



Health, Safety and Wellbeing Policy

St Joseph's Catholic Primary School & Nursery

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 SCC Health and Safety Policy. It records the local organisation and arrangements for implementing the SCC policy.

B. Policy Statement

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

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

- all places and premises where staff and 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 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>K L Bennett</i>
Chair of Governors	Mrs K L Bennett Headteacher
	14.11.2018



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

<i>The school obtains competent health and safety advice from</i>	<i>Staffordshire County Council – Health & Safety department</i>
<i>The contact details are</i>	01785 355777 shss@staffordshire.gov.uk
<i>In an emergency we contact John Burdett - 07773 791520</i>	

Monitoring Health and Safety

<i>Name of person(s) responsible for the overall monitoring of health and safety in school:</i>	<i>Mrs Karen Bennett</i>
<i>Our arrangements for the monitoring of health and safety are: Termly Governor Health & Safety meetings. Annual report to Governors during the summer term.</i>	
<i>The school carries out formal evaluations and audits on the management of health and safety annually.</i>	
<i>The last audit took place</i>	<i>Date: 3/1/2017 By: Helen Edge</i>
<i>Name of person responsible for monitoring the implementation of health and safety policies</i>	<i>Mrs Helen Edge</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>
<i>Emergency Lighting test</i>	<i>Geoff Hill</i>
<i>Emergency Lighting equipment</i>	<i>Trinity Fire Protection Services</i>
<i>Ladders</i>	<i>Geoff Hill</i>
<i>Playground equipment (visual)</i>	<i>Geoff Hill</i>
<i>Asbestos (June annually)</i>	<i>SCC</i>
<i>Asbestos (Dec annually) visual</i>	<i>Geoff Hill</i>
<i>Portable Appliances – annually</i>	<i>Outside contractor</i>
<i>Fixed electrical equipment – 5 yearly</i>	<i>Outside contractor</i>



Water Hygiene	Hertel/IWS
PE Equipment	Sportsafe UK
Fire Extinguishers – annually	Chubb
Fire Alarm	Trinity Fire Protection Services
COSHH	Helen Edge

D. Detailed Health and Safety Arrangements

1. Accident Reporting, Recording & Investigation

<i>Our arrangements for recording and investigating:</i>
<i>pupil accidents: all accidents are written in the pupil accident book. Bump notes are sent home with pupils. (Location – outside year 6)</i>
<i>staff accidents: all accidents are written in the staff accident book located in the school office</i>
<i>visitor accidents: all accidents are reported to the school office</i>
<i>The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: Mrs Helen Edge</i>
<i>Our arrangements for reporting to the Governing Body are: Accidents are reported termly to the Health & Safety committee.</i>
<i>Our arrangements for reviewing accidents and identifying trends are: Trends are reviewed by the Health & Safety committee each term.</i>

2. Asbestos

<i>Name of Premises Manager responsible for Managing Asbestos.</i>	<i>Karen Bennett</i>
<i>Location of the Asbestos Management Log or Record System.</i>	<i>School office</i>
<i>Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are: A hazard exchange document is completed and the contractor signs the asbestos register.</i>	
<i>Our arrangements to ensure all school staff such as class teachers or caretakers have information about asbestos risk on the premises: All staff read and sign the asbestos register on an annual basis. Asbestos online power point refresher training undertaken December annually by Headteacher, Bursar and Site Technician.</i>	
<i>Staff must report damage to asbestos materials to:</i>	<i>Mrs Karen Bennett/Mrs Helen Edge</i>
<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 for communicating with staff on health and safety matters:</i>	<i>Karen Bennett</i>
<p><i>Our arrangements for communicating about health and safety matters with all staff are:</i></p> <p><i>Inset Day – September annually. All staff are updated with Health & Safety procedures and policies and receive written documentation each year.</i></p> <p><i>Termly updates are given when needed either through staff meetings, staff briefings or individually</i></p>	
<p><i>Staff can make suggestions for health and safety improvements by:</i></p> <p><i>Speaking to Mrs Bennett/Mrs Edge or through staff briefings/staff meetings where H&S is always an agenda item.</i></p>	

4. Construction Work *See also Contractor Management

<i>Name of person coordinating any construction work / acting as Client for any construction project.</i>	<i>Mrs Karen Bennett</i>
<p><i>Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are:</i></p> <p><i>Pre Contract meetings held.</i></p> <p><i>Duty holders will be identified and named as part of any Construction project.</i></p>	
<p><i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are:</i></p> <p><i>Undertaken at the pre contract meeting.</i></p>	
<p><i>Our arrangements for the induction of contractors are:</i></p> <p><i>Pre contract meeting is held between contractor, premise manager, health & safety co-ordinator and project management team where information is exchanged.</i></p>	
<p><i>Staff should report concerns about contractors to: Mrs Karen Bennett/Mrs Helen Edge</i></p>	
<p><i>We will review any construction activities on the site by:</i></p> <p><i>Holding regular contractor meetings.</i></p>	

5. Consultation

<i>Name of SLT member who is responsible for consulting with staff on health and</i>	<i>Mrs Karen Bennett</i>
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<i>safety matters:</i>	
<i>The name of the Trade Union Health and Safety Representative is:</i>	<i>None</i>
<i>Our arrangements for consulting with staff on health and safety matters are: Any consultations are done within staff briefings/staff meetings when required</i>	
<i>Staff can raise issues of concern by:</i>	
<ul style="list-style-type: none"> - <i>Speaking directly to Mrs Bennett/Mrs Edge</i> - <i>Raising at staff briefings/staff meetings</i> 	

6. Contractor Management

<i>Name of person responsible for managing and monitoring contractor activity</i>	<i>Mrs Karen Bennett Mrs Helen Edge</i>
<i>Our arrangements for selecting competent contractors are:</i>	
<ul style="list-style-type: none"> - <i>Companies used that are on the approved SCC list</i> - <i>For larger contracts the job would go out to tender</i> 	
<i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are:</i>	
<i>A Hazard exchange document is completed with all contractors and the asbestos register is signed at this time.</i>	
<i>Our arrangements for the induction of contractors are:</i>	
<i>When first arriving at site this is undertaken by the completion of a hazard exchange form.</i>	
<i>Staff should report concerns about contractors to: Mrs Karen Bennett/Mrs Helen Edge</i>	

7. Curriculum Areas – health and safety

<i>Name of person who has overall responsibility for the curriculum areas as follows:</i>	<i>Head of Dept. or Curriculum Lead Name</i>
<i>Early Years</i>	<i>Mrs V Farrah</i>
<i>Science</i>	<i>Mrs J Cleary</i>
<i>PE</i>	<i>Mr T Sayce</i>
<i>Risk assessments for these curriculum areas are the responsibility of:</i>	<i>Name(s)</i>
<i>Early Years</i>	<i>Mrs V Farrah</i>
<i>Science</i>	<i>Mrs J Cleary</i>
<i>PE</i>	<i>Mr T Sayce</i>

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

<i>The school assesses the risk of the use of computers/laptops by carrying out a</i>



DSE assessment for staff using this type of equipment continuously and regularly for over an hour.

*Our arrangements for carrying out DSE assessments are:
Assessments are carried out every 2 years for all DSE users.*

<i>Name of person who has responsibility for carrying out Display Screen Equipment Assessments</i>	<i>Mrs Helen Edge</i>
<i>DSE assessments are recorded and any control measures required to reduce risk are managed by</i>	<i>Mrs Helen Edge</i>

9. Early Years Foundation Stage (EYFS)

<i>Name of person who has overall responsibility for EYFS</i>	<i>Mrs Victoria Farrah</i>
<i>Our arrangements for the safe management of EYFS are: To follow the statutory requirements of the EYFS Daily visual risk assessments completed Procedures relating to all health and safety are followed in line with school policy.</i>	

10. Educational visits / Off-Site Activities

<i>Name of person who has overall responsibility for Educational Visits</i>	<i>Mrs Karen Bennett</i>
<i>The Educational Visits Coordinator is</i>	<i>Mrs Helen Edge</i>
<i>Our arrangements for the safe management of educational visits: Evolve is used for all trips/visits with the appropriate risk assessments attached</i>	

11. Electrical Equipment [fixed & portable]

<i>Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:</i>	<i>SCC Remedial action – Mrs Helen Edge</i>
<i>Fixed electrical wiring test records are located:</i>	<i>School Office</i>
<i>All staff visually inspect electrical equipment before use.</i>	
<i>Our arrangements for bringing personal electrical items onto the school site are: Items that are under one year old can be brought on to the premises. Items above one year old have to be PAT tested before use.</i>	
<i>Name of person responsible for arranging the testing of portable electrical equipment (PAT):</i>	<i>Mrs Helen Edge</i>



<i>Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:</i>	<i>Mrs Helen Edge</i>
<i>Portable electrical equipment (PAT) testing records are located:</i>	<i>H&S Binder – School Office</i>
<i>Staff must take defective electrical equipment out of use and report to:</i>	<i>Mrs Helen Edge</i>
<i>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.</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>Mrs Karen Bennett Mrs Helen Edge</i>
<i>The Fire Risk Assessment is located</i>	<i>H&S Binder – School Office</i>
<i>When the fire alarm is raised the person responsible for calling the fire service is</i>	<i>Mrs Helen Edge</i>
<i>Name of person responsible for arranging and recording of fire drills</i>	<i>Mrs Karen Bennett/Mrs Helen Edge</i>
<i>Name of person responsible for creating and reviewing Fire Evacuation arrangements</i>	<i>Mrs Helen Edge</i>
<i>Our Fire Evacuation Arrangements are published ...</i>	<i>With fire log book – school office (on hook to the right as enter office)</i>
<i>Our Fire Marshals are listed</i>	<i>H&S Binder – school office</i>
<i>Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at</i>	<i>School Office – on wall by door</i>
<i>Name of person responsible for training staff in fire procedures</i>	<i>Mrs Karen Bennett/Mrs Helen Edge</i>
<i>All staff must be aware of the Fire Procedures in school. This is demonstrated through the completion of a termly fire drill.</i>	

13. First Aid *see also Medication

<i>Name of person responsible for carrying out the First Aid Assessment</i>	<i>Mrs Helen Edge</i>
<i>The First Aid Assessment is located</i>	<i>H&S Binder – school office</i>



<i>First Aiders are listed</i>	<i>School Office – H&S Binder/Notice Board</i>
<i>Name of person responsible for arranging and monitoring First Aid Training</i>	<i>Mrs Karen Bennett/Mrs Helen Edge</i>
<i>Location of First Aid Box</i>	<i>Outside Y6 underneath sink unit</i>
<i>Name of person responsible for checking & restocking first aid boxes</i>	<i>Mrs Judith Cox</i>
<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 (who is contacted/ who accompanies staff or children to hospital):</i>	
<i>pupils</i>	<i>Ambulance is called. Parent is contacted to attend school and accompany pupil. If parent is unable to arrive in time, the Headteacher will accompany pupil and meet parent at hospital.</i>
<i>staff</i>	<i>Ambulance is called. Next of kin is contacted to attend workplace. If unable to arrive in time the Headteacher or work colleague will accompany staff member.</i>
<i>visitors</i>	<i>Ambulance is called.</i>
<i>Our arrangements for recording the use of First Aid are:</i>	
<i>For pupils:</i>	
<i>Accident book completed which is located in first aid box outside year 6. Bump note sent home to parent/carer.</i>	
<i>For staff/visitors:</i>	
<i>Completion of Accident book BI 510 located in the school office.</i>	

14. 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 and the record can be found</i>	<i>December 2012 School Office</i>

15. Hazardous Substances (COSHH)

<i>Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)</i>	<i>Mrs Helen Edge</i>
<i>Our arrangements for managing hazardous substances (selection, storage, risk</i>	



assessment, risk control etc.) are:

Any hazardous substances held on site have a COSHH data sheet. All COSHH data sheets are held in the school office. Risk assessments are held and reviewed regularly. High risk items are kept locked away from pupils.

The school uses CLEAPPS as a resource and all staff must be aware of how to access this information.

16. Health and Safety Law Poster

The Health and Safety at Work poster is located:

Staff Room

17. Housekeeping, cleaning & waste disposal

All staff and pupils share the responsibility for keeping the school site clean, tidy and free from hazards

Our waste management arrangements are:

Recycling/Refuse Collection through Cannock Chase Council

Sanitary hygiene through Hygienic Concepts

Our site housekeeping arrangements are:

Waste is split between recyclable/non-recyclable and deposited in the appropriate bins.

Site cleaning is provided by:

External cleaning company

Name and contact details

SLA – Chartwells

Maureen Turner - 07815827389

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 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:

Mrs Karen Bennett

Our infection control arrangements (including communicable diseases/hand hygiene standards) are:

Guidance on infection control is kept in the school office.

Parents are informed of incubation timescales for illness.



Pupils are encouraged to wash their hands after visiting the toilet to reduce the spreading of infection.

19. Lettings

<i>Name of Premises Manager or member of Leadership team responsible for Lettings</i>	<i>Mrs Karen Bennett Mrs Helen Edge</i>
<i>Our arrangements for managing Lettings of the school/rooms or external premises are: Application form is completed. Signed agreement held. Hazard exchange information is undertaken. Hire fees are invoiced on a monthly basis.</i>	
<i>The health and safety considerations for Lettings are considered and reviewed annually.</i>	
<i>Hirers have in place their own risk assessments, first aid arrangements/ fire procedures and emergency procedures.</i>	
<i>Hirers are responsible for obtaining the necessary local authority licenses for their activities and these must be provided to the school on request.</i>	
<i>Hirers must provide a register of those present during a letting upon request.</i>	

20. Lone Working

<i>Our arrangements for managing lone working are: Prior approval for lone working is to be obtained from Mrs Bennett. Another member of staff is always advised if lone working is to be undertaken to ensure that they are aware of whereabouts of person staying. Staff member to have access to a mobile phone in case of an emergency. No high risk activities are to be undertaken if working alone.</i>
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21. Maintenance / Inspection of Equipment (including selection of equipment)

<i>NOTE Types of equipment to consider in this section: Ladders and steps, PE equipment, fire alarm and smoke detection, emergency lighting, fire extinguishers. This section must include the arrangements for school kitchens.</i>	
<i>Name of person responsible for the selection, maintenance / inspection and testing of equipment</i>	<i>Name</i>
<i>Ladders and steps</i>	<i>Mr Geoff Hill</i>
<i>PE equipment</i>	<i>Sportsafe UK</i>
<i>Fire Alarm and Emergency Lighting</i>	<i>Trinity Fire Protection</i>
<i>Fire Extinguishers</i>	<i>Chubb</i>
<i>School Kitchen</i>	<i>Shires (however fire alarm,</i>



	<i>emergency lighting and fire extinguishers tested as part of school site)</i>
<i>Records of maintenance and inspection of equipment are retained and are located:</i>	<i>School Office</i>
<i>Staff report any broken or defective equipment by completing book located in the school office for work to be undertaken.</i>	<i>Mr Geoff Hill</i>
<i>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. In reality contractors bring their own equipment onto site (e.g. ladders)</i>	

22. Manual Handling

<i>Name of competent person responsible for carrying out manual handling risk assessments</i>	<i>Mrs Helen Edge</i>
<i>Our arrangements for managing manual handling activities are:</i>	
<i>Staff are aware of the requirement to avoid hazardous manual handling and school carry out a 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>	
<i>Staff are trained appropriately to carry out manual handling activities.</i>	
<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>	

23. Medication

<i>Name of person responsible for the management of and administration of medication to pupils in school</i>	<i>Mrs Karen Bennett (management) Mrs Helen Edge (administration)</i>
<i>Our arrangements for the administration of medicines to pupils are: Only medication that has been prescribed by the doctor for administering four times a day or detailed in a care plan can be accepted in school. A signed consent form is obtained from the parents and held in the medicine folder in the school office. A record of all medication administered is kept in the medicine log.</i>	
<i>The names members of staff who are authorised to give / support pupils with</i>	<i>All staff who have received schools first aid training</i>



<i>medication are:</i>	
<i>Medication is stored:</i>	<i>Locked medicine cupboard in disabled toilet adjacent to school office. If refrigerated – in fridge located in Headteacher’s office.</i>
<i>A record of the administration of medication is located:</i>	<i>In medicine book – school office</i>
<i>There are currently no pupils who administer and/or manage their own medication in school. If a request is received authorisation by the Head Teacher is required and the pupil would administer the medication under supervision.</i>	
<i>Staff are trained to administer complex medication by the school nursing service when required.</i>	
<p><i>Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are:</i></p> <p><i>Staff receive annual refresher training each September from the school nursing service with regard to asthma and epi-pen.</i></p> <p>Asthma</p> <p><i>Children from nursery – year 2 – inhalers are kept by the class teacher</i></p> <p><i>Children from years 3 – 6 inhalers are kept by the child</i></p> <p><i>Each class has an asthma folder where parental consent is held. Parents are informed in writing when the inhaler has been administered in school.</i></p> <p>Epi-pen</p> <p><i>These are held in individual bags under the supervision of the class teacher/lunchtime supervisor and follow the children around school.</i></p>	
<i>Staff who are taking medication must keep this personal medication in a secure area in a staff only location.</i>	
<i>Staff must advise the school leaders if they are taking any medication which might impair their ability to carry out their normal work.</i>	

24. 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 school staff.</i>	<i>N/A</i>
<i>Name of person responsible for the checking and maintenance of personal protective equipment provided for staff</i>	<i>N/A</i>
<i>PPE provided for use in curriculum lessons is not “personal” as it is provided by pupils in classroom situations.</i>	



<i>Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for pupils.</i>	<i>N/A</i>
<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>N/A</i>

25. Radiation

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

26. Reporting Hazards or Defects

<i>All staff and pupils must report any hazards, defects or dangerous situations they see at school.</i>
<i>Our arrangements for the reporting of hazards and defects: Site Technician work book is held in the school office. All defects/hazards are reported by staff and work undertaken by Site Technician</i>

27. Risk Assessments

<i>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.</i>
<i>Risk assessments are in place for the following areas: Cleaning activities undertaken by school staff Contractors and in house building work Display boards Finger trapping General classroom Open day events/PTFA functions Premises – Internal Premises – external Pupil Wellbeing School office/reprographics Staff wellbeing Stage Dogs Rabbits/guinea pigs</i>



<p><i>Fire Risk Assessment</i> <i>Hazardous Substances</i> <i>Risks related to individuals e.g. health issues</i> <i>Lettings</i></p>	
<p><i>Name of person who has overall responsibility for the school risk assessment process and any associated action planning</i></p>	<p><i>Mrs Helen Edge</i></p>
<p><i>Our arrangements for carrying out, recording, communicating and reviewing risk assessments are:</i> <i>Individuals receive a copy of all risk assessments relevant to their role on an annual basis.</i></p>	
<p><i>Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments.</i></p>	
<p><i>When an accident or incident occurs a post risk assessment takes place when a new hazard has been identified.</i></p>	
<p><i>Risk assessments are created or reviewed when something new is introduced or a change has occurred.</i></p>	

28. Smoking

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

29. Shared use of premises/shared workplace

<p><i>Name of Premises Manager or member of Leadership team responsible for Premises Management</i></p>	<p><i>Mrs Karen Bennett</i></p>
<p><i>The school premises are shared with another organisation (e.g. Contract caterer/public leisure centre).</i></p>	<p><i>Farlea Childcare Ltd</i> <i>Chartwells</i> <i>Shires</i></p>
<p><i>Our arrangements for managing health and safety in a shared workplace are:</i> <i>School policies shared and procedures discussed.</i> <i>Hazard exchange forms held</i></p>	

30. Stress and Staff Well-being

<p><i>Name of person who has overall responsibility for the health and wellbeing of school staff</i></p>	<p><i>Mrs Karen Bennett</i></p>
<p><i>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:</i></p>	



<ul style="list-style-type: none"> - Open door policy - Wellbeing support and medical cover through school staff insurance - Thinkwell service promoted - Occupation Health referrals undertaken when necessary - Social events
<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>
<i>A team stress risk assessment has been completed involving all staff and this is reviewed regularly. Date Completed – 30.1.2017</i>

31. Training and Development

<i>Name of person who has overall responsibility for the training and development of staff.</i>	<i>Mrs Karen Bennett</i>
<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: An induction takes place between Mrs Edge and the new member of staff</i>	
<i>The school has a health and safety training matrix to help in the planning of essential and development training for staff.</i>	
<i>Training records are retained and are located on the admin computer. Individuals retain their certificate of attendance.</i>	
<i>Training and competency as a result of training is monitored and measured by:</i>	<i>Mrs Karen Bennett</i>

32. Vehicle movement on site

<i>Name of Premises Manager responsible for the management of vehicles on site</i>	<i>Mrs Karen Bennett</i>
<i>Our arrangements for the safe access and movement of vehicles on site are Segregation of vehicles and pupil areas. Car Park adjacent to school is for staff, visitors and deliveries. Parent Car Park is situated across the road.</i>	



33. Violence and Aggression and School Security

<i>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.</i>	
<i>A risk assessment is carried out where staff are at increased risk of injury due to their work.</i>	
<i>Training, information and instruction is available to staff to help them manage the risk of violence and aggression where required.</i>	
<i>Staff and pupils must report all incidents of verbal & physical violence to:</i>	<i>Mrs Karen Bennett</i>
<i>Incidents of verbal & physical violence are investigated by:</i>	<i>Mrs Karen Bennett</i>
<i>Name of person who has responsibility for site security:</i>	<i>Mrs Karen Bennett</i>
<i>Our arrangements for site security are: All external gates locked at 8.55am and re-opened at 3pm. Visitor access channelled through main entrance. All visitors wear visitor badges</i>	

34. Water System Safety

<i>Name of Premises Manager responsible for managing water system safety.</i>	<i>Mrs Karen Bennett</i>
<i>Name of contractors who have undertaken a risk assessment of the water system</i>	<i>Hertel IWS</i>
<i>Name of contractors who carry out regular testing of the water system:</i>	<i>Hertel IWS</i>
<i>Location of the water system safety manual/testing log</i>	<i>School Office</i>
<i>Our arrangements to ensure contractors have information about water systems are: Water Hygiene book and water hygiene risk assessment provided at each visit. Contractor also signs the asbestos register</i>	
<i>Our arrangements to ensure all school staff carrying out checks or testing or maintenance have information about the water system: N/A – SLA held through SCC where contractors undertake the water checks/tests</i>	

35. Working at Height

<i>Name(s) of person responsible managing the risk of work at height on the premises:</i>	<i>Mrs Karen Bennett</i>
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<i>Work at height is avoided where possible.</i>
<i>Our arrangements for managing work at height are: Any work at height is to be done using provided step ladders.</i>
<i>Appropriate equipment is provided for work at height where required.</i>
<i>Staff who carry out work at height are trained to use the equipment provided</i>
<i>Work at height equipment is regularly inspected, maintained and records are kept in the school office</i>

36. Work Experience

<i>Name of person who has overall responsibility for managing work experience and work placements for school pupils.</i>	<i>Mrs Karen Bennett</i>
<i>Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are: Nominated teacher supervises student appointed to them. First day meeting held with Headteacher Student/Volunteer booklet provided together with safeguarding information to read and sign.</i>	
<i>The name of the person responsible for the health and safety of people on work experience in the school premises:</i>	<i>Mrs Karen Bennett</i>
<i>Our arrangements for managing the health and safety of work experience students in the school are: The same procedures are in place for students as they are for staff</i>	

37. Volunteers

<i>Name of person who has overall responsibility for managing/coordinating volunteers working within the school:</i>	<i>Mrs Karen Bennett</i>
<i>Volunteers are considered as a member of staff and all health and safety arrangements including induction and training must apply.</i>	

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.



KPI	Undertaken	Review Date
Annual premise checklist to be completed each year in the autumn term	16.10.2018	October 2019
Self-audit document to be completed annually and returned to SCC by 31 st January	8.1.2018	January 2019
Fire Risk Assessment to be undertaken annually	July 2018	July 2019
3 Fire drills per school year to be undertaken	Autumn/Spring/Summer terms	Autumn/Spring/Summer Terms
Local Health & Safety Policy to be reviewed 2 yearly	Nov 2018	November 2020