



Queen's Croft High School

HEALTH AND SAFETY POLICY

Prepared by: Jackie Hesslegrave, Business Manager
Checked by: Peter Hawksworth, Headteacher
Adopted by Governors: November 2018
Review Date: November 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

This policy statement complements (and should be read in conjunction with) the Staffordshire County Council Health and Safety Policy. It records the local organisation and arrangements for implementing the Staffordshire County Council policy.

B. Policy Statement

The requirement to provide a safe and healthy working environment for all employees is acknowledged and the School Governing Body recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc. Act 1974.

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

- all places and premises where staff and pupils are required to work and engage in school 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.

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

<i>Signature:</i>	<i>Signature:</i>
<i>Katy Hope, Chair of Governors</i>	<i>Peter Hawksworth, Headteacher</i>
<i>Date:</i>	<i>Date:</i>

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	Staffordshire County Council Health, Safety and Wellbeing Service
The contact details are	<p>Dean Willetts</p> <p>Health, Safety & Wellbeing Service Staffordshire County Council 2 Staffordshire Place Tipping Street, Stafford ST16 2dh</p> <p>Tel: 01785 355777 Fax: 01785 355842 Mobile No: 07773 791499 e-mail: dean.willetts@staffordshire.gov.uk</p> <p>Duty Officer – shss@staffordshire.gov.uk Tel: 01785 355777</p>
<p>In an emergency we contact : Duty Officer – shss@staffordshire.gov.uk</p> <p>Tel: 01785 355777</p>	

Monitoring Health and Safety

Name of person(s) responsible for the overall monitoring of health and safety in school:	Name Peter Hawksworth, Headteacher, Jackie Hesslegrave Business and Facilities Manager
<p>The Business and Facilities manager is responsible for the monitoring of health and safety. This is completed through the annual Health and Safety evaluation checklist completed in October every year, the annual self audit completed in January, and the regular external audits completed by the Health, Safety and Wellbeing service,</p>	

last completed September 2016 and next one due in December 2018). All generate action points which formulate an annual plan for Health and Safety and this along with an annual Health and Safety report is developed for the Governing Body.

Health and Safety is an Agenda item at select Full Governors and Finance, Facilities and Recourses Committee meetings throughout the academic year. The Health and Safety Link Governors are Katy Hope and Andrea Tipper.

The school carries out formal self evaluation through the annual Health and Safety Checklist in October of each year and an annual self audit on the management of health and safety each January.

The last self audit took place	Date: January 2018 By: Jackie Hesslegrave
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Name of person responsible for monitoring the implementation of health and safety policies	Name: Jackie Hesslegrave
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All staff are aware of the key performance indicators in part E and how they are monitored

Workplace inspections – DSE inspections are undertaken every two years	Completed by the individual employee supported by Jackie Hesslegrave and Steve Howe
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D. Detailed Health and Safety Arrangements

1. Accident Reporting, Recording & Investigation

Our arrangements for recording and investigating: Sarah Dawes Health and Safety Co-ordinator is responsible for investigating accidents. Dependent upon the accident she may be supported by the Premises Manager or the Health and Safety Adviser. All first aiders will complete the relevant accident form dependent upon whether a pupil, staff member or visitor has sustained an accident whilst in school. The Health and Safety Co-ordinator will then report the accident to the Health, Safety and Wellbeing Service team via the my Health and Safety login. This electronic system allows for accidents to be recorded promptly and for them to be monitored by the Health and Safety Service.

The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: Sarah Dawes, The Health and Safety Co-ordinator who liaises with the County Health, Safety and Wellbeing Co-ordinator.

Our arrangements for reporting to the Governing Body are through the annual Health and Safety report and as agenda items at Governing Body meetings.

Our arrangements for reviewing accidents and identifying trends are the Health and Safety Co-ordinator has the responsibility for reviewing these on a weekly basis during timetabled Health and Safety time.

2. Asbestos

Name of Premises Manager responsible for Managing Asbestos.	Name Jackie Hesslegrave
Location of the Asbestos Management Log or Record System.	Located in the school office
Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are: to formally show the asbestos register as part of hazard exchange meetings with contractors. Contractors are then required to sign to denote they have read and had full sight of the register.	
Our arrangements to ensure all school staff such as class teachers or caretakers have information about asbestos risk on the premises: All new starters are informed about the asbestos register during induction into school. Asbestos has been discussed as part of staff meetings although there is minimal risk due to the age of the school buildings.	
Staff must report damage to asbestos materials to the Caretaker	Name Steve Howe
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: The Head Teacher and Business and Facilities manager	Name Peter Hawksworth and Jackie Hesslegrave
Our arrangements for communicating about health and safety matters with all staff are: Regular staff meetings and updates on Health and Safety matters, Staff Consultative committee meetings held each half term,	
Staff can make suggestions for health and safety improvements by: raising these with the Business and Facilities Manager, the health and safety co-ordinator, member of the staff consultative committee, a local union representative, Health and Safety governor or their line manager.	

4. Construction Work

Name of person coordinating any construction work / acting as Client for any construction project.	Name Jackie Hesslegrave, Business and Facilities Manager
Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are: the school purchases an	

SLA with Property Services who facilitate any large capital improvement projects.

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: prior to any works a meeting is co-ordinated to discuss method statements and the completion of a hazard exchange detailing the above:

Our arrangements for the induction of contractors are: Prior to works commencing an induction is completed with the school Caretaker

Staff should report concerns about contractors to: Business and Facilities Manager

We will review any construction activities on the site by: Planned and unplanned visits from the Property Services Surveyors, Health and Safety inspections

5. Consultation

Name of SLT member who is responsible for consulting with staff on health and safety matters:

Name: Peter Hawksworth, Headteacher supported by Jackie Hesslegrave, Business and Facilities Manager

Our arrangements for consulting with staff on health and safety matters are: Health and Safety is a standing agenda item at the half termly Staff Consultative Committee meetings, issues are raised at the committee and then the Committee consult with staff members. Committee members are Miles Stubbs, Sarah Dawes, Jo Underwood, Martin Capewell, Caroline Sheerin, Sophie Smith, Julie Smith. Whole staff meetings are regularly held on Health and Safety issues.

Staff can raise issues of concern by: Speaking directly to Peter Hawksworth, Jackie Hesslegrave or any member of the Consultative Committee, concerns can also be raised by email to any of the above.

6. Contractor Management

Name of person responsible for managing and monitoring contractor activity

Name: Jackie Hesslegrave Business and Facilities Manager

Our arrangements for selecting competent contractors are: major works are supported by Property Services Engineers and works are awarded to County Approved Contractors.

Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: Hazard exchange meetings are conducted prior to any works being completed

Our arrangements for the induction of contractors are: The school Caretaker completes an induction with all contractors who work on the school site

Staff should report concerns about contractors to: Jackie Hesslegrave, Business and Facilities Manager

7. Curriculum Areas – health and safety

<p>Name of person who has overall responsibility for the curriculum areas as follows:</p> <p>e.g.</p> <p>Science D&T PE Food Tech Forest school</p>	<p>Head of Key Stage or Curriculum Lead Name:</p> <p>Martin Capewell -PE Miles Stubbs -D&T Helen Oliffe -Science Cathy Debar-Smith - Art Su Latimer- Forest Schools Jo Underwood – Food Tech Heads of Key Stage supported by Sue Hewitt with Evolve –Trips</p>
<p>Risk assessments for these curriculum areas are the responsibility of the staff who have the subject knowledge supported by the Health and Safety co-ordinator and the Premises Manager</p>	<p>The individuals detailed above supported by Sarah Dawes and Jackie Hesslegrave</p>

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: Staff will complete a DSE questionnaire and receive support from the ICT technician and Caretaker

Name of person who has responsibility for carrying out Display Screen Equipment Assessments

Name Jackie Hesslegrave, Business and Facilities Manager supported by Steve Howe, Caretaker and Richard Lewis ICT Technician

DSE assessments are recorded and any control measures required to reduce risk are managed by

Name Jackie Hesslegrave, Business and Facilities Manager and Steve Howe, Caretaker

9. Educational visits / Off-Site Activities

Name of person who has overall responsibility for Educational Visits	Name Peter Hawksworth Headteacher supported Sue Hewitt
The Educational Visits Coordinator is	Name Julia Lloyd Jones, Deputy Headteacher
Our arrangements for the safe management of educational visits: Risk Assessments are completed on Evolve for all Educational Visits.	

10. Electrical Equipment [fixed & portable]

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	Name Jackie Hesslegrave, Business and Facilities Manager
Fixed electrical wiring test records are located:	In the school office filing system (last completed August 2018)
All staff visually inspect electrical equipment before use.	
Our arrangements for bringing personal electrical items onto the school site are: Staff are discouraged from bringing in portable electrical appliances, any permitted appliances will be PAT tested by the school caretaker	
Name of person responsible for arranging the testing of portable electrical equipment (PAT):	Name Steve Howe Caretaker
Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:	Name Jackie Hesslegrave, Business and Facilities Manager
Portable electrical equipment (PAT) testing records are located:	In the School Office and are maintained by Steve Howe
Staff must take defective electrical equipment out of use and report to:	Name School Caretaker Steve Howe
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 Jackie Hesslegrave, Business and Facilities Manager
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The Fire Risk Assessment is located in the Health and Safety folder on Staff Share	Located on Staff Share and at the School Office
When the fire alarm is raised the person responsible for calling the fire service is	Name Rodney Parker, Finance Officer
Name of person responsible for arranging and recording of fire drills	Name Jackie Hesslegrave and Steve Howe
Name of person responsible for creating and reviewing Fire Evacuation arrangements	Name Sarah Dawes will support individual Teachers with the PEEPS for specific pupils
Our Fire Evacuation Arrangements are published in each classroom of school	Location in each classroom and on Staff Share
Our Fire Marshals are listed in the staff handbook	Located on Staff share
Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at	Location School office and computer records maintained by Steve Howe
Name of person responsible for training staff in fire procedures	Name Jackie Hesslegrave, Business and facilities Manager
All staff must be aware of the Fire Procedures in school	

12. First Aid

Name of person responsible for carrying out the First Aid Assessment	Name Jackie Hesslegrave (last completed July 2018)
The First Aid Assessment is located	Location Business and Facilities Manager's office
First Aiders are listed	In the Staff Handbook, and on posters around school and in the medical room; Mrs Tracy Isaacs (based in Class B) Mrs Su Lattimer (based in Moose lodge) Mrs Philippa Gregory (based in Class room 7) Mrs Yvonne Edwards (based in Post 16) Mr Callum Huckfield (based in Music)

	Miss Jordanne Speck (based in class room 7)
Name of person responsible for arranging and monitoring First Aid Training	Name; Jackie Hesslegrave, Business and Facilities Manager
Location of First Aid Box	A number are located around school
Name of person responsible for checking & restocking first aid boxes	Tracy Isaacs, checks are completed on a monthly basis
In an emergency staff are aware of how to summon an ambulance through the school office	
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):	
Pupils	Parents/carers are contacted by the office and a member of staff will accompany the pupil in the ambulance. Another member of staff will follow in their own vehicle to the hospital.
Staff	A colleague will accompany the individual to hospital in the ambulance and a further member of staff will follow in their own vehicle. SLT will contact the next of kin to advise of the emergency.
Visitors	A member of staff will accompany the visitor to the hospital. SLT will make arrangements to contact the visitor's workplace / emergency contact and advise them of the situation.
Our arrangements for recording the use of First Aid are accident forms for pupils, staff and visitors are kept in the medical room, individuals who administer first aid will complete the accident forms, these are then reviewed weekly by Sarah Dawes the Health and Safety Co-ordinator who will record them on the electronic Health and Safety System.	

13. Forest School

Name of person in school who leads on Forest School activity	Su Lattimer
Our arrangements for developing, organising and running Forest School activity is detailed on staff share under risk assessment for forest school.	

14. Glass & Glazing

All glass in doors and side panels are constructed of safety glass
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All replacement glass is of safety standard

15. Hazardous Substances (COSHH)

Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)	Jackie Hesslegrave Business and Facilities Manager generic cleaning material, Miles Stubbs D&T supplies, Steve Howe Caretaking Supplies, Helen Olliffe Science supplies, Cathy Debar-Smith, Art supplies.
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Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are: COSHH data sheets are maintained for all chemicals in school, chemicals are stored the manufacturer's guidance. Appropriate training has taken place for the use of chemicals and forms part of the new starter induction process.

The school uses CLEAPPS as a resource and all staff must be aware of how to access this information.
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16. Health and Safety Law Poster

The Health and Safety at Work poster is located: School Office Queen's Croft High School	Located in reception
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17. 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: General waste is collected weekly on Thursday mornings. Recycled waste is collected every other Thursday morning

Our site housekeeping arrangements are: Cleaning staff change bin bags on a daily basis. Hazardous waste is collected by arrangement through Steve Howe Caretaker.
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Site cleaning is provided by the in house cleaning team	Name and contact details Cleaning Supervisor is Mandy Stewart who is available on site from 11am
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Cleaning staff have received appropriate information, instruction and training about
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the following and are competent: COSHH, Manual Handling, Infection Control
Work equipment; Training was undertaken by the equipment supplier CHD in April 2017, refresher training is completed locally by Mandy Stewart (last completed (July 2018) refresher training by CHD is due in April 2019.
Hazardous substances; Training was completed in April 2017 by CHD and a full manual detailing COSHH information is kept in the Cleaning Cupboard. All have signed to say they have read and understood it. Local refresher training was completed in July 2018 and the next CHS training is due in April 2018.
Waste skips and bins are located away from the school building.
All staff and pupils are 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.

18. Infection Control

Name of person responsible for managing infection control:	Name Jackie Hesslegrave, Business and Facilities Manager
<p>Our infection control arrangements (including communicable diseases/hand hygiene standards) are: Cleaning is undertaken by our in house cleaning team, there is a clear escalation process of detailing with infection control and the chemicals utilised in the escalation process are effective in the eradication of common infection e-coli, MRSA etc</p> <p>Hand sanitiser is available in all classrooms. Pupils are encouraged to use this.</p> <p>Staff are encouraged to cover basic hygiene in life skills lessons. A resource pack is available on the staff share for lesson planning.</p>	

19. Lettings

Name of Premises Manager or member of Leadership team responsible for Lettings	Name Jackie Hesslegrave, Business and Facilities Manager
<p>Our arrangements for managing Lettings of the school /rooms or external premises are: for all lettings a risk assessment is completed with the individual making the booking, the emergency health and safety arrangements are discussed at the initial booking and the caretaker is on hand to assist with any issues.</p> <p>The health and safety considerations for Lettings are considered and reviewed annually.</p>	

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.

20. Lone Working

Our arrangements for managing lone working are; lone working is rare and should this occur the member of staff gives a member of SLT the details of where they are going and the timescales, they are then required to telephone to the conclusion of the work to report it has concluded and they are safe.

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

Air conditioner service carried out by MITIE – 4 per annum
Boiler service carried out by Thomlinson's – 1 per annum
Fixed electrical test carried out by Contractor organised by SCC– every 5 years
PAT tests Every 1 – 3 years based on risk assessment (in house)
Emergency lighting service carried out by Trinity Protection – 2 per annum
Emergency lighting 'flick' testing carried out monthly in house
Firefighting appliances inspected/tested by Chubb – annually
Fire alarms service carried out by Trinity Protection – 2 per annum
Intruder alarm maintenance carried out by Chubb – 2 per annum
Intruder and fire alarm monitoring carried out by Trinity Protection – 2 per annum
Gas soundness test carried out by MITIE
Water hygiene risk assessments service carried out by IWS - annually
Water hygiene service and testing service carried out by IWS – 2 per annum
Water temperature testing carried out monthly in house
Ladder safety check carried out in house every 26 weeks
PE maintenance check carried out by Sport Safe UK – annual check
Fume cupboard testing carried out by Zurich Municipality – annual check
Sewerage Pump service by Mayglothing 4 visits per year
Lifting equipment annual check by Arjohuntleigh
PE equipment annual check
D&T LEV extraction units checked by HSB Houghton
Disabled pull cord alarm testing done weekly in house
Shower heads disinfectant and flushing done quarterly in house
Flushing of little used water outlets done weekly in house
Mini buses - oil & windscreen wiper fluid checked monthly in house
Playground equipment – visual checks done monthly in house
Outdoor Gym equipment – visual checks before each class by PE staff/Teacher, monthly maintenance checks completed by Caretaker

Name of person responsible for the selection, maintenance / inspection and testing of equipment	Name: Jackie Hesslegrave
Records of maintenance and inspection of equipment are retained and are located:	Location: School Office maintained by Steve Howe
Staff report any broken or defective equipment to the school caretaker	Name: Steve Howe, Caretaker
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:	

22. Manual Handling

Name of competent person responsible for carrying out manual handling risk assessments	Name: Sarah Dawes Health and Safety Co-ordinator assists all staff Steve Howe Caretaker
Our arrangements for managing manual handling activities are: the activity is to be risk assessed and then where necessary specialised equipment is utilised. People handling training is undertaken on a regular basis, a number of staff are SCIP trained. Manual handling is covered as part of the induction training.	
Staff must aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided.	
Staff who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task.	
Staff are trained appropriately to carry out manual handling activities.	
Where people handling takes place an Individual Manual Handling Plan must be in place and communicated to all parties (including where appropriate the young person/their parents/carers/support staff).	

23. Medication

Name of person responsible for the management of and administration of medication to pupils in school	Name Julia Lloyd Jones, Deputy Head Teacher is responsible and the administration is delegated to trained staff
Our arrangements for the administration of medicines to pupils are detailed in the staff handbook. All medication is kept in a locked cabinet in the medical room or in some cases within the classroom. Administered medication is recorded in the school medicine record book and signed by two members of staff.	

The names members of staff who are authorised to give / support pupils with medication are:	The list of individuals who are trained to administer medication is kept by the Deputy Headteacher
Medication is stored:	Location: in the medical room in a locked cabinet. A list of medications which need to be kept in specific classrooms is maintained by the school nurse and Deputy Headteacher.
A record of the administration of medication is located:	In the medical room
Pupils who administer and/or manage their own medication in school are authorised to do so by the Deputy Headteacher and provided with a suitable private location to administer medication/store medication and equipment.	
Staff are trained to administer complex medication by the school nursing service when required. Annual training takes place for these staff.	
Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are: kept by the school nurse and Deputy Headteacher	
Staff who are taking medication must keep this personal medication in a secure area in a staff only location.	
Staff must advise the school leaders if they are taking any medication which might impair their ability to carry out their normal work.	

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

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.	
Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for school staff.	Name Line managers supported by Jackie Hesslegrave and Steve Howe
Name of person responsible for the checking and maintenance of personal protective equipment provided for staff	Name Line managers supported by Jackie Hesslegrave and Steve Howe
PPE provided for use in curriculum lessons is not “personal” as it is provided by pupils in classroom situations.	
Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for pupils.	Name Individual Teachers supported by Jackie Hesslegrave and Sarah Dawes

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 Individual Teachers through their Head of Key Stage

25. 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: these are to be reported to the school office or directly to the school Business and Facilities Manager or Caretaker Steve Howe via email.

26. 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
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

Name of person who has overall responsibility for the school risk assessment process and any associated action planning

Name Jackie Hesslegrave, Business and Facilities Manager, Sarah Dawes Health and Safety Co-ordinator

Our arrangements for carrying out, recording, communicating and reviewing risk assessments are: all risk assessments are kept on the staff share and updated regularly by the subject lead, Head of Key Stage, Premises Manager or Health and Safety Co-ordinator.

Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments.

When an accident or incident occurs a post risk assessment takes place when a new hazard has been identified.

Risk assessments are created or reviewed when something new is introduced or a change has occurred.

27. Smoking

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

28. Stress and Staff Well-being

Name of person who has overall responsibility for the health and wellbeing of school staff	Name Peter Hawksworth supported by Jackie Hesslegrave and Yvonne Edwards
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: The provision of Occupational Health, Thinkwell, CTC services.	
Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated.	
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.	
A team stress risk assessment has been completed involving all staff and this is reviewed regularly. This is available on the Staff Share.	

29. Training and Development

Name of person who has overall responsibility for the training and development of staff.	Name Jackie Hesslegrave Business and Facilities Manager, and Julia Lloyd- Jones Deputy 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: an annual assessment of the Health and Safety training needs is undertaken and then budget allocated to ensure the needs are then addressed.	
Training records are retained by the Deputy Headteacher	

30. Vehicles owned or operated by the school/academy

Name of person who has overall responsibility for the school vehicles	Peter Hawsksworth, Headteacher
The school operates 2 minibuses	DK17 AXT and DK17 AYE
Name of person who manages the driver medical examinations	Peter Hawsksworth, Headteacher
Name of person who manages the vehicle license requirements	Rodney Parker, Finance Officer
Name of person who undertakes vehicle checks such as oil, water and routine roadworthiness.	Steve Howe, Caretaker
Name of person who arranges servicing and maintenance of the academy vehicles	Rodney Parker, Finance officer
Our arrangements for the safe use of school vehicles are: All drivers must have completed the Staffordshire Minibus drivers course. They undertake a visual check ahead of the use of the vehicle. In house minibus awareness training was facilitated by Miles Stubbs. A minibus information pack has been developed and is available in each minibus and on the staff share.	

31. Vehicle movement on site

Name of Premises Manager responsible for the management of vehicles on site	Name Jackie Hesslegrave, Business and Facilities Manager
Our arrangements for the safe access and movement of vehicles on site are the site is opened at 7.30am, Monday to Friday and closed at 6pm every evening with the exception of Tuesdays when there is a letting. There is a one way system in place to avoid congestion and a 5 mile per hour speed limit. Deliveries to school are routinely discouraged between school drop off and pick up times. Staff are placed on duty at the beginning and end of the day to manage the flow of the carpark. Car parking spaces are limited and the overflow car park is utilised by parents at the beginning and end of the day. The overflow is open between 8.30am and 9am it is then locked until 3pm when it remains open to 3.30pm. At all times a member of staff is on duty at the overflow gate.	

32. Violence and Aggression and School Security

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.
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 Sarah Dawes Health and Safety Co-ordinator
Incidents of verbal & physical violence are investigated by:	Name Sarah Dawes
Name of person who has responsibility for site security:	Name Steve Howe, Caretaker
Our arrangements for site security are: The site will be locked by the Caretaker and unlocked by the Janitor at allotted times. CCTV is in operation in the reception area of school. The site is surrounded by perimeter fencing and access can be obtained by the main reception or the school kitchen.	

33. Water System Safety

Name of Premises Manager responsible for managing water system safety.	Name: Steve Howe
Name of contractors who have undertaken a risk assessment of the water system	Name: IWS water systems
Name of contractors who carry out regular testing of the water system:	Name: IWS water systems
Location of the water system safety manual/testing log	Location: School office
Our arrangements to ensure contractors have information about water systems are: A meeting is arranged with Steve Howe Caretaker who will go through the arrangements.	
Our arrangements to ensure all school staff carrying out checks or testing or maintenance have information about the water system: induction meetings arranged to go through these arrangements, Health and Safety induction with the Health and Safety Adviser	

34. Working at Height

Name(s) of person responsible managing the risk of work at height on the premises:	Name; Steve Howe Caretaker
Work at height is avoided where possible.	
Our arrangements for managing work at height are: We are a single story building. Activities that involve working at height are risk assessed and where necessary	

specialist equipment is used e.g. scaffolding for roof 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 (Location) by Steve Howe, Caretaker

35. Work Experience

Name of person who has overall responsibility for managing work experience and work placements for school pupils.	Name: Sue Hewitt Work Experience for our pupils,
Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are: parents are required to complete a form detailing the work experience placement for their child; this is then reviewed against Staffordshire's register to determine whether this has been risk assessed and insurance is in place. If not then a Work Experience Co-ordinator at Entrust supports with a Health and Safety Inspection and risk assessment and insurance requirements.	
The name of the person responsible for the health and safety of people on work experience in the school premises:	Name: Irene Ward
Our arrangements for managing the health and safety of work experience students in the school are: all students receive an induction from Irene Ward before they start their work experience; they are buddied up with a colleague for the period of work experience.	

36. Volunteers

Name of person who has overall responsibility for managing/coordinating volunteers working within the school:	Name Irene Ward, HLTA
Volunteers are considered as a member of staff and all health and safety arrangements including induction and training must apply.	

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

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

The school evaluates success in Health, Safety and wellbeing in the following ways:

Performance at external audit by our Staffordshire Health and Safety Adviser

1. Maturity rating determined by external verifier
2. Completion of the Health and Safety Audit action plan
3. Annual completion of Health and Safety Self Evaluation
4. Submission of yearly Self Audit by 31st January each year
5. Completion of annual Health and Safety plan
6. Staff Consultative Committee meetings every half term
7. Periodic staff wellbeing survey results and action plan completion
8. Minutes of Governor's meetings.