Health, Safety & Wellbeing Policy

Two Rivers School

DOCUMENT CONTROL	
Approved for operation within	Two Rivers High School Two Rivers Primary School
Version number	V5.0
Consulted on with recognised trade unions	N/A
Reviewed By	Two Rivers School Logistics Local Governing Committee
Recommended to Full Trust Board by:	Trust Policy Oversight Committee
Date approved by the Trust Board:	15 December 2025
Risk Register Item Number	N/A
Review Period	Annual
Next Review Date	Autumn 2026
Policy status	Statutory
Location published	External
Owner	Two Rivers School Logistics Local Governing Committee

DOCUMENT HISTORY DATE	DOCUMENT VERSION	DOCUMENT HISTORY
8/11/2022	V1.0	Scheduled Review
7/03/2022	V2.0	School Procedural Change
7/11/2023	V3.0	Scheduled Review
22/10/2024	V4.0	Scheduled review – to include updates in SCC HSW school policy version 5. To outline changes including KPI's
22/09/2025	V5.0	Scheduled Review – update of names

The policy has five parts;

Part A - Introduction

Part B - The Health and Safety Policy Statement

Part C - Responsibilities (delegation of tasks)

Part D - The detailed arrangements & procedures for Health, Safety and Wellbeing to reduce risk 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.

The Local Governing Committee will endorse and support the Health, Safety and Wellbeing Policy of Staffordshire County Council for Two Rivers School and assist the Council to discharge those responsibilities.

This policy is applicable to Two Rivers High School, Two Rivers EYFS and Primary School.

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 Governing Committee recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc. Act 1974.

The Logistics Local Governing 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.

In addition to the above the schools will ensure as far as reasonably practicable 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 form part of this policy. All employees are expected to accept their responsibility to work safely by ensuring that they take reasonable care of their own health, safety, and

wellbeing and that of other people who may be affected by their acts or omissions.

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

[Signature] 	*[Signature]* 	*[Signature]* 
Sharon Barnes **Chair of Local Governing Committee**	*Gail Brindley* ***Headteacher Two Rivers High School***	*Laura Slinn* ***Headteacher Two Rivers Primary School***
DATE: 22 September 2025		

C. Management Arrangements

The delegation of responsibilities and duties of all employees is detailed in Staffordshire County Council's Health, Safety and Wellbeing Policy and in the school handbook.

In addition to their general responsibilities:

The **Local Governing Committee** will:

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

The **Headteacher** is responsible for implementing this policy and will:

- Promote a positive, open health, safety and wellbeing culture in the school.
- Report key health and safety issues to the Governing Body.
- Seek advice from other organisations or professionals as required.

- Ensure that all employees co-operate with this policy.
- Appoint appropriate persons with areas of responsibility within the school to implement this policy.
- Develop and implement safety procedures.
- Ensure there is a suitable system and process for developing risk assessments and that risk assessments are completed and reviewed on a regular basis.
- Ensure employees have access to appropriate training for their role.

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

Senior Leaders within the school will support the Headteacher in their role. They will:

• Implement and monitor the school's health and safety arrangements.
• Manage any hazardous practices, equipment or building issues and report to the
Headteacher if they remain unresolved.
• Provide a good example, guidance and support to employees on health, safety and wellbeing issues.
• Ensure health and safety inductions are carried out for all employees and keep records of that induction.

Heads of Curriculum/Department Leads will within their area(s) of responsibility:

- Identify and control hazards.
- Ensure risk assessments are carried out, reviewed at least annually and communicated to employees and pupils.
- Instigate and ensure that safety procedures are developed and adhered ensuring that these are in line with curriculum best practice e.g. Science, Design Technology, PE, etc.
- Maintain current knowledge of specific health and safety legislation and official guidance relevant to the safe delivery of their specialism.
- Ensure equipment, including personal protection equipment, is maintained in a safe condition and that substances hazardous to health are secured in a safe place.

- Ensure that all incidents (including near misses) are reported promptly and investigated.
- Notify the Headteacher/Senior Leaders of any proposed or impending changes affecting health, safety, and wellbeing such as in room allocation or usage, change of materials/equipment, new activities etc.

Teachers will:

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

All **employees** will:

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

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

Competent Health and Safety Advice

The school obtains competent health and safety advice from	*John Burdette, Health and Safety Advisor*
The contact details are	Health, Safety and Wellbeing Service Staffordshire County Council 2 Staffordshire Place Tipping Street

	Stafford ST16 2DH Tel: 01785 355777 Mob Tel: 07773791520
In an emergency we contact *The Chair of the Local Governing Committee, Headteacher for High School, Primary School and the on-call County Council Director*	

Monitoring Health and Safety

Name of person(s) responsible for the overall monitoring of health and safety in school:	*Gail Brindley – High School* *Laura Slinn – Primary School*
Our arrangements for the monitoring of health and safety are: *The Logistics Local Committee meets three times annually where monitoring data, training data etc is shared.* *Any recommendations regarding practice are disseminated to the wider staff group through training, briefings and meetings.* *The governor responsible for health and safety conducts a Health and Safety Governors Report annually.*	
The school carries of 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 by Charlotte Evans.* *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/ Evaluation	*Claire Milton, Jenny Atkins, Dean Etchells – High School*

	Graham Tomlinson, Laura Slinn – Primary School
Caretaker checks	*Dean Etchells, Jenny Atkins – High School* *Graham Tomlinson Primary School*
Health and safety Walks	*Claire Milton, Jenny Atkins, Dean Etchells and Neil Cox – High School* *Graham Tomlinson and Marie Povey - Primary school*
Water Safety	*Concept Environmental Solution (annually)* *HSL (regular - Purchased service)*
Fire Alarm Servicing	*Lantern Fire and Security (Purchased Service)- High School.* *Spectrum Fire - Primary School*
Emergency Lighting	*Logic Fire and Security (Purchased Service) - High School* *Spectrum Fire - Primary School*
Fire Safety Equipment	*Chubb - High School* *Spectrum Fire - Primary School*
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 & Primary School* *Zurich – High School & Primary School*
Fixed Electrical Testing	*Midwest Mechanical and Electrical Services (Purchased Service)*
PAT	*Dean Etchells and Graham Tomlinson*
Air conditioning	*Key Integrated Services Ltd*
Gas Safety Checks	*Sure Maintenance Ltd*
COSHH	*Dean Etchells (High) and with Graham Tomlinson (Primary)*

Where specific responsibilities for health, safety and wellbeing are allocated to employees these delegated responsibilities are detailed in Section D below.

D. Detailed Health and Safety Arrangements

1. Accident Reporting, Recording & Investigation

Our arrangements for recording and investigating:
Pupil accidents: Medical Tracker completed by staff
Staff accidents: Accident Book
Visitor accidents: Accident Book
The person(s) responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) are: Claire Milton (High School) and Marie Povey (Primary School)
Our arrangements for reporting to the Local Governing Board are: Accidents and trends around accidents are reported to the Logistics Local Committee Meeting
Our arrangements for reviewing accidents and identifying trends are: 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.

2. Asbestos

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

the Asbestos Register to acknowledge they have understood the asbestos training and they will follow the procedures outlined in regards to Asbestos in school. We complete asbestos related Business Continuity Plan desktop exercises.	
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, MLT minutes	
Staff can make suggestions for health and safety improvements by: Raising issues directly with SMT or in staff meetings or recording on Sypro - through the QR code displayed around school and managed by Graham Tomlinson	

4. Construction Work *See also Contractor Management

Name of person coordinating any construction work / acting as Client for any construction project.	*Mark Evans Entrust Tony Dooley Endeavour MAT Stephen Perkins (CIF Bids)*
Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are: *Minor works are carried out by site team or approved contractors. All health and safety considerations are considered – e.g. asbestos, working at height, intrusive works, lone working etc* *Larger projects are managed by SCC Property Surveyor – Mark Evans or Rob Smith, and Pre-Contract CDM meetings will take place.* *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:	

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*
We will review any construction activities on the site by: Three quotes are attained (one usually through SSC property. We follow construction management regulations. Contractors and school complete and share hazard exchange form. Asbestos register is shared and signed with contractors. Fire, Health, Safety, Safeguarding information is shared.

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 / Graham Tomlinson Primary School*
Our arrangements for selecting competent contractors are: *Approved contractors are approached by Mark Evans, SCC Property Surveyors and Rob Smith, SCC M&E Surveyor. We use our contractor competence assessment developed through the MAT.*	
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: *Contactors 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 - Kirsty Guest & Rebecca Worth High School* *Science – Fiona Bradley Primary School* *PE – Ashley Boon, High School* *PE - Kerry Hancock Primary School* *Climbing Wall – Ashley Boon/ Sara Osbourne* *Woodwork/DT – Claire Milton/ Lucy Wheeler (High)* *Cooking Kitchen – Claire Milton (High)* *Art – Rebecca Smith (High)* *Art & DT – Rebecca Harrison (Primary)* *Forest School – Jo Brough High School* *Forest School – Mel Brindley / Sean Brown / Bianca Robinson Primary School*
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)

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. √ *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.*
Our arrangements for carrying out DSE assessments are: *Assessments are carried out at least yearly for identified staff.* *The National Online Safety Platform/National College provides online awareness training.*

Name of person(s) who has responsibility for carrying out Display Screen Equipment Assessments	*High School Jenny Atkins & Claire Milton/ Primary School Julie Garey – arrange, coordinate and collate. Assessments stored in individual personnel files and recorded on the training log*
DSE assessments are recorded and any control measures required to reduce risk are managed by:	*Gail Brindley/ Claire Milton Laura Slinn*

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 EYFS 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 & Claire Milton – 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 Named contact at EVOLVE: Gareth Lloyd and Stu Meese	

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 Secretary's Office- Primary*
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* *Graham Tomlinson – Primary School*
Name of person(s) responsible for defining the frequency of portable electrical equipment (PAT) testing:	*Dean Etchells – High School* *Graham Tomlinson – 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. Emergency Preparedness

Name of SLT member who is responsible for developing and maintaining the school's response to major risks Business Continuity Plan (BCP).	*Name* *Gail Brindley, Claire Milton – High School* *Laura Slinn – Primary School*
Our arrangements for communicating emergency arrangements to all employees are: documented in the BCP business continuity plan. Located on one drive, in the main office and at alternate schools in the Headteachers' offices.	

13. 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	*Representative of I 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, Emma Krywood – 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, Claire Milton, Jenny Atkins – 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, Claire Milton, Tom Silk, Emma Kyrwood, Lisa Bradbury, Kirsty Guest, Rebecca Dixon, Jayne Gazey-French, David Brandrick, Neil Cox, Kate Spencer and Mark Sheridan at High School* *Marie Povey, Michelle Roberts, Jo Ross, Julie Garey and Stephen Bradbury 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 and Marie Povey on staff induction at Primary School Alison Taylor (EYFS site)*
All staff must be aware of the Fire Procedures in school this information is shared as part of the induction process and annually via newsletters and training. Information is also shared around school. Fire drills take place termly any relevant communication is shared if necessary.	

14. First Aid *see also Medication

Name of person(s) responsible for carrying out the First Aid Assessment	*The first aiders.*
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* *Graham Tomlinson – 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:	*Medical Tracker/Accident book completed. Entries recorded onto spreadsheet and reviewed at SLT meetings weekly*

15. 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* *Bianca Robinson – Primary School*

Our arrangements for developing, organising and running Forest School activity (including writing risk assessments) Jo Brough (High School site) and Mel Brindley / Sean Brown (Primary School site). The senior leader responsible for supervision is Gail Brindley (High School) and Laura Slinn (Primary School)

16. 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. Monthly checks are completed by the site team and the Fire Officer checks annually.	*This information is with Dean Etchells, Site Team*

17. Hazardous Substances (COSHH)

Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)	*Dean Etchells High school/ Graham Tomlinson (at Primary School Site) Kirsty Guest / Rebecca Worth Science specific (High School)*
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. Gail Brindley, Kirsty Guest and Rebecca Worth can access this information.*	

18. Health and Safety Law Poster

The Health and Safety at Work poster is located:	*Staffrooms*

19. 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 – Lichfield Council* *Confidential Shredding – by staff at High and Primary School* *Medical and Sanitary Waste – PHS* *WII waste is organised on needs basis by approved contractors* *Food Waste – Briers*

Site cleaning is provided by:	*Total Support Services* *Unit 20 IO centre* *57a Croydon Road* *Croydon* *Surrey* *CR0 4WQ* *Tel: 02086804927*
Cleaning staff have received appropriate information, instruction and training about the following and are competent:	
Total Service Support Ltd are responsible for the training of staff. Records are available upon request. They are responsible for the services and Maintenance of this equipment. Information of this can be requested.	
hazardous substances √- COSHH assessments are in specific locked store cupboard last reviewed 2024 (planned review 2026 unless new products introduced). Staff training records are shared via the provider on request.	
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. As a school we encourage staff, students, and visitors to recycle. This is verbally and visually communicated to employees and students are always supervised when taking waste to the bins.	
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. √	

20. Infection Control

Name of person(s) responsible for managing infection control:	*Name* *Gail Brindley, Claire Milton – 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.*	

21. Lettings

Name of Premises Manager or member of Leadership team responsible for Lettings	*Booking Sonia Yeomans Primary Finance Team - Jenny Atkins -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* *Health, safety, fire, security elements are considered by schools and those letting school premises and letting agreement documentation are used to exchange health and safety information between both parties.*	
The health and safety considerations for Lettings are considered and reviewed annually. √	
Hirers MUST have in place their own risk assessments, first aid arrangements / fire procedures and emergency procedures. These are shared with the person responsible for Lettings prior to the letting taking place. √	
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. √	

22. Lone Working

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

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

PE & play equipment – Mercury Sports, SCC commission assessment and school organise remedial action through an approved contractor *Outside play equipment – Play Date* *Climbing wall – Advanced Climbing Solutions* *Lifting equipment, Hoists etc – ARJO/SCC Health and Safety Team commission assessment and school organise remedial action*

through an approved contractor *Pressure cookers –n/a* *Autoclaves – n/a* *Fire Alarms – Chubb/ Spectrum Fire* *Emergency Lighting – Spectrum Fire/Logic Fire and Security* *Fire Safety Equipment – Chubb/ Spectrum Fire* *Intruder Alarms – Chubb* *Equipment used in school kitchens are assessed and maintained by Miquill* *Science Labs- advice from CLEAPS is followed and audits carried out.* *Design and Technology rooms including DT equipment – internally. Large equipment is not in use and other low risk equipment is manually / visually checked prior to every lesson.*	
Name of person(s) responsible for the selection, maintenance / inspection and testing of equipment	*Dean Etchells – High School* *Laura Slinn – Primary School*
Records of maintenance and inspection of equipment are retained and are located:	*Health and Safety files*
Staff report any broken or defective equipment to:	*Gail Brindley – High School* *Laura Slinn – Primary School*
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: √	

24. Manual Handling

Name of competent person responsible for carrying out manual handling risk assessments	*Lorraine Woodhouse*
Our arrangements for managing manual handling activities are: *School carries out risk assessments and follows procedures as outlined in School Policy. Staff complete training via the National College (records are kept in both school). Lorraine Woodhouse delivers training to staff including specific support as required.*	
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). √

25. 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)* *Claire Cope-Collins – Primary School*
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, medical room and Arbor. Risk assessments for emergency medication are saved/ stored in Health and Safety files.	
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. √	

26. 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* *Laura Slinn – Primary School*

27. Radiation

Name of the school Radiation Protection Supervisor (RPS)	*Kirsty Guest and Rebecca Worth*
Name of the Radiation Protection Adviser (RPA)	*Simon Wright*
Name of the Radiation Protection Officer (RPO)	*Phil Davies*
Our arrangements for managing any radon gas emissions due to the school's location and local geology are: Checks have been completed we have none to low Radon Gas	

28. 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, Sypro QR Code at Primary School and through staff meetings, through Health and Safety representative, email to SMT at both schools.

29. 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 including carpark and transportation √* *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 √* *Trips and Transport* *School Management* *Premises* *Hazardous Substances √* *Work Equipment √* *Manual handling activities √* *Pupils – related to need, IBSP, medical, etc* *Staff and visitor* *Risks related to individuals e.g. health issues including mental health and wellbeing √* *Stress role risk assessments (individual and whole school)*	
Name of person(s) who has overall responsibility for the school risk assessment process and any associated action planning	*Gail Brindley, Claire Milton and Neil Cox – High School* *Laura Slinn – Primary School* *Marie Povey - 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. Risk assessments are stored centrally in the health and safety files and displayed at key locations. Staff are asked to read risk assessments and for some specific risk assessments staff are asked to sign to say they have read and understand.	

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 and/ or new additional controls are needed. √
Risk assessments are created or reviewed when something new is introduced or a change has occurred. When updating risk assessments any changes must be amended using the strike through and or highlighter to ensure changes are communicated clearly. Amended risk assessments should be saved and renamed with the date amended. √

30. Smoking

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

31. 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*
Our arrangements for managing health and safety in a shared workplace are: *We have a Shared Premises Manager plus meetings take place between Headteacher and South Staff College's Director of Estates and Projects* *Please refer to our Business Continuity Plan.*	

32. 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 & Michelle Roberts – Primary School*
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√	
Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated.	

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. √
All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work. This is a standing agenda item at our meetings.√
Individual stress risk assessments or mental health and wellbeing risk assessments take place when a member of staff requires additional individual support. *Staff can access occupational health or our employee assisted programme Think Well. Supervision for staff takes place on both sites. Also, at Primary School we purchase monthly support from staff at Samsara.* *Multiple staff are training as Mental Health First Aiders and this information is shared via displays and hand book√*
A team stress risk assessment and whole school risk assessments are updated annually

33. 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 pace 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.	

34. 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, Newsletters,*	
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*

35. 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* *SG74 RCO*
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), the site team conducts weekly checks, hazards, defaults, damage etc is reported to the senior leadership team.	

36. 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 and are monitored by school staff*	

37. 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 ~~A~~rbor* *Violence and Aggression forms are completed and reported to senior leaders (at High School)*
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* *Graham Tomlinson– Primary School*
Our arrangements for site security are: Lichfield Enterprise Services oversees our out of hours security arrangements. *In hours procedures include but are not exclusive of:* *Physical safety, intruder safety, health and safety, safeguarding measurers, safer recruitment, DBS checks, visitor badges, fire procedures, invacuating and evacuation procedures.*	

38. Water System Safety

Name of Premises Manager responsible for managing water system safety.	*Dean Etchells – High School* *Graham Tomlinson – 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	

39. Working at Height

Name of person responsible managing the risk of work at height on the premises:	*Dean Etchells – High School* *Graham Tomlinson– 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* *Graham Tomlinson has completed High Speed Training* *Risk assessments are written and planned. This is completed by the competent person carrying out the work with the person responsible for work at heights.* *As the HSE (Health and Safety Executive) defines working at heights as,* • *Working above ground or floor level* • *Could fall from an edge, through an opening, or a fragile surface* • *Could fall from ground level into an opening in the floor or a hole in the ground* *As any staff could be 'working at height' low risk e.g. kick stool. All staff are given a basic awareness of good practice.*	
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* *In addition, we recommend that our staff do visual checks prior to every use.*

40. Work Experience

Name of person(s) who has overall responsibility for managing work experience and work placements for school pupils.	*Kirsty Guest 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 and letter of assurance for schoolwork 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. Safeguarding procedures are thorough and are documented without policy.*	

41. 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.

Headteachers and school leaders at Two Rivers Schools monitor and review standards of health and safety in a constant assess, plan, do, review cycle. A three-stage evaluation and audit process is in place to support this.

- **Step 1.** A Health and Safety Evaluation Checklist of day-to-day health and safety issues is completed by the Premises Manager and support by competent staff within the wider Health and Safety team. (completed October each year).
- **Step 2.** The school leaders and wider health and safety team use the Health, Safety and Wellbeing Self Audit tool to help identify health, safety and wellbeing management achievements against defined standards. This document is completed in January each year and forwarded to the Health, Safety and Wellbeing Service.
- **Step 3.** The Health, Safety and Wellbeing Audit is completed by a Health, Safety and Wellbeing Service professional H&S Adviser. These are completed to a planned programme and re-auditing frequency is influenced by the maturity level achieved.

The follow list includes, but is not limited to, key performance indicators

- **Regular Audits:** Conduct systematic health and safety audits to assess compliance with regulations and identify areas for improvement e.g. training matrix, logs,
- **Incident Tracking:** Maintain a detailed log of accidents, incidents, and near misses to recognise patterns and implement preventative measures. Reduced number of incidents (particularly repeat incidents)
- **Staff Training Records:** Monitor completion rates for health and safety training amongst employees to ensure all staff are adequately educated on protocols and procedures. Staff feedback captured including competency.
- **Staff, Parental and Student Feedback:** Gather insights from staff, parents and students through surveys or forums to understand their perceptions of safety within the school environment. And to ensure competency.

- **Resource Allocation Reviews:** Regularly evaluate the adequacy of safety equipment and resources, ensuring that areas in need of additional support are promptly addressed.
- **Compliance Checks:** Ensure that the school adheres to local authority requirements and regulations, maintaining alignment with best practices. Monitored in school against Matrix, review cycles etc
- **Review of set whole school targets and or personal performance management targets.**
- **Review of monitoring** such as governor reports, external reports, internal reports,
- **Outcomes of Assess, Plan, Do, Review** strategy/ operational meetings between the health and safety teams within schools