



TWO RIVERS
HIGH SCHOOL



Health, Safety & Wellbeing Policy

Two Rivers School

The policy has four 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 Two Rivers School
- Part E** - The Key Performance Indicators

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

This policy is applicable to Two Rivers High School, Two Rivers Primary School and Tamworth SEN Nursery.

B. Policy Statement

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

The Logistics Local Committee 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 safety, 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>Paul Kerman</i>	<i>[Signature]</i> <i>G Brindley</i>	<i>[Signature]</i> <i>L Slinn</i>
Paul Kerman Chair of Local Governing Board	Gail Brindley Headteacher Two Rivers High School	Laura Slinn Executive Headteacher Two Rivers Primary School
DATE: 14 November 2023		

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

<i>The school obtains competent health and safety advice from</i>	<i>Charlotte Evans, Health and Safety Advisor</i>
<i>The contact details are</i>	<i>Health, Safety and Wellbeing Service Staffordshire County Council 2 Staffordshire Place Tipping Street Stafford ST16 2DH Tel: 01785 355777 Mob Tel: 07815826740</i>
<i>In an emergency we contact</i> <i>The Chair of the Local Governing Board, Headteacher for High School, Executive Headteacher for Primary School and the on-call County Council Director</i>	

Monitoring Health and Safety

<i>Name of person(s) responsible for the overall monitoring of health and safety in school:</i>	<i>Gail Brindley – High School Laura Slinn – Primary School</i>
<i>Our arrangements for the monitoring of health and safety are:</i> <i>The Logistics Local Committee meets three times annually. Any recommendations regarding practice are disseminated to the wider staff group through briefings and meetings.</i>	

The school carries out formal evaluations and audits on the management of health and safety annually.	
The last audit took place	Date: January 2023 By: Laura Slinn – Two Rivers Primary Health & Safety Audit undertaken for Two Rivers High on 08.02.2023 by Charlotte Evans.
Name of person(s) responsible for monitoring the implementation of health and safety policies	Gail Brindley – High School Laura Slinn – Primary School
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
Health and Safety Assessment	Jenny Atkins, Dean Etchells – High School Simon Lawton, Laura Slinn – Primary School
Water Safety	HSL (Purchased service)
Fire Alarm Servicing	Lantern Fire and Security (Purchased Service)
Emergency Lighting	Logic Fire and Security (Purchased Service)
Fire Safety Equipment	Chubb
Fire Risk Assessment	Dave Hall National Fire Safety Services (Purchased Service)
Lifting Equipment – hoists etc	Assessment carried out - commissioned service through SCC Health and Safety team ARJO – High School Zurich – High School
Fixed Electrical Testing	Midwest Mechanical and Electrical Services (Purchased Service)
PAT	Dean Etchells and Simon Lawton

COSHH	Audit carried out by teaching staff, results are coordinated by SMT and with Dean Etchells (High) and with Simon Lawton (Primary)
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D. Detailed Health and Safety Arrangements

1. Accident Reporting, Recording & Investigation

Our arrangements for recording and investigating:
<i>Pupil accidents: Accident Book completed by staff</i>
<i>Staff accidents: Accident Book</i>
<i>Visitor accidents: Accident Book</i>
The person(s) responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) are: <i>Gail Brindley (High School) / Claire Milton (High School) and Marie Povey (Primary School)</i>
Our arrangements for reporting to the Local Governing Board are: <i>Accidents and trends around accidents should be reported to the Logistics Local Committee Meeting</i>
Our arrangements for reviewing accidents and identifying trends are: <i>The Senior Management Team will review accidents and identify trends weekly and report to the Logistics Local Committee Meeting and shared with staff weekly. At both schools Health and Safety, Online Safety, Mental Health and Wellbeing and Safeguarding Newsletters and training is shared with staff monthly. This information is also shared with Local Governors.</i>

2. Asbestos

Name of Premises Manager responsible for Managing Asbestos.	<i>Dean Etchells – High School Simon Lawton, Laura Slinn – Primary School</i>
Location of the Asbestos Management Log or Record System.	<i>Location Site Supervisors Office – High School Main Office – Primary School</i>
Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are: <i>All contractors are asked to read and sign the Asbestos Register prior to work commencing</i>	
Our arrangements to ensure all school staff such as class teachers or caretakers have information about asbestos risk on the premises: <i>Staff Briefings, Staff meetings, Health and Safety Updates, Newsletters, on INSET days, SMT Minutes and via National College annual training.</i>	

Staff must report damage to asbestos materials to:	Gail Brindley – High School Laura Slinn – Primary School
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:	Gail Brindley/Claire Milton – High School Laura Slinn/Marie Povey – Primary School
Our arrangements for communicating about health and safety matters with all staff are: Staff briefings, staff meetings, Health and Safety updates on INSET days, newsletters, and SMT minutes	
Staff can make suggestions for health and safety improvements by: Raising issues directly with SMT or in staff meetings or recording in the H&S book kept in the main office.	

4. Construction Work *See also Contractor Management

Name of person coordinating any construction work / acting as Client for any construction project.	Ian Rowley Stephen Perkins (CIF Bids)
<p>Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are:</p> <p>Minor works are carried out by site team or approved contractors. All health and safety considerations are considered – eg asbestos, working at height.</p> <p>Larger projects are managed by SCC Property Surveyor – Nigel Birch or Ian Rowley and Pre-Contract CDM meetings will take place.</p> <p>Duty holders will be identified and named as part of any construction project.</p>	
Our arrangements for the exchange of health and safety information / risk assessments / safe working arrangements / monitoring are: Pre-Contract CDM meetings	
Our arrangements for the induction of contractors are: Pre-Contract CDM meetings	

Staff should report concerns about contractors to:
[Senior Management Team](#)

5. Consultation

Name of SLT member who is responsible for consulting with staff on health and safety matters:	Name Gail Brindley/ Claire Milton High School Laura Slinn/Marie Povey – Primary School
The name of the Trade Union Health and Safety Representative is:	TBC
Our arrangements for consulting with staff on health and safety matters are: Following meetings after reporting or in Briefings before works.	
Staff can raise issues of concern by: Contacting Senior Management Team	

6. Contractor Management

Name of person(s) responsible for managing and monitoring contractor activity	Dean Etchells – High School Laura Slinn / Simon Lawton – Primary School
Our arrangements for selecting competent contractors are: Approved contractors are approached by Nigel Birch or Ian Rowley, SCC Property Surveyors and Rob Smith, SCC M&E Surveyor	
Our arrangements for the exchange of health and safety information/risk assessments/safe working arrangements/monitoring are: Larger Building Works - Pre-Contract CDM meetings	
Our arrangements for the induction of contractors are: Contractors Information Sheet	
Staff should report concerns about contractors to: Senior Management Team	

7. Curriculum Areas – Health and Safety

Name of person(s) who has overall responsibility for the curriculum areas as follows:	Science - Jayne Gazey-French High School Science – Kate Bailey Primary School PE – Tom Silk High School PE - Kerry Hancock Primary School
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	<p>Woodwork/DT – Claire Milton (High)</p> <p>Cooking Kitchen – Claire Milton (High)</p> <p>Art – Rebecca Smith (High)</p> <p>Art & DT – Demi Williams (Primary)</p> <p>Forest School – Jo Brough High School</p> <p>Forest School – Mel Brindley / Sean Brown Primary School</p>
Risk assessments for these curriculum areas are the responsibility of:	Staff who lead these areas

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

<p>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. ✓</p> <p>Staff identified as DSE users are entitled to an eyesight test for DSE use every two years or on the recommendation by a qualified optician and a contribution of cost towards corrective glasses (if required specifically for DSE use). Employees should contact the school bursar for details of the scheme.</p>	
<p>Our arrangements for carrying out DSE assessments are: Assessments are carried out at least yearly for identified staff using The National Online Safety Platform/National College</p>	
Name of person(s) who has responsibility for carrying out Display Screen Equipment Assessments	<p>High School Emma Kyrwood / Primary School Julie Garey – arrange, coordinate and collate.</p> <p>Assessments stored in individual personnel files and recorded on the training log</p>
DSE assessments are recorded and any control measures required to reduce risk are managed by:	<p>Gail Brindley Laura Slinn</p>

9. Early Years Foundation Stage (EYFS)

Name of person(s) who has overall responsibility for EYFS	Laura Slinn Simone Parry
Our arrangements for the safe management of EYFS are: Curriculum and Learning Local Committee, Weekly EYS meetings reflecting H&S issues. Simone Parry keeps up with latest legislation and cascades this information	

10. Educational Visits / Off-Site Activities

Name of person(s) who has overall responsibility for Educational Visits	Gail Brindley – High School Marie Povey – Primary School
The Educational Visits Coordinator is	Claire Milton & Tom Silk – High School Marie Povey & Kerry Hancock – Primary School
Our arrangements for the safe management of educational visits: Both schools use EVOLVE management system	

11. Electrical Equipment [fixed & portable]

Name of person(s) responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	SCC arrange Fixed Electrical Testing every 5 years and any remedial work is highlighted.
Fixed electrical wiring test records are located:	Site Supervisor's Office - High School Secretary's Office- Primary School
All staff visually inspect electrical equipment before use. ✓	
Our arrangements for bringing personal electrical items onto the school site are: Use of personal electrical items into school is discouraged but any items used in school must be PAT tested by an appropriately qualified person	
Name of person(s) responsible for arranging the testing of portable electrical equipment (PAT):	Dean Etchells – High School Simon Lawton – Primary School
Name of person(s) responsible for defining the frequency of portable electrical equipment (PAT) testing:	Dean Etchells – High School Simon Lawton – Primary School
Portable electrical equipment (PAT) testing records are located:	Health & Safety folders

Staff must take defective electrical equipment out of use and report to:	Gail Brindley – High School Laura Slinn – Primary School
The portable electrical equipment on the school site owned and used by contractors is the responsibility of the contractor, who must provide records of this if requested: ✓	

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

Name of competent person responsible for undertaking & reviewing fire risk assessment in addition to any associated action planning	Dave Hall National Fire Safety Services
The Fire Risk Assessment is located	Health & Safety Folders
When the fire alarm is raised the person responsible for calling the fire service is:	Site Team - Dean Etchells – High School Marie Povey, Julie Garey – Primary School
Name of person(s) responsible for arranging and recording of fire drills	Dean Etchells – High School Marie Povey – Primary School
Name of person(s) responsible for creating and reviewing Fire Evacuation arrangements	Gail Brindley – High School Marie Povey – Primary School
Our Fire Evacuation Arrangements are published ...	Next to exit doors of each room, the front entrance and adjacent to the fire alarm panel
Our Fire Marshalls are listed:	Gail Brindley, Tom Silk, Claire Milton, Emma Kyrwood, Lisa Bradbury, Jayne Gazey-French, Heather Barnby, Jayne Harris and Mark Sheridan at High School Marie Povey, Collette Harding, Michelle Roberts, Jo Ross, Mel Brindley, Julie Garey and Sue West at Primary
Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Logbook located at	Health and Safety Folders

Name of person(s) responsible for training staff in fire procedures	Gail Brindley – High School Laura Slinn, Marie Povey/Collette Harding on staff induction at Primary School and Simone Parry (EYFS site)
All staff must be aware of the Fire Procedures in school ✓	

13. First Aid *see also Medication

Name of person(s) responsible for carrying out the First Aid Assessment	Gail Brindley – High School Laura Slinn – Primary School
The First Aid Assessment is located	Health and Safety File
First Aiders are listed	Staff Handbook and around the building for each site.
Name of person responsible for arranging and monitoring First Aid Training	Emma Kyrwood at High School Julie Garey at Primary School
Location of First Aid Box	Every classroom/teaching area
Name of person responsible for checking & restocking first aid boxes	Class teachers check contents of First Aid boxes which are restocked by Jo Minihan – High School Gina Bayliss – Primary School
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 are (who is contacted/who accompanies staff or children to hospital):	
Pupils - Parents/Carers with PR	Staff member in absence of parent/carer with PR
Staff - Next of Kin	Staff member in absence of next of kin
Visitors	Staff member in absence of next of kin
Our arrangements for recording the use of First Aid are:	Accident book completed. Entries recorded onto spreadsheet and reviewed at SLT meetings weekly

14. Forest School

Name of person in school who leads on Forest School activity	Jo Brough – High School Mel Brindley– Primary School Sean Brown – Primary School
Our arrangements for developing, organising and running Forest School activity are reviewed by Jo Brough (High School site) and Mel Brindley / Sean Brown (Primary School site).	

15. 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 2017.	This information is with Dean Etchells, Site Team

16. Hazardous Substances (COSHH)

Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)	Class Teachers / Simon Lawton (at Primary School Site)
Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are: The school uses CLEAPPS as a resource and all staff must be aware of how to access this information.	

17. Health and Safety Law Poster

The Health and Safety at Work poster is located:	Staffrooms
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18. 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 refuse - Briers Wastepaper Recycling - Briers Confidential Shredding – Restore Data Shred (and by staff at High School). Medical and Sanitary Waste – PHS Wll waste is organised on needs basis by approved contractors	
Site cleaning is provided by:	Fidelis Group, Holly House, Shady Lane, Birmingham. Tel: 0121 289 3258

Cleaning staff have received appropriate information, instruction and training about the following and are competent:
work equipment ✓
hazardous substances ✓
Waste skips and bins are located away from the school building. ✓
All staff and pupils must be aware of the arrangements for disposing of waste and the location of waste bins and skips. ✓
Staff in all Depts. who generate waste (e.g. Catering/cleaning/curriculum areas) must be aware of the risk assessments and control measures in place for their role. ✓

19. Infection Control

Name of person(s) responsible for managing infection control:	Name Gail Brindley – High School Laura Slinn / Marie Povey– Primary School
Our infection control arrangements (including communicable diseases/hand hygiene standards) are: Schools will work within Public Health England guidelines with risk assessment around school vulnerabilities.	

20. Lettings

Name of Premises Manager or member of Leadership team responsible for Lettings	Booking Sonia Yeomans Primary Emma Kyrwood - High Liaison Laura Slinn – Primary Jenny Atkins - High
Our arrangements for managing Lettings of the school rooms or external premises are: All hirers must adhere to School Lettings Policy and safeguarding requirements	
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. ✓

21. Lone Working

Our arrangements for managing lone working are;
Schools adhere to Health, Safety and Wellbeing Service on Lone Working

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

PE equipment - SCC commission assessment and school organise remedial action through an approved contractor
Lifting equipment, Hoists etc - SCC Health and Safety Team commission assessment and school organise remedial action through an approved contractor
Fire Alarms – Amalgamated Ltd
Emergency Lighting – Logic Fire and Security
Fire Safety Equipment – Chubb
Intruder Alarms – Chubb
Equipment used in school kitchens are assessed and maintained by Miquill

Name of person(s) responsible for the selection, maintenance / inspection and testing of equipment	<i>Dean Etchells – High School</i> <i>Laura Slinn – Primary School</i>
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Records of maintenance and inspection of equipment are retained and are located:	<i>Health and Safety files</i>
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Staff report any broken or defective equipment to:	<i>Gail Brindley – High School</i> <i>Laura Slinn – Primary School</i>
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The equipment on the school site owned and used by contractors is the responsibility of the contractor, who must provide records of testing, inspection and maintenance if requested: ✓

23. Manual Handling

Name of competent person responsible for carrying out manual handling risk assessments	<i>Lorraine Woodhouse</i>
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Our arrangements for managing manual handling activities are: School carries out risk assessments and follows procedures as outlined in School Policy. Lorraine Woodhouse delivers training to all staff

Staff must be 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). ✓

24. Medication

Name of person(s) responsible for the management of the administration of medication to pupils in school	Name Christine Caile (School Nurse) Kerry Clover (School Nurse)
Our arrangements for the administration of medicines to pupils are: School Nursing team manage the administration of medication but trained school staff can administer medication in line with pupil's care plan	
The names of members of staff who are authorised to give / support pupils with medication are:	See above - all trained staff
Medication is stored:	Location School Medical Room (Emergency Meds are stored in classrooms)
A record of the administration of medication is located:	Location School Medical Room
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: All staff who administer emergency medication will have received the appropriate training. Pupil information can be found on Individual Care Plans. Emergency meds Care Plans are stored safely in classrooms.	
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. ✓	

25. 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 Gail Brindley – High School Laura Slinn – Primary School
Name of person(s) responsible for the checking and maintenance of personal protective equipment provided for staff	Name Gail Brindley – High School Gina Bayliss – Primary School
PPE provided for use in curriculum lessons is not “personal” as it is provided by pupils in classroom situations. ✓	
Name of person(s) responsible for selecting suitable personal protective equipment (PPE) for pupils.	Name Gail Brindley – High School Laura Slinn – Primary School
All PPE provided for use in a classroom environment is kept clean, free from defects and replaced as necessary. ✓	
Name of person(s) responsible for cleaning and checking pupil PPE.	Name Gail Brindley – High School Gina Bayliss – Primary School

26. Radiation

Name of the school Radiation Protection Supervisor (RPS)	Jayne Gazey-French
Name of the Radiation Protection Adviser (RPA)	Simon Wright
Name of the Radiation Protection Officer (RPO)	Phil Davies

27. 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: Yellow Book at High School, Health and Safety book in Reception at Primary School and through staff meetings, through Health and Safety representative, email to SMT at both schools.

28. 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 ✓

Fire Risk Assessment and PEEP's ✓

Hazardous Substances ✓

Work Equipment ✓

Manual handling activities ✓

Pupils – related to need, IBSP, medical, etc

Risks related to individuals e.g. health issues including mental health and wellbeing ✓

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

Gail Brindley – High School
Laura Slinn – Primary School

Our arrangements for carrying out, recording, communicating and reviewing risk assessments are: [School staff meetings](#), [staff briefings](#), [Health and Safety Updates in INSET days](#)

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. ✓

29. Smoking

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

30. Shared use of premises/shared workplace

Name of Premises Manager or member of Leadership team responsible for Premises Management

Gail Brindley – High School
Laura Slinn – Primary School

The school premises are shared with another organisation	South Staffs College at High School site
<p>Our arrangements for managing health and safety in a shared workplace are:</p> <p>We have a Shared Premises Manager plus meetings take place between Headteacher and South Staff College's Director of Estates and Projects</p> <p>Please refer to our Business Continuity Plan.</p>	

31. Stress and Staff Well-being

Name of person(s) who has overall responsibility for the health and wellbeing of school:	Claire Milton – High School Laura Slinn & Collette Harding – Primary School
<p>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 are encouraged to discuss their issues around health and wellbeing to a member of SMT where support can be discussed and arranged ✓</p>	
<p>Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated.</p> <p>Training and awareness delivered around time management, stress, spotting the signs, specific mental health and wellbeing, Information and signposting support around school and via school website. Stress Risk Assessment creation and Samsara M/H Support. ✓</p>	
<p>All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work. ✓</p>	
<p>Individual stress risk assessments or mental health and wellbeing risk assessments take place when a member of staff requires additional individual support.</p> <p>Staff can access occupational health or our employee assisted programme Think Well. Also, at Primary School we purchase monthly support from staff at Samsara.</p> <p>Multiple staff are training as Mental Health First Aiders and this information is shared via displays and hand book ✓</p>	
<p>A team stress risk assessment involving all staff was completed in the Spring Term 2018 and this is reviewed regularly through the Wellbeing Committee/SLT. It was updated by all staff again in Autumn Term 2022.</p>	

32. Swimming Pool Operating Procedures **N/A**

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

33. Training and Development

Name of person(s) who has overall responsibility for the training and development of staff:	Name Gail Brindley – High School Laura Slinn – Primary School
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: Staff briefings, staff meetings, Health and Safety updates on INSET days	
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 Emma Kyrwood (High School) and Julie Garey (Primary School) have a register	
Training and competency as a result of training is monitored and measured by:	Logistics Local Committee Board

34. Vehicles owned or operated by the school

Name of person(s) who has overall responsibility for the school vehicles	Name Gail Brindley – High School Laura Slinn – Primary School
The school operates 4 minibuses	FG10 GKZ GN70 VHC BL63 UCX SF69 FXB
Name of person(s) who manages the driver medical examinations	Emma Kyrwood – High School Julie Garey – Primary School
Name of person(s) who manages the vehicle license requirements	Emma Kyrwood – High School Julie Garey – Primary School
Name of person who undertakes vehicle checks such as oil, water and routine roadworthiness.	This is carried out by members of the Site Team
Name of person who arranges servicing and maintenance of the school vehicles	Emma Kyrwood – High School Julie Garey – Primary School
Our arrangements for the safe use of school vehicles are: All drivers (staff) carry out checks prior to journey (lights, brakes, wipers, tyre pressure)	

35. Vehicle movement on site

Name of Premises Manager responsible for the management of vehicles on site	Dean Etchells – High School Laura Slinn – Primary School
Our arrangements for the safe access and movement of vehicles on site are (include restriction on vehicle movement at certain times, speed limits, segregation vehicles from pedestrian areas, restrictions on reversing vehicles, special arrangements for deliveries etc): Speed limits are in place on both sites Home/School transport have designated bays are monitored by school staff	

36. 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. ✓
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:	Senior Management Team and record on Arbor
Incidents of verbal & physical violence are investigated by:	Senior Management Team
Name of person(s) who has responsibility for site security:	Dean Etchells – High School Simon Lawton – Primary School

37. Water System Safety

Name of Premises Manager responsible for managing water system safety.	Dean Etchells – High School Simon Lawton – Primary School
Name of contractors who have undertaken a risk assessment of the water system	HSL
Name of contractors who carry out regular testing of the water system:	HSL
Location of the water system safety manual/testing log	Site Supervisor's Office – High School Secretary's Office – Primary School
Our arrangements to ensure contractors have information about water systems are: All contractors provided with access to Water Safety Log	
Our arrangements to ensure all school staff carrying out checks or testing or maintenance have information about the water system: Staff responsible for testing water system have received guidance from SCC Health and Safety Team	

38. Working at Height

Name of person responsible managing the risk of work at height on the premises:	Dean Etchells – High School Simon Lawton – Primary School
Work at height is avoided where possible. ✓	
Our arrangements for managing work at height are: Dean Etchells and Ray Reid have completed PASMA training Simon Lawton has completed High Speed Training	

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) ✓ Records kept in Site Supervisors Office – High School and Secretary's Office at Primary School

39. Work Experience

Name of person(s) who has overall responsibility for managing work experience and work placements for school pupils.	Jayne Harris and Helen Fitzpatrick – High School Demi Williams - Primary School
Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are: School Policy has been created in line with SCC guidance	
The name of the person(s) responsible for the health and safety of people on work experience in the school premises:	Name Gail Brindley – High School Demi Williams – Primary School
Our arrangements for managing the health and safety of work experience students in the school are: Pre-place placement discussions around information sheet for students always takes place. A risk assessment for school work experience student placements and College course placements is signed off by the placement school/college and where students are under 18 years of age signed by parents.	

40. Volunteers

Name of person(s) who has overall responsibility for managing/coordinating volunteers working within the school:	Name Gail Brindley – High School Michelle Roberts – Primary School
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.

- INSET Training to include a session on Health & Safety Updates.
Success criteria – Staff knowledge
- Reduce the number of accidents or incidents.
- Cycle of review of the annual premises checklist by SLT.
- Robust cycle of Risk Assessments.