

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

Leek High 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 academy.

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 The Talentum Learning Trust Governing Body those in control of the academy trust 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 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 form part of this policy.

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

<i>[Signature]</i>	<i>[Signature]</i>
<i>Mr William Hurst</i> Chair of Local Governing Body	<i>Mr Phillip Evans</i> Headteacher
<i>22.10.2020</i>	<i>22.10.2020</i>

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>	<i>Staffordshire County Council Health, Safety and Wellbeing Service</i>
<i>The contact details are:</i>	Health, Safety and Wellbeing Service Wedgwood Building Tipping Street Stafford ST16 2DH

	Tel: 01785 355777 Email: shss@staffordshire.gov.uk
<i>In an emergency contact: Mr Steve Brown</i>	

Monitoring Health and Safety

<i>Name of person(s) responsible for the overall monitoring of health and safety in academy:</i>	<i>Mr P Evans Headteacher Mrs T Eades Office Manager</i>
<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>Termly Meetings of the Academy Health and Safety Committee Annual Health and Safety Report to Governors</i>	
<i>The academy carries out formal evaluations and audits on the management of health and safety annually.</i>	
<i>The last audit took place</i>	<i>Date:22nd March 2018 By: Mr S Brown</i>
<i>Name of person responsible for monitoring the implementation of health and safety policies</i>	<i>Mr P Evans Mrs T Eades</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>Mr M Wheeldon</i>
	<i>Subject Leaders</i>

D. Detailed Health and Safety Arrangements

For further information from the Health, Safety and Wellbeing Service in any of these areas see the information on the SLN

<https://education.staffordshire.gov.uk/School-Admin/HealthSafetyWellbeing/Health-Safety-and-Wellbeing-Service.aspx> or consult with your Health and Safety Adviser / Other Specialist Adviser.

Accident Reporting, Recording & Investigation

<i>Our arrangements for recording and investigating:</i>
<i>Pupil accidents: Minor incidents recorded by Mrs J Williams at reception. HS40 Accident Investigation Reports are completed by the Office Staff following investigation and initial reporting by the member of staff who dealt with the incident.</i>
<i>Staff accidents: Recorded in the Accident Book and investigated by Mrs T Eades</i>
<i>Visitor accidents: Recorded by Mrs J Williams & Mrs T Eades, as above. Contractors working on site must report any accident to the school in addition to their own accident reporting procedures</i>
<i>The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: Mrs T Eades</i>
<i>Our arrangements for reporting to the Governing Body or Academy Board are: Termly reports to the H&S Committee and Annual Report to Governors</i>
<i>Our arrangements for reviewing accidents and identifying trends are: Termly reports to the H&S Committee and Annual Report to Governors.</i>

1. Asbestos

<i>Name of Premises Manager responsible for Managing Asbestos.</i>	<i>Mr L Blackburn</i>
<i>Location of the Asbestos Management Log or Record System.</i>	<i>Site Management Office</i>
<i>Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are: All contractors must read and sign the Asbestos Management Log before any work can commence on site. The log indicates the location or suspected location of asbestos in the school.</i>	
<i>Our arrangements to ensure all academy staff such as class teachers or caretakers have information about asbestos risk on the premises: All staff are aware of the location of the Asbestos Management Log and are instructed not to commence any works, however minor, before checking the log and consulting Mr G Finney.</i>	
<i>Staff must report damage to asbestos materials to:</i>	<i>Mr L Blackburn</i>

Staff must not drill or affix anything to walls without first obtaining approval from the premises manager.

2. Communication

Name of SLT member who is responsible for communicating with staff on health and safety matters:	Mr P Evans
Our arrangements for communicating about health and safety matters with all staff are: via H&S Committee representatives, staff meetings, whole school email, school staff shared area, H&S Induction issued annually & to new staff	
Staff can make suggestions for health and safety improvements by emailing PEvans@tflt.org.uk or TEades@tflt.org.uk or via their H&S representative or through department meetings, minutes to be sent to the Headteacher.	

3. Construction Work *See also Contractor Management

Name of person coordinating any construction work / acting as Client for any construction project.	Mr M Wheeldon
Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are: All contractors are required to supply H&S information to the Client prior to commencement of the project. The Client will share academy H&S information with the contractor via the completion of a Hazard Exchange Form and Hot Works Permit if applicable. 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: Completion of Hazard Exchange Form prior to start of project, submission of Risk Assessments, Safe Systems of Work, insurance documents and staff training certificates by contractor.	
Our arrangements for the induction of contractors are: Site Meeting with Mr M Wheeldon and contractor prior to the start of the project	

to exchange H&S information and agree the parameters and conditions of work.

Staff should report concerns about contractors to: Mr M Wheeldon

We will review any construction activities on the site by: Mr M Wheeldon

4. Consultation

Name of SLT member who is responsible for consulting with staff on health and safety matters:	Mr P Evans
The name of the Trade Union Health and Safety Representative(s) are:	Ms E Pierpoint-Thomas
Our arrangements for consulting with staff on health and safety matters are: via staff meetings and minutes and the H&S Committee	
Staff can raise issues of concern by: emailing Mr Frank Murray (H&S Governor), a trade union representative or Mr P Evans.	

5. Contractor Management

Name of person responsible for managing and monitoring contractor activity	Mr M Wheeldon
Our arrangements for selecting competent contractors are: County approved supplier or contractors recommended from other organisations are requested to submit quotes or tenders. Three quotes are required for all works with a value in excess of £2k and a mini tender process must be conducted for works valued over £15k. Full tender arrangements are arranged for projects with a value over £30k.	
Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are via site meetings planned before, during and after the completion of the project between Mr G Finney and the contractor	
Our arrangements for the induction of contractors are discussed at the site meeting prior to the start of the project and communicated to contractors' staff via the main contractor.	
Staff should report concerns about contractors to: Mr G Finney	

6. Curriculum Areas – Health and Safety

Name of person who has overall responsibility for the curriculum areas as follows: e.g. Science D&T PE	Head of Dept. or Curriculum Lead Mr G Ford Mrs J Wheat & Mr N Garner Mr P Watts
Risk assessments for these curriculum areas are the responsibility of:	As above

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

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.	
Our arrangements for carrying out DSE assessments are: all new staff works stations are assessed by M Wheeldon and staff are informed that they must report any difficulties to Mr M Wheeldon immediately.	
Name of person who has responsibility for carrying out Display Screen Equipment Assessments	Mr M Wheeldon & Mrs T Eades
DSE assessments are recorded and any control measures required to reduce risk are managed by	Mr M Wheeldon & Mrs T Eades

8. Early Years Foundation Stage (EYFS)

Name of person who has overall responsibility for EYFS	Not Applicable
Our arrangements for the safe management of EYFS are:	

9. Educational visits / Off-Site Activities

Name of person who has overall responsibility for Educational Visits	Mr P Evans
The Educational Visits Coordinator is	Mr A Simcock
Our arrangements for the safe management of educational visits: Party leaders must enter visit H&S information onto the Evolve	

system which is checked by Mr A Simcock and final approval for the visit signed off by Mr P Evans

10. Electrical Equipment [fixed & portable]

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	Mr M Wheeldon
Fixed electrical wiring test records are located:	Site Management Office
All staff visually inspect electrical equipment before use.	
Our arrangements for bringing personal electrical items onto the school site are to check with M Wheeldon before use to check safety and PAT testing dates.	
Name of person responsible for arranging the testing of portable electrical equipment (PAT):	Mr M Wheeldon
Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:	Mr P Evans
Portable electrical equipment (PAT) testing records are located:	Site Management Office
Staff must take defective electrical equipment out of use and report to:	Mr M Wheeldon
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 to Mr M Wheeldon.	

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

Name of competent persons responsible for undertaking & reviewing fire risk assessment in addition to any associated action planning	Mrs T Eades Mr M Wheeldon
The Fire Risk Assessment is in:	The Site Management Office
The site has a fire alarm which activates a response from a 3rd party / listening service	Chubb

Name of person responsible for arranging and recording of fire drills	Mrs T Eades and Mr M Wheeldon
Name of person responsible for creating and reviewing Fire Evacuation arrangements	Mr M Wheeldon
Our Fire Evacuation Arrangements are published ...	Location
Our Fire Marshals are listed	Mr M Wheeldon
Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at	Site Management Office
Name of person responsible for training staff in fire procedures	Mrs T Eades Mr M Wheeldon
All staff must be aware of the Fire Procedures in school	

12. First Aid *see also Medication

Name of person responsible for carrying out the First Aid Assessment	Mrs T Eades
The First Aid Assessment is located	Site Management Office
First Aiders are listed	Mrs J Williams Mrs L Renshaw Mrs K Ackerley Mr G Ford Mrs M Kenny Mr A Simcock
Name of person responsible for arranging and monitoring First Aid Training	Mrs T Eades
Location of First Aid Boxes	Main Office, Top Building, Fulmar Centre, Site Management Office & Cleaners' Cupboard
Name of person responsible for checking & restocking first aid boxes	Mrs J Williams Mrs N Porter
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:	
Pupils	Pupil parent or carer is contacted and asked to accompany/drive the injured

	<i>person to hospital. In an emergency a member of staff will accompany the pupil to hospital.</i>
<i>Staff</i>	<i>Next of kin are informed and if they cannot attend, a colleague (or two) will accompany/drive the injured person to hospital.</i>
<i>Visitors</i>	<i>As above</i>
<i>Our arrangements for recording the use of First Aid are via a log kept at reception and managed by Mrs J Williams</i>	

13. Forest School

<i>Name of person in school who leads on Forest School activity</i>	<i>Not Applicable</i>
<i>Our arrangements for developing, organising and running Forest School activity. Include here any details with regard to risk assessment, communication and supervision etc.</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>

15. Hazardous Substances (COSHH)

<i>Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)</i>	<i>Mr G Ford – Subject Leader Science Mrs J Wheat - Subject Leader DT Mr M Wheeldon – Premises Mrs N Porter - Cleaning</i>
<i>Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are: The academy uses CLEAPPS as a resource and all staff must be aware of how to access this information.</i>	

16. Health and Safety Law Poster

<i>The Health and Safety at Work poster is located:</i>	<i>Reception/Main Office</i>
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17. Housekeeping, cleaning & waste disposal

<i>All staff and pupils share the responsibility for keeping the academy site clean, tidy and free from hazards</i>	
<i>Our waste management arrangements are: In house cleaners remove waste to corridors each evening which is removed to external bins by janitor. Weekly waste collections via SMDC. Fortnightly collections by BHygienic for sanitary waste and monthly for medical waste.</i>	
<i>Our site housekeeping arrangements are:</i>	
<i>Site cleaning is provided by: In house cleaners</i>	<i>Mrs N Porter – Cleaning Supervisor</i>
<i>Cleaning staff have received appropriate information, instruction and training about the following and are competent:</i>	
<i>Work equipment</i>	
<i>Hazardous substances</i>	
<i>Health & Safety inc COSHH & Manual Handling</i>	
<i>Waste skips and bins are located away from the school/academy building.</i>	
<i>All staff and pupils must be 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>	

18. Infection Control

<i>Name of person responsible for managing infection control:</i>	<i>Mr P Evans Mrs T Eades Mrs N Porter</i>
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19. Lettings

<i>Name of Premises Manager or member of Leadership team responsible for Lettings</i>	<i>Lettings are currently suspended. Lettings company SLS went into receivership in summer 2020 and due to COVID-19 remain suspended.</i>
<i>Our arrangements for managing Lettings of the academy /rooms or external premises was via SLS who managed all school lettings. In due course we will look to appoint a new company when lettings</i>	

recommence following the removal of national COVID-19 restrictions.
The health and safety considerations for Lettings are considered and reviewed annually.
Hirers would 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 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 as stated in our Lone Working Policy

21. 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 academy kitchens, science laboratories or Design and Technology rooms	
Name of person responsible for the selection, maintenance / inspection and testing of equipment	Mr M Wheeldon – catering Mr G Ford – Science Ms J Wheat – DT
Records of maintenance and inspection of equipment are retained and are located:	Catering/Science/DT
Staff report any broken or defective equipment to:	Mr M Wheeldon
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.	

22. Manual Handling

Name of competent person responsible for carrying out manual	Mr M Wheeldon
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handling risk assessments	
Our arrangements for managing manual handling activities are:	
Staff must aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided.	
Staff who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task.	
Staff are trained appropriately to carry out manual handling activities.	
Where people handling takes place an Individual Manual Handling Plan must be in place and communicated to all parties (including where appropriate the young person/their parents/carers/support staff).	

23. Medication

Name of person responsible for the management of and administration of medication to pupils in academy	Mrs J Williams
Our arrangements for the administration of medicines to pupils are:	
The names members of staff who are authorised to give / support pupils with medication are:	Mrs J Williams
Medication is stored:	Main Office
A record of the administration of medication is located:	Main Office
Pupils who administer and/or manage their own medication in school are authorised to do so by a (name) 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/Epipen) are:	
Staff who are taking medication must keep this personal medication in a secure area in a staff only location.	
Staff must advise the 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)

<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>Mrs T Eades/Mrs N Porter</i>
<i>Name of person responsible for the checking and maintenance of personal protective equipment provided for staff</i>	<i>Mrs T Eades/Mrs N Porter</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>Subject Leaders – Mr G Ford (Science), Mrs J Wheat (DT)</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>Subject Leaders – Mr G Ford (Science), Mrs J Wheat (DT), Mr M Webley (DT)</i>

25. Radiation

<i>Name of the academy Radiation Protection Supervisor (RPS)</i>	<i>Mr G Ford</i>
<i>Name of the Radiation Protection Adviser (RPA)</i>	<i>Mr D Maynard, Westwood College</i>

26. Reporting Hazards or Defects

<i>All staff and pupils must report any hazards, defects or dangerous situations they see at the academy.</i>
<i>Our arrangements for the reporting of hazards and defects: Pupils inform their tutors who inform Mr M Wheeldon. Staff inform Mr M Wheeldon. Transferring to Mr P Wain, Janitor.</i>

27. Risk Assessments

<i>The 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: (examples) Premises and grounds Curriculum / classrooms Hazardous activities or events Lettings or contract work which may affect staff or pupils in the academy Fire Risk Assessment Hazardous Substances Work Equipment Manual handling activities Risks related to individuals e.g. health issues</i>	
<i>Name of person who has overall responsibility for the academy risk assessment process and any associated action planning</i>	<i>Mr P Evans</i>
<i>Our arrangements for carrying out, recording, communicating and reviewing risk assessments are: immediate review after an incident or near miss or regular cycle of review via H&S Committee.</i>	
<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>	

28. Smoking

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

29. Shared use of premises/shared workplace

<i>Name of Premises Manager or member of Leadership team responsible for Premises</i>	<i>Mrs J Wright, Headteacher The Meadows Special School</i>
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<i>Management</i>	
<i>The academy premises are shared with another organisation (e.g.Contract caterer/public leisure centre).</i>	<i>Mellor's Catering Services Ltd</i>
<i>Our arrangements for managing health and safety in a shared workplace are: shared Site Manager reporting to both Headteachers.</i>	

30. Stress and Staff Well-being

<i>Name of person who has overall responsibility for the health and wellbeing of school/academy staff</i>	<i>Mr P Evans</i>
<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>	
<i>Completion of a whole staff Stress & Wellbeing Survey</i>	
<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 and this is reviewed regularly.</i>	

31. Swimming Pool Operating Procedures (where applicable)

<i>Name of person who has overall responsibility for managing the swimming pool and its environment.</i>	<i>Not applicable</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>	

Emergency procedures are in place for the use of the swimming pool and all staff who supervise swimming activities are trained appropriately in these procedures.

The health and safety considerations within curriculum swimming must be planned, supervised and managed by staff who include in their lesson planning.

32. Training and Development

Name of person who has overall responsibility for the training and development of staff.	Mr P Evans
All new staff receive an Induction document which covers all 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: via a staff Induction Programme for all new starters.	
The academy has a health and safety training matrix to help in the planning of essential and development training for staff.	
Training records are retained and are located on the W drive in HR > Training and administered by T Eades	
Training and competency as a result of training is monitored and measured by:	Mr P Evans

33. Vehicles owned or operated by the school/academy

Name of person who has overall responsibility for the academy vehicles	Mr P Evans
The academy currently operates no minibuses	
Name of person who manages the driver medical examinations	Mrs T Eades
Name of person who manages the vehicle license requirements	Mrs T Eades
Name of person who undertakes vehicle checks such as oil, water and routine roadworthiness.	N/A
Name of person who arranges	N/A

servicing and maintenance of the academy vehicles	
Our arrangements for the safe use of academy vehicles are via a Use of Minibus Policy for the safe use of the vehicle	

34. Vehicle movement on site

Name of person responsible for the management of vehicles on site	Mr M Wheeldon
Our arrangements for the safe access and movement of vehicles on site are (include restriction on vehicle movement at certain times, speed limits, segregation vehicles from pedestrian areas, restrictions on reversing vehicles.	

35. 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.	
Staff and pupils must report all incidents of verbal & physical violence to:	Mr P Evans
Incidents of verbal & physical violence are investigated by:	Mr P Evans
Name of person who has responsibility for site security:	Mr M Wheeldon
Our arrangements for site security are: There is a signing in book There is an ID checking procedure The school issues visitors with ID badges Safety instructions are issued with fire evacuation procedures at sign in Safeguarding information is issued when visitors sign in	

36. Water System Safety

Name of person(s) responsible for managing water system safety.	Mr M Wheeldon Mr P Wain
Name of contractors who have	Integrated Water Systems

undertaken a risk assessment of the water system	
Name of contractors who carry out regular testing of the water system:	Integrated Water Systems
Location of the water system safety manual/testing log	Site Management Office
Our arrangements to ensure contractors have information about water systems are advised as necessary by Mr M Wheeldon	
Our arrangements to ensure all academy staff carrying out checks or testing or maintenance have information about the water system: advised as necessary by Mr M Wheeldon	

37. Working at Height

Name(s) of person responsible managing the risk of work at height on the premises:	Mr M Wheeldon
Work at height is avoided where possible.	
Our arrangements for managing work at height are:	
Risk assessments are carried out when working at height is unavoidable	
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 in the Sit Supervisor's Office.	

38. Work Experience

Name of person who has overall responsibility for managing work experience and work placements for school/academy pupils.	Mrs J Wheat
Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are:	
Special needs/medical conditions are considered and shared with the provider prior to the placement.	
The name of the person responsible for the health and safety of people on work experience in the academy premises:	Mr P Evans

Our arrangements for managing the health and safety of work experience students in the school/academy are:

Placements are assigned to specific staff members and are never left unsupervised

39. Volunteers

Name of person who has overall responsibility for managing/coordinating volunteers working within the academy:

Mr P Evans

Volunteers are considered as a member of staff and all health and safety arrangements including induction and training must apply.

E. Health and Safety Key Performance Indicators (KPI's)

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

Termly review of first aid incidents, HS40 Accident Investigations, staff/visitor accidents, Occupational Health referrals, D1 notices, claims, and near misses.

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.