James Bateman Middle School

Health, Safety and Wellbeing Policy

Policy owner	C Picken
Approved by	Governing Board
Date approved	23rd November 2026
Review date	November 2027
Version	3.2
Linked policies and documents	CCTV Policy Lettings Policy First Aid Policy Lockdown Policy Local Allergy Management Lone Working Policy Mental Health and Wellbeing Policy Online Safety 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

James Bateman Middle School

The policy has 5 parts;

Part A - Introduction
Part B - The Health and Safety Policy Statement
Part C - Responsibilities
Part D - The detailed arrangements and procedures to reduce risk within the school
Part E - The Key Performance Indicators

A. Introduction

This policy statement complements (and should be read in conjunction with) the Staffordshire County Council, Creative Learning Partnership Trust Health, Safety and Well-being Policy.
https://www.staffordshire.gov.uk/secure/Schools/Health-and-Safety/Healthand-Safety/Policy/hswpolicy.pdf

The Governing Body will endorse and support the Health, Safety and Wellbeing Policy of Staffordshire County Council and The Creative Learning Partnership Trust and assist the Council and The Creative Learning Partnership Trust to discharge those responsibilities, which it holds as employer.

This policy records the local organisation and arrangements for implementing the Staffordshire County Council and The Creative Learning Partnership Trust policy.

B. Policy Statement

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

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

Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representatives' forms part of this policy. All employees are expected to accept their responsibility to work safely by ensuring that they take reasonable care of their own health, safety, and wellbeing and that of other people who may be affected by their acts or omissions.

The Governors and Headteacher will draw this policy to the attention of all employees, and review annually.

Mrs Sharon Maguire, **Chair of Governors/Board**		Mrs Tracy Price, **Headteacher**
23.11.2026		23.11.2026

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

C. Responsibilities (Delegation of Duties)

The delegation of responsibilities and duties of all employees is detailed in Staffordshire County Council's Health, Safety and Wellbeing Policy – Allocation of General Responsibilities document, The Creative Learning Partnership Health and Safety Policy.

In addition to their general responsibilities

The **Governing Body** will:

- Provide strategic guidance.
- Consider health and safety related information, statistics and reports.
- Monitor and review health, safety and wellbeing issues.
- Ensure adequate resources for health and safety are available.
- Nominate a Link Governor for Health, Safety and Wellbeing.
- Review and monitor the effectiveness of this policy.

The **Head Teacher** is responsible for implementing this policy and will:

- Promote a positive, open health, safety and wellbeing culture in the school.
- Report key health and safety issues to the Governing Body.
- Seek advice from other organisations or professionals as required.
- Ensure that all employees co-operate with this policy.
- Appoint appropriate persons with areas of responsibility within the school to

implement this policy.
- Develop and implement safety procedures.
- Ensure there is a suitable system and process for developing risk assessments and that risk assessments are completed and reviewed on a regular basis.
- Ensure employees have access to appropriate training for their role.

The Headteacher and Business Manager are the nominated **Premises Managers** and are responsible for the day-to-day operations and maintenance of the buildings, grounds, and equipment. This includes ensuring that statutory inspections of equipment and systems are carried out.

Senior Leaders within the school will support the Head Teacher and Business Manager in their role.
They will:
• Implement and monitor the school's health and safety arrangements.
• Manage any hazardous practices, equipment or building issues and report to the Business Manager if they remain unresolved.
• Provide a good example, guidance and support to employees on health, safety and wellbeing issues.
• Ensure health and safety inductions are carried out for all employees and keep records of that induction.

Curriculum Leaders will within their area(s) of responsibility:
- Identify and control hazards.
- Ensure risk assessments are carried out, reviewed at least annually and communicated to employees and pupils.
- Instigate and ensure that safety procedures are developed and adhered ensuring that these are in line with curriculum best practice e.g. Science, Design Technology, PE, etc.
- Maintain current knowledge of specific health and safety legislation and official guidance relevant to the safe delivery of their specialism.
- Ensure equipment, including personal protection equipment, is maintained in a safe condition and that substances hazardous to health are secured in a safe place.
- Ensure that all incidents (including near misses) are reported promptly and investigated.
- Notify the Headteacher/Senior Leaders of any proposed or impending changes affecting health, safety, and wellbeing such as in room allocation or usage, change of materials/equipment, new activities etc.

Teachers will:

- Carry out regular safety checks of their area of work and report any concerns.
- Contribute to the development of risk assessments.
- Supervise pupils and advise them on how to use equipment safely.
- Maintain current knowledge of specific health and safety issues within their specialisms.

All **employees** will:

• Comply with the school's health and safety arrangements, including the adherence to risk assessments, health and safety procedures and policies.
• Leave their area of work in a reasonably tidy and safe condition.
• Follow safety instructions when using equipment.
• Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate employee.
• Follow the accident reporting procedure.
• Contribute to and highlight any gaps in the school's risk assessments and health and safety procedures.

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	Staffordshire Health, Safety and Well-being Service
The contact details are	Health, Safety and Wellbeing Service Fourth Floor Staffordshire Place 1 Tipping Street Stafford ST16 2DH **Phone:** 01785 355777 Staffs Moorlands: Dean Willetts
In an emergency we contact: Service relative to emergency	

Monitoring Health and Safety

Name of person(s) responsible for the overall monitoring of health and safety in school/academy:	**Headteacher (Mrs Price), Health & Safety Leader (Ms Picken)**

Our arrangements for the monitoring of health and safety are:

School Business Manager, Mrs Picken & Health and Safety Co-ordinator, Mr Hopper are responsible for the monitoring of Health and Safety in school and carrying out the annual review of the Health and Safety policy. Performance is measured by the Health & Safety link Governor and through termly reports and monitoring of all associated policies. The annual Health and Safety Strategic Plan, includes Key Performance Indictors which are monitored and tracked termly and reported to the Governing Body. Health and Safety premises checklists are in place in order to monitor workplace checks and inspections. Formal evaluations and audits include;

- Premises Evaluation
- Health and Safety Self Audit

Fire Safety Audit

The school carries of out formal evaluations and audits on the management of health and safety	
The last audit took place: • Health & Safety Self Audit • Annual Health and Safety Evaluation Checklist • Fire Safety Audit	17.06.2022 by D Willetts 29.01.2026 by C Picken 16.11.2026 by C Picken 10.09.2026 by N Hopper
Name of person responsible for monitoring the implementation of health and safety policies	Headteacher (Mrs Price)
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***
Perimeter and Grounds - daily	Key Holder/Site Supervisor
Climbing Frames/ Play Equipment - weekly	Site Supervisor
Blind Cord Checks – monthly	Site Supervisor
Socket checks - monthly	Site Supervisor
Fire, Security & Crime Prevention Checklist – monthly and 6 monthly	Site Supervisor
Ladder & Kick-stool checks – 6 monthly	Site Supervisor
PE Equipment - annual	Sports Safe UK
Outside Play Equipment - monthly	Site Supervisor

Annual Asbestos Visual Inspection - monthly	Site Supervisor
Asbestos Register Review - annual	Entrust Asbestos Management Team
Portable Appliances Inventory - annual	Business Manager
Glass and Glazing Assessment - annual	Site Supervisor
Workplace Services & Monitoring	***Name of person who carries these out***
Fire Alarm Core Point Checks - weekly	Site Supervisor
Emergency Lighting Checks – monthly	Site Supervisor
- Little Used Water Outlet flushing - weekly	Site Supervisor
Water temperature Readings - monthly	Site Supervisor
Outlet Water Temperatures - monthly	Site Supervisor
Taps & Toilet Flushing- weekly	Site Supervisor
Water Systems Service – 6 monthly	HSL Compliance
Emergency Lighting Service – 6 monthly	Midwest Mechanical & Electrical Services Ltd
Security Intruder Alarm Monitoring - 6 monthly	Chubb Fire & Security Ltd
Security & Intruder Alarm Maintenance – 6 monthly	Chubb Fire & Security Ltd
Fire Safety Alarm System Servicing – 6 monthly	Lantern Fire & Security Ltd
Heater & Gas Boiler System - annual	Sureserve Compliance Northwest Limited
Portable Appliance Testing – bi-annually	Calbarrie Electrical Compliance Services
Water Systems, Water Hygiene Risk Assessment – annually	HSL Compliance
Gas Supply, Gas soundness testing – 5 Years	Key Integrated Services Ltd
Electrical Systems Fixed Electrical Testing	Electrical Test (Midlands) Limited

D. Detailed Health and Safety 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.

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

1. Accident Reporting, Recording & Investigation

Our arrangements for recording and investigating:
pupil accidents: - Accidents recorded on individual student sheets and scanned. - Parents telephoned if required. - Accident and accident investigation recorded on the on-line Health, Safety & Well-being Service Incident Reporting System if required.
Employee accidents: - Accident and accident investigation recorded on the on-line Health, Safety & Well-being Service Incident Reporting System
visitor accidents: - Accident and accident investigation recorded on the on-line Health, Safety & Well-being Service Incident Reporting System
The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: Health, Safety & Well-being Service via an on-line report submitted by Mrs. C Picken.
Our arrangements for reporting to the Governing Body or Academy Board are: Mrs Picken reports termly to the Full Governing Body Mr T Hogan-Shaw (Health & Safety Link Governor) Reports to the Full Governing Body Termly.
Our arrangements for reviewing accidents and identifying trends are: Accidents and incidents are tracked and monitored weekly and reported to the Full Governing Body termly.

2. Asbestos

Name of Premises Manager responsible for Managing Asbestos.	***Name:*** Tracy Price
Location of the Asbestos Management Log or Record System.	***Location:*** School Office
Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are: The Site Supervisor, Headteacher or Business Manager complete an HSF 46 Control of Contractors - Hazard Exchange Form with the contractor before any work begins. All contractors are referred to the onsite Asbestos Register and sign to say that they have had sight of it before any work decisions are made or commenced. An Intrusive Work Assessment Form HSF45 must be completed prior to any intrusive work commencing on the fabric of the building.	
Our arrangements to ensure all school staff such as class teachers or caretakers have information about asbestos risk on the premises: Site staff read and sign the onsite Asbestos Register annually and following any changes made to asbestos management in school. Site staff complete annual Asbestos Training using the LA's Asbestos awareness presentation and self-test. Staff are issued with an 'Asbestos Awareness' leaflet.	
Staff must report damage to asbestos materials to: Damage to suspected asbestos containing materials should be reported immediately to the Headteacher or Business Manager. Work in the area must be stopped and the area sealed off and evacuated. Staff reporting the suspected damage will complete a HSF48 Asbestos Incident Report.	***Name:*** Tracy Price (Headteacher) Cheryl Picken (Business Manager) Suspected Asbestos Incident to be reported to the 'Health Safety and Well-being Service' (HSW) and the 'Asbestos Management Team' (AMT)
Employees must not drill or affix anything to walls without first obtaining approval from the premise's manager: Any tasks requiring drilling or fixing anything to a wall should be approved and logged in the school office before work commences.	

3. Communication

Name of SLT member who is responsible for communicating with staff on health and safety matters:	***Name:*** Tracy Price and Cheryl Picken
Our arrangements for communicating about health and safety matters with all employees are: Health, Safety, well-being and Safeguarding are a weekly agenda item at staff meetings. Those who cannot attend the meeting receive Staff Meeting 'Decision & Action Log Minutes' via e-mail. Any Important Health & Safety items are also written on the Staff Meeting board. All employees regularly receive e-mails about Health & Safety.	
Staff can make suggestions for health and safety improvements by: Feeding back at weekly staff meetings. Reporting concerns through the Health & Safety Log on the desktop of all PC's.	

4. Construction Work *See also Contractor Management

Name of person coordinating any construction work / acting as Client for any construction project.	***Name:*** Business Manager and/or Site Supervisor
Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are: Any work carried out on the premises will be completed by 'Approved Contractors'. Larger scale projects will be arranged in partnership with the 'County Council Property Surveyor'. ***Duty holders will be identified and named as part of any Construction project.*** For small scale work the Business Manager will oversee any project work. For larger scale jobs the school will employ the services of the 'Entrust Property Surveyor'. Such projects may Involve the appointment of a CDM 'Construction Design and Management Co-ordinator'.	
Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: The Project Manager (Business Manager) for small scale jobs and/or Property Surveyor for larger jobs, will be responsible for the initial communication meeting regarding how works/projects will be planned, carried out and monitored. 'Hazard exchange' and 'risk assessments' will be undertaken at this initial meeting.	

Our arrangements for the induction of contractors are: The site supervisor or Business Manager will review the Hazard Exchange Form with the contractor and asbestos register. Any additional safeguarding actions or emergency procedures will be shared.
Key contact numbers for all key personnel to be exchanged if necessary.
Staff should report concerns about contractors to: Headteacher, Business Manager (Health and Safety Lead) or Site Supervisor
We will review any construction activities on the site by: Monitoring on-going works by Project Lead and Site Technician. Hold a meeting at the end of a contract to ensure all works have been completed, identify any outstanding issues, warranty periods and review arrangements to inform future practice.

5. Consultation

Name of SLT member who is responsible for consulting with staff on health and safety matters:	***Name:*** Mrs T Price/ Mrs C Picken
The name of the Trade Union Health and Safety Representative is:	***Name:*** Trade Union Health & Safety Reps for differing unions
Our arrangements for consulting with staff on health and safety matters are: Staff will be consulted regarding practice, procedures, arrangements and information that may affect the Health & safety of themselves or others in the workplace through a variety of methods: • Weekly staff meeting agenda items • Planned Health & Safety focus training or updates • Procedure and Policy communication file on the shared drive • Job Reviews • Staff well-being/stress risk assessments and 'Change Team' (when applicable)	
Employees can raise issues of concern by: Discussing concerns with the Headteacher, Business Manager (Health & Safety Leader) or the Health & Safety Link Governor. Raising concerns at weekly staff meeting or e-mailing to the school office at any time.	

6. Contractor Management

Name of person responsible for managing and monitoring contractor activity	***Name:*** Business Manager – Management Site Supervisor – Monitoring during work.
Our arrangements for selecting competent contractors are: Any work carried out on the premises will be completed by 'Approved Contractors'. Any larger scale projects will be arranged in partnership with the 'County Council Property Surveyor'.	
Our arrangements for the exchange of health and safety information / risk	
assessments/safe working arrangements/monitoring are: Business Manager or Site Supervisor for small scale jobs and/or Property Surveyor for larger jobs, will be responsible for the initial communication meeting regarding how a contractor's work will be planned, carried out and monitored. 'Hazard exchange' and 'risk assessments' will be undertaken at this initial meeting.	
Our arrangements for the induction of contractors are: The Site Supervisor or Business Manager will review the Hazard Exchange Form with the contractor and asbestos register. Any additional safeguarding actions or emergency procedures will be shared. Introduced to the Site Supervisor and key contact numbers for all key personnel to be exchanged (where necessary).	
Staff should report concerns about contractors to: Headteacher, Business Manager (Health & Safety Leader) or Site Supervisor	

7. Curriculum Areas – Health and Safety

Name of person who has overall responsibility for the curriculum areas as follows: ***1. Science*** ***2. DT*** ***3. PE*** ***4. ICT & E-Safety*** ***5. Music*** ***6. RE*** ***7. History & Geography*** ***8. English*** ***9. Maths*** ***10. Relationships & Mental Health*** ***11. Educational Visits*** ***12. Community & Home-School Partnership***	***Curriculum Lead Name:*** 1. Nathan Jones 2. Sophie Parry 3. Claire Montifroy 4. Ben Shaw 5. Bethany Roche 6. Fay Cox 7. Fay Cox 8. Lara Jones 9. Lisa Cooke 10. Michaela Cope 11. Steven Champ 12. Cheryl Picken
Risk assessments for these curriculum areas are the responsibility of: Individual members of staff are responsible for undertaking Risk Assessments for activities and events involving their class or curriculum areas of responsibility.	***Name(s)*** Risk Assessments are reviewed and checked with Mrs Picken Educational Visits are risk assessed and reported through 'EVOLVE'. Approval chain = Steven Champ (EVC) then signed off by Tracy Price (Headteacher)

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

The school 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: Identified staff complete the DSE User training and HSF7 'Display screen equipment assessment' and/or HSF62 'Lap Top self-assessment' and give to the Business Manager. Any identified issues will be investigated and resolved.	
Name of person who has responsibility for carrying out Display Screen Equipment Assessments	***Name:*** Business Manager

DSE assessments are recorded and any control measures required to reduce risk are managed by	***Name:*** Business Manager

9. Educational visits / Off-Site Activities

Name of person who has overall responsibility for Educational Visits	***Name:*** Headteacher
The Educational Visits Coordinator is	***Name:*** Steven Champ (Trained EVC)
Our arrangements for the safe management of educational visits: All educational visits are assessed, recorded, approved and managed through EVOLVE. All visits are researched thoroughly, establishing suitability, available facilities and third-party provisions. Effective consideration is given to staffing ratios considering key influences such as age, ability, nature of location of the activity and accompanying adults experience and competence. All risk assessments are shared with the learners and relevant parties and an emergency plan is in place for each visit.	

10. Electrical Equipment [fixed & portable]

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	***Name*** Site Supervisor/Business Manager
Fixed electrical wiring test records are located:	Business Manager Z:Documents/Health&Safety/Reports/Fixed Electrical Testing
All staff visually inspect electrical equipment before use.	
Our arrangements for bringing personal electrical items onto the school site are:	
No personal electrical items are allowed on site unless PAT tested. Evidence of PAT testing must be seen by Business Manager, Headteacher or Site Supervisor.	
Name of person responsible for arranging the testing of portable electrical equipment (PAT):	***Name*** Site Supervisor
Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:	***Name*** Business Manager

Portable electrical equipment (PAT) testing records are located:	Electronically on Calbarrie's portal
Staff must take defective electrical equipment out of use and report to:	***Name*** Site Supervisor
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.	

11. 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*** Site Supervisor or Fire Safe 999 in partnership with Site Supervisor
The Fire Risk Assessment is located ……	Business Manager N:Documents/Health&Safety/Fire/FireRA
When the fire alarm is raised the person responsible for calling the fire service is:	***Name:*** Member of the Office Staff
Name of person responsible for arranging and recording of fire drills	***Name:*** Headteacher or SBM in partnership with Nigel Hopper (Site Supervisor)
Name of person responsible for creating and reviewing Fire Evacuation arrangements:	***Name:*** SBM (Health & Safety Leader) & Headteacher
Our Fire Evacuation Arrangements are published:	***Location:*** Every Room has a Fire Escape Route Map displayed on the wall & Fire Arrangements poster
Our Fire Marshals are	***Location:***

listed: Mrs T Price Mr L Pace Mrs K Baggaley Mr A Walton Mrs C Picken Mrs J Chappell Mrs D Kettle Mr D Bowers Mrs R Cartwright-Shaw Mr N Hopper	 SLT SLT KS2 KS3 SLT Catering KS3 KS3 KS2 KS2
Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Located:	***Location:*** Site Supervisor of emergency evacuation procedures. Business Manager Z:Documents/Health&Safety/Fire/ServicingReports & IAM Compliant
Name of person responsible for training staff in fire procedures:	***Name:*** Tracy Price (Headteacher)
All staff must be aware of the Fire Procedures in school. Procedures are shared as part of the induction process and changes are reviewed and shared with staff.	

12. First Aid *see also Medication

Name of person responsible for carrying out the First Aid Assessment:	***Name:*** Business Manager
The First Aid Assessment is located	***Location:*** Business Manager Z:Documents/Health&Safety/FirstAid
First Aiders are listed	***Location:*** Posters display First Aiders names at prominent points all around school.
Name of person responsible for arranging and monitoring First Aid Training	***Name:*** Business Manager and Office Manager

Location of First Aid Boxes:	Back Office Reception The Base Staffroom Cookery Room Science Prep Room

	Kitchen Small First Aid Kits are kept in all classrooms.
Name of person responsible for checking & restocking first aid boxes:	***Name:*** Mrs H Dalgleish – Back office and Reception Mr D Bowers – The Base and Staffroom Miss R Shaw – Cookery room Mrs D Kettle – Prep room Mrs J Chappell - Kitchen **First Aid Ordering** Mrs L West – Office
In an emergency staff are aware of how to summon an ambulance	
Our arrangements for dealing with an injured person who has to go to hospital: In the event of an ambulance being called to school or if a pupil, member of staff or visitor to the school must visit the A & E department as a result of an injury then the following should be actioned:	
Pupils: Parents/Carers will be contacted by the School Office. First Aid Slip completed and recorded in school. First Aider records full details of the incident and injuries incurred and complete the on-line Health, Safety & Well-being Service Incident Reporting System with the Office Manager. First Aider to accompany the Pupil in the ambulance or to A&E if a family member is not available.	
Staff: Emergency contact will be contacted by the School Office. First Aider records full details of the incident and injuries incurred and complete the on-line Health, Safety & Well-being Service Incident Reporting System with the Office Manager. First Aider to accompany the Pupil in the ambulance or to A&E if a family member is not available.	

Visitors: Emergency contact will be contacted by the School Office. First Aider records full details of the incident and injuries incurred and complete the on-line Health, Safety & Well-being Service Incident Reporting System with the Office Manager. First Aider to accompany the Pupil in the ambulance or to A&E if a family member is not available.
Our arrangements for recording the use of First Aid are: **Pupils:** Member of staff administering First Aid should complete a First Aid Slip and contact the child's parent/carer if needed. Parents may be asked to collect their child and seek further medical advice/support if this is felt beneficial by the First Aider. Details of times and emergency contacts advised of the injury should be recorded along with the times and details of when a child is collected and by whom. First Aiders record where the accident took place, conditions, note the state of clothing/shoes and equipment in use – if any. If an injury to the head is sustained then the parent/carer is to be contacted and informed of injury and any treatment given to date. Parents may be asked to collect their child and seek further medical advice/support if this is felt beneficial by the First Aider. Injuries or First Aid requiring further medical advice/treatment by a medical professional should be recorded on the LA's on-line reporting system with the Office Manager. **Staff/Visitors:** Member of staff administering First Aid should liaise with the Office Manager to complete an incident on the LA's on-line reporting system. Emergency contacts may be asked to collect the member of staff/visitor if this is felt beneficial by the First Aider.

13. Glass & Glazing

All glass in doors and side panels are constructed of safety glass	
All replacement glass is of safety standard	
A glass and glazing assessment took place in (year) and the record can be found ….	***Date and Location:*** 12.11.2012 Undertaken by SCC Kevin Rogers Site Service Report Folder kept in the Resource Area.

14. Hazardous Substances (COSHH)

Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)	**Name:** Mrs Chappell (Catering CoOrdinator), Mr Hopper (Site Supervisor), Mr

	Jones (Science Leader), Sophie Parry (DT Teacher)

Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are:

Any substance deemed potentially hazardous is assessed and recorded in the 'Register of Assessed Substances' which is kept in each of the COSHH locations. A suppliers 'Safety Data Sheet' is obtained for all substances on school site. COSHH Risk Assessments are carried out for any potential hazardous substance and safety posters are displayed near to products which are used regularly. Any control measures as a result of the risk assessments are implemented and shared with staff and pupils.

Staff are made aware of the school's COSHH procedures on induction and must notify the school office if any products are brought into school which have not been ordered via the school office. Safety Data Sheets must be obtained and risk assessments undertaken before use of a new product is permitted.

COSHH risk assessments and posters are reviewed annually/ and when changes are required due to a change in product information.

Cleaning products used by the school's cleaners are kept in a locked cupboard near to the site supervisor's office and in a locked cupboard within crush hall. A folder is kept in the cupboard containing Safety Data Sheets and relevant risk assessments for all products used by the cleaners.

The school uses CLEAPPS as a resource and relevant staff must be aware of how to access this information. Information is available through the CLEAPPS website.

16. Health and Safety Law Poster

The Health and Safety at Work poster is located:	***Location:*** Staff Room, Reflection Room, Kitchen

15. Housekeeping, cleaning & waste disposal

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

Our waste management arrangements are:
Ash Waste empty outside general waste bins weekly.
BHygienic empty sanitary bins monthly.
Janitor empties general school bins into outside general waste bins daily.

Our site housekeeping arrangements are:
School cleaners are manged by the Site Supervisor and overseen by the Business Manager.
All areas of the school are cleaned following a cleaning schedule identifying areas to be cleaned either daily, weekly or periodically.
A colour coded system of cleaning is in place identifying the use of separate cleaning equipment for the kitchen, toilet, classrooms and office areas.
(Red - toilets & wash rooms, Yellow- Hand wash basins and sinks, Blue – general areas & Green – kitchen).
Disposable cloths are used and blood/bodily fluid is cleaned up immediately and disposed of appropriately.
Appropriate PPE equipment is worn by all staff when cleaning or attending to first aid.
Cleaning signs are used to warn of hazards such as 'wet surface' during cleaning and after as required.
Additional cleaning is undertaken of toilet areas and wash rooms following reports of outbreaks of identified contagious illnesses and infections.

Site cleaning is provided by:	***Name:***
In house cleaners	Contact School Business Manager

Cleaning staff have received appropriate information, instruction and training about the following and are competent:

Work Equipment;
Appropriate cleaning equipment is available on site and maintained/ replaced as necessary.
Cleaning products used follow recommended guidance.
Only school equipment and cleaning products are used.

Hazardous Substances: Any substance deemed potentially hazardous is assessed and recorded in the 'Register of Assessed Substances' which is kept in each COSHH area. A supplier 'Safety Data Sheet' is obtained for all substances on school site. COSHH Risk Assessments are carried out for any potential hazardous substance and safety posters are displayed near to products which are used regularly. Any control measures as a result of the risk assessments are implemented and shared with staff and pupils. Cleaning products used by the school's cleaners are kept in a locked cupboard opposite the site supervisor office and crush hall. A folder is kept in the cupboard containing Safety Data Sheets and relevant risk assessments for all products used by the cleaners.
Waste skips and bins are located away from the school building.
All staff and pupils must be aware of the arrangements for disposing of waste and the location of waste bins and skips: Staff are made aware of waste disposal arrangements as part of their induction. Waste disposal is available for general waste, medical waste and sanitary waste.
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: All staff are made aware of the risk assessments and control measures in place for the different areas of the schools' premises. Risk Assessments are in the different areas around the school premises and are reviewed annually and when a change is required.

17. Infection Control

Name of person responsible for managing infection control:	***Name:*** Headteacher Business Manager
Our infection control arrangements (including communicable diseases/hand hygiene standards) are: The school follows the DfE and LA guidance on infection control.	
Handwashing is one of the most important ways of controlling the spread of diseases. All staff and pupils regularly wash their hands including before eating or handling food, after using the toilet or after touching animals. In all hand washing areas warm water, liquid soap and paper towels are available. When outbreaks of infection are reported then handwashing routines are increased. All staff and pupils have been shown how to wash hands correctly.	

Any cuts or abrasions to hands or exposed parts of the body will be covered by waterproof plasters to help prevent the spread of infection.

Alcohol/antibacterial hand gel is available in every classroom, adult toilet and reception, kitchen areas. Staff, visitors and pupils are encouraged to use the alcohol/antibacterial hand gel on entry and exit of the school building.

Following coughs or sneezes pupils are encouraged to wash their hands and dispose of tissues in the toilet.

Disposable gloves and aprons are worn when there is a risk from contamination of blood or bodily fluids such as administering first aid and cleaning up after sickness/illness.

Any spillages of blood or bodily fluids will be cleaned up immediately using PPE.

Injury as a result of a sharp or hypodermic needle, must be cleaned, covered with a waterproof dressing, recorded and medical attention sought from the Local Accident & Emergency department.

Contaminated clothing should be removed as soon as possible and placed in a plastic bag and sent home.

Prompt exclusion is essential in preventing the spread of infection. When pupils are suffering from infectious diseases they should be excluded from school on medical grounds for the minimum period recommended. The school follows the Local Authority and Health Protection Team guidance on exclusion periods and controls measures.

If outbreaks are reported, the school will liaise with the Health Protection Agency and LA Health & Safety Team for advice and guidance. A deep clean may be required of areas linked to a large number of infections.
A risk assessment will be put into place as required for outbreaks and pandemics.

All admin staff, Headteacher and SBM have completed Staffordshire Infection Control Awareness.

17. Lettings

Name of Premises Manager or member of Leadership team responsible for Lettings	***Name:*** Business Manager

Our arrangements for managing Lettings of the school rooms or external premises are:

Before any letting takes place, a meeting will be held with the premises manager and the letting party to exchange key information about health & safety, risk assessments and safeguarding measures. As part of the process a 'Conditions of Use Agreement' will be completed and signed by both parties. This will include 'hazard exchange' information and appropriate checks & policy/procedure checks.

Security and access arrangements will be agreed, including permitted areas of use prohibited areas of access. Responsibilities and accountability will be shared and agreed. Where lettings involve spectators e.g. football matches on the school field then those letting the premises will take responsibility for the spectators as well as participants.

Agreed actions will be shared for reporting accidents and incidents and risk assessments undertaken to ensure that the environment is safe and secure for the planned activities.

Emergency procedures will be shared and in place for lettings, including accidents, emergencies, first aid, parking and cleaning/waste disposal.

Safeguarding expectations will be shared and agreed with both parties sharing their 'Safeguarding Policies'. Proof of appropriate checks will be shared including relevant insurance where required.

The health and safety considerations for Lettings are considered and reviewed annually.

Hirers have in place their own risk assessments, first aid arrangements/ fire procedures and emergency procedures.

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

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

18. Lone Working

Our arrangements for managing lone working are:

The school's policy is to try and minimise the need for lone working as much as possible.

A risk assessment on all staff roles and responsibilities is undertaken to identify if lone working is necessary for any roles. These are discussed on induction.

If lone working is deemed necessary, then a risk assessment for that staff member and role is undertaken and control measures considered:

Risk assessments for *site based* lone working should include:

- the provision of safe access and exit
- risk of violence
- safety of equipment or materials for use by the individual when on their own
- channels of communication in an emergency
- site security and security arrangements
- level and adequacy of on/off site supervision.

Risk assessments for *mobile* lone workers is avoided where possible. If staff should undertake work related tasks off site e.g. home visits then this should be undertaken in pairs. The risk assessment should include:

- client risk assessment where applicable
- written arrangements for visits where necessary
- travelling between appointments
- reporting and recording arrangements
- communication and traceability
- personal safety/security

Any incident involving a 'Lone Worker' must be reported immediately and investigated by the individual's line manager. Individuals undertaking lone working should have the skills and appropriate training to undertake any associated tasks.

Lone working risk assessment are reviewed and monitored annually or when changes are required to a role or associated task.

Risk assessments will consider the limiting of public access to buildings and the procedures for dealing with expected and unwanted visitors.

Rooms used for meetings have a vision panel and clear routes of escape should these be required.

All lone workers will have a mobile phone (which must be charged and contain key contacts) and personal attack alarm.

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

Kitchen Equipment is inspected annually by: First in Service Ltd	
Equipment to be Inspected:	***Frequency:***
Ladders and Foot stools	6 monthly
Fire Extinguishers	Monthly
Emergency Lighting	Monthly
Gym Equipment	Annually
Fire Alarms	Weekly
Blind Cords	Monthly
Play Equipment	Weekly
Name of person responsible for the selection, maintenance / inspection and testing of equipment	***Name:*** *Site Supervisor* HD Serve – Kitchen Equipment
Records of maintenance and inspection of equipment are retained and are located:	***Location:*** *Site Supervisors Office*
Staff report any broken or defective equipment to:	***Name****: Mr Hopper or Business Manager*
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: Information regarding equipment use forms part of the 'Hazard Exchange' process at the planning stage.	

21.Manual Handling

Name of competent person responsible for carrying out manual handling risk assessments:	***Name:*** Business Manager (Health & Safety Leader)
Our arrangements for managing manual handling activities are: A 'Manual Handling Risk Record'/ assessment is completed for all staff in which manual handling is required. This is reviewed annually unless required sooner. Staff are supplied with back awareness information and equipment is provided to help reduce risks identified where applicable.	
Staff must aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided.	

Staff who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task.
Staff are trained appropriately to carry out manual handling activities.
Where people handling takes place an Individual Manual Handling Plan must be in place and communicated to all parties (including where appropriate the young person/their parents/carers/support staff).

20. Medication

Name of person responsible for the management of and administration of medication to pupils in school:	***Name:*** *Business Manager* (Health & Safety Leader)
Our arrangements for the administration of medicines to pupils are: Only medicines prescribed by a Doctor and in the original dispensing container	

will be accepted in school.
Parents will be required to complete a written instructional medical Form MR1 this records the following:

- Young Person for whom medication is prescribed or purchased.
- Date of receipt.
- Name and strength of the medicine.
- Quantity received (if applicable)
- The dosage required to be administered
- The time of the required dose
- Expiry date of medicines and any special warnings or precautions
- Signature of the employees receiving the medicines

In all circumstances, even if a child is self-administering their medication a 'Medication Administration Record' MR2 must be completed and signed by a Supervising adult. Prior to the medication being taken the following checks Must be made:

1. Right medication
2. Correct route of administration
3. Medication not already administered by another member of staff
4. Ensure correct time.
5. Ensure correct child.
6. Check dosage
7. Documentation
8. Initials of staff that has administered medication

If PRN (as required) medication is required a HSF34 form will be completed by the parent and School to record the child's individual needs. This will be

consulted before PRN is administered. Record of the administration should be recorded on the MR2.	
The names members of staff who are authorised to give / support pupils with medication are:	All staff can administer medicine if they agree.
Medication is stored:	***Location:*** Medication is stored in the Year group medical box or in the refrigerator in the office.
A record of the administration of medication is located:	***Location:*** Records are kept in the office whilst in use then transferred to the pupils file after use.
Pupils who administer and/or manage their own medication in school are authorised to do so by the Headteacher and are provided with a suitable private location to administer medication/store medication and equipment.	
Staff are trained to administer complex medication by the school nursing service when required.	
Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are: Any child with severe asthma or an Epi-pen has a Care Plan which is completed	
by the school in consultation with the parents/medical professional where applicable. A child's inhaler is kept in the child's possession at all times and their Epi-pens are located in the main school office. Care Plans can be found in office share drive or hard copies in the main school office. As we complete new Care Plans they can be found in linked documents on SIMs.	
Staff who are taking medication must keep this personal medication in a secure area in a staff only location. (Personal locker)	
Staff must advise the school leaders if they are taking any medication which might impair their ability to carry out their normal work. Staff with medical conditions have their own Individual Risk Assessment which includes use of medicine and medical treatment if required.	

21. 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. Any PPE required is issued to the relevant member of staff and recorded on the PPE record. Staff are expected to check their own issued equipment before and after use and report any issues to the school office. General PPE equipment such as 'Aprons', 'goggles' etc. are stored in the relevant classroom resource areas.	
Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for school and staff:	***Name:*** Ms C Picken (Business Manager)
Name of person responsible for the checking and maintenance of personal protective equipment provided for staff:	***Name:*** Mr N Hopper (Site Supervisor)
Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for pupils:	***Name:*** Ms C Picken (Business Manager)
All PPE provided for use in a classroom environment is kept clean, free from defects and replaced as necessary.	
Name(s) of person responsible for cleaning and checking pupil PPE:	***Name:*** Subject Leaders/Class Teachers

22. Reporting Hazards or Defects

All staff and pupils must report any hazards, defects or dangerous situations they see at school
Our arrangements for the reporting of hazards and defects:
Any hazards or defects are reported in the Health & Safety log which is kept on Staff Share drive. There is also a log book in the main school office. Both logs are checked regularly by the Health & safety Lead and the office staff. Any serious defect or hazard is reported immediately to the Business Manager.

23. Risk Assessments

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.

Risk assessments are in place for the following areas:
Premises and grounds
Curriculum / classrooms / work areas
Hazardous activities or events
Lettings or contract work which may affect staff or pupils in the school
Fire Risk Assessment
Hazardous Substances
Work Equipment
Manual handling activities
Use of ladders and footstools
Risks related to individuals e.g. health issues, behaviour & safety
Educational Visits
Evacuation or Lockdown
Events
Lettings & Clubs/Extended school activities
Emergency procedures

Name of person who has overall responsibility for the school risk assessment process and any associated action planning	***Name:*** Ms C Picken (Health & Safety Lead) Mr S Champ oversees Educational Visits and the use of 'Evolve'

Our arrangements for carrying out, recording, communicating and reviewing risk assessments are:
Risk assessments are written by all staff and shared/approved by Ms Picken. All key risk assessments are communicated via email and 'staff meetings', where applicable, reviewed and evaluated as a team. All completed risk assessments are shared and communicated via e-mail, Microsoft Teams. Where staff have no access to e-mail, hard copies are made available and staff are asked to read and asked to sign that that they understand the content. Staff are aware that risk assessments are working documents and issues that arise should be addressed immediately.
Risk assessments involving the learners are shared with the learners and they are encouraged to contribute to the review and evaluation of these risk assessments.

'Dynamic' risk assessment is used as part of the school's on-going health, safety and safeguarding procedures. If changes are made to current practices, these are recorded to inform the risk assessment review. Most risk assessments are reviewed annually unless changes in circumstances evoke earlier review.

Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments.
Both the Headteacher and Health & Safety Lead have attended Risk Assessment training and review Risk assessments processes with staff as necessary.

When an accident or incident occurs a post risk assessment takes place when a new hazard has been identified. Ms Picken has access to SCC's accident reporting portal, alerts from the portal are emailed to Ms Picken. Ms Picken will investigate the accident and the findings and information gained then inform a 'Post Risk Assessment'.
Risk assessments are created or reviewed when something new is introduced or a change has occurred.

24. Smoking

No smoking or vaping is permitted on site or in vehicles owned or operated by the school.

25. Shared use of premises/shared workplace

Name of Premises Manager or member of Leadership team responsible for Premises Management	***Name:*** Headteacher
The school premises are shared with another organisation:	***Name:*** Lettings Only
Our arrangements for managing health and safety in a shared workplace are: Any organisation that uses the school premises completes a 'Conditions of Use' agreement which includes the exchange of key 'health & safety' information. All organisations using the school's premises are expected to follow the schools 'Health & Safety' procedures and policies. Safeguarding polices are shared between organisations and key health & safety expectations shared and agreed. Areas of shared use are risk assessed by all parties involved.	

26. Stress and Staff Well-being

Name of person who has overall responsibility for the health and wellbeing of school staff	***Name:*** Headteacher Chair of Governors
All staff have responsibility to take care of their own health and wellbeing and the school supports staff to do this by implementing the following arrangements:	

Staff well-being forms part of the agenda. The staff well-being link Governor reports to the Governing Body termly. Staff Stress Risk Assessments are completed annually to review current issues or practices to then inform 'change team' actions in response. All members of the SLT have received Metal Health First Aid awareness training. Staff are encouraged to evaluate their own practice and working approaches and to identify any changes that could be made as part of a proactive whole school approach. Suggestions are reviewed by the 'change team' and actioned if appropriate. Staff are aware of who they can report any issues/concerns to and are encouraged to take ownership where possible of their own health and wellbeing. Staff are made aware of services available for support should this be required.
Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated. Staff well-being is discussed on a regular basis and working practice risk assessments enable staff to identify potential hazards and make suggestions of how these could be minimised.
All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work.
Individual stress risk assessments take place when a member of staff requires additional individual support. The school has access to external services for support should these be required in response to an individual's needs.
A team stress risk assessment has been completed involving all staff and this is reviewed regularly. Risk assessments are completed annually and are used to inform 'change team' actions and evaluate their impact.

27. Training and Development

Name of person who has overall responsibility for the training and development of staff.	***Name:*** Headteacher
All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.	

Our arrangements for carrying out suitable and sufficient health and safety training for all staff are:
As part of the 'Induction process' for all staff, any training requirements are established linked to their role and responsibilities. Health & Safety needs are then reviewed as part of the annual Performance Management.
A programme for Health & safety training updates is in place. This includes training such as:

- Risk Assessments
- Fire Safety
- Asbestos
- RPI
- Well-being
- Asthma & Epi-pen
- Allergen – Benedict's Law
- Manual handling & ladders/footstools
- First Aid

The school has a health and safety training matrix to help in the planning of essential and development training for staff.

Training records are retained and are located: In personnel files

Training and competency as a result of training is monitored and measured by:	***Name:*** Headteacher Chair of Governors

28. Vehicle movement on site

Name of Premises Manager responsible for the management of vehicles on site	***Name:*** Headteacher

Our arrangements for the safe access and movement of vehicles on site are:
Only staff and planned visitors are allowed to park on the school car park. The school has an electronic gate system and gates are controlled by the office team. Disabled bays are available and clearly marked. Cars are not permitted to park in front of any gates at any time.

29. Violence and Aggression and School Security

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. The school has a 'Code of conduct' for both staff and visitors on the school website. Posters displayed around the school clearly set out the school's expectations on behaviour by anyone using the school premises.

A risk assessment is carried out where staff are at increased risk of injury due to their work.	
Training, information and instruction is available to staff to help them manage the risk of violence and aggression where required.	
Staff and pupils must report all incidents of verbal & physical violence to:	***Name:*** Headteacher
Incidents of verbal & physical violence are investigated by:	***Name:*** A member of the Senior Leadership Team
Name of person who has responsibility for site security:	***Name:*** Business Manager Site Supervisor

Our arrangements for site security are:
School main vehicle access gates are electronic and controlled by staff fobs or from the main school office only.
All other gates remain locked throughout the school day (9:00am – 3:20pm). They are accessed via a padlock and key which required staff carry at all times.
All visitors must sign in and out (electronically) at the school's main Reception. Visitors are given lanyards to wear once signed in. Health & Safety procedures are given to visitors whilst signing in.
Access to the building is gained only through a security fob issued to approved staff.
When rooms are not in use all doors and windows should be closed. The school is alarmed and the alarm is serviced regularly.

30. **Water System Safety**

Name of Premises Manager responsible for managing water system safety.	***Name:*** Business Manager
Name of contractors who have undertaken a risk assessment of the water system	***Name:*** HSL Compliance
Name of contractors who carry out regular testing of the water system:	***Name:*** HSL Compliance
Location of the water system safety manual/testing log	***Location:*** Site Supervisors Office
Our arrangements to ensure contractors have information about water systems are: Water systems are included on the 'Hazard Exchange' record before planned work commences.	

Our arrangements to ensure all school staff carrying out checks or testing or maintenance have information about the water system: The Site Technician who undertakes the school's regular water testing has received training on the water system and liaises with IWS during their inspection visits. Water system records are monitored by the School's Health & Safety Leader and form part of the Audit by the 'Health & Safety Link Governor'.

31. Working at Height

Name(s) of person responsible managing the risk of work at height on the premises:	***Name:*** Business Manager
Work at height is avoided where possible.	
Our arrangements for managing work at height are:	
All working from height is Risk Assessed and shared with staff. All working at height is properly planned for including what to do in an emergency. Working at height is appropriately supervised where reasonably practicable. Appropriate work equipment to support working at height is identified within the risk assessment and planned work.	
Appropriate equipment is provided for work at height where required.	
Staff who carry out work at height are trained to use the equipment provided	
Work at height equipment is regularly inspected, maintained and records are kept: In the Site Supervisor's Office.	

32. **Work Experience**

Name of person who has overall responsibility for managing work experience and work placements for school pupils.	***Name:*** Business Manager
Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are: All placements are discussed and approved by the Headteacher through liaison with the College or School/ external agency. A risk assessment or 'safeguarding information exchange' is undertaken before any Induction is undertaken to ensure that a placement is appropriate and can be effectively supported by both the school and external body.	

The name of the person responsible for the health and safety of people on work experience in the school premises:	***Name:*** Business Manager
Our arrangements for managing the health and safety of work experience students in the school are: All students on placements are subject to an 'Induction' before commencing their placement. Part of this process is the sharing of key expectations including Health & Safety procedures and safeguarding. All students are assigned a student mentor who they can report to if they have any concerns or issues they wish to raise. Placement reviews take place on a weekly basis and information is shared where appropriate between the school and external body.	

33. Volunteers

Name of person who has overall responsibility for managing/coordinating volunteers working within the school	***Name:*** Business Manager
Volunteers are considered as a member of staff and all health and safety arrangements including induction and training must apply. All volunteers have a 'pre-volunteering interview' before any possible volunteer position is agreed. Volunteers are to be supervised at all times unless they volunteer for a regulated activity in which a DBS check will be obtained before being left unsupervised. All volunteers have an 'Induction' prior to commencing any volunteer positions. A record of the Risk Assessment for each volunteer is recorded as part of the induction process.	

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 schools KPI's can be found on the Annual Health, Safety and Well-being Plan as part of the school 'Strategic School Development Plan'.
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.

Version No.	Date of review	Reviewer	Changes Made
01	March 2020	Ms C Picken	New LA Model Policy format adopted. Local Instructions included in all areas.
01	November 21	Ms C Picken	Non
01	October 22	Ms C Picken	Non
02	November 23	Ms C Picken	Mrs Hibbert now responsible for DT Mr Thomas Ahearn responsible for Geography and History
03	September 24	Ms C Picken	Mrs Parry – DT responsibility Mr Pace – IT responsibility Pages 3, 4, 5 & 6 Added Fire RA - Updated
3.1	September 25	Ms C Picken	Mr Shaw – IT responsibility Miss Cox – Humanities responsibility Catering Co_ordinator – Mrs Chappell Relationships and Mental Health – Mrs Cope Restocking First Aid - Kitchen – Mrs Chappell Water testing from IWS to HSL Compliance
3.2	November 2026	Ms C Picken	N Drive changed to Z Drive Included Allergen – Benedict's Law training for all staff – Page 33