

APPENDIX 1

Health, Safety and Wellbeing Management Arrangements

Core | Consider | Complex

Health, Safety and Wellbeing Policy

Health, Safety and Wellbeing Service

Supporting you in managing Health, Safety & Wellbeing



1. Success Indicators

The school has a Health, Safety and Wellbeing policy which:

- Provides an overview of the school policy on health, safety and wellbeing.
- Outlines the arrangements the school has in place for health, safety and wellbeing.
- Assigns roles and responsibilities to key staff in the school.
- Is monitored and reviewed regularly by senior leaders.

2. Overview

All schools are required to have a Health, Safety and Wellbeing Policy in place.

The School's Health, Safety and Wellbeing Policy should be developed by the Headteacher, members of the School Leadership team in conjunction with the Governing Body of The Croft Primary School.

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 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

The Croft Primary School

2020

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 Croft Primary 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 SCC policy.

B. Policy Statement

The requirement to provide a safe and healthy working environment for all employees is acknowledged and The Croft Primary 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:

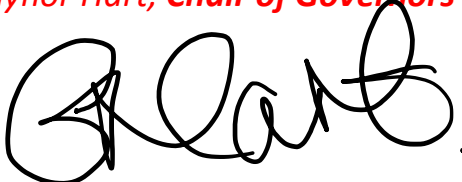
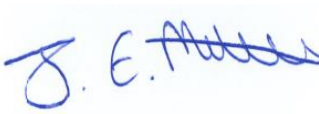
- all places and premises where staff and pupils are required to work and engage in school activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on the premises or taking part in educational activities elsewhere.)
- all plant 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>
Gaynor Hart, Chair of Governors 	Joanne Millett, Headteacher 
September 2020	September 2020

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

**The contact details are:
Health, Safety & Wellbeing Service
01785 355777**

**In an emergency we contact:
Sarah Jane Walmsley
Health & Safety Adviser
07773 791499**

Monitoring Health and Safety

Name of person(s) responsible for the overall monitoring of health and safety in school/academy: Joanne Millett

Our arrangements for the monitoring of health and safety are

- Each year there is a Health, safety & wellbeing Action Plan that feeds into the whole School Development Plan
- There is a Health, Safety & Wellbeing Committee that meets at least two times a year – they receives updates from audits , School Development Plan actions and the SCC recommended Annual Report for Governors
- Team audits for H & S are carried out in the Autumn Term
- School completes an annual audit for SCC in the Spring Term & devises an action plan to address any outstanding issues



The school carries out formal evaluations and audits on the management of health and safety (frequency).	
<ul style="list-style-type: none"> • Team audits as recommended by SCC – Autumn Term • Annual SCC audit Spring Term • SCC Audit every three years 	
The last audit took place	Date: November 2014 By: Dean Willetts
Name of person responsible for monitoring the implementation of health and safety policies : Joanne Millett	

D. Detailed Health and Safety Arrangements .

1. Accident Reporting, Recording & Investigation

Our arrangements for recording and investigating:

Pupil accidents:

- Accidents are recorded in class accident books and/or playground accident books which are located in each classroom and in the first aid bag between Class 3 & 4, 1 & 2, Reception Class

Staff accidents:

- Staff are required to inform SMT and/or office manager of any accidents which are then recorded on the official accident report forms

Visitor accidents:

- Visitor are required to inform SMT and /or office manager of any accidents which are then recorded on the official accident report forms
- The school makes use of the My Health & Safety online reporting system to report accidents to the Health, Safety & Wellbeing Service

The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: Joanne Millett

Our arrangements for reporting to the Governing Body are:

- Accidents are reported to H , S & W committee on a termly basis as appropriate

Our arrangements for reviewing accidents and identifying trends are:

- Termly the SMT review accidents looking for trends, issues etc – where appropriate

2. Asbestos



<p>Name of Premises Manager responsible for Managing Asbestos:</p> <p>Joanne Millett</p>
<p>Location of the Asbestos Management Log or Record System:</p> <p>Main School Office</p>
<p>Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are:</p> <ul style="list-style-type: none">• Any contractors coming onsite are required to read & sign the asbestos register (red folder) and asked to read it and sign to confirm they are aware of the location of asbestos within the building• If any work is to be undertaken by contractors, a hazard exchange form is also completed highlighting any issues about asbestos• Before any work to the fabric of the building an Intrusive Work Assessment form is to be completed with advice taken from SCC Asbestos Management Team
<p>Our arrangements to ensure all school staff such as class teachers or caretakers have information about asbestos risk on the premises:</p> <ul style="list-style-type: none">• Staff are informed of where any asbestos is present in the building and are given training on what to do if they believe it has been disturbed.• A leaflet highlighting the procedures to follow is displayed in the school office and the staffroom• Staff must not drill or affix anything to walls without first obtaining approval from the premises manager.• The premises manager and at least one member of the SMT has received Asbestos Awareness training
<p>Staff must report damage to asbestos materials to:</p> <p>Joanne Millett/SMT</p>

3. Communication

<p>Name of SLT member who is responsible for communicating with staff on health and safety matters:</p> <p>Joanne Millett</p>
<p>Our arrangements for communicating about health and safety matters with all staff are:</p> <ul style="list-style-type: none">• A staff briefing is held every morning where H, S & W issues can be raised• A weekly staff meeting has H, S & W as a standing item on the agenda• A staff handbook is published every year with H, S & W arrangements included• H, S & W policy is published each year and circulated on September INSET day• Leaflets on H, S & W matters are published as appropriate to staff



- Poster are displayed around school
 - H, S & W policies are available on the school intranet and a hard copy is available in the staffroom & school office
- Staff can make suggestions for health and safety improvements by:
- Contributing at staff meeting, briefings, keystone meetings etc
 - Writing comments in H, S & W book located in the main school office

4. Construction Work *See also Contractor Management

<p>Name of person coordinating any construction work / acting as Client for any construction project: Joanne Millett</p>
<p>Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are:</p> <ul style="list-style-type: none"> • The school has a SLA with SCC/Entrust Property Management and they are consulted at every stage of a project • As far as possible all projects are project managed through SCC/Entrust • Duty holders will be identified and named as part of any Construction project. • Only contractors from Entrusts/SCC approved list are used
<p>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are:</p> <ul style="list-style-type: none"> • SCC/Entrust manage all works as far as possible • SCC/Entrust and Joanne Millett will meet with contractors and complete the hazard exchange forms together • Appropriate risk assessments are shared or compiled to suit the activity • Advice is sought from appropriate professionals if the school is unsure about any planned practises/activities/works
<p>Our arrangements for the induction of contractors are:</p> <ul style="list-style-type: none"> • Appropriate information is shared with the contractors through the hazard exchange forms/meeting • Contractors are given clear information about -toilets, access, first aid, site security etc • Contractors are given contact numbers of key members of staff to liaise with if issues arise with the project
<p>Staff should report concerns about contractors to: Joanne Millett</p>
<p>We will review any construction activities on the site by:</p> <ul style="list-style-type: none"> • Ensuring guidelines are being adhered to • Onsite visit • Discussion with contractors/project managers



5. Consultation

Name of SLT member who is responsible for consulting with staff on health and safety matters: Joanne Millett
The name of the Trade Union Health and Safety Representative is: None available
Our arrangements for consulting with staff on health and safety matters are: <ul style="list-style-type: none">• Participation in morning briefings, staff meetings, key stage meetings, performance management interviews where appropriate
Staff can raise issues of concern by: <ul style="list-style-type: none">• Discussions at meeting at all levels• Refer matters to SMT• Log concerns H, S & W book in the main school office

6. Contractor Management

Name of person responsible for managing and monitoring contractor activity: Joanne Millett
Our arrangements for selecting competent contractors are: <ul style="list-style-type: none">• School has a SLA with SCC/Entrust for Property Services and where possible all works are arranged through them• Advice is sought from the school's property manager as to appropriate contractors for works• Decisions made when several contractors have quoted for works go to the governing body building's committee for approval• Only contractors from the Entrust/SCC approved list are used
Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: <ul style="list-style-type: none">• Meetings are held prior to any works starting with HT, the contractors & SCC/Entrust (if they are project managing)
Our arrangements for the induction of contractors are: <ul style="list-style-type: none">• A meeting is takes prior to works starting where hazard exchange forms are discussed and other relevant information – site access, first aid toilet facilities etc
Staff should report concerns about contractors to: Joanne Millett

7. Curriculum Areas – health and safety

<i>Name of person who has overall responsibility for the curriculum areas as follows:</i>



- PE – Paul Hughes
- Science - Paola Daniel
- DT – Katie Challinor
- SENCO – Katie Challinor
- Off Site education – Sam Hatton

Risk assessments for these curriculum areas are the responsibility of:
Joanne Millett – in conjunction with subject coordinators

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:

- 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.
- The Office Manager has received DSE assessor training & this has been disseminated to all appropriate staff
- DSE policy is revisited on a regular basis with staff to ensure all are aware of procedures, practises and guidelines

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

Joanne Millett/ Anne Bailey

DSE assessments are recorded and any control measures required to reduce risk are managed by: **Joanne Millett**

9. Early Years Foundation Stage (EYFS)

Name of person who has overall responsibility for EYFS

Joanne Millett/Paola Daniel

Our arrangements for the safe management of EYFS are:

- The EYFS at The Croft consists of the Reception Class
- The Reception Class comes under all school policies, procedures and guidelines
- All staff, volunteers have appropriate DBS checks
- A separate EYFS policy is in place at the school



10. Educational visits / Off-Site Activities

Name of person who has overall responsibility for Educational Visits:

Joanne Millett

The Educational Visits Coordinator is:

Sam Hatton

Our arrangements for the safe management of educational visits:

- The school uses the EVOLVE system for recording visits and risk assessments
- Staff are required to do a previsit for new trips
- Risk assessments must be completed each time for a new visit
- The educational Visits Coord oversees risk assessments to ensure staffing ratios are adhered to, roles & responsibilities of staff are highlighted, potential hazards have been identified etc
- Risk Assessments are shared with accompanying staff and volunteers prior to the visit/trip

11. Electrical Equipment [fixed & portable]

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:

Joanne Millett/Anne Bailey

Fixed electrical wiring test records are located:

In the main school office in an Electricity File

Our arrangements for bringing personal electrical items onto the school site are:

- If staff wish to bring any electrical equipment to work it has to be PAT tested first unless it has been purchase in the last 12 months
- All staff visually inspect electrical equipment before use.
- The portable electrical equipment on the schoo site owned and used by contractors is the responsibility of the contractor, who must provide records of this if requested

Name of person responsible for arranging the testing of portable electrical equipment (PAT): **Anne Bailey**

Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing: **Joanne Millett**

Portable electrical equipment (PAT) testing records are located:

In the main school office in the Electricity File

Staff must take defective electrical equipment out of use and report to:

Joanne Millett



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

Name of competent person responsible for undertaking & reviewing fire risk assessment in addition to any associated action planning:

Joanne Millett

The Fire Risk Assessment is located:

In the main school office in the Fire File

When the fire alarm is raised the person responsible for calling the fire service is **Anne Bailey/Joanne Millett** – this may be delegated to another appropriate adult

Name of person responsible for arranging and recording of fire drills

Joanne Millett

Name of person responsible for creating and reviewing Fire Evacuation arrangements:

Joanne Millett

Our Fire Evacuation Arrangements are published:

- **In every room in the building**
- **On the schools intranet**
- **In the main school building**
- **In staff handbooks**

Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located:

In the main school office in the Fire file

Name of person responsible for training staff in fire procedures

Joanne Millett

13. First Aid *see also Medication

Name of person responsible for carrying out the First Aid Assessment

Joanne Millett

First Aiders are listed

All staff receive first aid training

Name of person responsible for arranging and monitoring First Aid Training

Joanne Millett

Location of First Aid Box

- **Main School Office**
- **Between classes 1 & 2**
- **Reception Class**
- **Between classes 3 & 4**
- **All classes have a small first aid kit –but these are not to replace the**



main kit as listed above
Name of person responsible for checking & restocking first aid boxes Joanne Millett Anne Bailey
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): <ul style="list-style-type: none">• Senior member of staff or Office Manager will contact the ambulance service – however all staff are aware of how to summon an ambulance in an emergency• A member of staff who is familiar to the injured person will accompany them to hospital• Parents/next of kin will be contacted asap
Our arrangements for recording the use of First Aid: <ul style="list-style-type: none">• An accident book is filled in and details are recorded – date, time, details of first aid administered & by whom & any other actions taken

14. Glass & Glazing

<ul style="list-style-type: none">• All glass in doors and side panels are constructed of safety glass• A glass and glazing assessment took place in February 2013 and the record can be found located in premises File in the main school office
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15. Hazardous Substances (COSHH)

Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments) Joanne Millett
Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are: <ul style="list-style-type: none">• A folder is allocated in the main school office with all COSHH details and risk assessments• The school uses CLEAPPS as a resource and all staff must be aware of how to access this information.• Catering staff & cleaners are employed via a SLA with Entrust – they have their own COSHH assessments

16. Health and Safety Law Poster

The Health and Safety at Work poster is located: <ul style="list-style-type: none">• Main school office• School Hall
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17. Housekeeping, cleaning & waste disposal

Our waste management arrangements are:



- All staff and pupils share the responsibility for keeping the school/academy site clean, tidy and free from hazards
- Each classroom and resource area has a waste paper bin & a recycling tub for paper and cardboard
- Where possible staff & pupils are encouraged to recycle paper, cardboard etc
- School has a service level agreement with Entrust for cleaning services who empty the bins each day
- Staff are aware of the location of the bins - no pupils are allowed access to the enclosed bin area

Site cleaning is provided by:

- External cleaning company - Entrust/Compass
- Cleaning staff have received appropriate information, instruction and training about the following and are competent – with working equipment, hazardous substances, waste management
- There have been changes to current cleaning regimes during the school day due to Covid -19. Please see separate guidance and procedures document

18. Infection Control

Name of person responsible for managing infection control:

Joanne Millett

Our infection control arrangements (including communicable diseases/hand hygiene standards) are:

- The school follows advice from Health Protection Agency on communicable diseases
- Advice is published to parents via a leaflet which can be found on the school website
- Parents are advised that following bouts of sickness and diarrhoea children should not return to school for 48 hours
- Children are encouraged to wash hands when they have been to the toilet & facilities are provided for them to do so
- The school has tightened procedures on infection control due to Covid-19 – please see separate guidance document on how the school is aiming to limit the spread of the virus through increased hand washing, catch it bin it, kill it and clearing.



19. Lettings

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

Joanne Millett

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

- See separate lettings policy
- 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.

20. Lone Working

Our arrangements for managing lone working are

- See Lone Working Risk Assessment & Policy

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

Types of equipment to be maintained & inspected on a regular basis include:

- Ladders & steps – 6 monthly check
- PE equipment – visual check by staff before use, annual safety check by Mercury
- Fire Alarm – weekly check by HT, 6 monthly inspection by Chubb
- Fire extinguishers –6 monthly inspection by Chubb
- Emergency Lighting – monthly check by school, 6 monthly inspection by Chubb

Name of person responsible for the selection, maintenance / inspection and testing of equipment

Joanne Millett

Records of maintenance and inspection of equipment are retained and are located:

Main School Office



Staff report any broken or defective equipment to:

Joanne Millett/Anne Bailey

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:

- **Cleaning equipment**
- **Cookers**
- **Fridges**
- **Freezers**

22. Manual Handling

Name of competent person responsible for carrying out manual handling risk assessments:

Joanne Millett

Our arrangements for managing manual handling activities are:

- **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). This will be devised upon the advice of professionals**



23. Medication

Name of person responsible for the management of and administration of medication to pupils in school/academy

Joanne Millett

Our arrangements for the administration of medicines to pupils are:

- The names members of staff who are authorised to give / support pupils with medication are: Senior Management Team, Anne Bailey
- Medication is stored: Staffroom
- Parents are required to complete a medication form prior to any medicines being administered
- A record of the administration of medication is located: School Office
- Pupils who administer and/or manage their own medication in school are authorised to do so by the Head Teacher/SMT 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 and/or appropriate medical professional
- Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are: - Parents are required to complete a medicine consent & universal inhaler consent form, children requiring an inhaler or epi pen will have an individual care plan which outlines in details, actions to be taken
- Staff who are taking medication must keep this personal medication in a secure area in a staff only location.
- See Medicines Policy
- Staff must advise the school leaders if they are taking any medication which might impair their ability to carry out their normal work

24. 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:

- Pupils report hazards/defects to any member of staff
- Staff report hazard to SMT verbally or in a report book located in the school office
- SMT/HT will deal with the hazard/defects in the appropriate manner and/or seek advice from SCC Health & Safety team, Building Surveyor



25. 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
- Cleaning
- Offsite education
- 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
- Pregnant members of staff
- Lone working
- Covid - 19

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

Joanne Millett

Our arrangements for carrying out, recording, communicating and reviewing risk assessments are:

- Risk Assessment training is undertaken by key members of staff
- Staff review risk assessments in consultation with staff and these are communicated through staff meetings, briefings
- Individual members of staff carryout risk assessments for trips and visits and they are reviewed by the Off Site Education Coordinator
- When an accident or incident occurs a post-accident risk assessment takes place when a new hazard has been identified.
- Risk assessments are created or reviewed when a new activity is planned and introduced or there has been an accident
- Risk assessments are reviewed routinely on a rolling programme
- Risk assessments are communicated to staff via meetings and briefings



- Hard copies of the school's risk assessments can be found in a folder in the staffroom and on the intranet
- Golden Rule posters for some risk assessments have been devised and are on display in classrooms, IT suite & the Hall

26. Smoking

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

27. Stress and Staff Well-being

Name of person who has overall responsibility for the health and wellbeing of school staff

Joanne Millett/Sam Hatton

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:

- 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. Date Completed November 2019 to be reviewed November 2021

28. Training and Development

Name of person who has overall responsibility for the training and development of staff:

Joanne Millett

Our arrangements for carrying out suitable and sufficient health and safety training for all staff are:

- All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.
- The school/academy has a health and safety training matrix to help in the planning of essential and development training for staff.
- Training records are retained in the main school office



29. Vehicle movement on site

Name of Premises Manager responsible for the management of vehicles on site:
Joanne Millett

Our arrangements for the safe access and movement of vehicles on site are:

- The school carpark has limited access for staff, visitors and parents of pupils at the OOH Club
- General parent parking is not permitted on the school carpark
- Deliveries to the school are made on the school carpark
- Vehicles gaining access to the site via the carpark are segregated from pedestrians
- Vehicles requiring access to the school site via school field are to do so with prior arrangement with the SMT and where possible outside of the school day

30. Vehicles – use of

Name of person who has overall responsibility for managing/coordinating use of staff vehicle:

Joanne Millett

Our arrangements for managing use of staff vehicles are :

- Vehicles to be used in cases of emergency
- Prearranged events where a small number of pupils need to be transported to local events only
- Staff using their vehicle need to fill in a Use of Vehicle form and have it authorised by the Head Teacher
- Evidence must be provided of up to date driving licences, valid Mot and insurance

31. Violence and Aggression and School Security

The school does not tolerate violence & aggressive behaviour

- 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.
- 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:



Joanne Millett
Incidents of verbal & physical violence are investigated by: Joanne Millett
Name of person who has responsibility for site security: Joanne Millett
Our arrangements for site security are: <ul style="list-style-type: none">• All external doors are locked after the children have arrived at school & visitors have to enter the building via the main entrance• Gates to the school site are locked after the children have entered the school and opened at 3pm for home time• Access to the building via the main entrance is controlled by an electronic door and visitors must be admitted by a member of staff• Visitors ID will be checked & they will be asked to sign in/out of the premises using the electronic inventory system• The school building will be locked by the caretaker at 6pm each evening and opened at 7am the following day• The school site has security monitoring by SR Security Services• In the instance of an alarm call out SR Security Services will attend the building to ensure it is secure

32. Volunteers

Name of person who has overall responsibility for managing/coordinating volunteers working within the school: Joanne Millett/Katie Challinor
Our arrangements for managing & coordinating volunteers are <ul style="list-style-type: none">• Volunteers are considered as a member of staff and all health and safety arrangements including induction and training must apply.• See Volunteers policy and handbook for further details• Volunteers will work under the direction of a class teacher• Volunteers are not responsible for dealing with behaviour and H, S & W issues but will report immediately to a member of staff

33. Water System Safety

Name of Premises Manager responsible for managing water system safety. Joanne Millett
Name of contractors who have undertaken a risk assessment of the water



system IWS
Name of contractors who carry out regular testing of the water system: HSL
Location of the water system safety manual/testing log: In the main school office
Our arrangements to ensure contractors have information about water systems are: <ul style="list-style-type: none">• Water hygiene and water information files are located in the main school office• Contractors are provided with information in meetings prior to any works taking place• Hazard exchange forms are discussed and shared with contractors

34. Working at Height

Name(s) of person responsible managing the risk of work at height on the premises: Joanne Millett
Our arrangements for managing work at height are: <ul style="list-style-type: none">• Working at height is avoided where possible• See working at height policy for further details• Staff are encouraged not to stand on tables, chairs etc to work at height• 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 main school office

35. Work Experience

Name of person who has overall responsibility for managing work experience and work placements for school pupils. Joanne Millett
The name of the person responsible for the health and safety of people on work experience in the school premises: Joanne Millett
Our arrangements for managing the health and safety of work experience students in the school are: <ul style="list-style-type: none">• Each student is given a work place mentor – usually the class teacher with whom they will be working



- **They will be provided with a staff handbook that outlines basics of the H & S policy, Safeguarding and undergo an induction to the school**
- **Each student will be monitored to ensure they are following school policy and procedures**
- **Students are not expected to deal with first aid, accidents and behaviour issues**
- **Students will not be left on their own to work with pupils**