

Kingsmead School

Health, Safety and Wellbeing Policy



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

Kingsmead 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 [JTMAT Health and Safety Policy](#). It records the local organisation and arrangements for implementing the JTMAT policy.

B. Policy Statement

The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Kingsmead 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/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>
Chair of Governors/Board (Print)	Head of School (Print)
Date	Date

C. Management Arrangements

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

Competent Health and Safety Advice

<i>The school/academy obtains competent health and safety advice from</i>	<i>Staffordshire County Council</i>
<i>The contact details are</i>	<i>Toni Jones – 07773 791557</i>
<i>In an emergency we contact the duty officer on 01785 355777</i>	

Monitoring Health and Safety

<i>Name of person(s) responsible for the overall monitoring of health and safety in school/academy:</i>	<i>Ian Pritchard, Business Manager</i>
<i>Our arrangements for the monitoring of health and safety are annual internal audit, annual self-assessment via SCC, reports to the LGB M&O committee and 3 year full external audit (conducted by SCC).</i>	
<i>The school/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: September 2020 By: Richard Hayes, LGB</i>
<i>Name of person responsible for monitoring the implementation of health and safety policies:</i>	<i>Ian Pritchard</i>
<i>All staff are aware of the key performance indicators in part E and how they are monitored.</i>	



D. Detailed Health and Safety Arrangements

1. Accident Reporting, Recording & Investigation

<i>Our arrangements for recording and investigating:</i>
<i>Accidents to staff, students or visitors are recorded centrally in the school accident book; this is kept in the First Aid Room. The lunchtime supervisors record incidents at lunchtime and this information is then transferred into the book held in First Aid Room. The school follows County and National Guidance with regard to the notification of serious incidents.</i>
<i>The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: Ian Pritchard</i>
<i>Our arrangements for reporting to the Governing Body or Academy Board are via LGB M&O committee meetings</i>

2. Asbestos

<i>Name of Premises Manager responsible for Managing Asbestos:</i>	<i>Karl Hadlington</i>
<i>Location of the Asbestos Register:</i>	<i>Business Manager's Office</i>
<i>Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are:</i>	
<ul style="list-style-type: none"> • <i>Inspection of the Asbestos Register</i> • <i>Consultation with Site Manager (Karl Hadlington)</i> • <i>Consultation with Stuart Cresswell at SCC</i> 	
<i>Our arrangements to ensure all staff such as class teachers or caretakers have information about asbestos risk on the premises:</i>	
<ul style="list-style-type: none"> • <i>Via consultation with Site Manager, Karl Hadlington</i> • <i>Through the Asbestos Register</i> • <i>Staff are advised of this during induction and reminded annually</i> 	
<i>Staff must report damage to asbestos materials to:</i>	<i>Karl Hadlington and Ian Pritchard</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>Ian Pritchard</i>
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The Health and Safety committee meet once a term. H&S is discussed at various Staff can make suggestions for health and safety improvements by sending their suggestions to dontwalkby@kingsmeadschool.net or directly with Ian Pritchard.

4. Construction Work *See also Contractor Management

<i>Name of person coordinating any construction work / acting as Client for any construction project.</i>	<i>Ian Pritchard</i>
<i>Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are dictated by the project. These arrangements are put into place by the Business Manager Ian Pritchard and JTMAT Estates Manager Mark Harris.</i>	
<i>Duty holders will be identified and named as part of any Construction project.</i>	
<i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are via meeting prior to work commencing – the hazard exchange is reviewed by Ian Pritchard/Mark Harris.</i>	
<i>Our arrangements for the induction of contractors are via meeting on first day at site.</i>	
<i>Staff should report concerns about contractors to Ian Pritchard and Karl Hadlington.</i>	
<i>We will review any construction activities on the site by:</i>	
<ul style="list-style-type: none"> <i>• Weekly meetings with contractors or representatives of CDM compliance for the project</i> 	

5. Consultation

<i>Name of SLT member who is responsible for consulting with staff on health and safety matters:</i>	<i>Ian Pritchard</i>
<i>The name of the Trade Union Health and Safety Representative is:</i>	<i>N/A</i>
<i>Our arrangements for consulting with staff on health and safety matters are via regular meetings and reminders.</i>	
<i>Staff can raise issues of concern by contacting Ian Pritchard or emailing dontwalkby@kingsmeadschool.net</i>	

6. Contractor Management

<i>Name of person responsible for managing</i>	<i>Karl Hadlington</i>
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<i>and monitoring contractor activity</i>	
<i>Our arrangements for selecting competent contractors are dictated by many factors, including Health and Safety competency and record.</i>	
<i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are via Hazard Exchange prior to commencement of activities.</i>	
<i>Contractors receive induction information from Karl Hadlington prior to the commencement of works.</i>	
<i>Staff should report concerns about contractors to: Ian Pritchard, Karl Hadlington</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>Science</i>	<i>Rob Higo</i>
<i>D&T</i>	<i>Hannah Andrews</i>
<i>PE</i>	<i>Josh Moreton</i>
<i>Animal Management</i>	<i>Lisa Fowler-Parkes</i>
<i>Risk assessments for these curriculum areas are the responsibility of these people.</i>	

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

<i>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.</i>	
<i>Our arrangements for carrying out DSE assessments are:</i>	
<i>Name of person who has responsibility for carrying out Display Screen Equipment Assessments</i>	<i>Deb Derry</i>
<i>DSE assessments are recorded and any control measures required to reduce risk are managed by</i>	<i>Deb Derry</i>

9. Early Years Foundation Stage (EYFS)

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

10. Educational visits / Off-Site Activities



<i>Name of person who has overall responsibility for Educational Visits</i>	<i>Ave Lowe</i>
<i>The Educational Visits Coordinator is</i>	<i>Ave Lowe</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>Karl Hadlington</i>
<i>Fixed electrical wiring test records are located:</i>	<i>Site Supervisor's Office</i>
<i>All staff visually inspect electrical equipment before use.</i>	
<i>Name of person responsible for arranging the testing of portable electrical equipment (PAT):</i>	<i>Ian Pritchard</i>
<i>Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:</i>	<i>Ian Pritchard</i>
<i>Portable electrical equipment (PAT) testing records are located:</i>	<i>Business Manager's Office</i>
<i>Staff must take defective electrical equipment out of use and report to:</i>	<i>Karl Hadlington/Andrew Brookes</i>
<i>The portable electrical equipment on the school/academy site owned and used by contractors is the responsibility of the contractor, who must provide records of this if requested.</i>	

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

<i>Name of competent person responsible for undertaking & reviewing fire risk assessment in addition to any associated action planning</i>	<i>Karl Hadlington</i>
<i>The Fire Risk Assessment is located:</i>	<i>Site Supervisor's Office</i>
<i>When the fire alarm is raised the person responsible for calling the fire service is</i>	<i>Karl Hadlington</i>
<i>Name of person responsible for arranging and recording of fire drills</i>	<i>Janet Mist</i>
<i>Name of person responsible for creating and reviewing Fire Evacuation arrangements</i>	<i>Karl Hadlington</i>
<i>Our Fire Evacuation Arrangements are published:</i>	<i>Head's PA's Office, Staff Shared Area (Electronically)</i>
<i>Fire Marshals:</i> <ul style="list-style-type: none"> • <i>T Gunner</i> 	<i>Location:</i> <ul style="list-style-type: none"> • <i>Music, Hall, Reception and</i>



<ul style="list-style-type: none">• <i>T Milner</i>• <i>J Killian</i>• <i>J Taylor</i>• <i>A Pritchard</i>• <i>C Parton</i>• <i>R Neal</i>• <i>J Haden-Walker</i>• <i>R Higho</i>• <i>D Summers</i>• <i>H Lloyd</i>• <i>D Correia-Abudlea</i>• <i>H Andrews</i>• <i>A Thomas</i>• <i>J Craddock</i>• <i>M Ordidge</i>• <i>K Palmer</i>• <i>J Moreton</i>• <i>H Keyte</i>• <i>J Killian</i>• <i>T Bohn</i>	<p><i>lower floor admin offices</i></p> <ul style="list-style-type: none">• <i>KS3 Hub</i>• <i>Rooms B01-B06</i>• <i>Rooms B07, B10, B11 and B12</i>• <i>Rooms B13-B19</i>• <i>Rooms B20-B22</i>• <i>Rooms B23-B24</i>• <i>Rooms B25-B27</i>• <i>Science (downstairs)</i>• <i>Science (upstairs)</i>• <i>Art</i>• <i>Tech/MFL (upstairs)</i>• <i>Tech (downstairs)</i>• <i>C12 MFL/Tech stairs</i>• <i>Sports Hall and changing rooms</i>• <i>E01-E06 and E11</i>• <i>E07-E10</i>• <i>Mobiles</i>• <i>Drama Studio</i>• <i>T01</i>• <i>Sixth Form</i>
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<i>Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at</i>	<i>Site Supervisor's Office</i>
<i>Name of person responsible for training staff in fire procedures</i>	<i>Site Supervisor</i>
<i>All staff must be aware of the Fire Procedures in school</i>	

13. First Aid *see also Medication

<i>Name of person responsible for carrying out the First Aid Assessment</i>	<i>Diane Pritchard</i>
<i>The First Aid Assessment is located</i>	<i>Electronically – OneDrive/Website</i>
<i>Trained first aid staff are:</i> <i>Mrs. L. Taylor</i> <i>Mrs. T. Taylor</i> <i>Mr. M. Sewell</i> <i>Mrs. K. Gleeson</i> <i>Mrs. D. Powell</i> <i>Mrs. V. Slade</i>	
<i>Name of person responsible for arranging and monitoring First Aid Training</i>	<i>Deborah Derry</i>
<i>Name of person responsible for checking & restocking first aid boxes</i>	<i>Louisa Taylor</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 to contact their emergency contact on SIMS. If needed a member of staff will accompany to hospital</i>	
<i>Our arrangements for recording the use of First Aid are via reference in the accident book</i>	

14. Forest School

<i>Name of person in school who leads on Forest School activity</i>	<i>Simon Cope</i>
<ul style="list-style-type: none"> • <i>Any staff or representatives have an enhanced DBS check through the NFTS</i> • <i>Staff are escorted around school and not left without a Kingsmead member of staff with students</i> • <i>We have a list of names and a member of the NFTS from the base site present ensuring trainees attending are signed in appropriately</i> • <i>Any visitors sign in and out agreeing to follow the safeguarding practices of the school and given our safeguarding information booklet and card</i> • <i>Trainees always have a member of Kingsmead staff present with QTS if</i> 	



- they are teaching*
- We communicate before any session or event asking the NFTS base site whether there are any concerns, queries or issues.*
 - We evaluate any training both internally and with trainees who have attended*

15. Glass & Glazing

All glass in doors and side panels are constructed of safety glass

All replacement glass is of safety standard

16. Hazardous Substances (COSHH)

<i>Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)</i>	<i>Karl Hadlington, Karen Beeso, Chris Holdcroft</i>
<i>Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are: The school/academy uses CLEAPPS as a resource and all staff must be aware of how to access this information.</i>	

17. Health and Safety Law Poster

<i>The Health and Safety at Work poster is located:</i>	<i>In the staff room</i>
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18. Housekeeping, cleaning & waste disposal

<i>All staff and pupils share the responsibility for keeping the school/academy site clean, tidy and free from hazards</i>	
<i>Our waste management arrangements are with L W Skips</i>	
<i>Our site housekeeping arrangements are overseen by Mrs T Taylor</i>	
<i>Site cleaning is provided by: Chartwells</i>	<i>Mrs. L Hollender lyn.hollender@compass-group.co.uk</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>Waste skips and bins are located away from the school 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>	



19. Infection Control

<i>Name of person responsible for managing infection control:</i>	<i>Louisa Taylor</i>
<i>Our infection control arrangements (including communicable diseases/hand hygiene standards) are listed in Risk Assessments (Including the COVID Safe Protection Plan</i>	

20. Lettings

<i>Name of Premises Manager or member of Leadership team responsible for Lettings</i>	<i>Ian Pritchard</i>
<i>Our arrangements for managing Lettings of the school/academy /rooms or external premises are overseen by Mrs. K Benton</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/academy on request.</i>	
<i>Hirers must provide a register of those present during a letting upon request.</i>	

21. Lone Working

<i>Staff are discouraged from working alone, but where it is necessary they are reminded of the need to follow safe practice and county guidelines. Site supervisors carry radios to enable contact with the school office at all times.</i>
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22. Maintenance / Inspection of Equipment (including selection of equipment)

<i>Ladders and Steps</i>	<i>Site Supervisor</i>
<i>Fume Cupboards</i>	<i>Techomac</i>
<i>Lifting Equipment</i>	<i>Zurich</i>
<i>Autoclave</i>	<i>HSB</i>
<i>Fire alarm (Manual)</i>	<i>Site Supervisor</i>
<i>Fire alarm (Automatic)</i>	<i>Trinity</i>
<i>Fire extinguishers</i>	<i>Chubb</i>
<i>PE Equipment</i>	<i>Sportsafe UK</i>
<i>Emergency Lighting</i>	<i>Trinity/Site Supervisor</i>
<i>Name of person responsible for the selection, maintenance / inspection and testing of equipment</i>	<i>Karl Hadlington</i>
<i>Records of maintenance and inspection of</i>	<i>Electronically on the Staff Shared</i>



<i>equipment are retained and are located:</i>	<i>Area/OneDrive</i>
<i>Staff report any broken or defective equipment to:</i>	<i>Site staff (emailing site@kingsmeadschool.net – this is shared to the Site Supervisor)</i>
<i>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.</i>	

23. Manual Handling

<i>Name of competent person responsible for carrying out manual handling risk assessments</i>	<i>Karl Hadlington</i>
<i>Staff must aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided.</i>	
<i>Staff who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task.</i>	
<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>	

24. Medication

<i>Name of person responsible for the management of and administration of medication to pupils in school/academy</i>	<i>Louisa Taylor</i>
<i>Our arrangements for the administration of medicines to pupils are listed on medical plans stored securely in the medical office</i>	
<i>The names members of staff who are authorised to give / support pupils with medication are:</i>	<i>Louisa Taylor</i>
<i>Medication is stored:</i>	<i>In the medical office, securely</i>
<i>A record of the administration of medication is located:</i>	<i>In the medical office</i>
<i>Pupils who administer and/or manage their own medication in school are authorised to do so by Louisa Taylor and provided with a suitable private location to administer medication/store medication and equipment.</i>	
<i>Staff are trained to administer complex medication by the school nursing service when required.</i>	
<i>Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are through trained, competent First Aid staff</i>	
<i>Staff who are taking medication must keep this personal medication in a secure</i>	



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.

25. 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.

<i>Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for school/academy staff.</i>	<i>Karl Hadlington, Ian Pritchard, Louise Taylor</i>
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<i>Name of person responsible for the checking and maintenance of personal protective equipment provided for staff</i>	<i>Karl Hadlington</i>
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PPE provided for use in curriculum lessons is not “personal” as it is provided by pupils in classroom situations.

<i>Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for pupils.</i>	<i>Teacher in charge of the lesson or Technician where applicable, in consultation with departmental/whole school risk assessments</i>
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All PPE provided for use in a classroom environment is kept clean, free from defects and replaced as necessary.

<i>Name(s) of person responsible for cleaning and checking pupil PPE.</i>	<i>Teacher in charge of the lesson or Technician where applicable, in consultation with departmental/whole school risk assessments</i>
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26. Radiation

<i>Name of the school/academy Radiation Protection Supervisor (RPS)</i>	<i>David Summers</i>
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<i>Name of the Radiation Protection Adviser (RPA)</i>	<i>Shaun Smith</i>
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27. 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: via email; dontwalkby@kingsmeadschool.net or by report form handed in to Ian Pritchard



28. 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: COVID-19 protection Premises and grounds Asbestos Management 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 Adverse conditions Risks related to individuals e.g. health issues</i>	
<i>Name of person who has overall responsibility for the school/academy risk assessment process and any associated action planning</i>	<i>Ian Pritchard</i>
<i>Our arrangements for carrying out, recording, communicating and reviewing risk assessments are overseen by Karl Hadlington, Site Supervisor.</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>	

29. Smoking

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

<i>Name of member of Leadership team responsible for Premises Management</i>	<i>Ian Pritchard</i>
<i>The school/academy premises are shared for the purposes of catering.</i>	<i>Chartwells</i>
<i>Our arrangements for managing health and safety in a shared workplace are via Service Level Agreement with Chartwells.</i>	



31. Stress and Staff Well-being

<i>Name of person who has overall responsibility for the health and wellbeing of school/academy staff</i>	<i>Maria Mincher</i>
<i>All staff have responsibility to take care of their own health and wellbeing and the school supports staff to do this by implementing a number of wellbeing arrangements, details of which are regularly updated and shared with staff by the wellbeing team (overseen by Diane Pritchard)</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>	

32. Swimming Pool Operating Procedures

<i>Not applicable</i>	
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33. Training and Development

<i>Name of person who has overall responsibility for the training and development of staff.</i>	<i>Simon Cope</i>
<i>All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.</i>	
<i>Health and safety training is delivered on the first day of the academic year. Staff with key roles have their training needs identified by the completion of the Staffordshire County Health and Safety Training Matrix.</i>	
<i>Training records are retained and are located in Simon Cope's office/electronically.</i>	
<i>Training and competency as a result of training is monitored and measured by:</i>	<i>Simon Cope</i>

34. Vehicles owned or operated by the school/academy

<i>Name of person who has overall responsibility for the school vehicles</i>	<i>Deborah Derry</i>
<i>The school operates 1 minibus.</i>	
<i>Name of person who manages the driver medical examinations</i>	<i>Deborah Derry</i>
<i>Name of person who manages the vehicle license requirements</i>	<i>Deborah Derry</i>



<i>Name of person who undertakes vehicle checks such as oil, water and routine roadworthiness.</i>	<i>Karl Hadlington</i>
<i>Name of person who arranges servicing and maintenance of the academy vehicles</i>	<i>Deborah Derry</i>
<i>Our arrangements for the safe use of school vehicles are via risk assessment and appropriate training where required.</i>	

35. Vehicle movement on site

<i>Name of person responsible for the management of vehicles on site</i>	<i>Karl Hadlington</i>
<i>We manage the safe access and movement of vehicles on site by segregating vehicle areas from pedestrian areas. These areas are clearly marked for pedestrians and vehicles and students are not allowed access unless supervised.</i>	

36. Violence and Aggression and School/Academy 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>Site security is maintained by reducing access to the areas of the school where students may pass unsupervised. Visitors must request access to site via intercom and a further intercom must be used to gain access to the reception area. All pedestrian and vehicle gates are locked during the course of the school day.</i>	

37. Water System Safety

<i>Name of Site Supervisor responsible for managing water system safety.</i>	<i>Karl Hadlington</i>
<i>Name of contractors who have undertaken a risk assessment of the water system</i>	<i>IWS</i>
<i>Name of contractors who carry out regular testing of the water system</i>	<i>HSL</i>
<i>Location of the water system safety manual/testing log</i>	<i>Site Supervisor's Office</i>
<i>Our arrangements to ensure contractors have information about water systems are via consultation prior to commencement of work.</i>	



38. Working at Height

<i>Name(s) of person responsible managing the risk of work at height on the premises:</i>	<i>Karl Hadlington</i>
<i>Work at height is avoided where possible.</i>	
<i>Our arrangements for managing work at height are through training and provision of suitable equipment.</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 Site Supervisor's Office.</i>	

39. Work Experience

<i>Name of person who has overall responsibility for managing work experience and work placements for school pupils.</i>	<i>Julie Butler</i>
<i>Placements are assessed via questionnaire and visits from staff overseeing students prior to and during placement.</i>	
<i>The name of the person responsible for the health and safety of people on work experience in the school premises:</i>	<i>Julie Butler</i>
<i>Work experience students on school premises would be expected to be inducted in Health and Safety and made aware of relevant risk assessments before commencement of placement.</i>	

40. Volunteers

<i>Name of person who has overall responsibility for managing/coordinating volunteers working within the school:</i>	<i>Ian Pritchard</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.

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.



KPI's are discussed and implemented during a three-year Health and Safety audit conducted by Staffordshire County Council. A full report is delivered following this audit and assistance is given by County to improve H&S at the school. This external audit forms the basis of internal auditing.