Health, Safety and Wellbeing Management Arrangements

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Template

Health, Safety and Wellbeing Policy

Health, Safety and Wellbeing Service

Supporting you in managing Health, Safety & Wellbeing

Staffordshire County Council

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

St Mary's C of E Primary. Mucklestone.

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 St Mary's.
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 St Mary's Governing Board 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 Board will ensure so far as is reasonably practicable that:

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

In addition to the above the school/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.

Emergency Planning and Response Guidance– see St Mary's Business Continuity Plan.

Ruth Hawkins		*Sharon Mannering*
November 2026		*November 2026* *Review date November 2027*

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/academy obtains competent health and safety advice from	*SCC Health Safety and Wellbeing Service.*
The contact details are	*Steve.brown@staffordshire.gov.uk*
In an emergency we contact - Steve Brown	

Monitoring Health and Safety

Name of person(s) responsible for the overall monitoring of health and safety in school/academy:	*Name – Sharon Mannering and Sue Fox*
Our arrangements for the monitoring of health and safety are (include here how performance is measured, reported upon when these are reported and how e.g. annual report to Governing Body: *Half termly Health and Safety review with Governors. Termly report to Governors. Monitoring and checking using schools H and S plan as reference guide to ensure all monitoring, audits and checks are carried out as schedule.*	
The school/academy carries of out formal evaluations and audits on the	

management of health and safety (frequency).	
The last audit took place	*Date: November 2022* *By: Steve Brown*
Name of person responsible for monitoring the implementation of health and safety policies	*Name Sharon Mannering*
All staff are aware of the key performance indicators in part E and how they are monitored	
Workplace inspections - type	*Name of person who carries these out*
Monthly water testing, weekly fire alarms and emergency lighting.	*Nick Baldie (water testing and fire safety)*
Daily indoor and outdoor checks	*All staff*

Commented [MH1]: Amended water testing

D. Detailed Health and Safety Arrangements

1. Accident Reporting, Recording & Investigation

Our arrangements for recording and investigating:
pupil accidents: Accident forms are completed and reviewed termly. If hospitalised accident details completed on portal.
staff accidents: Accident is recorded in accident book. Risk assessments reviewed.
visitor accidents: Accident is recorded in accident book. Risk assessments reviewed.
The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: Sharon Mannering.
Our arrangements for reporting to the Governing Body or Academy Board are: Termly H and S report on HT report to Governors.
Our arrangements for reviewing accidents and identifying trends are: Agenda item on FGB and H and S link Governor meetings that take place termly and the minutes sent to full board. Action plan for maintenance completed and updated. Actions and works carried out by Nick Baldie.

2. Asbestos

Name of Premises Manager responsible for Managing Asbestos.	*Name* *Sharon Mannering.* *Asbestos management plan created August 2024.* *Managing asbestos training SM attended December 2025.*
Location of the Asbestos Management Log or Record System.	*Location* *Administrative Assistance Office (Sarah Goodwin).*

Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are: Hazard exchange forms are completed. Asbestos register is provided and no intrusive work to be carried out, must be reported.	
Our arrangements to ensure all school/academy staff such as class teachers or caretakers have information about asbestos risk on the premises: Share content of Asbestos register.	
Staff must report damage to asbestos materials to:	*Name* Sharon Mannering or Sarah Goodwin.
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:	*Name* Sharon Mannering.
Our arrangements for communicating about health and safety matters with all staff are: Communication board, on staff meeting agenda each week. H and S book available for all staff. Copy of H and S policy in staffroom. Weekly briefing agenda item too.	
Staff can make suggestions for health and safety improvements by: Reporting to SM, SG, AJ and recording in book.	

4. Construction Work *See also Contractor Management

Name of person coordinating any construction work / acting as Client for any construction project.	*Name*
Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are: Contracts, site meetings and hazard exchange forms completed. *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: SM	
Our arrangements for the induction of contractors are: SM	
Staff should report concerns about contractors to: Sharon Mannering	
We will review any construction activities on the site by: Ongoing	

5. Consultation

Name of SLT member who is responsible	*Name* Sharon Mannering

for consulting with staff on health and safety matters:	
The name of the Trade Union Health and Safety Representative is:	*Name N/A*
Our arrangements for consulting with staff on health and safety matters are: Discussing in staff meetings or on briefing notes	
Staff can raise issues of concern by: Reporting to HT.	

6. Contractor Management

Name of person responsible for managing and monitoring contractor activity	*Name Sharon Mannering*
Our arrangements for selecting competent contractors are: *Must be SCC approved. 3 quotes established prior to work. Governor consultation.*	
Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: H and S file made available and signposted to website and relevant documentation.	
Our arrangements for the induction of contractors are: Initial discussions with SM	
Staff should report concerns about contractors to: Sharon Mannering.	

7. Curriculum Areas – health and safety

Name of person who has overall responsibility for the curriculum areas as follows: *e.g.* *Science* *D&T* *PE*	*Head of Dept. or Curriculum Lead Name* *Clare Higgins (DDSL)– Phonics, RE and Music.* *Elizabeth Morgan – English, Art/DT and Humanities.* *Dan Cohen – Computing, Science and PE.* *Sharon Mannering (DSL) – Maths, MFL, PSHE.*
Risk assessments for these curriculum areas are the responsibility of:	*Name(s)* *All staff.*

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: SM and SG carry out a DSE risk assessment.

Name of person who has responsibility for carrying out Display Screen Equipment Assessments	*Name Sharon Mannering*
DSE assessments are recorded and any control measures required to reduce risk are managed by	*Name Sharon Mannering*

9. Early Years Foundation Stage (EYFS)

Name of person who has overall responsibility for EYFS	*Name Sharon Mannering and Claire Higgins.*
Our arrangements for the safe management of EYFS are: Daily indoor and outdoor checks, Early Years risk assessments if required, regular visual checks of resources and provision. Assessment of appropriate choices for Nursery pupils ie remove toys and resources that could cause a choking hazard. Staff ratios are maintained and staff carry red emergency cards at all times.	

10.Educational visits / Off-Site Activities

Name of person who has overall responsibility for Educational Visits	*Name Sharon Mannering.*
The Educational Visits Coordinator is	*Name Sharon Mannering*
Our arrangements for the safe management of educational visits: Evolves are completed as necessary and additional risk assessments also according to visit/trip. Staff, pupil ratios are met. All volunteers have DBS completed. Governor cover is also available to support and advise. Good communication is maintained at all times. Business continuity for September 2026 completed.	

11. Electrical Equipment [fixed & portable]

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	*Name Sharon Mannering*
Fixed electrical wiring test records are located:	*Adminstrative Assistant's office (Sarah Goodwin).*
All staff visually inspect electrical equipment before use. Yes	
Our arrangements for bringing personal electrical items onto the school site are: Not allowed.	
Name of person responsible for arranging the testing of portable electrical equipment (PAT):	*Name Sharon Mannering.*
Name of person responsible for defining	*Name Sharon Mannering*

the frequency of portable electrical equipment (PAT) testing:	
Portable electrical equipment (PAT) testing records are located:	*Sarah Goodwin's office*
Staff must take defective electrical equipment out of use and report to:	*Name Sharon Mannering.*
The portable electrical equipment on the school site owned and used by contractors is the responsibility of the contractor, who must provide records of this if requested:	

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

Name of competent person responsible for undertaking & reviewing fire risk assessment in addition to any associated action planning	*Name Sharon Mannering.*
The Fire Risk Assessment is located ……	*On Management drive on computers and a copy in staffroom.*
When the fire alarm is raised the person responsible for calling the fire service is	*Name Sharon Mannering or Sarah Goodwin.*
Name of person responsible for arranging and recording of fire drills	*Name Sharon Mannering – termly.*
Name of person responsible for creating and reviewing Fire Evacuation arrangements	*Name Sharon Mannering.*
Our Fire Evacuation Arrangements are published …	*Location M drive*
Our Fire Marshals are listed	*Location All staff.*
Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at	*Location Sarah Goodwin's office.*
Name of person responsible for training staff in fire procedures	*Name Sharon Mannering.*
All staff must be aware of the Fire Procedures in school Visitors are shown our school visitor guide when they enter the premises and show the fire exits by a member of staff.	

13. First Aid *see also Medication

Name of person responsible for carrying out the First Aid Assessment	*Name Sharon Mannering.*
The First Aid Assessment is located	*Location Staffroom.*

First Aiders are listed	*Location Staffroom.*
Name of person responsible for arranging and monitoring First Aid Training	*Name Sharon Mannering*
Location of First Aid Box	*Staff room, kitchen, office.*
Name of person responsible for checking & restocking first aid boxes	*Sarah Goodwin.*
In an emergency staff are aware of how to summon an ambulance Yes.	
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	*Call ambulance, administer first aid. Contact parent/carer. One member of staff to accompany to hospital if needed. Headteacher or Mrs Higgins.*
staff	*Call ambulance, administer first aid. Contact next of kin. One member of staff to accompany to hospital.*
visitors	*Call ambulance, administer first aid. Contact next of kin. One member of staff to accompany to hospital.*
Our arrangements for recording the use of First Aid are – Record in book.	

14. Forest School

Name of person in school who leads on Forest School activity	*We do not currently run this but Mrs Higgins is fully trained as a forest school leader.*
Our arrangements for developing, organising and running Forest School activity. Include here any details with regard to risk assessment, communication and supervision etc. *Take first aid kit. School aware of who is attending forest school activity and timings. All relevant risk assessments completed, ie fire pit etc.*	

15. Glass & Glazing

All glass in doors and side panels are constructed of safety glass Yes	
All replacement glass is of safety standard Yes	
A glass and glazing assessment took place in (year) and the record can be found ….	*Date and Location* December 21 – Sarah Goodwin's office. Checks by the H & S team during the audit.

16. Hazardous Substances (COSHH)

Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)	*Sharon Mannering.*
Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are: all relevant paperwork available and completed. Stored in a locked cabinet. Risk regularly reviewed. RA completed. The school uses CLEAPPS as a resource and all staff must be aware of how to access this information.	

17. Health and Safety Law Poster

The Health and Safety at Work poster is located:	*On the stairs.*

18. Housekeeping, cleaning & waste disposal

All staff and pupils share the responsibility for keeping the school/academy site clean, tidy and free from hazards.	
Our waste management arrangements are: Bins are located on the school drive.	
Our site housekeeping arrangements are: AJ cleans and disposes of rubbish in correct bins on car park. and safe disposal of waste.	
Site cleaning is provided by: *In house cleaners*	*Name and contact details* *Abi Jackson.*
Cleaning staff have received appropriate information, instruction and training about the following and are competent: Yes	
work equipment	
hazardous substances	
Waste skips and bins are located away from the school/academy building.	
All staff and pupils must be aware of the arrangements for disposing of waste and he location of waste bins and skips.	
Staff in all Depts. who generate waste (e.g.catering/cleaning/curriculum areas) must be aware of the risk assessments and control measures in place for their role.	

19. Infection Control

Name of person responsible for managing infection control:	*Name* *Sharon Mannering.*
Our infection control arrangements (including communicable diseases/hand hygiene standards) are: Communicable diseases policy is followed. Hand hygiene and regular handwashing continue for all staff and pupils	

20. Lone Working

Our arrangements for managing lone working are We follow the lone working policy.

21. 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	*Name Sharon Mannering and Nick Baldie, Sue Fox, Abi Jackson.*
Records of maintenance and inspection of equipment are retained and are located:	*Location Record in HT office*
Staff report any broken or defective equipment to:	*Name Sharon Mannering.*
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: N/A	

22. Manual Handling

Name of competent person responsible for carrying out manual handling risk assessments	*Name Sharon Mannering.*
Our arrangements for managing manual handling activities are: Manual handling risk assessment completed.	
Staff must aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided.	
Staff who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task.	
Staff are trained appropriately to carry out manual handling activities.	
Where people handling takes place an Individual Manual Handling Plan must be in place and communicated to all parties (including where appropriate the young person/their parents/carers/support staff).	

23. Medication

Name of person responsible for the management of and administration of medication to pupils in school/academy	*Name Sharon Mannering*
Our arrangements for the administration of medicines to pupils are: Parents/carers completed forms and give consent to staff administer medication. They have given the first dose. Staff complete forms when administered, sign and date. Medication is stored in the refrigerator or locked cabinet.	
The names members of staff who are authorised to give / support pupils with medication are:	*All staff*
Medication is stored:	*Location Cabinet in staffroom or fridge.*
A record of the administration of medication is located:	*Location File in staffroom.*
Pupils who administer and/or manage their own medication in school are authorised to do so by a (name) 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 cabinet in staffroom. All staff have received recent Asthma and Epipen training.	
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.	

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.	*Name Sharon Mannering*
Name of person responsible for the checking and maintenance of personal protective equipment provided for staff	*Name Sarah Goodwin*
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	*Name Sharon Mannering.*

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.	*Name Class teacher.*

25.Radiation

Name of the school Radiation Protection Supervisor (RPS)	*Name Sharon Mannering*
Name of the Radiation Protection Adviser (RPA)	*Name Sharon Mannering*

26. 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: Report to Sharon Mannering and H and S book to be completed.

27. 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/academy* *Fire Risk Assessment* *Hazardous Substances* *Work Equipment* *Manual handling activities* *Risks related to individuals e.g. health issues*	
Name of person who has overall responsibility for the school/academy risk assessment process and any associated action planning	*Name Sharon Mannering.*
Our arrangements for carrying out, recording, communicating and reviewing risk	

assessments are: RA completed by all staff and reviewed annually or as necessary.
Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments. SM training 15/1/26
When an accident or incident occurs a post risk assessment takes place when a new hazard has been identified. Yes.
Risk assessments are created or reviewed when something new is introduced or a change has occurred. Yes.

28. Smoking

No smoking or vaping is permitted on site or in vehicles owned or operated by the school.

29. Shared use of premises/shared workplace

Name of Premises Manager or member of Leadership team responsible for Premises Management	*Name Sharon Mannering*
The school/academy premises are shared with another organisation (e.g.Contract caterer/public leisure centre).	*Name Sharon Mannering*
Our arrangements for managing health and safety in a shared workplace are: policy regularly updated and in place, health and safety link governor. H and S on staff meeting agenda each week. Regular communication, staff have access to all documentation. Changes and updates communicated. Audit and review by SCC.	

30. Stress and Staff Well-being

Name of person who has overall responsibility for the health and wellbeing of school/academy staff	*Name Sharon Mannering.*
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: Following policy and practice. Open communication with HT and Governors. Culture of sharing issues and knowing how to find help and locate support.	
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. November 2026.

31. Swimming Pool Operating Procedures (where applicable)

Name of person who has overall responsibility for managing the swimming pool and it's environment.	*Name*
Our arrangements for carrying out suitable swimming pool management (including minimum supervision standards, how to summon assistance in emergency, what to do if problem identified with pool water quality, supervision in changing areas, max numbers of swimmers, conditions of hire to outside organisations, first aid provision, training plant operators):	
Staff operating the swimming pool have received appropriate training and information.	
Emergency procedures are in pace 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.	

32. Training and Development

Name of person who has overall responsibility for the training and development of staff.	*Name Sharon Mannering.*
All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.	
Our arrangements for carrying out suitable and sufficient health and safety training for all staff are: review of training to date and new training arranged. Report to Governors. Review of skill set and new staff needs.	
The school/academy 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 M drive.	
Training and competency as a result of training is monitored and measured by:	*Name Sharon Mannering*

33. Vehicles owned or operated by the school/academy

Name of person who has overall responsibility for the school/academy vehicles	*Name*
The school/academy operates (no.of xx) minibus/coaches/cars/other vehicles (e.g. quad bikes/ride on mowers).	*List*
Name of person who manages the driver medical examinations	
Name of person who manages the vehicle license requirements	
Name of person who undertakes vehicle checks such as oil, water and routine roadworthiness.	
Name of person who arranges servicing and maintenance of the academy vehicles	
Our arrangements for the safe use of school/academy vehicles are:	

34.Vehicle movement on site Does this include the car park? What about the sit on mowers the gardeners use?

Name of Premises Manager responsible for the management of vehicles on site	*Name* Sharon Mannering
Our arrangements for the safe access and movement of vehicles on site are: Speed limits, reversing into spaces, cones out to separate the walkway. Deliveries after 9am and before 3pm. Sit on lawnmowers are used by croppers and are all used when children are in class and not outside	

35. 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.	
Staff and pupils must report all incidents of verbal & physical violence to:	*Name Sharon Mannering.*
Incidents of verbal & physical violence are investigated by:	*Name Sharon Mannering*
Name of person who has responsibility for site security:	*Name Sharon Mannering*
Our arrangements for site security are: All doors and gates are locked at the end	

of the day and the alarm set. Lone working policy applies when staff alone. Security lighting activates. School is locked when pupils are in attendance.

36. Water System Safety

Name of Premises Manager responsible for managing water system safety.	*Name Sharon Mannering, Nick Baldie and Abi Jackson.*
Name of contractors who have undertaken a risk assessment of the water system	*Name HSL*
Name of contractors who carry out regular testing of the water system:	*Name HSL*
Location of the water system safety manual/testing log	*Location Sarah Goodwin's office.*
Our arrangements to ensure contractors have information about water systems are: Nick Baldie is trained and carries out monthly water testing and recording. Defects reported.	
Our arrangements to ensure all school staff carrying out checks or testing or maintenance have information about the water system: As above.	

37.Working at Height

Name(s) of person responsible managing the risk of work at height on the premises:	*Name Sharon Mannering*
Work at height is avoided where possible.	
Our arrangements for managing work at height are: NB to attend ladder training. Small steps are used by staff to reach when working at height. 3 points on the steps at all times and staff encouraged not to over stretch. Individual risk assessments completed for those at risk of injury if working at 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	
Work at height equipment is regularly inspected, maintained and records are kept (Location)	

38.Work Experience

Name of person who has overall responsibility for managing work experience and work placements for	*Name Sharon Mannering.*

school/academy pupils.	
Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are: Copy of DBS taken and induction form completed. Student then assigned to member of staff for support.	
The name of the person responsible for the health and safety of people on work experience in the school/academy premises:	*Name* Sharon Mannering.
Our arrangements for managing the health and safety of work experience students in the school are: Induction completed and sign posted to relevant policies and risk assessments. Reporting arrangements discussed. Tour of school.	

39. Volunteers

Name of person who has overall responsibility for managing/coordinating volunteers working within the school/academy:	*Name* Sharon Mannering.
Volunteers are considered as a member of staff and all health and safety arrangements including induction and training must apply. As above and see volunteer policy.	

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.