



**ALL SAINTS C.E. (VC) PRIMARY SCHOOL AND NURSERY**

# 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.

## Introduction

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

## A. Policy Statement

The requirement to provide a safe and healthy working environment for all employees is acknowledged and the All Saints 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 activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on the premises or taking part in educational activities elsewhere.)
- all plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
- appropriate safe systems of work exist and are maintained.
- sufficient information, instruction, training and supervision is available and provided to ensure that staff and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others.
- a healthy working environment is maintained including adequate welfare facilities.

In addition to the above the school will ensure that so far as is reasonably practicable that the health and safety of other non-employees is not adversely affected by its' activities.

Employee involvement is an important part of managing 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.

<i>Sign</i> 	<i>Sign</i> 
<b><i>Chair of Governors</i></b>	<b><i>Headteacher</i></b>
<i>Date: September, 2023</i>	<i>Date: September, 2023</i>

## B. Management Arrangements

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

### Competent Health and Safety Advice

<i>The school obtains competent health and safety advice from</i>	<i>Staffordshire County Council Health and Safety team</i>
<i>The contact details are</i>	<i>01785355777</i>
<i>In an emergency we contact</i>	<i>J Burdett</i>

### Monitoring Health and Safety

<b>Name of person(s) responsible for the overall monitoring of health and safety in school:</b>	Charlotte Ashton, Headteacher
<b>Our arrangements for the monitoring of health and safety are:</b> The policy is maintained and monitored by June Smith and Charlotte Ashton, reporting to the governing body annually. The self-audit is completed every year by June Smith and Charlotte Ashton	
The school carries out formal evaluations and audits on the management of health and safety.	
<i>The last audit took place</i>	Date: 01/03/2023 John Burdett
<b>Name of person responsible for monitoring the implementation of health and safety policies</b>	<i>Charlotte Ashton Headteacher</i>
<i>All staff are aware of the key performance indicators in part E and how they are monitored</i>	
Workplace inspections - type	Name of person who carries these out
All inspections	Charlotte Ashton/June Smith

## C. 'Detailed Health and Safety Arrangement

### 1. Accident Reporting, Recording & Investigation

<p><b>Pupil accidents:</b> All accidents should be recorded on the school's bump note sheets and stored in the correct folder in the office. A copy of the note to be sent home. Any serious accidents to be reported on line to LA. A risk assessment to be completed if necessary.</p>	
<p><b>Staff accidents:</b> All accidents to be reported in the accident book and on line with LA. Risk assessments to be completed if necessary.</p>	
<p><b>Visitor accidents:</b> to be completed on either school bump note for children and copy given to parent or in adult accident book. If serious to be reported on line to LA. Risk assessment to be completed if necessary.</p>	
<p>The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR - <i>Reporting of Injuries, Diseases and Dangerous Occurrences Regulations</i>) is: <i>Charlotte Ashton (Headteacher)</i></p> <p>The school is responsible for reporting certain serious workplace accidents, occupational diseases and specified dangerous occurrences (near misses).</p>	
<p>Our arrangements for reporting to the Governing Body are: Accidents are summarised at the end of each term, risk assessments completed as required. These are then reported to the Governing Body at the next meeting. If serious notification to be sent to chair of governors via e mail.</p>	
<p>Our arrangements for reviewing accidents and identifying trends are: All accidents are reviewed in a table at the end of each term. Any trends are investigated by the Headteacher and June Smith (assistant H&amp; S), risk assessments are completed if necessary and conveyed to all members of staff.</p>	

### 2. Asbestos

<p><i>Name of Premises Manager responsible for Managing Asbestos.</i></p>	<p><i>Charlotte Ashton - Headteacher</i></p>
<p><i>Location of the Asbestos Management Log or Record System.</i></p>	<p><i>School Office</i></p>
<p><b>Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are:</b> <i>All contractors working on the site will have to read and sign the contractors hazardous exchange form in the Asbestos Record folder as appropriate. No drilling or fixing will be done without consulting this folder.</i></p>	
<p><b>Our arrangements to ensure all school staff such as class teachers or caretakers have information about asbestos risk on the premises:</b> <i>All staff to be informed of the Asbestos Record and must sign to say they have seen it and have been</i></p>	

<i>shown where any asbestos is in the school.</i>	
<i>Staff must report damage to asbestos materials to:</i>	<i>Charlotte Ashton - Headteacher</i>
<b><i>Staff must not drill or affix anything to walls without first obtaining approval from the premises manager.</i></b>	

### 3. Communication

<i>Name of SLT member who is responsible for communicating with staff/governors/parents/guardians on health and safety matters:</i>	<i>Charlotte Ashton – Headteacher June Smith – Assistant H&amp;S officer</i>
<i>Our arrangements for communicating about health and safety matters with all the above are: Staff Meetings, governor meetings, memos, letters, mail chimp, Facebook.</i>	
<i>Staff/governors/parents/guardians can make suggestions for health and safety improvements by: discussing at staff meetings, governor meetings, emails, discussion with staff</i>	

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

<i>Name of person coordinating any construction work / acting as Client for any construction project.</i>	<i>Charlotte Ashton - Headteacher</i>
<i>Contractors will, wherever possible, be selected from the LA Approved List.</i>	
<i>Duty holders will be identified and named as part of any Construction project.</i>	
<b>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are:</b> A meeting will be held with all contractors to exchange health and safety information and agree safe working arrangements. Confirmation of DBS clearance on contractors will be asked for.	
<b>Our arrangements for the induction of contractors are:</b> A meeting will be held with relevant bodies to exchange information as above.	
<b>Staff should report concerns about contractors to:</b> C Ashton (Headteacher) who will then liaise with the Councils Strategic Property Team and Entrust Property Services.	
<b>We will review any construction activities on the site by:</b> Liaising with the contractors regularly to make sure all health and safety etc is being abided by.	

## 5. Consultation

Name of SLT member who is responsible for consulting with staff/governors/parents/guardians on health and safety matters:	Charlotte Ashton - Headteacher
Our arrangements for consulting with the above on health and safety matters are: Staff meetings/ governor meetings/letters/memos/mail chimp/facebook	
Staff/governor/parents/guardians can raise issues of concern by: discussing at staff meetings, governor meetings, parent evenings, talking to Headteacher, Staff governor, e mails	

## 6. Contractor Management

<i>Name of person responsible for managing and monitoring contractor activity</i>	Charlotte Ashton (Headteacher)
<i>Our arrangements for selecting competent contractors are:</i> as in No 4 above	
Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: As in No 4 above	
Our arrangements for the induction of contractors are: As in No 4 above	
Staff should report concerns about contractors to: As in No 4 above	

## 7. Curriculum Areas – Health and Safety

Name of person who has overall responsibility for the curriculum areas	Charlotte Ashton Headteacher
Risk assessments for these curriculum areas are the responsibility of all staff where required	Teaching Staff are required to undertake suitable (written) risk assessments prior to commencing hazardous activities, or when using specific equipment for curriculum purposes. i.e. Whiteboards, Science, PE, Cooking. All staff should make themselves aware of the “Safety in PE” document.

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

The school assesses the risk of the use of computers/laptops by carrying out a DSE assessment for staff using this type of equipment continuously and regularly for over an hour.	
<b>Our arrangements for carrying out DSE assessments are:</b> All staff using equipment for over any hour to complete an individual assessment form and return it to the Headteacher annually.	
Name of person who has responsibility for carrying out Display Screen Equipment Assessments	Charlotte Ashton Headteacher
DSE assessments are recorded and any control measures required to reduce risk are managed by	Charlotte Ashton Headteacher June Smith Assistant H & S Officer

## 9. Early Years Foundation Stage (EYFS)

Name of person who has overall responsibility for EYFS	Charlotte Ashton Headteacher Jayne Stretton Class Teacher
<b>Our arrangements for the safe management of EYFS are:</b> Risk assessments done for classroom and outside area. Equipment is checked daily for any defects and reported/removed as necessary.	

## 10. Educational visits / Off-Site Activities

Name of person who has overall responsibility for Educational Visits	Charlotte Ashton Headteacher
The Educational Visits Coordinator is	June Smith
Our arrangements for the safe management of educational visits: all school visits are arranged using the EVOLVE System. Venues are sourced and preliminary visits are made by the Team Leader to enable full risk assessments to be carried out by that person. Adult: Child ratios are always correct and written parental authorisation is always sought.	

## 11. Electrical Equipment [fixed & portable]

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	Charlotte Ashton Headteacher
Fixed electrical wiring test records are located:	In a file in the office
All staff visually inspect electrical equipment before use and report any faults to	

the Headteacher immediately.	
Our arrangements for bringing personal electrical items onto the school site are: No items are to be brought into school unless they have been PAT tested.	
<b>Name of person responsible for arranging the testing of portable electrical equipment (PAT):</b>	Charlotte Ashton Headteacher June Smith Assistant H & S
<b>Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:</b>	Charlotte Ashton Headteacher June Smith Assistant H & S
<b>Portable electrical equipment (PAT) testing records are located:</b>	In a folder in the office
<b>Staff must take defective electrical equipment out of use and report to:</b>	Charlotte Ashton Headteacher June Smith Assistant H & S
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]

<b>Name of competent person responsible for undertaking &amp; reviewing fire risk assessment in addition to any associated action planning</b>	June Smith Charlotte Ashton Headteacher
<b>The Fire Risk Assessment is located .....</b>	In file in school office
<b>When the fire alarm is raised the person responsible for calling the fire service is</b>	Clare Smart Office Administrator June Smith H & S Assistant Charlotte Ashton Headteacher
<b>Name of person responsible for arranging and recording of fire drills</b>	June Smith Assistant H & S
<b>Name of person responsible for creating and reviewing Fire Evacuation arrangements</b>	June Smith Ass H & S Charlotte Ashton Headteacher
<b>Our Fire Evacuation Arrangements are published ...</b>	In Classrooms, corridor, office, hall and kitchen.
<b>Our Fire Marshals are listed</b>	Entrance Hall: Charlotte Ashton, June Smith
<b>Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at</b>	School office
<b>Name of person responsible for training staff in fire procedures</b>	Charlotte Ashton, Fire Marshall
All staff must be aware of the Fire Procedures in school	



Unannounced fire drills take place at least termly. Reports are made back to the governing body.

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

<b>Name of person responsible for carrying out the First Aid Assessment</b>	June Smith
<b>The First Aid Assessment is located</b>	School Office
<b>First Aiders are listed</b>	First Aid cupboard in the office
<b>Name of person responsible for arranging and monitoring First Aid Training</b>	June Smith
<b>Location of First Aid Box</b>	First Aid cupboard in the office
<b>Name of person responsible for checking &amp; restocking first aid boxes</b>	June Smith
<b>In an emergency staff are aware of how to summon an ambulance</b>	
<b>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):</b>	
<b>pupils</b>	Parents contacted. June Smith or Charlotte Ashton will accompany a child to hospital. On school trips the Lead Member of staff will accompany. Children will be kept in a safe place by the remaining members of staff and escorted back to school.
<b>staff</b>	Next of kin contacted June Smith or Charlotte Ashton will accompany a staff member to hospital. On school trips the Lead Member of staff will accompany unless it is this member of staff who requires hospital treatment then another member of staff will accompany. Children will be kept safe by other members of staff and escorted back to school.
<b>visitors</b>	Next of kin contacted if required. June Smith or Charlotte Ashton will

	accompany a visitor to hospital if required.
Our arrangements for recording the use of First Aid are: Relevant paperwork is completed for a pupil, copy sent home to parent. Relevant paperwork is completed for staff member, visitor and copy given. Reported to LA if required.	

#### 14. Forest School

Name of person in school who leads on Forest School activity	<b>NOT APPLICABLE AT PRESENT</b>
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

<b>All glass in doors and side panels are constructed of safety glass</b>
<b>All replacement glass is of safety standard</b>

#### 16. Hazardous Substances (COSHH)

<b><i>Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)</i></b>	Staff do not use any chemicals. COSHH is the responsibility of the cleaning contractors.
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#### 17. Health and Safety Law Poster

<b>The Health and Safety at Work poster is located:</b>	School office
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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	
<b>Our waste management arrangements are:</b> Bins are emptied weekly by outside contractors.	
<b>Our site housekeeping arrangements are:</b> All staff who dispose of waste ensure that it is placed in the correct bins.	
<b>Site cleaning is provided by:</b> External cleaning company	<b>Name and contact details:</b> Entrust Approved Contractors
Waste bins are located outside the kitchen as this is the only appropriate place at present.	

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

<b>Name of person responsible for managing infection control:</b>	Charlotte Ashton
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**Our infection control arrangements (including communicable diseases/hand hygiene standards) are:** Children are encouraged to wash their hands carefully. If a child is taken ill at school they are sent home. Parents are reminded of the time off children need for communicable diseases.

## 20. Lettings

<b>Name of Premises Manager or member of Leadership team responsible for Lettings</b>	June Smith Charlotte Ashton
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**Our arrangements for managing Lettings of the school /rooms or external premises are:** Letting forms are sent to those who wish to hire the school for an activity. *(There are no short/long term lettings at present)*

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.

## 20. Lone Working

Our arrangements for managing lone working are: No one should work in these premises on their own unless they have contacted the Headteacher first. The Headteacher will assess the risk and authorise this work or not. Anyone who is working on the premises on their own should have a direct line of contact to a colleague or the Headteacher.

## 21. Maintenance / Inspection of Equipment (including selection of equipment)

<b>Name of person responsible for the selection, maintenance / inspection and testing of equipment</b>	Charlotte Ashton Headteacher  Maintenance, inspection, testing of equipment is carried on by outside contractors.
<b>Records of maintenance and inspection of equipment are retained and are located:</b>	School office
<b>Staff report any broken or defective equipment to:</b>	Charlotte Ashton Headteacher
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.	

## 22. Manual Handling

<b>Name of competent person responsible for carrying out manual handling risk assessments</b>	Charlotte Ashton Headteacher
<b>Our arrangements for managing manual handling activities are:</b> Care will be taken at all times when lifting heavy objects. All staff will assess the handling and lifting task before attempting.	
Staff must be aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided.	
Staff who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task.	
Staff are trained appropriately to carry out manual handling activities.	
Where people handling takes place an Individual Manual Handling Plan must be in place and communicated to all parties (including where appropriate the young person/their parents/carers/support staff).	

## 23. Medication

<b>Name of person responsible for the management of and administration of medication to pupils in school</b>	June Smith Charlotte Ashton
<b>Our arrangements for the administration of medicines to pupils are:</b> Prescribed medicines will be given to a child (usually if they are needed 4 times per day): <ul style="list-style-type: none"> <li>When it would be detrimental to the pupil's health or school attendance not to do so</li> </ul>	

**and**

- Where we have parents' written consent

They must be accompanied by the original prescription from the GP. For those children on an inhaler a health care plan will be provided, and for those on antibiotics a medical form will be filled in.

A note will be sent home for those who access their inhaler informing parents of when it was used and how many times.

Non-prescribed medicines will be given to a child:

- When it would be detrimental to the pupil's health or school attendance not to do so.

**and**

- Where we have parents', written consent detailing the last time a dose was given, how much was given and the reason for the medicine.

**The names members of staff who are authorised to give / support pupils with medication are:**

All members of staff with first aid qualifications.  
[List in school office](#)

**Medication is stored:**

Inhalers in relevant classroom  
Medicines – school office

**A record of the administration of medication is located:**

School Office

Pupils who administer and/or manage their own medication in school are authorised to do so by the relevant teacher/teaching assistant 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:** As per the individual child's Health Care Plan

Staff, who take 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.

#### **24. 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.

[Charlotte Ashton - Headteacher](#)

Name(s) of person responsible for

[Charlotte Ashton - Headteacher](#)

selecting suitable personal protective equipment (PPE) for pupils.	
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.	Class Teacher/Teaching Assistant

## 25. Reporting Hazards or Defects

All staff and pupils must report any hazards, defects or dangerous situations they see at school.
<b>Our arrangements for the reporting of hazards and defects:</b> All staff/pupils/parents/guardians must report any hazards/defects to June Smith or Charlotte Ashton Headteacher Immediate action is taken to make the hazard safe and remedial work is then arranged.

## 26. 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.	
The Headteacher ensures that risk assessments are undertaken and updated. This included undertaking special risk assessments for pregnant staff or those with health conditions.	
<b>Name of person who has overall responsibility for the school risk assessment process and any associated action planning</b>	Charlotte Ashton Headteacher
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.	

## 27. Smoking

No smoking or vaping is permitted on site or in vehicles owned or operated by the school.
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## 28. Stress and Staff Well-being

<b>Name of person who has overall responsibility for the health and wellbeing of school/academy staff</b>	Charlotte Ashton Headteacher
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: <ul style="list-style-type: none"><li>• Ensuring distributed workload</li><li>• Ensuring PPA time it received</li><li>• Minimising data collection points to 3 per year</li><li>• Reviewing marking and feedback</li><li>• PPA to be taken at home where possible.</li></ul>	
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 annually or 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: October, 2022	

## 29. Training and Development

<b>Name of person who has overall responsibility for the training and development of staff.</b>	Charlotte Ashton Headteacher
All new staff receive an induction which includes safeguarding, health and safety, fire procedures, first aid and emergency procedures.	
<b>Our arrangements for carrying out suitable and sufficient health and safety training for all staff are:</b> June Smith gives a Health and Safety induction briefing to all new members of staff/volunteers. The Headteacher attends important briefings and shares information with all staff.	

## 30. Vehicle movement on site

<b>Name of Premises Manager responsible for the management of vehicles on site</b>	Charlotte Ashton Headteacher
<b>Our arrangements for the safe access and movement of vehicles on site are:</b> There is a small parking area at the side of the school. Care should always be taken driving in and out of this area. The gates should be closed whenever	

possible. **Children and parents should not walk through this area.**

### 31. Violence and Aggression and School/Academy Security

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.

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.

<b>Staff and pupils must report all incidents of verbal &amp; physical violence to:</b>	Charlotte Ashton Headteacher
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<b>Incidents of verbal &amp; physical violence are investigated by:</b>	Charlotte Ashton Headteacher
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<b>Name of person who has responsibility for site security:</b>	Charlotte Ashton Headteacher
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**Our arrangements for site security are:** The main door should be kept shut at all times. Any visitors will knock the door and be let in by an adult. The children should never open the front door. All visitors will sign in at the front desk, their identity checked and a visitor badge presented to them. Mobile phones to be handed in unless there is a valid for reason for it not to be and then it must be put on silent and remain hidden at all times.

All school staff will sign in at the start of the day and sign out at the end. Their identity badge will be worn at all times.

The Headteacher or another member of staff will check the perimeter of the grounds regularly for any problem areas.

### 32. Water System Safety

Name of Premises Manager responsible for managing water system safety.	Charlotte Ashton Headteacher
Name of contractors who have undertaken a risk assessment of the water system	Hertel
Name of contractors who carry out regular testing of the water system:	Hertel Weekly flushing – Lisa Evans Monthly check – June Smith/June Norton
Location of the water system safety manual/testing log	School Office



Our arrangements to ensure contractors have information about water systems are: water safety log available to all contractors

### 32. Working at Height

<b>Name(s) of person responsible managing the risk of work at height on the premises:</b>	Charlotte Ashton
Work at height is avoided where possible.	
Our arrangements for managing work at height are: Staff should always use the appropriate step ladder to reach high places. Standing on chairs or tables is not recommended. Any defects with the step ladders should be reported to the Headteacher immediately.	
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 in the school office	

### 33. Work Experience

Name of person who has overall responsibility for managing work experience and work placements for school pupils.	Charlotte Ashton Headteacher June Smith
<b>Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are:</b> All arrangements, clearances and risk assessments are made in conjunction with the student's base institution.	
<b>The name of the person responsible for the health and safety of people on work experience in the school premises:</b>	Charlotte Ashton Headteacher June Smith
<b>Our arrangements for managing the health and safety of work experience students in the school are:</b> All students are given a health and safety induction briefing and one on safeguarding as well.	

### 34. Volunteers

<b>Name of person who has overall responsibility for managing/coordinating</b>	Charlotte Ashton Headteacher June Smith
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<b>volunteers working within the school</b>	
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)**

1. 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.
2. Staff safety training – Update staff training each academic year
3. School H&S maintenance carried out to reduce risk of injury to staff/children/parents and visitors. Use LA H&S audit. (annually)
4. A health and safety checklist is carried out once a year
5. Health and Safety Policy/Statement Reviewed/Update annually All Risk Assessments reviewed annually
6. No. of Accidents/Incidents (Children and staff) - Analysed termly for trends
7. No. of Ill health cases due to work (e.g. stress or repetitive strain injury) analysed termly
8. No. of Fire Evacuations completed (at least one per term)
9. No. of Fire Alarms (Tests and False Alarms)
10. Governors Health and Safety Report Completed
11. Results of any Safety Audit/Inspection (used for new targets)

