Management Log or Record System.	Bottom shelf of the cupboard labelled with a '3' in the main office.
Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are: caretaker provides contractors with the asbestos register and asks them to sign to say they have reviewed the detail. In the absence of the caretaker, the Bursar ensures this occurs.	



Our arrangements to ensure all school/academy staff such as class teachers or caretakers have information about asbestos risk on the premises: H&S updates completed during Inset days and all staff are aware of the location of the asbestos register.	
Staff must report damage to asbestos materials to:	Liz Bradbury, Lisa Asprey or Ken Hackney
Staff must not drill or affix anything to walls without first obtaining approval from the premises manager.	

3. Communication

Name of SLT member who is responsible for communicating with staff on health and safety matters:	Liz Bradbury and Lisa Asprey
Our arrangements for communicating about health and safety matters with all staff are: regular updates via Inset days. For changes which occur prior to these sessions, an update can be provided at the weekly staff meeting.	
Staff can make suggestions for health and safety improvements by: a suggestion form or by speaking with Liz Bradbury or Lisa Asprey.	

4. Construction Work *See also Contractor Management

Name of person coordinating any construction work / acting as Client for any construction project.	SLA purchased with Entrust. Senior Property Surveyor for Thursfield is Chris Cartwright. Day to day contractor management is either by Ken Hackney or Lisa Asprey.
Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are: to purchase the expertise of the Property Management Team to ensure regulations are adhered to. Duty holders will be identified and named as part of any Construction project.	
Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: via the hazard exchange form prior to works commencing.	
Our arrangements for the induction of contractors are: ensure they understand the building layout, the fire exits and where to gather in the event of a building evacuation.	
Staff should report concerns about contractors to: Lisa Asprey	
We will review any construction activities on the site by: regularly monitoring	



working practices.

5. Consultation

Name of SLT member who is responsible for consulting with staff on health and safety matters:	Liz Bradbury
The name of the Trade Union Health and Safety Representative is:	
Our arrangements for consulting with staff on health and safety matters are to give staff the opportunity to raise concerns and allow them to review the policy prior to implementation.	
Staff can raise issues of concern by: speaking with Liz Bradbury	

6. Contractor Management

Name of person responsible for managing and monitoring contractor activity	Ken Hackney / Lisa Asprey
Our arrangements for selecting competent contractors are: by using the Staffordshire Framework for contractors.	
Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: via the hazard exchange form prior to works commencing.	
Our arrangements for the induction of contractors are: ensure they understand the building layout, the fire exits and where to gather in the event of a building evacuation.	
Staff should report concerns about contractors to: Lisa Asprey	

7. Curriculum Areas – health and safety

When activities are taking place within lessons, risk assessments are created as appropriate.	Led by Lisa Asprey with support from teaching staff
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8. Display Screen Equipment use (including PC's, laptops and tablets)

The school/academy assesses the risk of the use of computers/laptops by carrying out a DSE assessment for staff using this type of equipment continuously and regularly for over an hour.	
Our arrangements for carrying out DSE assessments are: completion of the Display Screen Equipment Assessment Form and the equivalent Agile Working Assessment annually.	



Name of person who has responsibility for carrying out Display Screen Equipment Assessments	Lisa Asprey
DSE assessments are recorded and any control measures required to reduce risk are managed by	Lisa Asprey

9. Early Years Foundation Stage (EYFS)

Name of person who has overall responsibility for EYFS	Liz Timmis
Our arrangements for the safe management of EYFS are: through risk assessment and continual monitoring of the department. Morning checks and any faulty equipment / issues identified are reported to the caretaker.	

10. Educational visits / Off-Site Activities

Name of person who has overall responsibility for Educational Visits	Liz Bradbury
The Educational Visits Coordinator is	Liz Bradbury / Lisa Asprey
Our arrangements for the safe management of educational visits: Risk assessment using the Evolve system which is checked by an EVC and the Headteacher. Ensuring the ratio of staff to children is sufficient and the staff who are leading the trip are suitably experienced to manage the event.	

11. Electrical Equipment [fixed & portable]

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	Lisa Asprey
Fixed electrical wiring test records are located:	In the main office filing cupboards
All staff visually inspect electrical equipment before use.	
Our arrangements for bringing personal electrical items onto the school site are: items which have not been PAT tested should not be used within school.	
Name of person responsible for arranging the testing of portable electrical equipment (PAT):	Lisa Asprey
Name of person responsible for defining the frequency of portable electrical	Testing undertaken annually



equipment (PAT) testing:	
Portable electrical equipment (PAT) testing records are located:	In the main office filing cupboards
Staff must take defective electrical equipment out of use and report to:	Lisa Asprey
The portable electrical equipment on the school site owned and used by contractors is the responsibility of the contractor, who must provide records of this if requested.	

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

Name of competent person responsible for undertaking & reviewing fire risk assessment in addition to any associated action planning	Fire Risk Assessment is completed by 3 rd party organisation. Firesafe 999 were used in 2017.
The Fire Risk Assessment is located	In the Fire Log Book which is stored in the main office filing cupboards.
The site has a fire alarm which activates a response from a 3rd party	
Name of person responsible for arranging and recording of fire drills	Liz Bradbury / Ken Hackney
Name of person responsible for creating and reviewing Fire Evacuation arrangements	Liz Bradbury
Our Fire Evacuation Arrangements are published ...	In every classroom, the main office and the staffroom.
Our Fire Marshalls are listed	In the staffroom
Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located	In the Fire Log Book which is stored in the main office filing cupboards.
Name of person responsible for training staff in fire procedures	Training will be conducted by a suitably qualified 3 rd party. This training is co-ordinated by Lisa Asprey.
All staff must be aware of the Fire Procedures in school	

13. First Aid *see also Medication

Name of person responsible for carrying out the First Aid Assessment	Liz Bradbury / Lisa Asprey
The First Aid Assessment is to be	The assessment will be kept in the



conducted annually in October	main office
First Aiders are listed	Next to the first aid cupboard In the main office
Name of person responsible for arranging and monitoring First Aid Training	Lisa Asprey
Location of First Aid Box	Central 'red area' contains the main first aid cabinet. Each classroom has a first aid box.
Name of person responsible for checking & restocking first aid boxes	Kerry Maybury
In an emergency staff are aware of how to summon an ambulance	
Our arrangements for dealing with an injured person who has to go to hospital are: parents / emergency contact are called following the 999 call. Next of kin should accompany the child / adult, but if they are not at school by the time the ambulance leaves, the Headteacher will decide which adult is appropriate to accompany.	
Our arrangements for recording the use of First Aid are the accident reporting slips (child) or book (adult).	

14. Glass & Glazing

All glass in doors and side panels are constructed of safety glass	
All replacement glass is of safety standard	
A glass and glazing assessment took place in 2014 and the record can be found	March 2014 Saved in the main office, folder titled 'Copies of Reports'

15. Hazardous Substances (COSHH)

Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)	Lisa Asprey
<p>Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are: Cleaning materials are selected and managed by Entrust / Chartwells (3rd party) and are kept in a locked store within school. Classroom resources which require a COSHH assessment are purchased through educational suppliers and the relevant data sheets are acquired at the time of purchase. These items are stored away from children and teachers supervise use as appropriate.</p> <p>The school/academy uses CLEAPPS as a resource and all staff must be aware of how to access this information.</p>	



16. Health and Safety Law Poster

The Health and Safety at Work poster is located:	Within the main school entrance foyer (outside the office door)
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17. Housekeeping, cleaning & waste disposal

All staff and pupils share the responsibility for keeping the school/academy site clean, tidy and free from hazards	
Our waste management arrangements are: Classroom and office bins are emptied nightly by the cleaning staff. The main waste and recycling bins are stored at the side of the school and are emptied weekly.	
Our site housekeeping arrangements are: Caretaker conducts daily checks of the building and empties external bins as required. Regular litter pick of external areas to ensure everywhere is clean and tidy. Cleaners attend school at the end of each day.	
Site cleaning is provided by: External cleaning company	Chartwells via Entrust Julie Cooper 07583988243
Cleaning staff have received appropriate information, instruction and training about the following and are competent:	
work equipment	
hazardous substances	
Waste skips and bins are located away from the school/academy building.	
All staff and pupils are aware of the arrangements for disposing of waste and the location of waste bins and skips.	
Staff in all Depts. who generate waste (e.g.catering/cleaning/curriculum areas) are aware of the risk assessments and control measures in place for their role.	

18. Infection Control

Name of person responsible for managing infection control:	Liz Bradbury, Lisa Asprey
Our infection control arrangements (including communicable diseases/hand hygiene standards) are: monitoring absence calls to ensure contagious illnesses are managed appropriately, e.g. 48 hour absence from school for sickness. Use the guidance provided by HSE Public Health for managing infection. Where there is an increase in cases of illness, advise the cleaners to undertake a more thorough clean of the building / door handles.	

19. Lettings

Name of Premises Manager or member of	Lisa Asprey
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Leadership team responsible for Lettings	
Our arrangements for managing Lettings of the school rooms or external premises are: following the Staffordshire guidelines for lettings. Ensuring appropriate public liability insurance is in place and risk assessments are conducted regularly.	
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/academy on request.	
Hirers must provide a register of those present during a letting upon request.	

20. Lone Working

Our arrangements for managing lone working are that management are aware when lone working is taking place. Mobile phones to be kept on the workers person at all times in case of emergency. Gates and doors closed to ensure security of the person and premises. Risk assessments to be in place for lone working.

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

Testing to be completed: PE Equipment Ladders and steps Fire alarms Smoke detectors Emergency lighting Fire Extinguishers	
Name of person responsible for the selection, maintenance / inspection and testing of equipment	Lisa Asprey will co-ordinate the testing cycle using appropriately qualified companies / personnel
Records of maintenance and inspection of equipment are retained and are located:	In the main office
Staff report any broken or defective equipment to:	Ken Hackney
The equipment on the school/academy site owned and used by contractors is the responsibility of the contractor, who must provide records of testing , inspection and maintenance if requested	



22. Manual Handling

Manual handling does not form a major part of anyone's work and as such, is minimal within the school. If appropriate, staff will be trained to carry out manual handling activities should their role require it.

23. Medication

Name of person responsible for the management of and administration of medication to pupils in school/academy	Office staff, Kerry Maybury
Our arrangements for the administration of medicines to pupils are: consent form completed by parent and administered within the school office at the agreed times. Always 2 adults present when medicine being administered. Diabetic children have individual care plans created with help from the diabetic nurse. These are managed by the Teaching Assistant for the class. Children with allergies who have an epi-pen have an individual care plan and their epi-pen is stored in their classroom and all staff are aware of this and have the necessary training to administer if necessary.	
The named members of staff who are authorised to give / support pupils with medication are:	Lisa Asprey Linda Burch Kerry Maybury Fiona Figgins Miriam Wynne All other staff who are trained in the specific medications.
Medication is stored:	Main office – general medicine Classrooms – epi pen, insulin, inhalers
A record of the administration of medication is located:	Office Classroom Inhaler – recorded in planner
Pupils who administer and/or manage their own medication in school are authorised to do so by a parent 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 detailed within individual care plans. Staff will always call 999 should an Epi pen need to be administered.	



Staff who are taking medication must keep this personal medication in a secure area in a staff only location.
Staff must advise the school/academy leaders if they are taking any medication which might impair their ability to carry out their normal work.

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

PPE is provided free of charge where a risk assessment identifies this is needed to control a risk and the risk cannot be controlled by another means.	
Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for school/academy staff.	Lisa Asprey
Name of person responsible for the checking and maintenance of personal protective equipment provided for staff	Ken Hackney
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.	The teacher conducting the lesson will review the risk and decide what is required.
All PPE provided for use in a classroom environment is kept clean, free from defects and replaced as necessary.	
Name(s) of person responsible for cleaning and checking pupil PPE.	The teacher who is putting the items away after use.

25. Reporting Hazards or Defects

All staff and pupils must report any hazards, defects or dangerous situations they see at school/academy.
Our arrangements for the reporting of hazards and defects: Noting the concern in the caretakers work log which is held in the main office and advising the Headteacher / Bursar immediately if the issue is critical.

26. Risk Assessments

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.
Risk assessments are in place for the following areas: (examples)



<p>Premises and grounds Curriculum / classrooms Hazardous activities or events Lettings or contract work which may affect staff or pupils in the school/academy Fire Risk Assessment Hazardous Substances Work Equipment Manual handling activities Risks related to individuals e.g. health issues</p>	
<p>Name of person who has overall responsibility for the school/academy risk assessment process and any associated action planning</p>	<p>Lisa Asprey</p>
<p>Our arrangements for carrying out, recording, communicating and reviewing risk assessments are: Annual review of risk assessments at the start of the school year. Update risk assessment following any incidents throughout the year. Risk assessments for school trips are completed by the trip leader on the Evolve system and signed off by the Headteacher.</p>	
<p>Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments.</p>	
<p>When an accident or incident occurs a post risk assessment takes place when a new hazard has been identified.</p>	
<p>Risk assessments are created or reviewed when something new is introduced or a change has occurred.</p>	

27. Smoking

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

<p>Name of Premises Manager or member of Leadership team responsible for Premises Management</p>	<p>Liz Bradbury</p>
<p>The school premises are shared with another organisation (e.g.Contract caterer/public leisure centre).</p>	<p>Chartwells via Entrust – catering and cleaning</p>
<p>Our arrangements for managing health and safety in a shared workplace are to ensure that they have their own risk assessments and COSHH paperwork.</p>	



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29. Stress and Staff Well-being

Name of person who has overall responsibility for the health and wellbeing of school/academy staff	Liz Bradbury
All staff have responsibility to take care of their own health and wellbeing and the school/academy supports staff to do this by implementing the following arrangements: regular breaks from the classroom, discussion of concerns with line management, access to the Staffordshire wellbeing service via the Occupational Health Service.	
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.	

30. Training and Development

Name of person who has overall responsibility for the training and development of staff.	Liz Bradbury
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: regular updates on Inset days. Identification of specific training needs throughout the year. Use external training providers to ensure most recent legislation is adhered to.	
Training records are retained and are located in the staff files within the main office.	

31. Vehicles owned or operated by the school/academy

Name of person who has overall responsibility for the school/academy vehicles	Lisa Asprey
The school/academy operates (no.of xx) minibus/coaches/cars/other vehicles (e.g. quad bikes/ride on mowers).	1 minibus
Name of person who manages the driver	Lisa Asprey facilitates this through



medical examinations	Staffordshire Travel Wise Road Safety Unit
Name of person who manages the vehicle license requirements	Lisa Asprey
Name of person who undertakes vehicle checks such as oil, water and routine roadworthiness.	Ken Hackney
Name of person who arranges servicing and maintenance of the academy vehicles	Lisa Asprey
Our arrangements for the safe use of school/academy vehicles are: only permit holders allowed to drive the vehicles with children onboard. Only drivers with the correct license and driving experience to drive the minibus without children.	

32. Violence and Aggression and School/Academy Security

The school/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.	
Staff and pupils must report all incidents of verbal & physical violence to:	Liz Bradbury
Incidents of verbal & physical violence are investigated by:	Liz Bradbury
Name of person who has responsibility for site security:	Ken Hackney (all staff have responsibility to be vigilant)

33. Water System Safety

Name of Premises Manager responsible for managing water system safety.	Lisa Asprey
Name of contractors who have undertaken a risk assessment of the water system	IWS Ltd
Name of contractors who carry out regular testing of the water system:	IWS Ltd
Location of the water system safety	Main office filing cupboard



manual/testing log	
Our arrangements to ensure contractors have information about water systems are to provide them with the water systems manual.	
Our arrangements to ensure all school/academy staff carrying out checks or testing or maintenance have information about the water system is to provide them with the water systems manual.	

34. Working at Height

Name(s) of person responsible managing the risk of work at height on the premises:	Liz Bradbury
Work at height is avoided where possible.	
Our arrangements for managing work at height are to ensure that appropriate step ladders are available for the job.	
Staff who carry out work at height are trained to use the equipment provided	

35. Work Experience

Name of person who has overall responsibility for managing work experience and work placements for school/academy pupils.	Liz Bradbury
Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are: Caretaker to complete walkaround with the induction paperwork and ask the student to sign to confirm the discussion has taken place.	
The name of the person responsible for the health and safety of people on work experience in the school/academy premises:	Liz Bradbury

36. Volunteers

Name of person who has overall responsibility for managing/coordinating volunteers working within the school/academy:	Liz Bradbury
Volunteers are considered as a member of staff and all health and safety arrangements including induction and training must apply.	