



# Health, Safety and Wellbeing Policy

Signature..... Name..... Date.....

Chair of Data Teaching and Learning Committee

Signature..... Name..... Date.....

Headteacher

- Amended February 2015
- Reviewed and amended February 2016
- Reviewed and amended February 2017
- Reviewed and amended March 2018
- Reviewed and amend February 2019

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** Endeavour Multi Academy Trust and their schools follows and supports the Staffordshire Policy for all matters relating to Health, Safety and Wellbeing.

**B. Policy Statement**

The requirement to provide a safe and healthy working environment for all employees in Cherry Trees School is acknowledged and the Endeavour Multi Academy Trustees recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc. Act 1974.

The Local Governors 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 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 and trust 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.

Signed	Signed
<b>Chair of DTL</b>	<b>School Headteacher</b>
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

The school obtains competent health and safety advice from	Entrust Health & Safety Team
The contact details are	01785 355777
In an emergency we contact Mr J Burdett - 07773791520	

#### Monitoring Health and Safety

Name of person(s) responsible for the overall monitoring of health and safety in school	Name Mr P Morris Mrs S Dickinson
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: Health and Safety Local Governor visits and reports back	
The school carries out formal evaluations and audits on the management of health and safety (frequency).	
The last audit took place	Date: January 2019 By: P Morris & S Dickinson

Name of person responsible for monitoring the implementation of health and safety policies	Name Mr P Morris Mrs S Dickinson
All staff are aware of the key performance indicators in part E and how they are monitored	
Workplace inspections - type	Name of person who carries these out

## D. Detailed Health and Safety Arrangements

### 1. Accident Reporting, Recording & Investigation

<i>Our arrangements for recording and investigating:</i>
pupil accidents: Recorded in the pupil accident book by the person who observed the accident, and signed by that person and another observer if possible. Injuries that require hospital treatment are reported to the Health and Safety Team
staff accidents: Recorded in B1510 book issued by Health & Safety Executive. As above for accidents involving hospital treatment.
visitor accidents: Recorded in B1510 and as above for injuries requiring hospital treatment
The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: Sharon Dickinson
Our arrangements for reporting to the Academy Board are: Via the trustee responsible for Health & Safety
Our arrangements for reviewing accidents and identifying trends are: Regular site meetings between the Site Supervisor and the Trustee responsible for Health and Safety and staff meetings

### 2. Asbestos

Name of Premises Manager responsible for Managing Asbestos.	Name Mr P Morris
Location of the Asbestos Management Log or Record System.	Location – Conference Room
Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are: Read asbestos register and sign to acknowledge this.	
Our arrangements to ensure all school/academy staff such as class teachers or caretakers have information about asbestos risk on the premises: All staff made aware of the asbestos risk on site.	

Staff must report damage to asbestos materials to:	Name Mr P Morris
Staff must not drill or affix anything to walls without first obtaining approval from the premises manager.	

### 3. Communication

Name of SLT member who is responsible for communicating with staff on health and safety matters:	Name Mrs S Dickinson Mr D Murphy
Our arrangements for communicating about health and safety matters with all staff are: Via the H & S Notice board and staff meetings	
Staff can make suggestions for health and safety improvements by: Adding to the agenda of staff meetings or discussion with Mr Morris or Mrs Dickinson	

### 4. Construction Work \*See also Contractor Management

Name of person coordinating any construction work / acting as Client for any construction project.	Name Mr P Morris
Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are: Hazard exchange forms completed prior to commencement.  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: Meeting with site manager.	
Our arrangements for the induction of contractors are: Meeting with site manager.	
Staff should report concerns about contractors to: Mr P Morris	
We will review any construction activities on the site by: continuous process while construction is taking place	

### 5. Consultation

Name of SLT member who is responsible for consulting with staff on health and safety matters:	Name Mrs S Dickinson Mr D Murphy
The name of the Trade Union Health and Safety Representative is:	Name N/A
Our arrangements for consulting with staff on health and safety matters are: Staff meetings or 1:1 meetings with individual staff or class teams	

Staff can raise issues of concern by: Contacting SLT or Site Manager

### 6. Contractor Management

Name of person responsible for managing and monitoring contractor activity	Name Mr P Morris
Our arrangements for selecting competent contractors are: From the Staffordshire CC list of approved contractors	
Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: Meeting prior to the contract beginning	
Our arrangements for the induction of contractors are: As above	
Staff should report concerns about contractors to: Mr P Morris	

### 7. Curriculum Areas – health and safety

Name of person who has overall responsibility for the curriculum areas as follows: e.g. Science D&T PE	Name Mrs S Dickinson
Risk assessments for these curriculum areas are the responsibility of class teachers	Name(s)Mr D Murphy – Mr J Shinton – Mrs E Dawes – Miss E Slatter – Mrs E Francis – Mrs A Bond– Mrs K Emery

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

The school/academy assesses the risk of the use of computers/laptops by carrying out a DSE assessment for staff using this type of equipment continuously and regularly for over an hour.	
Our arrangements for carrying out DSE assessments are: Members of staff who work for continuous lengthy periods of time are requested to carry out an online assessment	
Name of person who has responsibility for carrying out Display Screen Equipment Assessments	Individual staff carry out assessment
DSE assessments are recorded and any control measures required to reduce risk are managed by	Name Mrs S Dickinson

### 9. Early Years Foundation Stage (EYFS)

Name of person who has overall responsibility for EYFS	Name Mrs S Dickinson
Our arrangements for the safe management of EYFS are: The guidelines included in the EYFS document are adhered to.	

### 10. Educational visits / Off-Site Activities

Name of person who has overall responsibility for Educational Visits	Name Mrs S Dickinson
The Educational Visits Coordinator is	Name Mrs S Dickinson
Our arrangements for the safe management of educational visits: Evolve forms are completed for all educational visits and risk assessments are attached.	

### 11. Electrical Equipment [fixed & portable]

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	Name Mr P Morris
Fixed electrical wiring test records are located:	H & S folder in Conference Room
All staff visually inspect electrical equipment before use.√	
Our arrangements for bringing personal electrical items onto the school site are: If less than 12 months old they can be used, if older then they cannot be used until they have been PAT tested.	
Name of person responsible for arranging the testing of portable electrical equipment (PAT):	Name Mr P Morris
Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:	Name Mr P Morris
Portable electrical equipment (PAT) testing records are located:	Online
Staff must take defective electrical equipment out of use and report to:	Name Mr P Morris
The portable electrical equipment on the school site owned and used by contractors is the responsibility of the contractor, who must provide records of this if requested:	

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

Name of competent person responsible for undertaking & reviewing fire risk assessment in addition to any associated action planning	Name Mr P Morris
The Fire Risk Assessment is located .....	File in the Conference Room
When the fire alarm is raised the person responsible for calling the fire service is OR The site has a fire alarm which activates a response from (a 3rd party / listening service)	Name Mrs M Bytheway Mrs M Hill
<i>Name of person responsible for arranging and recording of fire drills</i>	<i>Name Mr P Morris</i>
<i>Name of person responsible for creating and reviewing Fire Evacuation arrangements</i>	<i>Name Mr P Morris</i>
<i>Our Fire Evacuation Arrangements are published ...</i>	<i>Location H &amp; S Folder</i>
<i>Our Fire Marshals are listed</i>	<i>On fire evacuation notices</i>
<i>Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at</i>	<i>Location H &amp; S Folder in Conference Room</i>
<i>Name of person responsible for training staff in fire procedures</i>	<i>Name Mr P Morris</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>All staff have completed emergency first aid training</i>
<i>The First Aid Assessment is located</i>	<i>Location Nurses Room</i>
<i>First Aiders are listed</i>	<i>Location Nurses Room Unit Kitchen School Office</i>
<i>Name of person responsible for arranging and monitoring First Aid Training</i>	<i>Name Mrs S Dickinson</i>
<i>Location of First Aid Box</i>	<i>Nurses room – unit – kitchen - office</i>
<i>Name of person responsible for checking &amp; restocking first aid boxes</i>	<i>Mrs J Owen and Mrs S Bamford</i>
<i>In an emergency staff are aware of how to summon an ambulance ✓</i>	



<i>Our arrangements for dealing with an injured person who has to go to hospital are (who is contacted/ who accompanies staff or children to hospital):</i>	
<i>pupils</i>	<i>Office staff inform parents/carers, a first aider stays with child and then escorts child to hospital if parents are not able to get to school before the ambulance arrives. Member of staff stays with pupil until parents arrive.</i>
<i>staff</i>	<i>Next of kin would be contacted. A first aider would stay with the member of staff and escort them to hospital if a member of their family did not arrive before the ambulance arrived.</i>
<i>visitors</i>	<i>Next of kin would be informed. First aider would stay with the patient until the ambulance arrived</i>
<i>Our arrangements for recording the use of First Aid are In the relevant accident books and phone calls plus letters sent home to parents of pupils.</i>	

#### **14. Forest School**

<i>Name of person in school who leads on Forest School activity</i>	<i>Mrs J Gill Mrs K Emery</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. Two members of staff are going through training at present and they are producing a file including all of the relevant information.</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>Date and Location 2016 H &amp; S Folder</i>

#### **16. Hazardous Substances (COSHH)**

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

*assessment, risk control etc.) are: The only hazardous substances are locked away in the cleaners store room.  
The academy uses CLEAPPS as a resource and all staff must be aware of how to access this information.*

### **17. Health and Safety Law Poster**

<i>The Health and Safety at Work poster is located:</i>	<i>Location Food Technology Room Unit kitchen</i>
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### **18. Housekeeping, cleaning & waste disposal**

All staff and pupils share the responsibility for keeping the school/academy site clean, tidy and free from hazards	
Our waste management arrangements are: Divided – general, dry recyclable and clinical	
Our site housekeeping arrangements are: Biffa	
Site cleaning is provided by: In house cleaners OR External cleaning company	Name and contact details New contract in the process of being agreed.
Cleaning staff have received appropriate information, instruction and training about the following and are competent:	
work equipment ✓	
hazardous substances✓	
Waste skips and bins are located away from the school building. New area away from school is now complete	
All staff and pupils must be aware of the arrangements for disposing of waste and the location of waste bins and skips.✓	
Staff in all Depts. who generate waste (e.g.catering/cleaning/curriculum areas) must be aware of the risk assessments and control measures in place for their role.	

### **19. Infection Control**

<i>Name of person responsible for managing infection control:</i>	<i>Name Mr P Morris</i>
<i>Our infection control arrangements (including communicable diseases/hand hygiene standards) are: Statutory advice taken and monitoring carried out by first aiders.</i>	

## 20. Lettings

<i>Name of Premises Manager or member of Leadership team responsible for Lettings</i>	<i>Name N/A</i>
<i>Our arrangements for managing Lettings of the school/academy /rooms or external premises are:</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>Our arrangements for managing lone working are Anyone loan working makes a person off site aware that they are in work and keeps in touch with them at regular intervals.</i>
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## 22. Maintenance / Inspection of Equipment (including selection of equipment)

<i>NOTE Types of equipment to consider in this section: Ladders and steps, fume cupboards, other extraction systems, PE equipment, D&amp;T machines, lifts &amp; lifting equipment, pressure cookers, autoclaves, fire alarm and smoke detection, emergency lighting, fire extinguishers. This section <b>must include</b> the arrangements for school/academy kitchens, science laboratories or Design and Technology rooms</i>	
<i>Name of person responsible for the selection, maintenance / inspection and testing of equipment</i>	<i>Name Mr P Morris</i>
<i>Records of maintenance and inspection of equipment are retained and are located:</i>	<i>Location Site Manager's Office and Conference Room</i>
<i>Staff report any broken or defective equipment to:</i>	<i>Name Mr P Morris</i>
<i>The equipment on the school site owned and used by contractors is the responsibility of the contractor, who must provide records of testing , inspection and maintenance if requested:</i>	

### 23. Manual Handling

<i>Name of competent person responsible for carrying out manual handling risk assessments</i>	<i>Name Mr P Morris</i>
<i>Our arrangements for managing manual handling activities are:</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</i>	<i>Named Individual members of staff from each class have responsibility for administering and recording medication for pupils</i>
<i>Our arrangements for the administration of medicines to pupils are: All medication is signed in and out. When medication is administered it is done by two staff and recorded in the medication record book, dated and signed. For controlled drugs, the controlled drug book is completed, signed and witnessed. There is a separate signing in and out book for medication taken on trips</i>	
<i>The names members of staff who are authorised to give / support pupils with medication are:</i>	<i>Individual class members of staff</i>
<i>Medication is stored:</i>	<i>Location In one of two locked cupboards or a locked fridge in nurses room</i>
<i>A record of the administration of medication is located:</i>	<i>Location In the nurses room</i>
<i>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. N/A</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: Emergency Asthma inhaler is kept in the nurses room and pupils it relates to have it written in their care plan.</i>	

<i>Staff who are taking medication must keep this personal medication in a secure place that is inaccessible to pupils.</i>
<i>Staff must advise the school/academy 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 equipment (PPE) for school/academy staff.</i>	<i>Name Mr P Morris Pool use</i>
<i>Name of person responsible for the checking and maintenance of personal protective equipment provided for staff</i>	<i>Name Mr P Morris</i>
<i>PPE provided for use in curriculum lessons is not "personal" as it is provided by pupils in classroom situations. Aprons and gloves are provided</i>	
<i>Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for pupils.</i>	<i>Name Mrs S Dickinson</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>Staff working with pupils at the time of use</i>

## **26. Radiation**

<i>Name of the school/academy Radiation Protection Supervisor (RPS)</i>	<i>Name N/A</i>
<i>Name of the Radiation Protection Adviser (RPA)</i>	<i>Name</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: Inform Mr P Morris</i>

## **28. Risk Assessments**

<i>The school/academy has in place risk assessments for any identified significant</i>
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<i>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 school/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 school/academy risk assessment process and any associated action planning</i>	<i>Name Mrs S Dickinson Mr P Morris</i>
<i>Our arrangements for carrying out, recording, communicating and reviewing risk assessments are: Staff carry out their own risk assessments for areas of the school and grounds where they may be working and for specific activities. Risk assessments are always completed for activities outside the school environment.</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>Name N/A</i>
<i>The school/academy premises are shared with another organisation (e.g.Contract caterer/public leisure centre).</i>	<i>Name N/A</i>

*Our arrangements for managing health and safety in a shared workplace are:*

**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>Name Mrs S Dickinson</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: School and county arrangements are in place to support staff.</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 involving all staff and this is reviewed regularly. Date Completed March 2018 Review April 19</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>Name Mr P Morris</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>Name Mrs S Dickinson</i>
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<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: A record of H &amp; S training is kept which identifies the length of time the training lasts for and the renewal date.</i>	
<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 Headteachers office</i>	
<i>Training and competency as a result of training is monitored and measured by:</i>	<i>Name Mrs S Dickinson</i>

### **34. Vehicles owned or operated by the school/academy**

<i>Name of person who has overall responsibility for the school/academy vehicles</i>	<i>Name Mr P Morris</i>
<i>The school/academy operates (no.of xx) minibus/coaches/cars/other vehicles (e.g. quad bikes/ride on mowers).</i>	<i>List One mini bus DY12 SUX</i>
<i>Name of person who manages the driver medical examinations</i>	<i>Mrs S Dickinson</i>
<i>Name of person who manages the vehicle license requirements</i>	<i>Mr P Morris</i>
<i>Name of person who undertakes vehicle checks such as oil, water and routine roadworthiness.</i>	<i>The driver on that day is responsible for checks. Drivers who have completed the mini bus training are: Mr P Morris – Mrs S Dickinson – Mr D Murphy – Mrs K Emery – Miss R Bond – Miss E Slatter</i>
<i>Name of person who arranges servicing and maintenance of the academy vehicles</i>	<i>Mr P Morris</i>
<i>Our arrangements for the safe use of school/academy vehicles are: Frequent updates/training</i>	

### **35. Vehicle movement on site**

<i>Name of Premises Manager responsible for the management of vehicles on site</i>	<i>Name Mr P Morris</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,</i>	



*special arrangements for deliveries etc):  
5 mph speed limit – speed bumps – footpaths separated from car park by railings  
At the start and end of the school day, pupils are supported to and from the car park by parents, escorts and/or staff.*

**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 &amp; physical violence to:</i>	<i>Name Mrs S Dickinson Mr D Murphy</i>
<i>Incidents of verbal &amp; physical violence are investigated by:</i>	<i>Name As above</i>
<i>Name of person who has responsibility for site security:</i>	<i>Name Mr P Morris</i>
<i>Our arrangements for site security are: Gates that are locked overnight – Cameras all around school grounds which can be monitored from the school office – keypads on all external doors</i>	

**37. Water System Safety**

<i>Name of Premises Manager responsible for managing water system safety.</i>	<i>Name Mr P Morris</i>
<i>Name of contractors who have undertaken a risk assessment of the water system</i>	<i>Name IWS/Hertel</i>
<i>Name of contractors who carry out regular testing of the water system:</i>	<i>Name IWS</i>
<i>Location of the water system safety manual/testing log</i>	<i>Location H &amp; S Folder – Conference Room</i>
<i>Our arrangements to ensure contractors have information about water systems are: Log book</i>	
<i>Our arrangements to ensure all school/academy staff carrying out checks or testing or maintenance have information about the water system: Hygiene log book and hygiene risk assessment</i>	

### 38. Working at Height

<i>Name(s) of person responsible managing the risk of work at height on the premises:</i>	<i>Name Mr P Morris</i>
<i>Work at height is avoided where possible.</i>	
<i>Our arrangements for managing work at height are: Three rung steps are used by staff when working above floor level, these are checked regularly by the site manager.</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 (Location) Site Manager's 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>N/A</i>
<i>Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are:</i>	
<i>The name of the person responsible for the health and safety of people on work experience in the school/academy premises:</i>	<i>Name Mrs S Dickinson</i>
<i>Our arrangements for managing the health and safety of work experience students in the school/academy are: Students completing work experience in school have an initial meeting prior to the start date for an induction and discussion on health and safety. Paper work from the school/college the student is from is also completed if applicable.</i>	

### 40. Volunteers

<i>Name of person who has overall responsibility for managing/coordinating volunteers working within the school/academy:</i>	<i>Name Mrs S Dickinson</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.*

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.