



# TWO RIVERS SCHOOL

## HEALTH, SAFETY AND WELLBEING POLICY

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

Policy Written:	October 2017 (Version 1)
Accepted by Governors:	November 2017
Reviewed:	Spring 2019
Next Review:	Autumn 2019

**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 all schools in the Two Rivers Federation namely 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 Governing Board recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc. Act 1974.



The Governing Board 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>[Signature]</i>  
<b>Paula Stewart</b>  <b>Chair of Governors / Board</b>	<b>Tony Dooley,</b>  <b>Executive Headteacher</b>
<b>DATE: 10 June 2019</b>	<b>DATE: 10 June 2019</b>

### 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>Wendy Sears, 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: 07773791557</i>
<i>In an emergency we contact</i>	
<i>The Chair of Governors, Executive Headteacher, Head of School for Primary, Head of School for High 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>Anthony Dooley Laura Slinn Gail Brindley</i>
<i>Our arrangements for the monitoring of health and safety are:</i>	
<i>The Governors' Sub-Committee for Health and Safety meets three times annually. The reports from these meetings are shared with the Full Governing board. Any recommendations regarding practice are disseminated to the wider staff group through briefings and meetings.</i>	
<i>The school carries out formal evaluations and audits on the management of health and safety annually.</i>	
<i>The last audit took place</i>	<i>Date: March 2017 By: Anthony Dooley</i>
<i>Name of person responsible for monitoring the implementation of health and safety policies</i>	<i>Anthony Dooley Gail Brindley Laura Slinn</i>
<i>All staff are aware of the key performance indicators in Part E and how they are monitored</i>	
<i>Workplace inspections - type</i>	<i>Name of person who carries these out</i>
<i>Health and Safety Assessment</i>	<i>Michael Hines</i>
<i>Water Safety</i>	<i>IWS (Purchased service)</i>
<i>Fire Alarm Emergency Lighting</i>	<i>Trinity (Purchased Service)</i>
<i>Fire Safety Equipment</i>	<i>Chubb</i>
<i>Fire Risk Assessment</i>	<i>Dave Hall National Fire Safety Services ( Purchased Service)</i>
<i>Lifting Equipment – hoists etc</i>	<i>Assessment carried out commissioned service through SCC Health and Safety team</i>
<i>Fixed Electrical Testing</i>	<i>Assessment carried out commissioned service through SCC Health and Safety team</i>
<i>PAT</i>	<i>Michael Hines and Simon Lawton</i>
<i>COSHH</i>	<i>Audit carried out by teaching staff results are coordinated by SMT</i>

## D. Detailed Health and Safety Arrangements

### 1. Accident Reporting, Recording & Investigation

<i>Our arrangements for recording and investigating:</i>
<i>Pupil accidents: Accident Book completed by staff</i>
<i>Staff accidents: Accident Book form</i>
<i>Visitor accidents: Accident Book</i>
<i>The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: Gail Brindley (High School) Laura Slinn (Primary School)</i>
<i>Our arrangements for reporting to the Governing Board are: Accidents and trends around accidents should be reported to Health and Safety Governors Sub-Committee</i>
<i>Our arrangements for reviewing accidents and identifying trends are: The Senior Management Team will review accidents and identify trends annually in the Autumn term.</i>

### 2. Asbestos

<i>Name of Premises Manager responsible for Managing Asbestos.</i>	<i>Michael Hines</i>
<i>Location of the Asbestos Management Log or Record System.</i>	<i>Location Site Supervisors Office – High School Main Office – Primary School</i>
<i>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 the Asbestos Register prior to work commencing</i>	
<i>Our arrangements to ensure all school staff such as class teachers or caretakers have information about asbestos risk on the premises: Staff Briefings, Staff meetings, Health and Safety Updates in INSET days</i>	
<i>Staff must report damage to asbestos materials to:</i>	<i>Anthony Dooley Laura Slinn Gail Brindley</i>
<i>Staff must not drill or affix anything to walls without first obtaining approval from the premises manager. ✓</i>	

### 3. Communication

<i>Name of SLT member who is responsible for communicating with staff on health and safety matters:</i>	<i>Anthony Dooley Laura Slinn Gail Brindley</i>
<i>Our arrangements for communicating about health and safety matters with all staff are: Staff Briefings, Staff meetings, Health and Safety Updates in INSET days</i>	

Staff can make suggestions for health and safety improvements by: [Raising issues directly with SMT or in Staff meetings](#)

#### 4. Construction Work \*See also Contractor Management

Name of person coordinating any construction work / acting as Client for any construction project.	<a href="#">Nigel Birch</a>
<p>Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are:  <a href="#">Minor works are carried out by site team or approved contractors. All health and safety considerations are considered – eg Asbestos, Working at Height</a></p> <p><a href="#">Larger projects are managed by SCC Property Surveyor – Nigel Birch and Pre Contract CDM meetings will take place</a></p> <p><a href="#">Duty holders will be identified and named as part of any Construction project.</a></p>	
<p>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are:  <a href="#">Pre Contract CDM meetings</a></p>	
<p>Our arrangements for the induction of contractors are:  <a href="#">Pre Contract CDM meetings</a></p>	
<p>Staff should report concerns about contractors to: <a href="#">Senior Management Team</a></p>	

#### 5. Consultation

Name of SLT member who is responsible for consulting with staff on health and safety matters:	<a href="#">Name</a> <a href="#">Laura Slinn – Primary School</a> <a href="#">Gail Brindley High School</a>
The name of the Trade Union Health and Safety Representative is:	<a href="#">Clive Edmunds</a>
<p>Our arrangements for consulting with staff on health and safety matters are:  <a href="#">Staff can raise issues of concern by: Contacting SMT</a></p>	

#### 6. Contractor Management

Name of person responsible for managing and monitoring contractor activity	<a href="#">Anthony Dooley</a>
<p>Our arrangements for selecting competent contractors are:  <a href="#">Approved contractors are approached by Nigel Birch, SCC Property Surveyor and Rob Smith, SCC M&amp;E Surveyor</a></p>	

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 who has overall responsibility for the curriculum areas as follows:	Science - Clive Edmunds High Science – Kelly Bailey Primary PE – Tom Silk High PE - Kerry Hancock Primary Forest School – Jo Brough High Forest School – Rosie Salek Primary
Risk assessments for these curriculum areas are the responsibility of:	See above

## 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:  
[Assessments are carried out annually for identified staff](#)

Name of person who has responsibility for carrying out Display Screen Equipment Assessments	<a href="#">Anthony Dooley – arrange and coordinate</a> <a href="#">Val Pickering will collate</a> <a href="#">Assessments stored in Health and Safety file and individual personnel files</a>
DSE assessments are recorded and any control measures required to reduce risk are managed by	<a href="#">Anthony Dooley</a>

## 9. Early Years Foundation Stage (EYFS)

Name of person who has overall responsibility for EYFS	<a href="#">Laura Slinn</a> <a href="#">Simone Parry</a>
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Our arrangements for the safe management of EYFS are:  
*Governors Sub-Committee for SEN Nursery, Weekly EYS meetings reflecting H7S issues*  
*Dawn Gessey-Jones keeps up with latest legislation and cascades this information*

### 10. Educational Visits / Off-Site Activities

Name of person who has overall responsibility for Educational Visits	Anthony Dooley
The Educational Visits Coordinator is	Laura Slinn Kerry Hancock Gail Brindley Tom Silk
Our arrangements for the safe management of educational visits: Both schools use EVOLVE management system	

### 11. Electrical Equipment [fixed & portable]

Name of person 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:	Executive Headteacher's Office
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 responsible for arranging the testing of portable electrical equipment (PAT):	Anthony Dooley
Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:	Anthony Dooley
Portable electrical equipment (PAT) testing records are located:	Executive Headteacher's Office
Staff must take defective electrical equipment out of use and report to:	Gail Brindley Laura Slinn
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]

<i>Name of competent person responsible for undertaking &amp; reviewing fire risk assessment in addition to any associated action planning</i>	<i>Dave Hall National Fire Safety Services</i>
<i>The Fire Risk Assessment is located .....</i>	<i>Executive Headteacher's Office</i>
<i>When the fire alarm is raised the person responsible for calling the fire service is:</i>	<i>Site Team - Michael Hines / Laura Slinn, Sue West</i>
<i>Name of person responsible for arranging and recording of fire drills</i>	<i>Michael Hines Laura Slinn</i>
<i>Name of person responsible for creating and reviewing Fire Evacuation arrangements</i>	<i>Gail Brindley Graham Hudson Laura Slinn Sue West</i>
<i>Our Fire Evacuation Arrangements are published ...</i>	<i>Location Doors of each classroom ,the front entrance and adjacent to the fire alarm panel</i>
<i>Our Fire Marshals are listed:</i>	<i>Gail Brindley and Graham Hudson at High Laura Slinn, Val Pickering and Sue West at Primary</i>
<i>Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at</i>	<i>Health and Safety File</i>
<i>Name of person responsible for training staff in fire procedures</i>	<i>Gail Brindley Graham Hudson Laura Slinn</i>
<i>All staff must be aware of the Fire Procedures in school ✓</i>	

## 13. First Aid \*see also Medication

<i>Name of person responsible for carrying out the First Aid Assessment</i>	<i>Anthony Dooley Laura Slinn Gail Brindley</i>
<i>The First Aid Assessment is located</i>	<i>Health and Safety File</i>
<i>First Aiders are listed</i>	<i>Staff Handbook</i>
<i>Name of person responsible for arranging and monitoring First Aid Training</i>	<i>Sue West</i>

<i>Location of First Aid Box</i>	<i>Every classroom/teaching area</i>
<i>Name of person responsible for checking &amp; restocking first aid boxes</i>	<i>Christine Caile (School Nurse) Class teachers and Christine Caile restock First Aid boxes</i>
<i>In an emergency staff are aware of how to summon an ambulance ✓</i>	
<i>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):</i>	
<i>Pupils- Parents/Carers with PR</i>	<i>Staff member in absence of parent/carer with PR</i>
<i>Staff- Next of Kin</i>	<i>Staff member in absence of next of kin</i>
<i>Visitors</i>	<i>Staff member in absence of next of kin</i>
<i>Our arrangements for recording the use of First Aid are:</i>	
<i>Accident book completed. Entries recorded and reviewed at SLT meetings termly</i>	

#### **14. Forest School**

<i>Name of person in school who leads on Forest School activity</i>	<i>Jo Brough Rosie Salek</i>
<i>Our arrangements for developing, organising and running Forest School activity are reviewed by Jo Brough (High School site) and Rosie Salek (Primary School site).</i>	

#### **15. Glass & Glazing**

<i>All glass in doors and side panels are constructed of safety glass ✓</i>	
<i>All replacement glass is of safety standard ✓</i>	
<i>A glass and glazing assessment took place in 2017.</i>	<i>This information is with Bernard Robinson, Site Team</i>

#### **16. Hazardous Substances (COSHH)**

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

## 17. Health and Safety Law Poster

<i>The Health and Safety at Work poster is located:</i>	<i>Staffrooms</i>
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## 18. Housekeeping, cleaning & waste disposal

<i>All staff and pupils share the responsibility for keeping the school site clean, tidy and free from hazards</i>	
<i>Our waste management arrangements are:</i> <i>Briers – General refuse</i> <i>Briers – Waste Paper Recycling</i> <i>Confidential Shredding – Restore Data Shred.</i> <i>Medical and Sanitary Waste – PHS</i> <i>WII waste is organised on needs base by approved contractors</i>	
<i>Site cleaning is provided by:</i>	<i>Fidelis Group, Holly House, Shady Lane, Birmingham.</i> <i>Tel: 0121 289 3258</i>
<i>Cleaning staff have received appropriate information, instruction and training about the following and are competent:</i>	
<i>work equipment ✓</i>	
<i>hazardous substances ✓</i>	
<i>Waste skips and bins are located away from the school building. ✓</i>	
<i>All staff and pupils must be aware of the arrangements for disposing of waste and the location of waste bins and skips. ✓</i>	
<i>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. ✓</i>	

## 19. Infection Control

<i>Name of person responsible for managing infection control:</i>	<i>Name</i> <i>Gail Brindley</i> <i>Laura Slinn</i>
<i>Our infection control arrangements (including communicable diseases/hand hygiene standards) are:</i> <i>Schools follow SCC guidelines</i>	

## 20. Lettings

<i>Name of Premises Manager or member of Leadership team responsible for Lettings</i>	<i>Booking Val Pickering</i> <i>Liaison Anthony Dooley</i> <i>Michael Hines</i>
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Our arrangements for managing Lettings of the school rooms or external premises are: <i>All hirers must adhere to School Lettings Policy</i>
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; <i>Schools adhere to SCC guidance on Lone Working</i>
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## 22. Maintenance / Inspection of Equipment (including selection of equipment)

<i>PE equipment - SCC commission assessment and school organise remedial action through an approved contractor</i>	
<i>Lifting equipment, Hoists etc - SCC Health and Safety Team commission assessment and school organise remedial action through an approved contractor</i>	
<i>Fire Alarms and Emergency Lighting – Trinity</i>	
<i>Fire Safety Equipment – Chubb</i>	
<i>Intruder Alarms – Chubb</i>	
<i>Equipment used in school kitchens are assessed and maintained by Chartwells</i>	
<i>Name of person responsible for the selection, maintenance / inspection and testing of equipment</i>	<i>Anthony Dooley</i>
<i>Records of maintenance and inspection of equipment are retained and are located:</i>	<i>Health and Safety files</i>
<i>Staff report any broken or defective equipment to:</i>	<i>Laura Slinn</i> <i>Gail Brindley</i>
<i>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: ✓</i>	

## 23. Manual Handling

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

<i>Staff must be aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided. ✓</i>
<i>Staff who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task. ✓</i>
<i>Staff are trained appropriately to carry out manual handling activities. ✓</i>
<i>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). ✓</i>

## 24. Medication

<i>Name of person responsible for the management of and administration of medication to pupils in school</i>	<i>Name Christine Caile (School Nurse) Kerry Clover (School Nurse)</i>
<i>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</i>	
<i>The names of members of staff who are authorised to give / support pupils with medication are:</i>	<i>See above</i>
<i>Medication is stored:</i>	<i>Location School Medical Room</i>
<i>A record of the administration of medication is located:</i>	<i>Location School Medical Room</i>
<i>Staff are trained to administer complex medication by the school nursing service when required. ✓</i>	
<i>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</i>	
<i>Staff who are taking medication must keep this personal medication in a secure area in a staff only location. ✓</i>	
<i>Staff must advise the school leaders if they are taking any medication which might impair their ability to carry out their normal work. ✓</i>	

## 25. Personal Protective Equipment (PPE) (links to Risk Assessment)

<i>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.</i>	
<i>Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for school/ staff.</i>	<i>Name Laura Slinn Gail Brindley</i>

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

## 26. Radiation

Name of the school Radiation Protection Supervisor (RPS)	N/A
Name of the Radiation Protection Adviser (RPA)	N /A

## 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: <i>Yellow Book</i> , through staff meetings, through Health and Safety representative, email to SMT

## 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 ✓ Hazardous Substances ✓ Work Equipment ✓ Manual handling activities ✓ Risks related to individuals e.g. health issues ✓

<i>Name of person who has overall responsibility for the school risk assessment process and any associated action planning</i>	<i>Anthony Dooley</i>
<i>Our arrangements for carrying out, recording, communicating and reviewing risk assessments are: <a href="#">School staff meetings</a>, <a href="#">staff briefings</a>, <a href="#">Health and Safety Updates in INSET days</a></i>	
<i>Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments. ✓</i>	
<i>When an accident or incident occurs a post risk assessment takes place when a new hazard has been identified. ✓</i>	
<i>Risk assessments are created or reviewed when something new is introduced or a change has occurred. ✓</i>	

### 29. Smoking

<i>No smoking or vaping is permitted on site or in vehicles owned or operated by the school. ✓</i>
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### 30. Shared use of premises/shared workplace

<i>Name of Premises Manager or member of Leadership team responsible for Premises Management</i>	<i>Anthony Dooley Laura Slinn Gail Brindley</i>
<i>The school premises are shared with another organisation</i>	<i>South Staffs College</i>
<i>Our arrangements for managing health and safety in a shared workplace are: We have a Shared Premises Manager plus meetings take place between Executive Headteacher and South Staff College's Director of Estates and Projects  Please refer to our Business Continuity Plan.</i>	

### 31. Stress and Staff Well-being

<i>Name of person who has overall responsibility for the health and wellbeing of school:</i>	<i>Anthony Dooley Laura Slinn Gail Brindley</i>
<i>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</i>	
<i>Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated. ✓</i>	

<i>All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work. ✓</i>
<i>Individual stress risk assessments take place when a member of staff requires additional individual support. ✓</i>
<i>A team stress risk assessment involving all staff will be completed in the Spring Term 2018 and will be reviewed regularly.</i>

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

<i>Name of person who has overall responsibility for managing the swimming pool and its environment.</i>	<i>Name</i>
<i>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):</i>	
<i>Staff operating the swimming pool have received appropriate training and information.</i>	
<i>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.</i>	
<i>The health and safety considerations within curriculum swimming must be planned, supervised and managed by staff who include in their lesson planning.</i>	

**33. Training and Development**

<i>Name of person who has overall responsibility for the training and development of staff:</i>	<i>Name</i> <i>Anthony Dooley</i> <i>Laura Slinn Gail Brindley</i>
<i>All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures. ✓</i>	
<i>Our arrangements for carrying out suitable and sufficient health and safety training for all staff are:</i> <i>Staff briefings, staff meetings, Health and Safety updates on INSET days</i>	
<i>The school has a health and safety training matrix to help in the planning of essential and development training for staff. ✓</i>	
<i>Training records are retained and Sue west has a central register</i>	
<i>Training and competency as a result of training is monitored and measured by:</i>	<i>Governors Health &amp; Safety Committee</i>



### 34. Vehicles owned or operated by the school

Name of person who has overall responsibility for the school vehicles	Name <i>Anthony Dooley</i>
The school operates 4 minibus	FG10 GKZ GN53 ONC GB04 UYT BL63 UCX
Name of person who manages the driver medical examinations	<i>Graham Hudson</i> <i>Sue West</i>
Name of person who manages the vehicle license requirements	<i>Graham Hudson</i> <i>Sue West</i>
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	<i>Michael Hines</i>
Our arrangements for the safe use of school vehicles are: <i>All drivers (staff) carry out checks prior to journey (lights, brakes, wipers, tyre pressure)</i>	

### 35. Vehicle movement on site

Name of Premises Manager responsible for the management of vehicles on site	<i>Michael Hines</i>
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): <i>Speed limits are in place on both sites</i> <i>Home/School transport have designated bays are monitored by school staff</i>	

### 36. Violence and Aggression and School Security

<i>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. ✓</i>	
<i>A risk assessment is carried out where staff are at increased risk of injury due to their work. ✓</i>	
<i>Training, information and instruction is available to staff to help them manage the risk of violence and aggression where required. ✓</i>	
<i>Staff and pupils must report all incidents of verbal &amp; physical violence to:</i>	<i>SMT and record on SIMS</i>
<i>Incidents of verbal &amp; physical violence are investigated by:</i>	<i>SMT</i>

Name of person who has responsibility for site security:	Michael Hines
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### 37. Water System Safety

Name of Premises Manager responsible for managing water system safety.	Michael Hines
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:	IWS
Location of the water system safety manual/testing log	Executive Headteacher's Office Site Supervisor's Office
Our arrangements to ensure contractors have information about water systems are: <i>All contractors provided with access to Water Safety Log</i>	
Our arrangements to ensure all school staff carrying out checks or testing or maintenance have information about the water system: <i>Staff responsible for testing water system have received guidance from SCC Health and Safety Team</i>	

### 38. Working at Height

Name(s) of person responsible managing the risk of work at height on the premises:	Michael Hines
Work at height is avoided where possible. ✓	
Our arrangements for managing work at height are: <i>Mick Hines and Ray Reid have completed PASMA training</i>	
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) ✓ <i>Records kept in Site Supervisors Office</i>	

### 39. Work Experience

Name of person who has overall responsibility for managing work experience and work placements for school pupils.	Dawn Gessey-Jones Ben Calvert Lyons
Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are: <i>School Policy has been created in line with SCC guidance</i>	

<i>The name of the person responsible for the health and safety of people on work experience in the school premises:</i>	<i>Name</i> <i>Graham Hudson</i> <i>Dawn Gessey-Jones</i>
<i>Our arrangements for managing the health and safety of work experience students in the school are:</i> <i>Pre place placement discussions with around information sheet for students always takes place</i>	

#### **40. Volunteers**

<i>Name of person who has overall responsibility for managing/coordinating volunteers working within the school:</i>	<i>Graham Hudson</i> <i>Collette Harding</i>
<i>Volunteers are considered as a member of staff and all health and safety arrangements including induction and training must apply. ✓</i>	

#### **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
- Executive Headteacher or deputy to undertake a Health & Safety Walk annually.
- Health & Safety Representative to undertake a Health & Safety Walk termly.
- Site Team to undertake Premises Checklist annually.
- Reduce the number of accidents or incidents.