

# 2017-2018

Health, Safety and Wellbeing Management Arrangements

**Core** | Consider | Complex

## Health, Safety and Wellbeing Policy

Property Services Portal access from July 2017.

**PAT – March 2018      Review March 2018<sup>9</sup>**

**Fixed PAT July 2018      Review July 2023 (LA sort)**

**Asbestos update annually SCC**

<b>Water testing – Hertel</b>	<b>January 2017</b>	<b>Review January 2019</b>
- IWS	<b>June 2018</b>	<b>Review January 2019</b>
<b>Fire Extinguishers CHUBB</b>	<b>June 2018</b>	<b>Review June 2019</b>
<b>Security Services CCTV Service</b>	<b>May 2018</b>	<b>Review May 2019</b>
<b>Trinity Fire Alarms</b>	<b>June 2018</b>	<b>Review January 2019</b>
<b>Build Alarms CHUBB</b>	<b>July 2018</b>	<b>Review January 2019</b>
<b>Mugga inspection wickstead</b>	<b>Jan 2018</b>	<b>Review January 2020</b>
<b>PHS Water transfer service</b>	<b>September 2018</b>	<b>Review September 2019</b>
<b>Briers –waste transfer</b>	<b>September 2018</b>	<b>Review September 2019</b>
<b>Boiler Service - J Tomlinson</b>	<b>April 2018</b>	<b>Review April 2019</b>
<b>Catershield Hot water &amp; catering</b>	<b>April 2018</b>	<b>Review April 2019</b>
<b>Trinity Emergency lighting</b>	<b>July 2018</b>	<b>Review Dec 2018</b>
<b>Braford - Roller shutters</b>	<b>June 2018</b>	<b>Review Jan 2019</b>
<b>DSE</b>	<b>Feb 2018</b>	<b>Review Feb 2019</b>
<b>PPE audit</b>	<b>April 2015</b>	<b>Review Dec 2018</b>
<b>Staff stress survey</b>	<b>June 2018</b>	<b>Review July 2022</b>



## 1. Success Indicators

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

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

## 2. Overview

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

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

## 3. Employer responsibilities

Where the school/sponsor/board of governors is the direct employer of school staff (such as in Academies, Trust Schools, Foundation Schools and Voluntary Aided (VA) Schools) the school must have a Health and Safety Policy in place to comply with the Health and Safety at Work Act. This can be in any format.

Where a County Council is the employer of school staff, such as in Maintained or Community Schools, Voluntary Controlled (VC) or Short Stay Schools it is recommended that schools use the Health, Safety and Wellbeing Policy template to develop their Health, Safety and Wellbeing Policy.

## 4. Day to day management of Health, Safety and Wellbeing

The organisation and arrangements which support the H,S and W Policy (day to day management of Health & Safety) are the responsibility of the Headteacher/Principal and the School Senior Leadership Team (supported and monitored by the Governing Body).

Note that the Management of Health and Safety at Work Regulations requires employers to appoint one or more competent people to support their management of health and safety.

This may be done by appointing an external provider to provide this advice.

## Occupiers Liability

Regardless of the status of the employer, all school governing bodies have health and safety responsibility as the **occupier** of the premises and therefore must take steps to ensure that the premises are managed effectively to reduce risk to those using, entering or accessing the premises at any time for any reason.

## 5. Template for Health, Safety and Wellbeing Policy

The Staffordshire Health, Safety and Wellbeing Service provide a template Health, Safety and Wellbeing Policy for schools to customise and adapt for their own use. This is on the next page.

# Health, Safety and Wellbeing Policy

## Kettlebrook Short Stay School

The policy has 4 parts;

**Part A** - Introduction

**Part B** - The Health and Safety Policy Statement

**Part C** - Management Arrangements

**Part D** - The detailed arrangements & procedures for Health, Safety and Wellbeing within the Kettlebrook Short Stay School

**Part E** - The Key Performance Indicators.

Headteacher – Kirsty Rogers

H&S Officer – Juley Barker

**AMENDED/UPDATED: 25.9.18**

SCC templated policy Adopted by JB

New template in place July 2017

MC to ratify: NOV 2018

Review Sept 2019

### **Introduction**

Kettlebrook has a Management Committee not a Governing Body. Please read Governing Body and Management Committee.

Please read Head of Department as Lead Teacher.

**A.** This policy statement complements (and should be read in conjunction with) the Staffordshire County Council Health, Safety and Wellbeing Policy. It records the local organisation and arrangements for implementing the Kettlebrook Short Stay School policy.

## **B. Policy Statement**

The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Kettlebrook Short Stay School Management Committee /those in control of the Kettlebrook Short Stay School recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc. Act 1974.

The Governing Body will ensure so far as is reasonably practicable that:

- all places and premises where staff and pupils are required to work and engage in school/academy 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 Kettlebrook Short Stay School will ensure that so far as is reasonably practicable that the health and safety of other non-employees is not adversely affected by its' activities.

Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representative's forms part of this policy.

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

Signature	Signature
Name John Brodie <b>Chair of Governors/Board</b>	Name Kirsty Rogers <b>Head Teacher</b>
date	date

### C. Management Arrangements

The following procedures and arrangements have been established within our Kettlebrook Short Stay 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/academy obtains competent health and safety advice from	Strategic Health, Safety and Wellbeing Service.
The contact details are	Wendy Sears Tel: 01785 355 777 Mobile: 0777379 1557
In an emergency we contact Duty Officer Tel: 01785 355 777 Email shss@stafordhire.gov.uk	

#### Monitoring Health and Safety

Name of person(s) responsible for the overall monitoring of health and safety in school/academy:	Name Mrs Juley Barker Mrs Kirsty Rogers
Our arrangements for the monitoring of health and safety are <ul style="list-style-type: none"> <li>1. Head Teacher has a H&amp;S overview which outlines <ul style="list-style-type: none"> <li>• When and if any staff training/ refresher are needed.</li> <li>• Service and inspection dates.</li> <li>• Audit/ Premises H&amp;S self-evaluation / Annual Self Audit and Fire Risk Assessment dates.</li> <li>• Internal H&amp;S Audit carried out SHSS (achieved L5 next due 2019).</li> <li>• Annual review meeting with Wendy Sears SHSS.</li> <li>• H&amp;S meetings, reports and emails between Head Teacher and H&amp;S Coordinator.</li> </ul> </li> </ul>	
The school/academy carries out formal evaluations and audits on the management of health and safety 5 yearly (L5).	

The last audit took place	Date:03 July 2014 By: Mrs Wendy Sears
Name of person responsible for monitoring the implementation of health and safety policies	Names Mrs Kirsty Rogers Mrs Juley Barker
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
Self- evaluation (yearly in October)	Mrs Juley Barker
Self-Audit ( yearly In January)	Mrs Juley Barker

#### D. Detailed Health and Safety Arrangements

For further information from the Health, Safety and Wellbeing Service in any of these areas you may also wish to view the information on the SLN

[https://education.staffordshire.gov.uk/School-](https://education.staffordshire.gov.uk/School-Admin/HealthSafetyWellbeing/Health-Safety-and-Wellbeing-Service.aspx)

[Admin/HealthSafetyWellbeing/Health-Safety-and-Wellbeing-Service.aspx](https://education.staffordshire.gov.uk/School-Admin/HealthSafetyWellbeing/Health-Safety-and-Wellbeing-Service.aspx) or consult with your Health and Safety Adviser / Other Specialist Adviser.

#### 1. Accident Reporting, Recording & Investigation

Our arrangements for recording and investigating:
<p><b>Pupil accidents:</b> Staff should notify Headteacher, who will report to the LA. Details to be recorded in writing signed and dated to Headteacher. Headteacher will be in consultation with Wendy Sheers. Undertake an investigation if required. If Headteacher is unavailable Deputy Headteacher / Chair of Management Committee.</p> <p><b>USE THE STUDENT FIRST AID RECORDING FORM FOUND IN THE SCHOOL OFFICE. INFORM THE HEADTEACHER, WHO MAY NEED TO INFORM PARENT/CARER. LOGGED electronically</b></p>
<p><b>Staff accidents:</b> Staff should notify Headteacher, who will report to the LA. Details to be recorded in writing signed and dated to Headteacher. Headteacher will be in consultation with Wendy Sheers. Undertake an investigation if required. If Headteacher is unavailable Deputy Headteacher / Chair of Management Committee.</p> <p><b>USE THE ACCIDENT RECORD BOOK FORM FOUND IN THE SCHOOL OFFICE. COMPLETE THE FORM AND RETURN IT TO THE HEADTEACHER, SIGN DATE AND RETURN TO H&amp;S OFFICER AT SCHOOL. LOGGED electronically</b></p>
<p><b>Visitor accidents:</b> Staff should notify Headteacher, who will report to the LA. Details to be recorded in writing signed and dated to Headteacher. Headteacher will be in consultation with Wendy Sheers. Undertake an investigation if required. If Headteacher is unavailable Deputy Headteacher / Chair of Management</p>

Committee.

**USE THE ACCIDENT RECORD BOOK FORM FOUND IN THE SCHOOL OFFICE. COMPLETE IT AND RETURN IT TO THE HEADTEACHER. SIGN DATE AND RETURN TO H&S OFFICER AT SCHOOL.** LOGGED electronically

The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: HEADTEACHER once discussed with SCC H&S DUTY

Our arrangements for reporting to the Governing Body or Academy Board are: Via the Headteacher report /KPI data per term at the Business Committee.

Our arrangements for reviewing accidents and identifying trends are: by the Headteacher and H&S Officer per term; or at regular fortnightly meetings.

## 2. Asbestos

Name of Premises Manager responsible for Managing Asbestos.	Names Mrs Juley Barker
Location of the Asbestos Management Log or Record System.	Location Main Office
Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are:	
When signing in contractors have to read the relevant parts of the asbestos register and sign to say that they have read and understood the information regarding asbestos before commencing any work.	
Our arrangements to ensure all school staff such as class teachers or caretakers have information about asbestos risk on the premises:	
Staff are informed of location of the asbestos register and the required forms in the Staff Induction pack. Staff are given training on Asbestos.	
Staff must report damage to asbestos materials to:	Name Mrs Juley Barker
<b>Staff must not drill or affix anything to walls without first obtaining approval from H&amp;S Officer.</b>	

## 3. Communication

Name of SLT member who is responsible for communicating with staff on health and safety matters:	Name No named person as all members of the SLT take an active role in communicating health and safety matters with staff.
Our arrangements for communicating about health and safety matters with all staff are:	



Staff Induction Pack, emails, briefings and de briefings INSET training.
Staff can make suggestions for health and safety improvements by:  speaking to Mrs Juley Barker, Mrs Kirsty Rogers or any other member of SLT.

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

Name of person coordinating any construction work / acting as Client for any construction project.	Name School consults with LA Property Services.
Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are:  School consults with LA Property Services. 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:  All contractors have to read a Hazard Exchange Form prior to commencing work.	
Our arrangements for the induction of contractors are:  Contractors are selected by tender, cost, recommendation and previous history with the school. Juley Barker organises in conjunction with Theresa Robinson (School Bursar) Juley Barker leads and manages Risk Assessment, permits and any other arrangement.	
Staff should report concerns about contractors to:  Mrs Kirsty Rogers or Mrs Juley Barker	
We will review any construction activities on the site by: School consults with LA Property Services. Regular Building review meetings with all involved parties.	

#### 5. Consultation

Name of SLT member who is responsible for consulting with staff on health and safety matters:	Name No named person as all members of the SLT take an active role in communicating health and safety matters with staff.
The name of the Trade Union Health and Safety Representative is:	Name
Our arrangements for consulting with staff on health and safety matters are:	

Emails, briefings and de briefings INSET training.

Staff can raise issues of concern by:

either speaking to or emailing a member of SLT or to Mrs Juley Barker. Staff are also encouraged to raise any concerns during briefings/debriefs and meetings. KER also operates an open door policy.

## 6. Contractor Management

Name of person responsible for managing and monitoring contractor activity	Name Mrs Juley Barker
<p>Our arrangements for selecting competent contractors are:</p> <p>Contractors are selected by tender, cost, recommendation and previous history with the school. Juley Barker organises in conjunction with Theresa Robinson (School Bursar) Juley Barker leads and manages Risk Assessment, permits and any other arrangement.</p>	
<p>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are:</p> <p>All contractors have to read a Hazard Exchange Form, the relevant information in the Asbestos folder prior to commencing work and sign to say they have read and understood forms.</p>	
<p>Our arrangements for the induction of contractors are:</p> <p>All contractors have to read a Hazard Exchange Form prior to commencing work.</p>	
<p>Staff should report concerns about contractors to:</p> <p>a member of SLT who then speaks to JB or direct to Mrs Juley Barker who then speaks to the Headteacher.</p>	

## 7. Curriculum Areas - health and safety

<p>Name of person who has overall responsibility for the curriculum areas as follows:</p> <p>e.g. Food tech Science  PE</p>	<p>Head of Dept. or Curriculum Lead Name</p> <p>Juley Barker - Food Tech Laura Seedhouse - Science - undertake activities suitable. Calvin Hall - PE,</p>
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<p>Art</p>	<p>Jo Potter - Art A written Risk Assessment prior to commencing hazardous activities and when using specific equipment for their curriculum areas. To be stored in the staff share under health and safety/RA and in subject folder.</p>
<p>Risk assessments for these curriculum areas are the responsibility of:</p>	<p>Name(s) Juley Barker - Food Tech Laura Seedhouse - Science - undertake activities suitable. Calvin Hall - PE, Jo Potter - Art Nav Rathour - Food at Breaktimes  LOGGED in FILE.</p>

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

<p>The school/academy assesses the risk of the use of computers/laptops by carrying out a DSE assessment for staff using this type of equipment continuously and regularly for over an hour.</p>	
<p>Our arrangements for carrying out DSE assessments are:</p> <p>DSE risk assessments are carried out every 2 years these are recorded and monitored by Mrs. Juley Barker. DSE risk assessment forms and guidelines are completed by all relevant staff. Staff can also consult with Mrs Juley Barker at any time.</p>	
<p>Name of person who has responsibility for carrying out Display Screen Equipment Assessments</p>	<p>Name No named person. All relevant staff are responsible for completing their own risk assessment.  JB has an overview of staff.</p>
<p>DSE assessments are recorded and any</p>	<p>Name</p>

control measures required to reduce risk are managed by	Mrs Juley Barker  Last completed: Dec 2016 Reviewed: FEB 2018
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### 9. Early Years Foundation Stage (EYFS) N/A

Name of person who has overall responsibility for EYFS	Name
Our arrangements for the safe management of EYFS are:	

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

Name of person who has overall responsibility for Educational Visits	Name Mrs Kirsty Rogers
The Educational Visits Coordinator is	Mrs Kirst Rogers as approved by Gareth Lloyd - EVOLVE
Our arrangements for the safe management of educational visits:  Theresa Robinson follows LA procedures file located in Bursars office. KSSS uses Evolve from SCC - KER has annual training, updates the policy; each trip is agreed by the Headteacher; letters and each Evlove RA documentation is completed and signed off by KER.	

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

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	Name Mrs Juley Barker
Fixed electrical wiring test records are located:	In Health and Safety Office
All staff visually inspect electrical equipment before use.	
Our arrangements for bringing personal electrical items onto the school site are:  Staff are allowed to bring personal electrical items on to site if they have been PAT tested.	
Name of person responsible for arranging the testing of portable electrical equipment (PAT):	Name Mrs Juley Barker
Name of person responsible for defining the frequency of portable electrical	Name Mrs Kirsty Rogers

equipment (PAT) testing:	
Portable electrical equipment (PAT) testing records are located:	Health and Safety Office/ Intra net.
Staff must take defective electrical equipment out of use and report to:	Name Mrs Juley Barker Mrs Kirsty Rogers.
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	Name Mrs Juley Barker
The Fire Risk Assessment is located .....	Yellow Fire Safety file in Health and Safety Office.
When the fire alarm is raised the person responsible for calling the fire service is OR The site has a fire alarm which activates a response from (a 3rd party / listening service)	Name Miss Samantha Goroll( or any member of staff who is near office phone if SG is out)
Name of person responsible for arranging and recording of fire drills	Name Mrs Juley Barker
Name of person responsible for creating and reviewing Fire Evacuation arrangements	Name Mrs Juley Barker
Our Fire Evacuation Arrangements are published ...	Location Staff Induction Pack and on Staff room notice board.
Our Fire Marshals are listed: JB & DR (7.12.17)	Location Staff induction Pack and on Staff room notice board.
Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at	Yellow Fire Safety file in Health and Safety Office.
Name of person responsible for training staff in fire procedures	Name Mrs Juley Barker (with advice from Fire Safety Service and SHSS)
All staff must be aware of the Fire Procedures in school	

**13. First Aid \*see also Medication**

Name of person responsible for carrying out the First Aid Assessment	Name Mrs Juley Barker
The First Aid Assessment is located	Location First Aid Folder in Main Office
First Aiders are listed: MS; AB; CH  [Diabetes Trained: AB. NC. March 2018. CH June 2018 (LR & KS Nov 2018)]  Epipen training for all staff: June 2017	Location Classrooms and offices throughout the building.
Name of person responsible for arranging and monitoring First Aid Training	Name Mrs Kirsty Rogers.
Location of First Aid Box	Staff room/ Food Room/Science Room
Name of person responsible for checking & restocking first aid boxes	Marjan Scheven
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	Office Staff/first aiders/ SLT
staff	Office Staff/first aiders/ SLT
visitors	Office Staff/first aiders/ SLT
Our arrangements for recording the use of First Aid are:  Pupils to be recorded by first aiders in green first aid folder in Main office. Only trained first aiders are to administer first aid.  Staff and Visitor (including contractors)) to be recorded in staff accident book which is also kept in the green first aid folder in the Main office.	

**14. Forest School N/A**

Name of person in school who leads on Forest School activity	
Our arrangements for developing, organising and running Forest School activity. Include here any details with regard to risk assessment, communication and supervision etc.	

**15. Glass & Glazing**

All glass in doors and side panels are constructed of safety glass
All replacement glass is of safety standard: YES from KINGSWAY

A glass and glazing assessment took place in (year) and the record can be found ...	Date and Location Informal checks done by JB.
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#### 16. Hazardous Substances (COSHH)

Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)	Mrs Juley Barker Subject Leaders are responsible for carrying out COSHH risk assessments relevant to their subject areas.
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:	Location By Main Office
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#### 18. Housekeeping, cleaning & waste disposal

All staff and pupils share the responsibility for keeping the school/academy site clean, tidy and free from hazards
Our waste management arrangements are:
weekly by Briers Waste Disposal and sanitary waste by PHS. Duty of Care Waste Transfer Notes signed annually.
Fortnightly RESTORE - GDPR compliant paper waste disposal with certs of destruction.
Our site housekeeping arrangements are:
<ul style="list-style-type: none"> <li>• All staff and students are encouraged to keep the school site clean and tidy, recycling bins are cleaned weekly and other bins are cleaned daily by Enviroserve Staff.</li> <li>• Wet floor caution signs are used when recovery. Glass and other sharp objects are disposed of by Juley Barker.</li> <li>• A snow shovel is used by site staff located in boiler house.</li> <li>• External bins are located by back kitchen entrance and front of school entrance in the car park. Also by gate in mugga.</li> <li>• Staff to have hot cups of beverage at their own discretion - depending on</li> </ul>

the students present in the classroom. Breakfast tea to be drunk in the canteen.	
Site cleaning is provided by: ENVIROSERVE External cleaning company	Name and contact details  Enviroserve - Vince Bagley 07826637381
Cleaning staff have received appropriate information, instruction and training about the following and are competent:	
work equipment	
hazardous substances	
Waste skips and bins are located away from the school/academy building.	
All staff and pupils must be aware of the arrangements for disposing of waste and the location of waste bins and skips.	
Staff in all Depts. who generate waste (e.g. catering/cleaning/curriculum areas) must be aware of the risk assessments and control measures in place for their role.	

**19. Infection Control**

Name of person responsible for managing infection control:	Names Mrs Kirsty Rogers Mrs Juley Barker
Our infection control arrangements (including communicable diseases/hand hygiene standards) are:	
<ul style="list-style-type: none"> <li>• Soap and water provided in high risk areas around the school site. Latex gloves provided.</li> <li>• Body Fluid (blood, sick and vomit) kits provided to include aprons, gloves titan sanitiser, yellow waste bags.</li> <li>• Staff and pupils advised to stay at home for 24-48 hrs after all symptoms of stomach upsets have ceased.</li> <li>• Advise sought from SHSS/NHS on prevention of communicable diseases</li> </ul>	

**20. Lettings N/A**

Name of Premises Manager or member of Leadership team responsible for Lettings	Name
Our arrangements for managing Lettings of the school/academy /rooms or external premises are:	
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/academy on request.
Hirers must provide a register of those present during a letting upon request.

## 21. Lone Working

<p>Our arrangements for managing lone working are see Amended LA policy, JB and Headteacher to be informed on school site; employees to have working mobile phones on them.</p> <p>Staff working alone off site - e.g. ETOAS staff; SLT already carried out a home visit and agreed an exit plan with staff; staff to have working mobile phone on them; all timetables have been agreed with p/c before attending.</p>
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## 22. Maintenance / Inspection of Equipment (including selection of equipment)

<p>NOTE Types of equipment to consider in this section: Ladders and steps, fume cupboards, other extraction systems, PE equipment, D&amp;T machines, lifts &amp; lifting equipment, pressure cookers, autoclaves, fire alarm and smoke detection, emergency lighting, fire extinguishers. This section <b>must include</b> the arrangements for school/academy kitchens, science laboratories or Design and Technology rooms</p>	
Name of person responsible for the selection, maintenance / inspection and testing of equipment	<p>Names Mrs Juley Barker. Site Technician and Subject Leaders are also responsible.</p>
Records of maintenance and inspection of equipment are retained and are located:	<p>Location Class Rooms and in Health and Safety office.</p>
Staff report any broken or defective equipment to:	<p>Name Mrs Juley Barker</p>
<p>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.</p>	

## 23. Manual Handling

Name of competent person responsible for carrying out manual handling risk	<p>Name Mrs Juley Barker</p>
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assessments	
Our arrangements for managing manual handling activities are:	
Staff are as far as reasonably practicable consult with JB so that task can be assessed and appropriate measures can be taken.	
Staff must aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided.	
Staff who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task.	
Staff are trained appropriately to carry out manual handling activities.	
Where people handling takes place an Individual Manual Handling Plan must be in place and communicated to all parties (including where appropriate the young person/their parents/carers/support staff).	
ALL staff are Proact SCIP-UK trained and undertake annual refresher. KSSS follows SCC adopted Physical Restraint Policy. Annual Refresher: Sept and LINK refresher per year (FP).	

#### 24. Medication

Name of person responsible for the management of and administration of medication to pupils in school/academy	Name MS; AB; CH
Our arrangements for the administration of medicines to pupils are:	
<ul style="list-style-type: none"> <li>Medication to be kept in locked cabinets in staff room. Medication has to be in original pharmacy packing (with label) counted upon receipt and signed for. Each dosage given must be recorded along with the time administered and number of tablets etc. to be adjusted accordingly.</li> <li>All un used medication to be returned to p/c.</li> </ul>	
The names members of staff who are authorised to give / support pupils with medication are:	As far as reasonably practicable. Mr Calvin Hall Mrs Marjan Scheven Mr Alan Barnes
Medication is stored:	Location Locked cabinets in staff room
A record of the administration of medication is located:	Location Locked cabinets in staff room
Pupils who administer and/or manage their own medication in school are authorised to do so by a First Aider and provided with a suitable private location to administer medication/store medication and equipment.	
Staff are trained to administer complex medication by the school nursing service	

when required.
Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are:  All Staff receive Epi pen training in June 2017 - record in Safeguarding file with Headteacher.
Staff who are taking medication must keep this personal medication in a secure area in a staff only location.
Staff must advise the Headteacher 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/academy staff.	Name Mrs Juley Barker Mrs Kirsty Rogers
Name of person responsible for the checking and maintenance of personal protective equipment provided for staff	Name Mrs Juley Barker. Relevant staff are responsible for checking PPE given to them.
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 Mrs Juley Barker Mrs Kirsty Rogers All relevant Subject Leaders.
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 All Relevant subject leaders.

## 26. Radiation N/A

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

## 27. Reporting Hazards or Defects

All staff and pupils must report any hazards, defects or dangerous situations they see at school/academy.
Our arrangements for the reporting of hazards and defects:

Hazards reported to Headteacher / Juley Barker/ Kevin Eldridge (Site Tech)/ Basic defects undertaken by KER, more involved aspects undertaken by suitable contractors advice taken from LA.

## 28. Risk Assessments

The school/academy 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:

(examples)

\* Premises and grounds

- Curriculum - classrooms
- Hazardous activities or events
- 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
- Staff will mentally RA the situation with students, as a matter of course - especially when dealing with a potential SCIP situation.

RA reviewed annually, MAY 2018.

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

Name  
Mrs Juley Barker.  
Staff are responsible for their subject areas (including classrooms) and offices.

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

Risk Assessments are coordinated by Headteacher and managed by Juley Barker for all staff to complete for curriculum area / location they are reviewed annually in January.

Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments. Given by JB.

When an accident or incident occurs a post risk assessment takes place when a new hazard has been identified. Via Staff de-briefing; Headteacher & H&S Officer.

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 on school premises or owned or operated by the school.

### 30. Shared use of premises/shared workplace N/A

Name of Premises Manager or member of Leadership team responsible for Premises Management	Name
The school/academy premises are shared with another organisation (e.g. Contract caterer/public leisure centre).	Name
Our arrangements for managing health and safety in a shared workplace are:	

### 31. Stress and Staff Well-being

Name of person who has overall responsibility for the health and wellbeing of school staff	Name Mrs Kirsty Rogers
All staff have responsibility to take care of their own health and wellbeing and the school supports staff to do this by implementing the following arrangements:	
Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated.	
All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work. Staff can attend weekly supervision by an external member of staff.	
Individual stress risk assessments take place when a member of staff requires additional individual support.	
A team stress risk assessment has been completed involving all staff and this is reviewed regularly. Date Completed via SCC June 2018. Reviewed date July 2022?; All staff have access to 1:1 weekly supervision; Staff and partners have access to The Education Broker phone line: 0800 783 3500	

### 32. Swimming Pool Operating Procedures (where applicable) N/A

Name of person who has overall responsibility for managing the swimming pool and it's 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 who has overall responsibility for the training and development of staff.	Name Mrs Kirsty Rogers
All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures. By JB	
Our arrangements for carrying out suitable and sufficient health and safety training for all staff are:  when the Headteacher / H&S Officer identify them or directed by SCC to do so.	
The school NEEDS TO DEVELOP a health and safety training matrix to help in the planning of essential and development training for staff.	
Training records are retained on staff SIMs. The Headteacher has an annual overview of all INSET / CPD for all staff.	
Training and competency as a result of training is monitored and measured by:	Name Mrs Kirsty Rogers Mrs Juley Barker (H&S)

### 34. Vehicles owned or operated by the school/academy N/A

Name of person who has overall responsibility for the school/academy vehicles	Name
The school/academy operates (no.of xx) minibus/coaches/cars/other vehicles (e.g. quad bikes/ride on mowers).	List
Name of person who manages the driver medical examinations	
Name of person who manages the vehicle license requirements	
Name of person who undertakes vehicle	

checks such as oil, water and routine roadworthiness.	
Name of person who arranges servicing and maintenance of the academy vehicles	
Our arrangements for the safe use of school/academy vehicles are:	

### 35. Vehicle movement on site

Name of Premises Manager responsible for the management of vehicles on site	Name Mrs Kirsty Rogers Mrs Juley barker
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.):	
<ul style="list-style-type: none"> <li>• Drive sensibly - 5mph on site;</li> <li>• Park in rows in the car park, keeping the car park free of cars under the HT - Sci rooms for emergency vehicles to have easier access to school. No parking in front of the fire escape on the car park.</li> <li>• Staff to be with students on the car park while moving to and from the MUGGA.</li> <li>• School Car park gates may well be closed during the day from 9:15-2:30pm.</li> </ul>	

### 36. Violence and Aggression and School Security

The school/academy 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. All staff are SCIP trained. Refresher courses take place each September.	
Staff and pupils must report all incidents of verbal & physical violence to:	Name Mrs Kirsty Rogers or a member of SLT if KER is not available.
Incidents of verbal & physical violence are investigated by:	Name Mrs Kirsty Rogers or a member of SLT if KER is not available.
Name of person who has responsibility for site security:	Name Mrs Juley Barker
Our arrangements for site security are:	

- All staff sign for keys including external door locks - they have fobs to enable access through them.
- All internal doors are locked at night, Office, Science are on the Green Key ,both the Science and DT rooms have an additional Yale lock which is to be used at the teachers direction . Headteacher Office is on a separate Key. Cleaner's cupboard, Server store and electric fuse board are on red keys. Code locks are on the Deputy Heads office and the Exam Store (head teacher and Exam Officer have code and additional keys to these staff only for the exams 'safe').
- External gates locked at night.
- External bike shed and PE shed are on padlock.
- External doors are locked by the supervision of members of SLT in the event that Headteacher deems it necessary to keep students in on or out of school for the safety of staff and students. (the keys and staff remain on the doors when locked and unlock them when the emergency has ceased.)
- Staff and visitors sign in and out.
- Students sign in if they are late using staff book or visitor book. Students are registered am and pm.
- All staff have ID badges and visitors wear I.D badges (GDPR compliant) once they have signed in.
- Since July 2018 single phobs system was installed where each member of staff has personal ID phob that has an individual/unique user that can be monitored through Net2 system.

LOGGED electronically - JB to receive, log, scan to H&S.

### 37. Water System Safety

Name of Premises Manager responsible for managing water system safety.	Name Mrs Juley Barker
Name of contractors who have undertaken a risk assessment of the water system	Name Hertel (2 yearly)
Name of contractors who carry out regular testing of the water system:	Name IWS 6 monthly
Location of the water system safety manual/testing log	Location Health and Safety Office.
Our arrangements to ensure contractors have information about water systems are: JB informs them on their arrival.	
Our arrangements to ensure all school staff carrying out checks or testing or maintenance have information about the water system:	



Arrangements for ensuring water hygiene samples and checks take place as required by the premises Water Hygiene Manual, who is responsible for recording and updating the Manual, where the manual is located. JB checks outlined in the Water Hygiene Manual on a weekly, monthly and annual basis.

### 38. Working at Height

Name(s) of person responsible managing the risk of work at height on the premises:	Name Mrs Juley Barker
Work at height is avoided where possible.	
Our arrangements for managing work at height are:  Restrictions on staff using steps and ladders, training required, rules on using access equipment, arrangements for inspecting and recording checks on access equipment, restrictions on use by pupils, contractors etc. JB trained on induction 2000. WAH policy kept the H&S office. Ladders inspected every six months by JB and records retained. Before using the ladders staff must visually check for faults and sign the record book kept with the ladders in the Site Tech cupboard. Fragile Roof warning signs are displayed on various access and egress points around the site.	
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) H&S office and with ladders in Site Tech cupboard in the dining room.	

### 39. Work Experience

Name of person who has overall responsibility for managing work experience and work placements for school pupils.	Name Mr Ashley Stopps Mrs Kirsty Rogers.
Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are:  Wex coordinator (Ashley Stops) has a Service Level Agreement that is signed by student parent / carer and employer for any year 10/11 student on a suitably found WEX placement. Ashley follows the Staffordshire Partnership Guidelines and DCSF guidelines. All H&S checks of the WEX placement are undertaken by Gordon Franks of Birmingham; AS & KER have a copy of their RA.	
The name of the person responsible for the health and safety of people on work	Name Ashley Stopps / Kirsty Rogers

experience in the school premises:	
<p>Our arrangements for managing the health and safety of work experience students in the school are:</p> <ul style="list-style-type: none"> <li>• AS finds a WEX placement.</li> <li>• Gordon Franks undertakes a detailed RA of the placement</li> <li>• P/C and Student agree to the placement.</li> <li>• AS takes the student to the placement for an interview.</li> <li>• WEX placement is undertaken; attendance is recorded by Noreen Clarke (Attendance Officer); AS monitors placement and Headteacher has a WEX overview.</li> </ul>	

#### 40. Volunteers

Name of person who has overall responsibility for managing/coordinating volunteers working within the school:	Name Mrs Kirsty Rogers.
<p>Volunteers are considered as a member of staff and all health and safety arrangements including induction and training must apply.</p> <p>All volunteers are DBS checked; vetted and barred checked too.</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.

.LA H&S Audit:

Summer 2010 level 2 overall

Summer 2011 level 4 overall

Summer 2014 level 5 overall - next summer 2019

The Health Safety and Wellbeing Service may also request feedback on certain KPI's more details of these can be obtained from your Health and Safety Adviser.