



TWO RIVERS  
HIGH SCHOOL



# Health, Safety & Wellbeing Policy

## Two Rivers School

Review date: Autumn 2020

Next Review: Autumn 2021

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

The Logistics Local 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

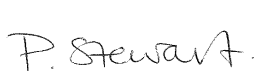


the health and safety of persons on the premises or taking part in educational activities elsewhere.)

- 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.

[Signature] 	[Signature] 	[Signature] 
<i>Paula Stewart</i> <b>Chair of Local Governing Board</b>	<i>Gail Brindley</i> <b>Headteacher Two Rivers High School</b>	<i>Laura Slinn</i> <b>Executive Headteacher Two Rivers Primary School</b>
DATE: 3 November 2020	DATE: 3 November 2020	DATE: 3 November 2020

## C. Management Arrangements

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

### Competent Health and Safety Advice

<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 Board 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: March 2019 By: Anthony Dooley, Gail Brindley and Laura Slinn
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	Michael Hines – High School Laura Slinn – Primary School
Water Safety	HSL (Purchased service)
Fire Alarm Emergency Lighting	Lantern 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
Fixed Electrical Testing	Speed Electrical Midwest Bourne Electrical (Purchased Service)
PAT	Michael Hines and Simon Lawton
COSHH	Audit carried out by teaching staff results are coordinated by SMT

## D. Detailed Health and Safety Arrangements

### 1. Accident Reporting, Recording & Investigation

Our arrangements for recording and investigating:
Pupil accidents: Accident Book completed by staff
Staff accidents: Accident Book form
Visitor accidents: Accident Book
The person(s) responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) are: Gail Brindley (High School) and Laura Slinn (Primary School)

Our arrangements for reporting to the Local Governing Board are: *Accidents and trends around accidents should be reported to the Logistics Local Board 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 Board Meeting.*

## 2. Asbestos

Name of Premises Manager responsible for Managing Asbestos.	<i>Michael Hines – High School 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 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 on INSET days and SMT Minutes</i>	
Staff must report damage to asbestos materials to:	<i>Gail Brindley – High School Laura Slinn – Primary School</i>
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:	<i>Gail Brindley – High School Laura Slinn – Primary School</i>
Our arrangements for communicating about health and safety matters with all staff are: <i>Staff Briefings, Staff meetings, Health and Safety Updates on INSET days and SMT Minutes</i>	
Staff can make suggestions for health and safety improvements by: <i>Raising issues directly with SMT or in Staff meetings or recording in the H&amp;S book kept in the main office</i>	

#### 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:</p> <p><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:</p> <p><a href="#">Pre-Contract CDM meetings</a></p>	
<p>Our arrangements for the induction of contractors are:</p> <p><a href="#">Pre-Contract CDM meetings</a></p>	
<p>Staff should report concerns about contractors to:</p> <p><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:	<p>Name</p> <p><a href="#">Gail Brindley High School</a></p> <p><a href="#">Laura Slinn – Primary School</a></p>
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:</p> <p>Staff can raise issues of concern by: <a href="#">Contacting SMT</a></p>	

#### 6. Contractor Management

Name of person(s) responsible for managing and monitoring contractor activity	<p><a href="#">Michael Hines – High School</a></p> <p><a href="#">Laura Slinn – Primary School</a></p>
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Our arrangements for selecting competent contractors are: <i>Approved contractors are approached by Nigel Birch, SCC Property Surveyor and Rob Smith, SCC M&amp;E Surveyor</i>
Our arrangements for the exchange of health and safety information/risk assessments/safe working arrangements/monitoring are: <i>Larger Building Works - Pre-Contract CDM meetings</i>
Our arrangements for the induction of contractors are: <i>Contactors Information Sheet</i>
Staff should report concerns about contractors to: <i>Senior Management Team</i>

## 7. Curriculum Areas – Health and Safety

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

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

<i>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. ✓</i>	
<i>Our arrangements for carrying out DSE assessments are: Assessments are carried out at least yearly for identified staff using Flick Learning</i>	
Name of person(s) who has responsibility for carrying out Display Screen Equipment Assessments	<i>Sue West – arrange, coordinate and collate. Assessments stored in individual personnel files and recorded on the training log</i>



DSE assessments are recorded and any control measures required to reduce risk are managed by:	Gail Brindley Laura Slinn
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## 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 Governors Local Board, Weekly EYS meetings reflecting H7S 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 Laura Slinn – Primary School
The Educational Visits Coordinator is	Gail Brindley & 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 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):	Michael Hines – High School Simon Lawton – Primary School

Name of person(s) responsible for defining the frequency of portable electrical equipment (PAT) testing:	Michael Hines – 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 - Michael Hines – High School Marie Povey, Sue West – Primary School
Name of person(s) responsible for arranging and recording of fire drills	Michael Hines – High School Marie Povey – Primary School
Name of person(s) responsible for creating and reviewing Fire Evacuation arrangements	Gail Brindley & Graham Hudson – High School Laura Slinn & 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 Marshals are listed:	Gail Brindley, Graham Hudson, Yvonne Edwards, Derek Tuck, Tom Silk, Lisa Bradbury and Rebecca Edmonds at High School

	Laura Slinn, Marie Povey, Collette Harding, Alison Taylor, Kelly Bailey, Michelle Roberts 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 & Graham Hudson – High School Laura Slinn, Marie Povey/Collette Harding on staff induction at Primary School
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	Sue West
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 and Karly Smith – 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 and reviewed at SLT meetings termly

#### 14. Forest School

Name of person in school who leads on Forest School activity	Jo Brough – High School Rosie Salek – Primary School
Our arrangements for developing, organising and running Forest School activity are reviewed by Jo Brough (High School site) and Rosie Salek (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 Michael Hines, Site Team

#### 16. Hazardous Substances (COSHH)

Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)	Class Teachers
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
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<p>Our waste management arrangements are:  <a href="#">General refuse - Briers</a>  <a href="#">Waste Paper Recycling - Briers</a>  <a href="#">Confidential Shredding – Restore Data Shred.</a>  <a href="#">Medical and Sanitary Waste – PHS</a>  <a href="#">WII waste is organised on needs base by approved contractors</a></p>	
<p>Site cleaning is provided by:</p>	<p><a href="#">Fidelis Group, Holly House,  Shady Lane, Birmingham.  Tel: 0121 289 3258</a></p>
<p>Cleaning staff have received appropriate information, instruction and training about the following and are competent:</p>	
<p>work equipment ✓</p>	
<p>hazardous substances ✓</p>	
<p>Waste skips and bins are located away from the school building. ✓</p>	
<p>All staff and pupils must be aware of the arrangements for disposing of waste and the location of waste bins and skips. ✓</p>	
<p>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. ✓</p>	

## 19. Infection Control

<p>Name of person(s) responsible for managing infection control:</p>	<p>Name  <a href="#">Gail Brindley – High School</a>  <a href="#">Laura Slinn – Primary School</a></p>
<p>Our infection control arrangements (including communicable diseases/hand hygiene standards) are:  <a href="#">Public Health England</a></p>	

## 20. Lettings

<p>Name of Premises Manager or member of Leadership team responsible for Lettings</p>	<p><a href="#">Booking</a>    <a href="#">Val Pickering</a>  <a href="#">Liaison</a>    <a href="#">Michael Hines -High</a>  <a href="#">Laura Slinn - Primary</a></p>
<p>Our arrangements for managing Lettings of the school rooms or external premises are:  <a href="#">All hirers must adhere to School Lettings Policy</a></p>	
<p>The health and safety considerations for Lettings are considered and reviewed annually. ✓</p>	
<p>Hirers have in place their own risk assessments, first aid arrangements / fire procedures and emergency procedures. ✓</p>	

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 and Emergency Lighting – Lantern Fire & Security](#)  
[Fire Safety Equipment – Chubb](#)  
[Intruder Alarms – Chubb](#)  
[Equipment used in school kitchens are assessed and maintained by Chartwells](#)

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

[Michael Hines – 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: ✓

## 23. Manual Handling

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

[Lorraine Woodhouse](#)

Our arrangements for managing manual handling activities are: <i>School carries out risk assessments and follows procedures as outlined in School Policy. Lorraine Woodhouse delivers training to all staff</i>
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 <i>Christine Caile (School Nurse) Kerry Clover (School Nurse)</i>
Our arrangements for the administration of medicines to pupils are: <i>School Nursing team manage the administration of medication but trained school staff can administer medication in line with pupil's care plan</i>	
The names of members of staff who are authorised to give / support pupils with medication are:	<i>See above - all trained staff</i>
Medication is stored:	<i>Location School Medical Room</i>
A record of the administration of medication is located:	<i>Location School Medical Room</i>
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: <i>All staff who administer emergency medication will have received the appropriate training. Pupil information can be found on Individual Care Plans</i>	
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 Tony Dooley (COVID 19)
Name of person(s) responsible for the checking and maintenance of personal protective equipment provided for staff	Name Gail Brindley – High School Collette Harding – 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)	Clive Edmunds
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 ✓

Hazardous Substances ✓

Work Equipment ✓

Manual handling activities ✓

Risks related to individuals e.g. health issues ✓

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:	Gail Brindley – High School Laura Slinn – 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. ✓	
All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work. ✓	
Individual stress risk assessments take place when a member of staff requires additional individual support. ✓	
A team stress risk assessment involving all staff was completed in the Spring Term 2018 and will be reviewed regularly through the Wellbeing Committee/SLT.	

### 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 Sue west has a central register	
Training and competency as a result of training is monitored and measured by:	Logistics Local Governing 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 5 minibuses	FG10 GKZ GN70 VHC BL63 UCX SF69 FXB
Name of person(s) who manages the driver medical examinations	Graham Hudson – High School Sue West – Primary School
Name of person(s) who manages the vehicle license requirements	Graham Hudson – High School Sue West – Primary School

Name of person who undertakes vehicle checks such as oil, water and routine roadworthiness.	<i>This is carried out by members of the Site Team</i>
Name of person who arranges servicing and maintenance of the school vehicles	<i>Michael Hines</i>
<i>Our arrangements for the safe use of school vehicles are: 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 – High School Laura Slinn – Primary School</i>
<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): Speed limits are in place on both sites 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>
<i>Name of person(s) who has responsibility for site security:</i>	<i>Michael Hines – High School Simon Lawton – Primary School</i>

### 37. Water System Safety

Name of Premises Manager responsible for managing water system safety.	Michael Hines – 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: <a href="#">All contractors provided with access to Water Safety Log</a>	
Our arrangements to ensure all school staff carrying out checks or testing or maintenance have information about the water system: <a href="#">Staff responsible for testing water system have received guidance from SCC Health and Safety Team</a>	

### 38. Working at Height

Name 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: <a href="#">Mick Hines and Ray Reid have completed PASMA training</a>	
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) ✓ <a href="#">Records kept in Site Supervisors Office – High School</a> and <a href="#">Secretary's Office at Primary School</a>	

### 39. Work Experience

Name of person(s) who has overall responsibility for managing work experience and work placements for school pupils.	Ben Calvert Lyons – High School Dawn Gessey-Jones – Primary School
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<p>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></p>	
<p>The name of the person(s) responsible for the health and safety of people on work experience in the school premises:</p>	<p>Name  <i>Graham Hudson – High School</i>  <i>Dawn Gessey-Jones – Primary School</i></p>
<p>Our arrangements for managing the health and safety of work experience students in the school are:  <i>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.</i></p>	

#### 40. **Volunteers**

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

### **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
- 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.