

Health, Safety and Wellbeing Management Arrangements
Core | Consider | Complex

Health, Safety and Wellbeing Policy



Rushton CE (VC) Primary School
Happy Learning Together

Health, Safety and Wellbeing

Supporting you in managing Health, Safety & Wellbeing



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



Rushton CE (VC) Primary School
Happy Learning Together

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 Rushton CE (VC) Primary School

Part E - The Key Performance Indicators.

A. Introduction

This policy statement complements (and should be read in conjunction with) the Staffordshire Health and Safety Policy. It records the local organisation and arrangements for implementing the Staffordshire County Council policy.

B. Policy Statement

The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Governing Body and 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.

John Pears chair of Governors/ Board	Sarah Cockersole Headteacher
	September 2017

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

The school obtains competent health and safety advice from	SLA Entrust
The contact details are	Steve Brown
<i>In an emergency we contact 07659599209</i>	

Monitoring Health and Safety

Name of person(s) responsible for the overall monitoring of health and safety in school:	Sarah Cockersole
Our arrangements for the monitoring of health and safety: are discussions at staff meetings, review of policy annually, updates at governor committee meetings, annual report to Governing Body.	
The school carries out formal evaluations and audits on the management of health and safety annually.	
The last audit took place	Date: February 2017 By: Sarah Cockersole (HT)
Name of person responsible for monitoring the implementation of health and safety policies	Health and Safety Committee 5 members of the Governing Body Robert Grindey, Suzanne Lovatt, Mark Huddy, Shirley Lambourne, Nick Hughes
All staff are aware of the key performance indicators in part E and how they are monitored	

Workplace inspections - School Grounds	Sarah Cockersole

D. Detailed Health and Safety Arrangements

<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:
Pupil accidents: Recording pupil name, date & time in Accident book (next to First Aid cabinet in staff room) Factual description recorded by member of staff dealing with the child. Head injury form completed if necessary and parents informed. HT informed if serious so investigation can be carried out.
Staff accidents: HT informed and risk assessment carried out.
Visitor accidents: HT informed and risk assessment carried out.
The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: Sarah Cockersole (HT)
Our arrangements for reporting to the Governing Body are: Written report.
Our arrangements for reviewing accidents and identifying trends are: Review of accidents at staff meetings, mainly discussions.

2. Asbestos

Name of Premises Manager responsible for Managing Asbestos.	Sarah Cockersole
Location of the Asbestos Management Log or Record System.	Red folder in Cleaning cupboard, school entrance hall.
Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are: Sarah Cockersole or Rhiannon Capewell (Office Manager) will ensure all contractors are familiar with the document.	

Our arrangements to ensure all school staff such as class teachers or caretakers have information about asbestos risk on the premises: Sarah Cockersole to carry out staff induction with new staff sharing asbestos information with them.	
Staff must report damage to asbestos materials to:	Sarah Cockersole
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:	Sarah Cockersole
Our arrangements for communicating about health and safety matters with all staff are: New staff induction procedure carried out and updates at weekly staff meetings.	
Staff can make suggestions for health and safety improvements by: Reporting them to Sarah Cockersole.	

4.

5. Construction Work *See also Contractor Management

Name of person coordinating any construction work / acting as Client for any construction project.	Sarah Cockersole
Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are: 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: Contractors are made aware of the asbestos register and sign relevant form.	
Our arrangements for the induction of contractors are: Meet with Sarah Cockersole before work commences.	
Staff should report concerns about contractors to: Sarah Cockersole	
We will review any construction activities on the site by: being in regular contact with the contractors and monitor work on site.	

6. Consultation

Name of SLT member who is responsible for consulting with staff on health and safety matters:	Sarah Cockersole
The name of the Trade Union Health and Safety Representative is:	
Our arrangements for consulting with staff on health and safety matters are: Staff meetings.	
Staff can raise issues of concern by: Reporting to Sarah Cockersole	

7. Contractor Management

Name of person responsible for managing and monitoring contractor activity	Sarah Cockersole
Our arrangements for selecting competent contractors are: selecting from the LA approved list of contractors or appointed by the Joint Property unit.	
Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: Contractors must complete the Hazard Exchange form.	
Our arrangements for the induction of contractors are: Discussion with Sarah Cockersole	
Staff should report concerns about contractors to: Sarah Cockersole	

8. Curriculum Areas - health and safety

Name of person/s who has overall responsibility for the curriculum areas as follows:	Hedgehog Class (Nursery/KS1) - Laura Brown Owl Class (Y1/2) - Catherine Mellor Badger Class (Y3/4) - Lesley, Mellor, Sarah Cockersole, Rachel Brown Forest School - Laura Brown
Risk assessments for these curriculum areas are the responsibility of:	Laura Brown, Catherine Mellor, Lesley Mellor, Rachel Brown, Sarah Cockersole

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

The school assesses the risk of the use of computers/laptops by carrying out a DSE assessment for staff using this type of equipment continuously and regularly for over an hour.	
Our arrangements for carrying out DSE assessments are: Relevant staff are encouraged to carry out the Display Screen Equipment assessment checklist annually.	
Name of person who has responsibility for carrying out Display Screen Equipment Assessments	Sarah Cockersole
DSE assessments are recorded and any control measures required to reduce risk are managed by	Sarah Cockersole

10. Early Years Foundation Stage (EYFS)

Name of person who has overall responsibility for EYFS	Laura Brown, Sarah Cockersole
Our arrangements for the safe management of EYFS are: Outdoor checklist- Daily by Laura Brown Classroom risk assessment carried out by Laura Brown Toileting - No Nursery child to visit the toilet unattended. Outdoor supervision - Adult is always present with pupils outside. Outdoor gate alarmed.	

11. Educational visits / Off-Site Activities

Name of person who has overall responsibility for Educational Visits	Rhiannon Capewell, Sarah Cockersole
The Educational Visits Coordinator is	Rhiannon Capewell
Our arrangements for the safe management of educational visits: Procedures are followed as set out in the Evolve guidance.	

12. Electrical Equipment [fixed & portable]

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	Sarah Cockersole
Fixed electrical wiring test records are located:	Folder in cleaning cupboard, (Entrance Hall)

All staff visually inspect electrical equipment before use.	
Our arrangements for bringing personal electrical items onto the school site are: Staff must obtain prior permission from Sarah Cockersole and show appliances are safe and in good repair.	
Name of person responsible for arranging the testing of portable electrical equipment (PAT):	Sarah Cockersole or Rhiannon Capewell (Office Manager)
Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:	Sarah Cockersole
Portable electrical equipment (PAT) testing records are located:	In blue PAT testing folder in cleaning cupboard.
Staff must take defective electrical equipment out of use and report to:	Sarah Cockersole
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.	

13. Fire Precautions & Procedures [and other emergencies incl. bomb threats]

Name of competent person responsible for undertaking & reviewing fire risk assessment in addition to any associated action planning	Sarah Cockersole
The Fire Risk Assessment is located in	Health and Safety Folder, Cleaning Cupboard
When the fire alarm is raised the person responsible for calling the fire service is:	Sarah Cockersole Rhiannon Capewell Teaching or support staff if above not present.
Name of person responsible for arranging and recording of fire drills	Sarah Cockersole
Name of person responsible for creating and reviewing Fire Evacuation arrangements	Sarah Cockersole

Our Fire Evacuation Arrangements: Everyone leaves the building following the procedure and assembles on the car park on the far side of the green gate.	Procedure located in all rooms of the school
Our Fire Marshals are listed	
Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at	Folder in Cleaning Cupboard
Name of person responsible for training staff in fire procedures	Sarah Cockersole
All staff must be aware of the Fire Procedures in school	

14. First Aid *see also Medication

Name of person responsible for carrying out the First Aid Assessment	Catherine Mellor, Karen Cope, Laura Brown, Diane Williams, Rhiannon Capewell have received Paediatric training.
The First Aid Assessment is located	Staff room
First Aiders are listed	Staff room notice board
Name of person responsible for arranging and monitoring First Aid Training	Rhiannon Capewell
Location of First Aid Box	Classrooms, kitchen and Staff room.
Name of person responsible for checking & restocking first aid boxes	Rhiannon Capewell (staff room) and individual staff in classrooms
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	Sarah Cockersole

staff	Sarah Cockersole / Rhiannon Capewell
visitors	Sarah Cockersole / Rhiannon Capewell
Our arrangements for recording the use of First Aid are: Recorded alongside description of accident in accident book.	

15. Forest School

Name of person in school who leads on Forest School activity	Laura Brown
<p>Our arrangements for developing, organising and running Forest School activity. Include here any details with regard to risk assessment, communication and supervision etc.</p> <p>Forest School is delivered in small group sizes with a fully qualified teacher (Laura Brown). Laura is also a Forest School qualified leader and is always supported by at least one other adult. Risk assessments are carried out and reported to Sarah Cockersole (Headteacher). Parents are informed by email, letter or text of when their child is involved in a Forest School activity.</p>	

16. Glass & Glazing

All glass in doors and side panels are constructed of safety glass	
All replacement glass is of safety standard	
A glass and glazing assessment took place in (year) and the record can be found	

17. Hazardous Substances (COSHH)

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

18. Health and Safety Law Poster

The Health and Safety at Work poster is located:	Staff room
---	------------

19. Housekeeping, cleaning & waste disposal

All staff and pupils share the responsibility for keeping the school site clean, tidy and free from hazards	
Our waste management arrangements are: Henshaws remove waste skips fortnightly.	
Our site housekeeping arrangements are: Hired Janitor is responsible for opening the school at 7.30am and securing the premises at 6.00pm. The school will be cleaned to a high standard. Sarah Cockersole or MCC should be contacted in the case of concerns about the standard of cleaning. Rubbish should not be allowed to accumulate. Wet floor cleaning will only take place out of school hours and safety signs will be displayed while the floors are still wet.	
Site cleaning is provided by: External cleaning company	Moorland Contract Cleaning Ltd
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 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.	

20. Infection Control

Name of person responsible for managing infection control:	Sarah Cockersole
Our infection control arrangements (including communicable diseases/hand hygiene standards) are: In line with Public Health England 'Guidance on Infection Control in Schools and other childcare settings'. Information posters are in the staff room.	

21. Lettings

Name Leadership team responsible for Lettings	Sarah Cockersole
Our arrangements for managing Lettings of the school/ 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 on request.	
Hirers must provide a register of those present during a letting upon request.	

22. Lone Working

Our arrangements for managing lone working are: Persons working alone in school should make sure someone else knows they are there and what time they are expected to be home.

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

NOTE Types of equipment to consider in this section:

Ladders and steps, fume cupboards, other extraction systems, PE equipment, D&T machines, lifts & lifting equipment, pressure cookers, autoclaves, fire alarm and smoke detection, emergency lighting, fire extinguishers.

This section **must include** the arrangements for school/academy kitchens, science laboratories or Design and Technology rooms

Name of person responsible for the selection, maintenance / inspection and testing of equipment	Sarah Cockersole
Records of maintenance and inspection of equipment are retained and are located:	The staffroom
Staff report any broken or defective equipment to:	Sarah Cockersole

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: Entrust and Moorland Cleaning Contractors Ltd.

24. Manual Handling

<p>Name of competent person responsible for carrying out manual handling risk assessments</p>	<p>Sarah Cockersole</p>
<p>Our arrangements for managing manual handling activities are: Only staff trained in manual handling procedures should lift heavy objects. In doubt, contact Sarah Cockersole.</p>	
<p>Staff must aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided.</p>	
<p>Staff who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task.</p>	
<p>Staff are trained appropriately to carry out manual handling activities.</p>	
<p>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).</p>	

25. Medication

<p>Name of person responsible for the management of and administration of medication to pupils in school</p>	<p>Sarah Cockersole</p>
<p>Our arrangements for the administration of medicines to pupils are: Adopted Staffordshire and Stoke on Trent Partnership Trust Administration of Medication Policy. Staff should only administer medication to children at their parents request. These drugs are to be stored securely and the necessary paperwork to be completed. Forms can be found in the blue ‘Administrations of Medicines’ folder in the staff room. Details of the child’s required dose are to be written on the school notice board by the person who received the request from the parent/carer. After administering the dose, this must be signed off on the notice board and initialled. See ‘Supporting Pupils with medical conditions’</p>	

The names members of staff who are authorised to give / support pupils with medication are:	Staff should only administer medication to children at their parent’s request. See ‘Supporting Pupils with medical conditions’
Medication is stored:	The fridge in the staff room
A record of the administration of medication is located:	On the notice board in the staff room
Pupils who administer and/or manage their own medication in school are authorised to do so by Sarah Cockersole 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: In line with the	
Staff who are taking medication must keep this personal medication in a secure area in a staff only location.	
Staff must advise the school leaders if they are taking any medication which might impair their ability to carry out their normal work.	

26. Personal Protective Equipment (PPE) (links to Risk Assessment)

PPE is provided free of charge where a risk assessment identifies this is needed to control a risk and the risk cannot be controlled by another means.
There is no equipment of this nature in school.

27. Radiation

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

28. Reporting Hazards or Defects

All staff and pupils must report any hazards, defects or dangerous situations they see at school.

Our arrangements for the reporting of hazards and defects: Defects should be reported to the Headteacher, who will put in place interim measures to be taken pending rectification. Remedial work is arranged by Sarah Cockersole or delegated to another member of staff by her.

29. Risk Assessments

The school has in place risk assessments for any identified significant risk. Control measures which are put in place to eliminate or reduce risk are communicated to staff, pupils and other who may be exposed to the risk.

Risk assessments are in place for the following areas:
(examples)

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

Forest School

School Trips

Staff Well Being

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

Sarah Cockersole

Our arrangements for carrying out, recording, communicating and reviewing risk assessments are: Sarah Cockersole is responsible for ensuring RA's are undertaken. Sarah Cockersole is responsible for arrangements for undertaking special RS's (such as staff who are pregnant or who have health problems). Sarah Cockersole is responsible for arrangements for periodic reviews of RA's.

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.

30. Smoking

No smoking or vaping is permitted on site or in vehicles owned or operated by the school. There is a separate policy in the policy file.

31. Shared use of premises/shared workplace

The premises are not shared.

32. Stress and Staff Well-being

Name of person who has overall responsibility for the health and wellbeing of school staff

Sarah Cockersole

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 undertake SCC stress and wellbeing survey. All staff have access to a confidential 24/7 helpline through the Education Broker staff absence policy.

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 has been completed involving all staff and this is reviewed regularly. **11.9.17**

33. Swimming Pool Operating Procedures (where applicable)

Name of person who has overall responsibility for managing the swimming pool and it's environment.

Sarah Cockersole

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): When swimming, all staff involved are to be aware of the swimming pool's rules and safety requirements.

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.

34. Training and Development

<i>Name of person who has overall responsibility for the training and development of staff.</i>	Sarah Cockersole
All new staff receives an induction with the Headteacher 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: Annually checked by the Headteacher.	
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 are located in the office.	
Training and competency as a result of training is monitored and measured by:	Sarah Cockersole

35. Vehicles owned or operated by the school

The School does not own/operate any vehicles.

36. Vehicle movement on site

Name of Premises Manager responsible for the management of vehicles on site	Sarah Cockersole
<p>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): No vehicle is to pass the green fence without first asking permission at the office. Children are to be moved to the all-weather shelter, or taken inside if there is need for a vehicle to pass across the playground.</p>	

37. Violence and Aggression and School Security

<p>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.</p>	
<p>A risk assessment is carried out where staff are at increased risk of injury due to their work.</p>	
<p>Training, information and instruction is available to staff to help them manage the risk of violence and aggression where required.</p>	
Staff and pupils must report all incidents of verbal & physical violence to:	Sarah Cockersole
Incidents of verbal & physical violence are investigated by:	Sarah Cockersole
Name of person who has responsibility for site security:	All Staff
<p>Our arrangements for site security are: All external doors are to be locked at 8.30am. It is everyone's responsibility to ensure this is the case. It is not necessary for staff to wear identity badges. If an unknown adult is in school, staff or parents are to ask for clarification of whom they are and why they are in school.</p>	

38. Water System Safety

Name of Premises Manager responsible for managing water system safety.	Sarah Cockersole
---	------------------

Name of contractors who have undertaken a risk assessment of the water system	Integrated Water Services
Name of contractors who carry out regular testing of the water system:	Hertel
Location of the water system safety manual/testing log	The Caretakers cupboard
Our arrangements to ensure contractors have information about water systems are: Sarah Cockersole is responsible for ensuring recording and updating the manual.	
Our arrangements to ensure all school staff carrying out checks or testing or maintenance have information about the water system:	

39. Working at Height

Name(s) of person responsible managing the risk of work at height on the premises:	Sarah Cockersole
Work at height is avoided where possible.	
Our arrangements for managing work at height are: Staff not trained on the use of ladders may only use the blue step ladders to retrieve resources kept at height. No heavy resources should be stored about head height.	
Appropriate equipment is provided for work at height where required.	
Staff who carry out work at height are trained to use the equipment provided	

40. Work Experience

The name of the person responsible for the health and safety of people on work experience in the school/ academy premises:	Sarah Cockersole
---	------------------

Our arrangements for managing the health and safety of work experience students in the school are: Work experience and trainee teachers are inducted in Health and Safety by the Headteacher. Students are supervised by the member of teaching staff they are placed with. This may vary on different days.

41. Volunteers

Name of person who has overall responsibility for managing/ coordinating volunteers working within the school:	Sarah Cockersole
Volunteers are considered as a member of staff and all health and safety arrangements including induction and training must apply.	

E. Health and Safety Key Performance Indicators (KPI's)

It is important that school leaders, governors and managers can monitor the health and safety performance of their school in order to determine where progress is being made and where further actions and resources may be required.

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.