



"Learning, thriving and achieving as a school family through God's love."

"For I know the plans I have for you," declares the Lord, "plans to prosper you and not to harm you, plans to give you hope and a future." (Jeremiah 29 v11)

Ilam C of E (VA) Primary

Health, Safety and Wellbeing Management Arrangements

Core | Consider | Complex
Template

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

Ilam C of E (VA)

Primary

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 Ilam C of E (VA) Primary.

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 Ilam School Governing Body/those in control of the Ilam School recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc. Act 1974.

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

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

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

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

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

<i>[Signature]</i>	<i>[Signature]</i>
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<i>Jon Cushing</i>	<i>Emily Johnson</i>
<i>March 2025</i>	<i>March 2025</i>

C. Management Arrangements

The following procedures and arrangements have been established within our Ilam C of E (VA) Primary 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>The Staffordshire County Council Advisory team.</i>
<i>The contact details are</i>	Steve Brown Health and Safety Adviser (Schools) Health, Safety and Wellbeing Service Corporate Services Fourth Floor, Staffordshire Place 1 Tipping Street, Stafford, ST16 2DH Tel: 01785 895770 Mobile: 07773 791559 Email: steve.brown@staffordshire.gov.uk www.staffordshire.gov.uk
<i>In an emergency we contact</i>	
<i>Steve Brown as above</i>	

Monitoring Health and Safety

<i>Name of person(s) responsible for the overall monitoring of health and safety in school:</i>	<i>Emily Johnson</i>
<i>Our arrangements for the monitoring of health and safety are (include here how performance is measured, reported upon when these are reported annual report to Governing Body:</i>	
<i>The school/academy carries out formal evaluations and audits on the management of health and safety (frequency).</i>	
<i>The last audit took place</i>	<i>Date: 19.11.23</i> <i>By: Steve Brown</i>
<i>Name of person responsible for monitoring the implementation of health and safety policies</i>	<i>Emily Johnson</i>
<i>All staff are aware of the key performance indicators in part E and how they are</i>	

<i>monitored</i>	
<i>Workplace inspections - type</i>	<i>Emily Johnson</i>

D. Detailed Health and Safety Arrangements

For further information from the Health, Safety and Wellbeing Service in any of these areas you may also wish to view the information on the SLN

[https://education.staffordshire.gov.uk/School-](https://education.staffordshire.gov.uk/School-Admin/HealthSafetyWellbeing/Health-Safety-and-Wellbeing-Service.aspx)

[Admin/HealthSafetyWellbeing/Health-Safety-and-Wellbeing-Service.aspx](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.

1. Accident Reporting, Recording & Investigation

<i>Our arrangements for recording and investigating:</i>	
<i>pupil accidents:</i>	Pupil accidents are reported in the accident book which is placed in the school office. My health and safety is also used for serious accidents.
<i>staff accidents:</i>	staff accidents are reported in the accident book which is placed in the school office. My health and safety is also used for serious accidents.
<i>visitor accidents:</i>	: Visitor accidents are reported in the accident book which is placed in the school office. My health and safety is also used for serious accidents.
<i>The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is:</i>	
<i>Emily Johnson</i>	
<i>Our arrangements for reporting to the Governing Body or Academy Board are:</i>	
In the health and safety annual report.	
<i>Our arrangements for reviewing accidents and identifying trends are:</i>	
carried out by the headteacher and reported annually in the health and safety annual report to governors	

2. Asbestos

<i>Name of Premises Manager responsible for Managing Asbestos.</i>	<i>Emily Johnson</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:</i>	
Every contractor must read and sign the asbestos register before commencing any work.	

<i>Our arrangements to ensure all school/academy staff such as class teachers or caretakers have information about asbestos risk on the premises: all information is kept in the asbestos book in the office</i>	
<i>Staff must report damage to asbestos materials to:</i>	<i>Emily Johnson or a member of the SLT Team</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>Kate Greenwood</i>
<i>Our arrangements for communicating about health and safety matters with all staff are: At all staff meetings</i>	
<i>Staff can make suggestions for health and safety improvements at staff meetings or in person to the headteacher.</i>	

4. Construction Work *See also Contractor Management

<i>Name of person coordinating any construction work / acting as Client for any construction project.</i>	<i>Ann Goldstraw</i>
<i>Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are: All Hazard checklists are completed, plus the asbestos register is given to staff and signed. All other relevant forms are completed</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: Completed on arrival</i>	
<i>Our arrangements for the induction of contractors are: completed on arrival</i>	
<i>Staff should report concerns about contractors to: Ann Goldstraw or Emily Johnson</i>	
<i>We will review any construction activities on the site by ongoing inspections</i>	

5. Consultation

<i>Name of SLT member who is responsible for consulting with staff on health and safety matters:</i>	<i>Emily Johnson or Kate Greenwood</i>
<i>The name of the Governor Safety Representative is:</i>	<i>Gemma Pollock</i>

<i>Our arrangements for consulting with staff on health and safety matters are:</i>
<i>Staff can raise issues of concern by: Speaking to the headteacher or SLT</i>

6. Contractor Management

<i>Name of person responsible for managing and monitoring contractor activity</i>	<i>Ann Goldstraw</i>
<i>Our arrangements for selecting competent contractors are: Recommendations from other school, contractors who have worked for us before and check qualifications</i>	
<i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are:</i>	
<i>Our arrangements for the induction of contractors are: by Emily Johnson or Ann Goldstraw</i>	
<i>Staff should report concerns about contractors to: Emily Johnson</i>	

7. Curriculum Areas – health and safety

<i>Name of person who has overall responsibility for the curriculum areas as follows: e.g. Science Kira Rouse D&T Emily Johnson P E Kira Rouse</i>	<i>Head of Dept. or Curriculum Lead Name Emily Johnson</i>
<i>Risk assessments for these curriculum areas are the responsibility of:</i>	<i>Name(s) Emily Johnson Emily Goldstraw Kira Rouse Kate Greenwood Mollie Salt</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: The headteacher and school secretary will carry out a DSE assessment on themselves.</i>	
<i>Name of person who has responsibility for carrying out Display Screen Equipment</i>	<i>Ann Goldstraw</i>

<i>Assessments</i>	
<i>DSE assessments are recorded and any control measures required to reduce risk are managed by</i>	<i>Ann Goldstraw</i>

9. Early Years Foundation Stage (EYFS)

<i>Name of person who has overall responsibility for EYFS</i>	<i>Emily Goldstraw/ Mollie Salt</i>
<i>Our arrangements for the safe management of EYFS are: Following policies and daily awareness and monitoring. Risk assessment management</i>	

10. Educational visits / Off-Site Activities

<i>Name of person who has overall responsibility for Educational Visits</i>	<i>Emily Johnson</i>
<i>The Educational Visits Coordinator is</i>	<i>Kira Rouse</i>
<i>Our arrangements for the safe management of educational visits: Are managed via the SCC Evolve software programme.</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>Ann Goldstraw. Scheduled via ams property services</i>
<i>Fixed electrical wiring test records are located:</i>	<i>In the 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: We only allow PAT Tested items</i>	
<i>Name of person responsible for arranging the testing of portable electrical equipment (PAT):</i>	<i>The contract via SCC is with AGG</i>
<i>Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:</i>	<i>Emily Johnson Annually testing</i>
<i>Portable electrical equipment (PAT) testing records are located:</i>	<i>In the school office</i>
<i>Staff must take defective electrical equipment out of use and report to:</i>	
<i>The portable electrical equipment on the school site owned and used by</i>	

contractors is the responsibility of the contractor, who must provide records of this if requested:

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

<i>Name of competent person responsible for undertaking & reviewing fire risk assessment in addition to any associated action planning</i>	<i>Emily Johnson</i>
<i>The Fire Risk Assessment is located</i>	<i>Office policy file</i>
<i>When the fire alarm is raised the person responsible for calling the fire service is</i>	<i>Ann Goldstraw or Emily Johnson</i>
<i>Name of people responsible for arranging and recording of fire drills</i>	<i>Ann Goldstraw & Emily Johnson</i>
<i>Name of person responsible for creating and reviewing Fire Evacuation arrangements</i>	<i>Emily Johnson</i>
<i>Our Fire Evacuation Arrangements are published ...</i>	<i>On the school website</i>
<i>Our Fire Marshals are listed</i>	<i>In the staff room</i>
<i>Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at</i>	<i>In the school Office</i>
<i>Name of person responsible for training staff in fire procedures</i>	<i>Emily Johnson</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>Kate Greenwood or Carol Compton</i>
<i>The First Aid Assessment is located</i>	<i>The staff room</i>
<i>First Aiders are listed</i>	<i>In the staff room</i>
<i>Name of person responsible for arranging and monitoring First Aid Training</i>	<i>Kate Greenwood</i>
<i>Location of First Aid Box</i>	<i>Staff Room</i>
<i>Name of person responsible for checking & restocking first aid boxes</i>	<i>Kate Greenwood</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>	Parent and headteacher contacted. Pupil accompanied by a paediatric first aider
<i>staff</i>	Next of kin contacted Staff accompanied by a paediatric first aider
<i>visitors</i>	Check phone for idea of next of kin or emergency contacts Staff accompanied by a paediatric first aider
<i>Our arrangements for recording the use of First Aid are My health and safety, accident record in office, slip sent home with child</i>	

14. Forest School

<i>Name of person in school who leads on Forest School activity</i>	<i>Rowan – Tanglewood</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. These are provided by Tanglewood</i>	

15. Glass & Glazing

<i>All glass in doors and side panels are constructed of safety glass</i>	
<i>All replacement glass is of safety standard</i>	
<i>A glass and glazing assessment took place in (year) and the record can be found</i>	<i>7.5.24 The file is in the school office</i>

16. Hazardous Substances (COSHH)

<i>Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)</i>	<i>N/A at the moment but would be the headteacher</i>
<i>Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are: All items are locked in a secure area. The school 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 site clean, tidy and free from hazards</i>	
<i>Our waste management arrangements are: Peak waste collect fortnightly</i>	
<i>Our site housekeeping arrangements are: Cleaning is provided by The Glenthorpe Group</i>	
<i>Site cleaning is provided by: External cleaning company</i>	<i>Contact details Entrust Laura Turner 07594523033</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>Emily Johnson</i>
<i>Our infection control arrangements (including communicable diseases/hand hygiene standards) are:</i> Hand hygiene standards Extra cleaning during out breaks of tummy upsets etc. Inform the relevant authorities if we have a communicable disease e.g. measles	

20. Lettings

<i>Name of Premises Manager or member of Leadership team responsible for Lettings</i>	<i>Emily Johnson</i>
<i>Our arrangements for managing Lettings of the school /rooms or external premises are: As per our policy</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>	

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

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

21. Lone Working

Our arrangements for managing lone working are that staff are to inform someone, maybe family or other staff that they are working alone and tell them a time they will be returning home.

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

NOTE Types of equipment to consider in this section:

Ladders and steps, fume cupboards, other extraction systems, PE equipment, D&T machines, lifts & lifting equipment, pressure cookers, autoclaves, fire alarm and smoke detection, emergency lighting, fire extinguishers.

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

<i>Name of person responsible for the selection, maintenance / inspection and testing of equipment</i>	<i>Emily Johnson</i>
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<i>Records of maintenance and inspection of equipment are retained and are located:</i>	<i>The school office</i>
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<i>Staff report any broken or defective equipment to:</i>	<i>Emily Johson</i>
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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:

23. Manual Handling

<i>Name of competent person responsible for carrying out manual handling risk assessments</i>	<i>Emily Johnson</i>
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Our arrangements for managing manual handling activities are: assess if two or more people are needed to lift or move anything, decide how is the best way to move something, risk assess and put in rules to follow

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.

<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</i>	Emily Johnson
<i>Our arrangements for the administration of medicines to pupils are: please see the administration of medicines policy</i>	
<i>The names members of staff who are authorised to give / support pupils with medication are:</i>	Carol Compton Kate Greenwood Kira Rouse Emily Goldstraw
<i>Medication is stored:</i>	Staffroom medical cabinet or fridge
<i>A record of the administration of medication is located:</i>	School office
<i>Pupils who administer and/or manage their own medication in school are authorised to do so by a Emily Johnson 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: administrating medicine policy</i>	
<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>	

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

<i>PPE is provided free of charge where a risk assessment identifies this is needed to control a risk and the risk cannot be controlled by another means.</i>	
<i>Name(s) of person responsible for selecting suitable personal protective</i>	Emily Johnson

<i>equipment (PPE) for school staff.</i>	
<i>Name of person responsible for the checking and maintenance of personal protective equipment provided for staff</i>	<i>Kate Greenwood</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>Emily Johnson</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>Kate Greenwood</i>

26. Radiation

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

27. Reporting Hazards or Defects

<i>All staff and pupils must report any hazards, defects or dangerous situations they see at school/academy.</i>
<i>Our arrangements for the reporting of hazards and defects: Contact the headteacher or SLT</i>

28. Risk Assessments

<i>The school/academy has in place risk assessments for any identified significant risk. Control measures which are put in place to eliminate or reduce risk are communicated to staff, pupils and other who may be exposed to the risk.</i>
<i>Risk assessments are in place for the following areas:</i> <i>(examples)</i> <i>Premises and grounds</i> <i>Curriculum / classrooms</i> <i>Hazardous activities or events</i> <i>Lettings or contract work which may affect staff or pupils in the school/academy</i> <i>Fire Risk Assessment</i> <i>Hazardous Substances</i> <i>Work Equipment</i> <i>Manual handling activities</i>

<i>Risks related to individuals e.g. health issues</i> <i>Forest school activities</i>	
<i>Name of person who has overall responsibility for the school/academy risk assessment process and any associated action planning</i>	<i>Emily Johnson</i>
<i>Our arrangements for carrying out, recording, communicating and reviewing risk assessments are: annual at a staff meeting or as they need arises</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 Premises Manager or member of Leadership team responsible for Premises Management</i>	<i>Emily Johnson</i>
<i>The school/academy premises are shared with another organisation (e.g.Contract caterer/public leisure centre).</i>	<i>Currently N/A</i>
<i>Our arrangements for managing health and safety in a shared workplace are: As per policy</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>Emily Johnson</i>
<i>All staff have responsibility to take care of their own health and wellbeing and the school/academy supports staff to do this by implementing the following arrangements: Keeping to pre-arranged meeting times</i> <i>Allowing staff to attend medical appointments</i>	

School staff stress and well-being survey Discussions and changes regarding workload 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. 14th & 17th March 2025 as part of wellbeing review</i>

32. Swimming Pool Operating Procedures (where applicable)

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

33. Training and Development

<i>Name of person who has overall responsibility for the training and development of staff.</i>	<i>Emily Johnson</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:</i> Regular updates Health and safety is discussed at the first staff meeting of every month First aid certificates are kept First aid training provided and updated	

<i>The school/academy 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 in the school office</i>	
<i>Training and competency as a result of training is monitored and measured by:</i>	<i>Emily Johnson</i>

34. Vehicles owned or operated by the school/academy- N/A

<i>Name of person who has overall responsibility for the school/academy vehicles</i>	<i>N/A</i>
<i>The school/academy operates No minibus/coaches/cars/other vehicles (e.g. quad bikes/ride on mowers).</i>	<i>None</i>
<i>Name of person who manages the driver medical examinations</i>	
<i>Name of person who manages the vehicle license requirements</i>	
<i>Name of person who undertakes vehicle checks such as oil, water and routine roadworthiness.</i>	
<i>Name of person who arranges servicing and maintenance of the academy vehicles</i>	
<i>Our arrangements for the safe use of school/academy vehicles are:</i>	

35. Vehicle movement on site

<i>Name of Premises Manager responsible for the management of vehicles on site</i>	<i>Emily Johnson</i>
• <i>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, special arrangements for deliveries etc): no vehicle movement on site unless verbal permission is gained from the headteacher</i> • <i>deliveries should be by arrangement if they require access to the school drive</i> • <i>no restrictions are in place after all children have left school for the day and are not returning</i> <i>the school gate is closed when children are on the premises</i>	

36. Violence and Aggression and School/Academy Security

<i>The school/academy provides a place of work which is designed and managed to minimise the risk of violence and aggression to staff, pupils and visitors.</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>Emily Johnson</i>
<i>Incidents of verbal & physical violence are investigated by:</i>	<i>Emily Johnson</i>
<i>Name of person who has responsibility for site security:</i>	<i>Emily Johnson</i>
• <i>Our arrangements for site security are:</i> Front door entrance is locked at all times • Parents of years 1 – 6 and reception are not allowed in school without a prior appointment	

37. Water System Safety

<i>Name of Premises Manager responsible for managing water system safety.</i>	<i>Emily Johnson</i>
<i>Name of contractors who have undertaken a risk assessment of the water system</i>	<i>Concept Environmental solutions</i>
<i>Name of contractors who carry out regular testing of the water system:</i>	<i>Ann Goldstraw</i>
<i>Location of the water system safety manual/testing log</i>	<i>Location School office</i>
<i>Our arrangements to ensure contractors have information about water systems are: The file is available at all times in the school office</i>	
<i>Our arrangements to ensure all school/academy staff carrying out checks or testing or maintenance have information about the water system: Information checked by the SLT</i>	

38. Working at Height

<i>Name(s) of person responsible managing the risk of work at height on the premises:</i>	<i>Emily Johnson</i>
<i>Work at height is avoided where possible.</i>	
• <i>Our arrangements for managing work at height are:</i> Use a school ladder • Do not overstretch Check the ladder for defects before use	
<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>	

39. Work Experience

<i>Name of person who has overall responsibility for managing work experience and work placements for school/academy pupils.</i>	<i>Kate Greenwood & Emily Johnson</i>
• <i>Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are:</i> A health and safety induction • Inform students who to speak to if they have a health and safety concern	
<i>The name of the person responsible for the health and safety of people on work experience in the school/academy premises:</i>	<i>Emily Johnson</i>
<i>Our arrangements for managing the health and safety of work experience students in the school/academy are: As per the policy</i>	

40. Volunteers

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

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

- Annual fire risk assessment
- Six monthly check of data records
- October Premises Check List
- Annual Self audit
- Annual review of risk assessments
- Health and Safety link governor to complete annual site tour

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.