

Westlands Primary School Health, Safety and Wellbeing Policy

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.

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 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.



Westlands Primary School Health, Safety and Wellbeing Policy

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 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.

B. Policy Statement

The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Westlands Primary School Governing Body/those in control of the 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 school/academy 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 representatives forms part of this policy.

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

<i>Chair of Governors</i>	<i>Headteacher</i>
<i>V Recine</i>	<i>J. Taylor</i>
Date	Date



C. Management Arrangements

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

Competent Health and Safety Advice

The school obtains competent health and safety advice from	Staffordshire County Council.
The contact details are	01785 355777
In an emergency we contact the duty officer at SCC.	

Monitoring Health and Safety

Name of person(s) responsible for the overall monitoring of health and safety in school,	Maxine Al Agouri.(Coordinator) Jon Taylor. (Headteacher)
Our arrangements for the monitoring of health and safety are: <ul style="list-style-type: none"> • Health and Safety audit each year • Annual Report to Governors from MA. • Governor Buildings Committee meets as and when required. • Health and Safety Governor and Coordinator meet throughout the year. 	
The school carries out formal evaluations and audits on the management of health and safety.	
The last audit took place	Date: January 2022. By: Maxine Al Agouri
Name of person responsible for monitoring the implementation of health and safety policies	Maxine Al Agouri.
All staff are aware of the key performance indicators in part E and how they are monitored	
Workplace inspections - type	Maxine Al Agouri
General Buildings Inspections	All staff have a responsibility to check their own working environment and report issues to a senior member of staff. Maxine Al Agouri and Health and Safety Governors inspect the general building for the January audit. The handy man inspects the outside of the building - rooves etc. and report issues to the head teacher.
Fire Risk Inspections	Maxine Al Agouri
Playground	Member of staff on early morning duty does a visual check of



	<p>the playground.</p> <p>Little Stars staff who are the first into the building each morning also do a visual check of the KS1 playground each morning and report issues to Head teacher.</p>
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D. Detailed Health and Safety Arrangements

1. Accident Reporting, Recording & Investigation

<i>Our arrangements for recording and investigating:</i>
<i>Pupil accidents: First Aid Folder</i>
<i>Staff accidents: Accident Book</i>
<i>Visitor accidents: Accident Book</i>
<i>The person responsible for reporting accidents to the Health and Safety Executive is: Maxine Al Agouri</i>
<i>Our arrangements for reporting to the Governing Body or Academy Board are via the annual Health and Safety Report to Governors.</i>
<i>Accidents are recorded in the Accident Book, which is kept in the School Office. The Headteacher should be informed of any serious accidents, who would contact the LA and undertake any investigation as directed by LA advisors. Otherwise investigations may be undertaken by the LA.</i>
<i>Our arrangements for reviewing accidents and identifying trends are: Maxine Al Agouri monitors the first aid log to identify trends and problems. Staff inform her of any concerns following an accident if necessary. Staff are also asked to report near misses in order to establish if there are any short comings in our procedures.</i>

2. Asbestos

<i>Name of Premises Manager responsible for Managing Asbestos.</i>	<i>Jon Taylor</i>
<i>Location of the Asbestos Management Log or Record System.</i>	<i>Head teacher's Store cupboard.</i>
<i>Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are: Any contractors working on the site will need access to and sight of this manual before commencing any work.</i>	
<i>Our arrangements to ensure all school staff such as class teachers or caretakers have information about asbestos risk on the premises: All staff are advised not to drill into, or fix things to the wall without consulting this manual and / or informing the Headteacher. Staff should report any damage to asbestos materials to the Headteacher immediately.</i>	

3. Communication

<i>Name of SLT member who is responsible for communicating with staff on health and safety matters:</i>	<i>Maxine Al Agouri</i>
<i>Our arrangements for communicating about health and safety matters with all staff are:</i>	



This is a regular Staff Meeting Agenda Item.

All Staff have access to all Health and Safety documents on our shared area of the computer system. Staff contribute to these documents and add their own on for their subject areas.

Staff can make suggestions for health and safety improvements by speaking to the Head teacher or coordinator.

A Governor buildings committee meets whenever needed - health and safety issues are part of this.

Maxine Al Agouri and Health and Safety Governor Link meetings are held each year.

4. Construction Work *See also Contractor Management

<p><i>Name of person coordinating any construction work / acting as Client for any construction project.</i></p>	<p><i>Jon Taylor.</i></p>
<p><i>Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are:</i> <i>We minimise any disruption to the school and children by having any major work completed during the holidays.</i> <i>All contractors are LA approved. Meetings and appropriate paper work are completed prior to any work being carried out. This is usually the responsibility of the Head teacher.</i> <i>Duty holders will be identified and named as part of any Construction project.</i></p>	
<p><i>Our arrangements for the exchange of health and safety information / risk assessments /safe working arrangements/monitoring are:</i> <i>Contractors liaise with Jon and or Clare Laws prior to work being carried out.</i> <i>A site Health and Safety Pack is completed.</i></p>	
<p><i>Our arrangements for the induction of contractors are:</i> <i>In consultation with the contractors the appropriate paper work is made available such as asbestos folder etc.</i> <i>Issues or potential issues are discussed at this meeting and can vary according to the nature of the work being carried out.</i></p>	
<p><i>Staff should report concerns about contractors to Jon Taylor.</i></p>	
<p><i>We will review any construction activities on the site by face to face meeting following work being completed.</i></p>	

5. Consultation

<p><i>Name of SLT member who is responsible for consulting with staff on health and safety matters:</i></p>	<p><i>Maxine Al Agouri.</i></p>
<p><i>The name of the Trade Union Health and Safety Representative is:</i></p>	<p><i>None</i></p>
<p><i>Our arrangements for consulting with staff on health and safety matters are:</i> <i>Regular staff meetings and briefings.</i> <i>In service days as appropriate.</i></p>	
<p><i>Staff can raise issues of concern by:</i> <i>Speaking directly to a member of the SLT.</i></p>	



6. Contractor Management

Name of person responsible for managing and monitoring contractor activity	Jon Taylor and Clare Laws.
Our arrangements for selecting competent contractors are: We only use LA approved contractors.	
Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are:	
Our arrangements for the induction of contractors are: Face to face meeting prior to any work being started. Outline of the school day and needs of the school in the children safe. Expectations of the school from the contractor. Wherever possible we limit major work to the school holidays when the children are not in school.	
Staff should report concerns about contractors to Jon Taylor.	

7. Curriculum Areas - health and safety

Name of person who has overall responsibility for the curriculum areas as follows:	Science - Natalie Gray Computing / D&T - Laura Alderman PE - Chris Rhead Early Years and Outdoor Area - Nicola Adams.
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8. Display Screen Equipment use (including PC's, laptops and tablets)

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.	
Our arrangements for carrying out DSE assessments are: Risk Assessment is in place.	
Name of person who has responsibility for carrying out Display Screen Equipment Assessments	Maxine Al Agouri
DSE assessments are recorded and any control measures required to reduce risk are managed by	Maxine Al Agouri

9. Early Years Foundation Stage (EYFS)

Name of person who has overall responsibility for EYFS is Nicola Adams
Our arrangements for the safe management of EYFS are: Risk assessment in place for general classroom practice. Nicola has also completed a risk assessment for the outdoor area. Close links are made with our on-site Private Nursery to ensure that hazards and incidents are addressed promptly and recorded if necessary.



10. Educational visits / Off-Site Activities

Name of person who has overall responsibility for Educational Visits	Jon Taylor.
The Educational Visits Coordinator is	Jon Taylor
Our arrangements for the safe management of educational visits: Policy in place.	

11. Electrical Equipment [fixed & portable]

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	Clare Laws.
Fixed electrical wiring test records are located:	Headteacher's Store Cupboard
All staff visually inspect electrical equipment before use.	
Our arrangements for bringing personal electrical items onto the school site are: People are discouraged from doing this. They are reminded when PAT testing is and encouraged to ensure that all equipment is located and available for inspection.	
Name of person responsible for arranging the testing of portable electrical equipment (PAT):	Clare Laws.
Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:	Maxine Al Agouri.
Portable electrical equipment (PAT) testing records are located:	Headteacher's Store Cupboard
Staff must take defective electrical equipment out of use and report to:	M Al Agouri, Jon Taylor or Clare Laws.
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	Maxine Al Agouri
The Fire Risk Assessment is folder is located in the Staffroom	
When the fire alarm is raised the person responsible for calling the fire service is Clare Laws.	
Name of person responsible for arranging and recording of fire drills is Clare Laws	
Name of person responsible for creating and reviewing Fire Evacuation arrangements is Maxine Al Agouri	
Our Fire Evacuation Arrangements are published.	This information is included in the Fire Safety Manual which is located in the staffroom. Staff have been asked to read and sign to say
Our Fire Marshals are listed.	



	that they have read the key documents.
<i>Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located in the Head teacher's Store Cupboard.</i>	
<i>Name of person responsible for training staff in fire procedures</i>	<i>We seek guidance and training from approved organisations such as Entrust training and St Johns Ambulance. This is then disseminated via staff meetings and Governor Committees as appropriate. We have also used Educare for e training for health and safety</i>
<i>All staff must be aware of the Fire Procedures in school and have read the key documents.</i>	
<i>In line with new systems put into place from the Government staff are aware of the Emergency Alert notification. Should this be activated our "Lockdown" procedures will triggered and staff and children will follow the guidelines until further information is gathered.</i>	

13. First Aid *see also Medication

<i>Name of person responsible for carrying out the First Aid Assessment</i>	<i>Maxine Al Agouri / Nicola Adams for individual care plans in liaison with parents.</i>
<i>The First Aid Assessment is located</i>	<i>Health and Safety folder.</i>
<i>First Aiders are listed</i>	<i>Health and safety display board.</i>
<i>Name of person responsible for arranging and monitoring First Aid Training</i>	<i>Maxine Al Agouri</i>
<i>Location of First Aid Box</i>	<i>Reception area</i>
<i>Name of person responsible for checking & restocking first aid boxes</i>	<i>Lynn Stokoe/ Ann Marshall and Richard Tittensor.</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</i>	<i>Parents are contacted. A member of staff with whom the children are comfortable with would accompany the child to hospital if necessary. This would usually be one of our first aid trained TAs.</i>
<i>staff</i>	<i>Partner or other family member contacted. Other member of staff to accompany if necessary.</i>
<i>visitors</i>	<i>Organisation associated with the visitor or partner or other family member contacted. Other member of staff to accompany if necessary.</i>
<i>Our arrangements for recording the use of First Aid are in a first aid folder which is monitored by Jon Taylor and Maxine Al Agouri</i>	



14. Forest School

Name of person in school who leads on Forest School activity	Not applicable.
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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 2013 and the record can be found the headteacher's store cupboard.
Glazing has been replaced in the hall to meet safety regulations.

16. Hazardous Substances (COSHH)

Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)	Maxine Al Agouri.
<p>Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are:</p> <p>Hazardous products are kept to a minimum - only essential products are allowed on site. They are kept in staff only areas.</p> <p>The cleaner's cupboard is kept locked. Hazard data forms are kept in here for the products that they use.</p> <p>Staff are discouraged from bringing their own products into school.</p> <p>Hazard data sheets are kept for resources which are bought for use in the curriculum. The company providing the product supplies these.</p> <p>A risk assessment is in place.</p> <p>The school uses CLEAPPS as a resource and all staff are aware of how to access this information.</p>	

17. Health and Safety Law Poster

The Health and Safety at Work poster is located in the staffroom
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18. Housekeeping, cleaning & waste disposal

All staff and pupils share the responsibility for keeping the school site clean, tidy and free from hazards
Our waste management arrangements are: All waste is collected weekly, according to their schedule. Every effort is made to recycle waste where possible. Cones are available to alert building users of wet floors. Snow and ice will be cleared form main access routes into the school whenever possible.
Our site housekeeping arrangements are: We have a service level agreement for cleaning in school.
Cleaning staff have received appropriate information, instruction and training about the following and are competent:
Work equipment - this is checked by their own line manager.



Hazardous substances are locked in a caretaker's cupboard. School cleaning staff are fully aware of COSHH through their employment with County Cleaning.

Waste skips and bins are located away from the school building.

All staff and pupils must be aware of the arrangements for disposing of waste and the location of waste bins and skips.

Staff in all Depts. who generate waste (e.g.catering/cleaning/curriculum areas) must be aware of the risk assessments and control measures in place for their role.

19. Infection Control

<i>Name of person responsible for managing infection control:</i>	<i>Maxine Al Agouri</i>
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Our infection control arrangements (including communicable diseases/hand hygiene standards) are:

Children are encouraged to wash their hands regularly.

Children and staff are not allowed back in to school for 48 hours after a sickness or stomach upset. Other infectious illnesses are dealt with on an individual basis in line with LA advice.

Cleaners are advised of any issues regarding sickness and ensure robust procedures are in place to deal with cleaning door handles etc.

20. Lettings

<i>Name of Premises Manager or member of Leadership team responsible for Lettings</i>	<i>Jon Taylor.</i>
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Our arrangements for managing Lettings of the school/rooms or external premises are: Policy in place.

All outside users of the school buildings will consult with the Head teacher to ensure that they fully understand the School's Health and Safety policies and procedures. They will have access to the School's risk assessments but may want to produce their own, in consultation with us.

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:

All staff are aware of the risk assessment concerning lone working. This is discouraged but we recognise that this may have to happen sometimes. A policy is in place with procedures for lone workers to follow. Any member of staff that would like to be on school premises out of hours needs to ask permission from the head teacher unless it's part of their job



description (site technician).

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

Name of person responsible for the selection, maintenance / inspection and testing of equipment	Jon Taylor / Maxine Al Agouri.
Records of maintenance and inspection of equipment are retained and are located in the Head teacher's store cupboard.	
Staff report any broken or defective equipment to Jon Taylor or Clare Laws.	
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	Maxine Al Agouri
Our arrangements for managing manual handling activities are: <ul style="list-style-type: none"> • Risk assessment is in place. • Staff are discouraged from carrying things which are too heavy or awkward. • Staff have had training regarding the manual handling of children. • Caretaker and handyman have carried out LA training regarding manual handling. 	
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.	

24. Medication

Name of person responsible for the management of and administration of medication to pupils in school is Jon Taylor.	
Our arrangements for the administration of medicines to pupils are: We aim to keep the administration of medicines to a minimum. Parents of children who require antibiotics for short term illnesses are asked to make arrangements to administer these at lunchtimes. Long term complaints e.g. hay fever, allergies etc. are managed in school with written permission and instructions from the child's parent or doctor. Jon Taylor takes responsibility for administering the medicine. See below for inhalers and epi pens.	
The names members of staff who are authorised to give /	First Aiders.



support pupils with medication are:	All staff are Epi pen trained. All staff have received advice from the school nurse re asthma.
Medication is stored in the Reception area.	
A record of the administration of medication is in the First Aid Book.	
Pupils who administer and/or manage their own medication in school are authorised to do so by Jon Taylor and provided with a suitable private location to administer medication/store medication and equipment. Currently this does not apply to anyone.	
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: Inhalers are kept in individual classrooms to aid ease of access. Parents are informed when their child has had their inhaler. Epi pens are located in the reception are. Staff are trained to administer the medication and procedures are in place to notify the ambulance and parents.	
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.	Jon Taylor
Name of person responsible for the checking and maintenance of personal protective equipment provided for staff	Maxine Al Agouri.
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.	Individual class teachers.
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.	Individual class teachers.

26. Radiation

Name of the school/academy 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:

Staff may tell a senior member of staff about any issues regarding hazards.

A book is kept in the office for staff to write in any issues. Our handyman uses this as a guide to any tasks that he might need to complete and as a record of the issue.

We also have a near miss hazard book in which staff may alert others to potential risks which could cause an accident.

Health and safety is a regular item on our meeting agendas whereby staff can raise any issues about potential risk.

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:

Premises and grounds

Wellbeing

General classroom safety

Specific subjects such as P.E. Science and DT.

Hazardous activities or events

Fire Risk Assessment

Hazardous Substances

Work Equipment

Manual handling activities

Risks related to individuals e.g. health issues

Visits

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

Jon Taylor and Maxine Al Agouri

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

- Staff are encouraged to complete their own risk assessments as required.*
- Risk assessments are stored on our shared area of the computer system and are therefore accessible to all*
- 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 if 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

<i>Name of Premises Manager or member of Leadership team responsible for Premises Management</i>	<i>Jon Taylor</i>
<i>The school/academy premises are shared with another organisation.</i>	<i>Little Stars Nursery.</i>
<i>Our arrangements for managing health and safety in a shared workplace are: All outside users of the school buildings will consult with the Headteacher to ensure that they fully understand the School's Health and Safety policies and procedures. They will have access to the School's risk assessments but may want to produce their own, in consultation with us. The owners of Little Stars are also the Health and Safety Governors.</i>	

31. Stress and Staff Well-being

<i>Name of person who has overall responsibility for the health and wellbeing of school/academy staff</i>	<i>Jon Taylor / Maxine Al Agouri</i>
<i>All staff have responsibility to take care of their own health and wellbeing and the school/academy supports staff to do this by implementing the following arrangements: The Governing Body encourages all staff to try and manage their time and maintain a healthy work-life balance. The school would seek advice from the LA if necessary for support, and access the well-being programme.</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 has been completed involving all staff and this is reviewed regularly.</i>	

32. Swimming Pool Operating Procedures (where applicable)

<i>Name of person who has overall responsibility for managing the swimming pool and it's environment.</i>	<i>SCC/ Newcastle Borough Council.</i>
<i>Swimming lessons are led by trained SCC staff who take responsibility for Health and Safety. School takes their own first aid trained staff to each session.</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</i>	



supervise swimming activities are trained appropriately in these procedures.

The health and safety considerations within curriculum swimming are planned, supervised and managed by staff who include in their lesson planning.

33. Training and Development

<i>Name of person who has overall responsibility for the training and development of staff.</i>	<i>Maxine Al Agouri</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: Staff are kept updated about H & S arrangements at staff meetings and through weekly briefings and up to date information on H&S board. New staff would be advised of the school's processes and procedures as part of their induction programme. The health and safety coordinator carries out an audit of training each year - health and safety is part of this.</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 by Maxine Al Agouri. Certificates where applicable are displayed on the Health and Safety Noticeboard.</i>	
<i>Training and competency as a result of training is monitored and measured by:</i>	<i>Maxine Al Agouri</i>

34. Vehicles owned or operated by the school.

<i>Name of person who has overall responsibility for the school/academy vehicles</i>	<i>Not Applicable.</i>
<i>The school/academy operates no minibus/coaches/cars/other vehicles (e.g. quad bikes/ride on mowers).</i>	<i>Not Applicable.</i>
<i>Name of person who manages the driver medical examinations</i>	<i>Not Applicable.</i>
<i>Name of person who manages the vehicle license requirements</i>	<i>Not Applicable.</i>
<i>Name of person who undertakes vehicle checks such as oil, water and routine roadworthiness.</i>	<i>Not Applicable.</i>
<i>Name of person who arranges servicing and maintenance of the academy vehicles</i>	<i>Not Applicable.</i>
<i>Our arrangements for the safe use of school vehicles are: Not Applicable.</i>	

35. Vehicle movement on site

<i>Name of Premises Manager responsible for the management of vehicles on site</i>	<i>Jon Taylor</i>
<i>Parents are discouraged from driving up the drive to drop off and collect their children. Letters are sent to parents who flout this. Some parents are given special permission to drive up the drive due to special medical considerations. We encourage delivery companies to deliver outside of the morning and end of day drop off times.</i>	



All vehicles should park on the car park, except for County Grounds who will require access to the school field.

36. Violence and Aggression and School/Academy 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.

Staff and pupils must report all incidents of verbal & physical violence to Jon Taylor / Maxine Al Agouri

Incidents of verbal & physical violence are investigated by Jon Taylor / Maxine Al Agouri

Name of person who has responsibility for site security: Jon Taylor.

Our arrangements for site security are:

Any violence (including verbal) to staff must be reported to the Headteacher immediately.

This would then be reported to the Local Authority.

Every effort is made to make the site secure during the school day:

□ Gates to the Playground are locked at 8.55 am and opened again at 3.10pm

□ All visitors must sign in and out in the entrance lobby

□ Store cupboards are kept closed or locked if necessary.

□ Entry to the school is controlled by electronic lock/ key code operated from inside the building

□ All windows are closed and doors locked at the end of the day.

□ Staff take responsibility for their personal belongings during the school day.

37. Water System Safety

Name of Premises Manager responsible for managing water system safety.

Jon Taylor

Name of contractors who have undertaken a risk assessment of the water system

Daryl Riley. (Handyman)

Name of contractors who carry out regular testing of the water system:

*Daryl Riley. (Handyman)
BROCOL*

Location of the water system safety manual/testing log

Head Teacher's Store Cupboard.

Our arrangements to ensure contractors have information about water systems are:

Contractors have full use of any documentation concerning the water systems. These are located in the Head Teacher's Storeroom.

Our arrangements to ensure all school staff carrying out checks or testing or maintenance have information about the water system:



Our handyman carries out regular water checks. He is trained to do so. He keeps written records of the checks.

38. Working at Height

<i>Name(s) of person responsible managing the risk of work at height on the premises:</i>	<i>Jon Taylor</i>
<i>Work at height is avoided where possible. Our arrangements for managing work at height are: Only trained staff would work at height using step ladders or scaffolding towers where appropriate. Ladders will never be used by lone workers. When pupils are working at height e.g. on PE apparatus, they are supervised by staff at all times.</i>	
<i>Appropriate equipment is provided for work at height where required.</i>	
<i>Staff who carry out work at height are trained to use the equipment provided</i>	
<i>Work at height equipment is regularly inspected, maintained and records are kept in the secretary's office,</i>	

39. Work Experience

<i>Name of person who has overall responsibility for managing work experience and work placements for school/academy pupils.</i>	<i>Maxine Al Agouri</i>
<i>Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are: When we accept work experience students they are required to have authorisation from their school or college. They must also have appropriate documentation, including insurance and any risk assessments depending on what work they will be doing. The school will provide, on request, any risk assessments or access to our policy. An induction is carried out with the student by the Deputy Head on the first day of attendance.</i>	

40. Volunteers

<i>Name of person who has overall responsibility for managing/coordinating volunteers working within the school.</i>	<i>Maxine Al Agouri</i>
<i>Volunteers are considered as a member of staff and all health and safety arrangements including induction and training 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.



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Area of Action	Monitoring and Review.
Staff Wellbeing - Staff awareness on induction that support is available; continue to raise staff awareness of support and advice available for avoiding / dealing with stress issues through meetings, return to work process etc.	Reviewed each term by MA. Issues and concerns reported to JT. End of year Report to Governors .
Assessment of training needs Adequate H&S induction training is provided. The school identifies staff H&S training needs. The quality of H&S training provided is monitored The school monitors staff to ensure that they are competent to do their job safely.	MA to outline H&S courses to be completed for the academic year by staff. Whole School Feedback regarding the Educare provision. MA to report to Governors regarding the training delivered and its effectiveness.

Staff Health and Wellbeing

In order to support staff with an increasing workload a number of systems have been put into place. These include:

- 1.. Staff can take PPA session off site.
2. PPA has been reorganised with HLTAs taking on the responsibility for PPA cover.
3. Management time provided for staff to address some of their curriculum responsibilities.
4. Risk assessments are written for any members of staff who might require support.
5. After school meetings are restricted as much as possible, teaching staff are expected to commit to one staff meeting per week. As far as possible other meetings are arranged for times within the school day.
6. Staff are encouraged to use LA support services such as Think Well.
7. Friday briefing sessions have been introduced to ensure that all staff are aware of everything that is going on that week and can contribute as well as feeling that they are part of the communication loop.
8. Named person responsible for staff well being - MA.