

St Leonard's Primary School

Stafford



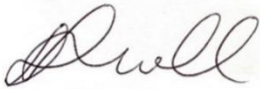
Health, Safety & Wellbeing Policy

November 2023



St Leonard's Primary School, Stafford

Health, Safety and Wellbeing Policy

Comments:	To be reviewed at least annually
Signed:	 Lana Howell, Chair of Governors, 29/11/23
Reviewed:	Reviewed by Charlotte Cooke, Deputy Headteacher and H&S Lead in November 2023 for Governors to approve at their next meeting.

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 Leonard's Primary

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 Leonard's Primary

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 policy.

B. Policy Statement

The requirement to provide a safe and healthy working environment for all employees is acknowledged and the St Leonard's Primary School Governing Body/those in control of the St Leonard's Primary School recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work 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.



Lana Howell - Chair of Governors	Karen Roberts - Headteacher
29.11.2023	29.11.2023

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

<i>The school/academy obtains competent health and safety advice from</i>	Dean Willetts Health, Safety & Wellbeing Service Staffordshire County Council 2 Staffordshire Place Tipping Street, Stafford ST16 2dh
<i>The contact details are</i>	Tel: 01785 355777 Fax: 01785 355842 Mobile No: 07773 791499 e-mail: dean.willetts@staffordshire.gov.uk
<p><i>In an emergency we contact:</i></p> <p>PAGE THE COUNTY COUNCIL'S DIRECTOR ON CALL ON</p> <p>07623 910065</p>	

Monitoring Health and Safety

Name of person(s) responsible for the overall monitoring of health and safety in school/academy:	Karen Roberts
Our arrangements for the monitoring of health and safety are daily monitoring of health and safety whilst in school, weekly reminders/agenda point for all staff in briefings/meetings, annual evaluations and audits and an annual report to the Governing Body	
The school carries out formal evaluations and audits on the management of	



health and safety at least annually.	
The last audit took place	March 2019 By: Dean Willetts and Charlotte Cooke
Name of person responsible for monitoring the implementation of health and safety policies	Charlotte Cooke
All staff are aware (and have signed to say) of the key performance indicators in part E and how they are monitored	
<i>Workplace inspections including daily, weekly, termly and annual checks. These include Fire Alarm Call Point Tests, Water temperature tests, playground equipment check, premises checks etc.</i>	<i>Ian Ackroyd (Caretaker)</i>
	<i>Charlotte Cooke (H&S Co-ordinator)</i>
	<i>Charlotte Cooke (Headteacher)</i>

D. Detailed Health and Safety Arrangements

1. Accident Reporting, Recording & Investigation

Our arrangements for recording and investigating:
Pupil accidents: pupil accident record to be completed on Evolve Accident Book and given to the child. These are collated, reported as necessary and stored appropriately.
Staff accidents: accident record to be completed and reported on My Health and Safety. These are collated, reported as necessary and stored appropriately.
Visitor accidents: accident record to be completed and recorded on My Health and Safety. These are collated, reported as necessary and stored appropriately.
The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: Karen Roberts
Our arrangements for reporting to the Governing Body are: annual health, safety and wellbeing report
Our arrangements for reviewing accidents and identifying trends are: termly review of accidents and recording of time/type or frequency trends. These are included in the Governors Report and are used by SLT to help to better manage risk.

2. Asbestos

Name of Premises Manager responsible for Managing Asbestos:	Charlotte Cooke
Location of the Asbestos Management Log or Record System.	N/A – no asbestos in the building



Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are: N/A	
Our arrangements to ensure all school/academy staff such as class teachers or caretakers have information about asbestos risk on the premises: N/A	
Staff must report damage to asbestos materials to:	Charlotte Cooke
<i>Staff must not drill or affix anything to walls without first obtaining approval from the premises manager.</i>	

3. Communication

Name of SLT member who is responsible for communicating with staff on health and safety matters:	Charlotte Cooke
Our arrangements for communicating about health and safety matters with all staff are: agenda item at weekly briefings and staff meetings, handing out and signing for policies and updates as appropriate, staffroom communication board and class files	
Staff can make suggestions for health and safety improvements by: approaching Charlotte Cooke or raising them during weekly briefings/staff meetings	

4. Construction Work *See also Contractor Management

Name of person coordinating any construction work / acting as Client for any construction project.	Charlotte Cooke
Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are managed through the LA currently by Duncan Bagnall. Intrusive work assessments, Hot Work Permits and hazard exchange forms are used as appropriate.	
Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are managed through the LA currently by Duncan Bagnall	
Our arrangements for the induction of contractors are managed through the LA currently by Duncan Bagnall	
Staff should report concerns about contractors to: Karen Roberts and Charlotte Cooke	
We will review any construction activities on the site by meeting with and liaising through the LA managed currently by Duncan Bagnall	



5. Consultation

Name of SLT member who is responsible for consulting with staff on health and safety matters:	Charlotte Cooke
The name of the Trade Union Health and Safety Representative is:	
Our arrangements for consulting with staff on health and safety matters are through weekly agenda item for H&S in staff briefing and dedicated staff meetings when necessary as well as policies distributed to staff members.	
Staff can raise issues of concern during weekly agenda item for H&S in staff briefing, dedicated staff meetings if necessary and emailing Karen Roberts or Charlotte Cooke	

6. Contractor Management

Name of person responsible for managing and monitoring contractor activity:	Charlotte Cooke
Our arrangements for selecting competent contractors are managed through the LA currently by Duncan Bagnall	
Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are managed through the LA currently by Duncan Bagnall. Intrusive work assessments, Hot Work Permits and hazard exchange forms are used as appropriate.	
Our arrangements for the induction of contractors are managed through the LA currently by Duncan Bagnall	
Staff should report concerns about contractors: Charlotte Cooke	

7. Curriculum Areas – health and safety

Name of person who has overall responsibility for the curriculum areas as follows:	PE and Maths: Anna Bird DT and Science: Helen Watton Curriculum: Laura Hitchen English/Health and Safety: Charlotte Cooke Art and Music: Amy Bayliffe EAL/Pupil Premium/SEND/R.E.: Claire Callaghan Computing: Ellie O'Neill PSHE: Louise Whittick EYFS and Phonics: Abbie Jones
Risk assessments for these curriculum areas are the responsibility of:	Individual leaders as listed above and overseen by Charlotte Cooke



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: Individuals are aware of safe practice and assessments are carried out by individuals supported by Charlotte Cooke and Karen Roberts	
Name of person who has responsibility for carrying out Display Screen Equipment Assessments:	Charlotte Cooke
DSE assessments are recorded and any control measures required to reduce risk are managed by:	Charlotte Cooke

9. Early Years Foundation Stage (EYFS)

Name of person who has overall responsibility for EYFS:	Karen Roberts EYFS Lead: Abbie Jones
Our arrangements for the safe management of EYFS are: Daily risk assessments, risk assessments for activities and continuous provision. EY policies are included within the safeguarding policy and EY specific policies retained within the classroom as well as the school office.	

10. Educational visits / Off-Site Activities

Name of person who has overall responsibility for Educational Visits:	Karen Roberts
The Educational Visits Coordinator is:	Karen Roberts with the support of Emma Marston
Our arrangements for the safe management of educational visits: all educational visits must be agreed in principle with Karen Roberts before they can be booked. When booked, pre-visits must be completed (if appropriate), risk assessments obtained or written and Evolve must be completed and signed off at least 10 working days before the visit commences. On visits, recommended ratios must be adhered to, correct checks must be completed for staff and volunteers and the risk assessments/Evolve forms should be shared. The School first aid kit and risk assessments must be carried.	

11. Electrical Equipment [fixed & portable]

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking	Emma Marston
--	--------------



any remedial action required:	
Fixed electrical wiring test records are located:	Entrust Property Portal
All staff visually inspect electrical equipment before use. PAT Testing takes place annually.	
Our arrangements for bringing personal electrical items onto the school site are that only pre-authorised new or PAT tested items are allowed.	
Name of person responsible for arranging the testing of portable electrical equipment (PAT):	Emma Marston
Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:	Emma Marston
Portable electrical equipment (PAT) testing records are located:	In the office
Staff must take defective electrical equipment out of use and report to:	Emma Marston/Karen Roberts
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 as it is managed through the LA currently by Duncan Bagnall	
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:	Charlotte Cooke supported by Dean Willetts
The Fire Risk Assessment is located:	In the office and on the staff intranet
When the fire alarm is raised Emma Marston/Karen Roberts will contact the Fire Brigade.	
Name of person responsible for arranging and recording of fire drills:	Charlotte Cooke
Name of person responsible for creating and reviewing Fire Evacuation arrangements:	Charlotte Cooke
Our Fire Evacuation arrangements are displayed around the school and recorded on staff intranet.	
Our Fire Marshals are listed: in the office/displayed around the school	
Results of the testing and maintenance of fire equipment and installations is recorded on the Entrust Property Portal.	



Name of person responsible for training staff in fire procedures:	Charlotte Cooke
All staff must be aware of the Fire Procedures in school and this is supported by the Fire Emergency Plan.	

13. First Aid *see also Medication

Name of person responsible for carrying out the First Aid Assessment:	Charlotte Cooke
The First Aid Risk Assessment is located:	On Staff shared remote system
First Aiders are listed:	At Key points around the school including the school office
Name of person responsible for arranging and monitoring First Aid Training:	Emma Marston
Location of First Aid Box:	Office and every classroom
Name of person responsible for checking & restocking first aid boxes:	Louise Whittick
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 the injured person is stabilised either in situ or if safe and appropriate to move them, in the sick bay. SLT will be notified, the emergency services, parents or next of kin will be contacted as appropriate. If the person is transported to hospital they will be accompanied as follows:	
pupils	Charlotte Cooke/Karen Roberts
staff	Charlotte Cooke/Karen Roberts
visitors	Charlotte Cooke/Karen Roberts
Our arrangements for recording the use of First Aid are through logs and accident/incident forms which are kept in the school office.	

14. 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 2023 and the record can be found:	In the school office

15. Hazardous Substances (COSHH)

Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments):	Glen Group for cleaning products Charlotte Cooke for all other hazardous substances
Our arrangements for managing hazardous substances (selection, storage, risk	



assessment, risk control etc.) are managed through Glen Group primarily. In all other cases, individual risk assessments are followed. The school uses CLEAPPS as a resource and all staff must be aware of how to access this information.

16. Health and Safety Law Poster

The Health and Safety at Work poster is located:	In the Staff Room
--	-------------------

17. 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 weekly bin collections by an outside company.	
Our site housekeeping arrangements are managed through Glen Group.	
Site cleaning is provided by:	Glen Group (External cleaning company)
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.	

18. Infection Control

Name of person responsible for managing infection control:	Charlotte Cooke
Our infection control arrangements are: the infection control poster is located (in the school office / sta Infection control. The infection control poster is control guidance in place. Staff have reviewed the Infection Control DVD – these can be accessed at the following linki https://education.staffordshire.gov.uk/School-Admin/HealthSafetyWellbeing/Health-and-Safety/Procedures/Health/Communicable-Diseases/Communicable-Diseases-and-Infection-Control.aspx	

19. Lettings



Name of Premises Manager or member of Leadership team responsible for Lettings:	Charlotte Cooke
Our arrangements for managing Lettings of the school. rooms or external premises are through contracted arrangements which require all paperwork to be in place before a Letting begins and regular review of the terms and conditions.	
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.

21. Lone Working

Our arrangements for managing lone working are: no-one should be lone working on site other than the Caretaker. He has set times to be on site and this is managed by Glen Group. If anyone else needs to access the site and is unaccompanied, they must inform Karen Roberts before entering the site, perform at least hourly check-ins whilst on site and then inform them when they have left the site.
--

22. 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 kitchens, science laboratories or Design and Technology rooms.	
Name of person responsible for the selection, maintenance / inspection and testing of equipment:	Ian Ackroyd
Records of maintenance and inspection of equipment are retained and are located:	In the Office
Staff report any broken or defective equipment to:	Ian Ackroyd/ Karen Roberts
The equipment on the school site owned and used by contractors is the responsibility of the contractor, who must provide records of testing, inspection and maintenance if requested.	



23. Manual Handling

Name of competent person responsible for carrying out manual handling risk assessments:	Charlotte Cooke
Our arrangements for managing manual handling activities are for staff to minimise the risk of manual handling through the safe use of trolleys or other equipment. Where possible staff should avoid manual handling and instead request that this be done safely by Ian Ackroyd.	
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 manual 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).	

24. Medication

Name of person responsible for the management of and administration of medication to pupils in school:	Emma Marston
Our arrangements for the administration of medicines to pupils are: only prescribed medicines, which must be taken during the school day, can be administered. Authorisation forms must be completed before any medicine is accepted on the site. The medicine must be dropped off to the school office by a parent in a named/prescribed container and stored either in the locked cabinet or the fridge as appropriate. These will be administered; the medicine administration sheet should be signed and the parent/carers is required to collect the medicine again at the end of the day.	
The names members of staff who are authorised to give / support pupils with medication are:	Emma Marston Any Named First Aider
Medication is stored:	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 Karen Roberts 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: A member of staff MUST remain with the child at all times. The child's medication must be administered as per instructions and training. An	



ambulance should be called if necessary and Karen Roberts MUST be informed. Where possible, a record of the amount and number of times medicine is administered and for how long, should be kept to hand to provide to the emergency services. Parent/Carer should be informed ASAP.
Staff who are taking medication must keep this personal medication in a secure area in a staff only location.
Staff must advise the school leaders if they are taking any medication which might impair their ability to carry out their normal work.

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

PPE is provided free of charge where a risk assessment identifies this is needed to control a risk and the risk cannot be controlled by another means.	
Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for school staff:	Karen Roberts/Charlotte Cooke Emma Marston
Name of person responsible for the checking and maintenance of personal protective equipment provided for staff:	Karen Roberts/Charlotte Cooke Emma Marston
PPE provided for use in curriculum lessons is not “personal” as it is provided by pupils in classroom situations.	
Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for pupils:	Staff responsible for the activity
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:	Karen Roberts/Charlotte Cooke Emma Marston

26. Radiation

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

27. Reporting Hazards or Defects

All staff and pupils must report any hazards, defects or dangerous situations they see at school.
Our arrangements for the reporting of hazards and defects: these must be logged in the caretaker’s book and Karen Roberts should be immediately



informed. Any action required in order to make the area/situation safe should be taken and all parties informed of the restrictions/arrangements in place.

28. 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:

- 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 (COSHH)
- Work Equipment
- Manual handling activities
- Risks related to individuals e.g. health issues
- Use of equipment within school
- Staff and Children's wellbeing
- Online Safety
- Visitors within School
- Use of Mobile Electronic Equipment
- Fire Evacuation Chair
- PTFA Events risk assessments
- Evolve – trips and visitors
- Display Screen Equipment

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

Our arrangements for carrying out, recording, communicating and reviewing risk assessments are: to create the document, save it to the staff shared area, share it with staff who sign to say they have received and communicate it appropriately to children or parents when needed. All appropriate risk assessments are accessible to staff on the staff shared area. A timetable of the reviewing of these is managed by Charlotte Cooke.

Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments – Charlotte Cooke has received risk assessment training in 2021.

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.

29. Smoking

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

30. Shared use of premises/shared workplace (NOT applicable)

31. Stress and Staff Well-being

Name of person who has overall responsibility for the health and wellbeing of school staff:	Charlotte Cooke and Karen Roberts
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: all staff have regular PPA time, regular reminders of Thinkwell Services, support where necessary, extra time given as required during busy periods (ie: moderation) regular 'thank you's' and termly social gatherings, support in the form Occupational Health referrals or individual risk assessments e.g. stress risk assessment, individual risk assessment. Regular review meetings for these risk assessments are organised and facilitated by Charlotte Cooke and Karen Roberts.	
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. September 2022 reviewed – this is due to be renewed.	

32. Swimming Pool Operating Procedures (NOT applicable)

33. Training and Development

Name of person who has overall responsibility for the training and development of staff:	Charlotte Cooke
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: weekly agenda item, dedicated staff meetings, information via email, policies and risk assessments shared where necessary.

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 school office.

Training and competency as a result of training is monitored and measured by:	Charlotte Cooke
--	-----------------

34. Vehicles owned or operated by the school (NOT applicable)

35. Vehicle movement on site

Name of Premises Manager responsible for the management of vehicles on site:	Karen Roberts
---	---------------

Our arrangements for the safe access and movement of vehicles on site are speed limits and segregation of vehicles from pedestrian areas.

36. 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:	Charlotte Cooke and Karen Roberts
---	-----------------------------------

Incidents of verbal & physical violence are investigated by:	Charlotte Cooke and Karen Roberts
---	-----------------------------------

Name of person who has responsibility for site security:	Ian Ackroyd
---	-------------

Our arrangements for site security are managed the Glen Group and Staffordshire County Council.

37. Water System Safety

Name of Premises Manager responsible	Karen Roberts
---	---------------



for managing water system safety:	Ian Ackroyd completed checks and management of water system safety.
Name of contractors who have undertaken a risk assessment of the water system:	Integrated Water Systems
Name of contractors who carry out regular testing of the water system:	Integrated Water Systems
Location of the water system safety manual/testing log:	School Office
Our arrangements to ensure contractors have information about water systems are files located in the school office	
Our arrangements to ensure all school staff carrying out checks or testing or maintenance have information about the water system are the files located in the school office.	

38. Working at Height

Name(s) of person responsible managing the risk of work at height on the premises:	Charlotte Cooke
Work at height is avoided where possible.	
Our arrangements for managing work at height are that: no-one works alone and where necessary, the caretaker uses appropriate steps or ladders. Safe working at height practices should be followed by all.	
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.	

39. Work Experience

Name of person who has overall responsibility for managing work experience and work placements for school pupils:	Karen Roberts
Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are within our volunteer code of conduct kept at the school office and made available to all volunteers.	



The name of the person responsible for the health and safety of people on work experience in the school premises:	Karen Roberts
Our arrangements for managing the health and safety of work experience students in the school are: all work experience placements must be considered as a member of staff and all health and safety arrangements including induction and training must apply.	

40. Volunteers

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