



THE
**CREATIVE
LEARNING**
PARTNERSHIP TRUST

Health and Safety Policy



Approved by: Governing
body

Date: December 2025

Last reviewed on: December 2025

Next review due by: December 2026

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 academy. **Part E** - The Key Performance Indicators.

A. Introduction This policy statement complements (and should be read in conjunction with) the Creative Learning Partnership Trust 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 Parkside Primary School Governing Body 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 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 academy will ensure that so far as is reasonably practicable that the health and safety of other non-employees is not adversely affected by its' activities.

Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representatives forms part of this policy.

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

<i>R Nixon</i>	<i>S Jones</i>
<i>Rachel Nixon - Chair of Governors/Board</i>	<i>Sophie Jones- Headteacher</i>
3.12.25	3.12.25

C. Management Arrangements

The following procedures and arrangements have been established within our academy 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 academy obtains competent health and safety advice from</i>	<i>Staffordshire County Council Health & Safety Advisors via an SLA</i>
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<i>The contact details are</i>	<i>Dean Willetts 07773791499</i>
<i>In an emergency we contact Duty Officer – shss@staffordshire.gov.uk Tel: 01785 355777</i>	

Monitoring Health and Safety

<i>Name of person(s) responsible for the overall monitoring of health and safety in academy:</i>	<i>Sophie Jones- Headteacher Laura Salter – Deputy Headteacher Chris Knapper, Bursar</i>
<i>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: procedures are in place for reporting, audits and risk assessments. Guidance is sought from Health & Safety Advisors where necessary. Governors have termly updates in the Headteachers reports alongside the annual reporting arrangements.</i>	
<i>The academy carries out formal evaluations and audits on the management of health and safety annually.</i>	
<i>The last audit took place</i>	<i>Date: 15.07.2024 By: HT, DHT and Site Supervisor</i>
<i>Name of person responsible for monitoring the implementation of health and safety policies</i>	<i>Sophie Jones, HT Laura Salter, DHT Chris Knapper, Bursar Andrew Milne, Site Supervisor</i>
<i>All staff are aware of the key performance indicators in part E and how they are monitored</i>	

D. Detailed Health and Safety Arrangements

For further information from the Health, Safety and Wellbeing Service in any of these areas you may also wish to view the information on the SLN <https://education.staffordshire.gov.uk/School-Admin/HealthSafetyWellbeing/Health-Safety-and-Wellbeing-Service.aspx> or consult with your Health and Safety Adviser.

1. Accident Reporting, Recording & Investigation

<i>Our arrangements for recording and investigating:</i>
<i>pupil accidents: Minor incidents are reported to parents using Incident Reporting Slips available in the medical room and completed by the member of staff who administered first aid. More serious accidents reported by office staff immediately to parents and appropriate action taken. Form completed by office staff within required time frame and sent off to H&S Advisory Team.</i>
<i>staff accidents: Recorded in accident book and if necessary reported by office staff to the H&S Advisory Team.</i>
<i>visitor accidents: Recorded in accident book and if necessary reported by office staff to the H&S Advisory Team.</i>

The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: Chris Knapper

Our arrangements for reporting to the Governing Body or Academy Board are: the Head teachers report to Governors always has an update within it for Health & Safety.

Our arrangements for reviewing accidents and identifying trends are: the office staff are aware of all staff/visitor accidents and most pupil accidents. If similar accidents start to happen Chris Knapper will review with the relevant staff. Chris Knapper looks back when doing the Annual Audit to see if any trends can be identified. The first aid teaching assistants have Mrs Morris who is accountable for counting the accidents and incidents and produces a report comparing to the term before and any trends that are occurring and necessary steps to put in place. The leadership team and CEO has access to the trends of pupil accidents across the Trust and at Parkside

2. Asbestos

<i>Name of Premises Manager responsible for Managing Asbestos.</i>	<i>Sophie Jones/Laura Salter/Chris Knapper</i>
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<i>Location of the Asbestos Management Log or Record System.</i>	<i>Bursar Office</i>
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Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are: Hazard information exchange, reading and signing of asbestos register prior to work commencing.

Our arrangements to ensure all academy staff such as class teachers or Caretakers have information about asbestos risk on the premises They have read and signed asbestos register, have undertaken Asbestos training and have spoken to our designated building surveyor about the asbestos in our school and where it is likely to be located. Other staff are made aware in inductions not to disturb walls/ceilings and this type of work should always be carried out by the caretaking staff only. Staff are aware of the Managing asbestos in your school documentation.

<i>Staff must report damage to asbestos materials to:</i>	<i>Chris Knapper</i>
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Staff must not drill or affix anything to walls without first obtaining approval from the premises manager.

3. Communication

<i>Name of SLT member who is responsible for communicating with staff on health and safety matters:</i>	<i>Sophie Jones/Laura Salter/Chris Knapper</i>
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Our arrangements for communicating about health and safety matters with all staff are: updates are given at Friday morning briefings and Tuesday evening staff meetings as appropriate.

Staff can make suggestions for health and safety improvements by speaking to Laura Salter, Site Supervisor or the office staff.

4. Construction Work *See also Contractor Management

Name of person coordinating any construction work / acting as Client for any construction project.

Andrew Darby

Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are: to use the expertise of the local authority property services team to project manage large building projects.

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: to meet prior to work commencing, exchange hazard information, access and sign asbestos register, agree access and safe working practices to keep pupils, staff and visitors safe.

Our arrangements for the induction of contractors are: to meet prior to work commencing, exchange hazard information, access and sign asbestos register, agree access and safe working practices to keep pupils, staff and visitors safe.

Staff should report concerns about contractors to: Sophie Jones or Laura Salter or Chris Knapper

We will review any construction activities on the site by: holding regular site meetings with relevant staff, project manager and contractors.

5. Consultation

Name of SLT member who is responsible for consulting with staff on health and safety matters:

Sophie Jones/ Laura Salter/ Chris Knapper

The name of the Trade Union Health and Safety Representative is:

No named representative

Our arrangements for consulting with staff on health and safety matters are: consultation where needed will take place at Fridays briefing

Staff can raise issues of concern by: speaking to a member of SLT or office staff.

6. Contractor Management

<i>Name of person responsible for managing and monitoring contractor activity</i>	<i>Chris Knapper</i>
<i>Our arrangements for selecting competent contractors are: using local authority approved contractors and going through a tendering process.</i>	
<i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: to meet prior to work commencing, exchange hazard information, access and sign asbestos register, agree access and safe working practices to keep pupils, staff and visitors safe.</i>	
<i>Our arrangements for the induction of contractors are: to meet prior to work commencing, exchange hazard information, access and sign asbestos register, agree access and safe working practices to keep pupils, staff and visitors safe.</i>	
<i>Staff should report concerns about contractors to: Sophie Jones, Laura Salter or Chris Knapper</i>	

7. Curriculum Areas – health and safety

<i>Name of person who has overall responsibility for the curriculum areas as follows: e.g. Science, D&T, PE</i>	<i>Laura Salter- Deputy Headteacher with Senior Leadership Team and subject leads.</i>
<i>Risk assessments for these curriculum areas are the responsibility of:</i>	<i>Sophie Jones with Senior Leadership Team and subject leads.</i>

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

The 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: self-assessments done by new staff or when workstation changes. Review and further assessment done by Chris Knapper where needed.

Name of person who has responsibility for carrying out Display Screen Equipment Assessments

Chris Knapper

DSE assessments are recorded and any control measures required to reduce risk are managed by

Chris Knapper

9. Early Years Foundation Stage (EYFS)

Name of person who has overall responsibility for EYFS

Leah Dennett

Our arrangements for the safe management of EYFS are: policies in place, regular key stage meetings, external consultant visit recommendations. Ofsted 2019 checked on the EYFS requirements and found the school exemplary.

10. Educational visits / Off-Site Activities

Name of person who has overall responsibility for Educational Visits

Sophie Jones & Laura Salter

The Educational Visits Coordinator is

Sophie Jones/Laura Salter/Chris Knapper

Our arrangements for the safe management of educational visits: use of the County Council Evolve System, visits entered by staff, reviewed by Chris Knapper and signed off by Sophie Jones/ Laura Salter.

11. Electrical Equipment [fixed & portable]

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:

Chris Knapper – buy into SLA with SCC property services who arrange these.

Fixed electrical wiring test records are located:

Local authority

All staff visually inspect electrical equipment before use.

Our arrangements for bringing personal electrical items onto the school site are: only PAT tested items or items under 1 year old should be used.

Name of person responsible for arranging the testing of portable electrical equipment (PAT):

Chris Knapper

Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:	Chris Knapper/Sophie Jones with appropriate expert advice
Portable electrical equipment (PAT) testing records are located:	School office
Staff must take defective electrical equipment out of use and report to:	School office/Site supervisor
The portable electrical equipment on the academy 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	Sophie Jones/Laura Salter/ Chris Knapper Andrew Milne / The trust use an external company every two years to provide fire risk assessments
The Fire Risk Assessment is located:	In the school office/on staff notice board
When the fire alarm is raised the person responsible for calling the fire service is OR The site has a fire alarm which activates a response from (a 3rd party / listening service)	School office staff
Name of person responsible for arranging and recording of fire drills	Andrew Milne
Name of person responsible for creating and reviewing Fire Evacuation arrangements	Sophie Jones/Laura Salter /Chris Knapper
Our Fire Evacuation Arrangements are published	In school office – copy given to each member of staff
Our Fire Marshals are listed	No named Fire Marshalls – staff responsible for own class evacuation
Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at	School office
Name of person responsible for training staff in fire procedures	Sophie Jones/Laura Salter/Chris Knapper
All staff must be aware of the Fire Procedures in school	

13. First Aid *see also Medication

<i>Name of person responsible for carrying out the First Aid Assessment</i>	<i>TA's with First Aid responsibility- who meet termly to review all practises</i>
<i>The First Aid Assessment is located</i>	<i>In the medical room</i>
<i>First Aiders are listed</i>	<i>In the medical room</i>
<i>Name of person responsible for arranging and monitoring First Aid Training</i>	<i>Chris Knapper</i>
<i>Location of First Aid Box</i>	<i>Medical Room and each classroom</i>
<i>Name of person responsible for checking & restocking first aid boxes</i>	<i>TA's with First Aid responsibility- allocated to Lynsey Johnson</i>
<i>In an emergency staff are aware of how to summon an ambulance</i>	
<i>Our arrangements for dealing with an injured person who has to go to hospital are (who is contacted/ who accompanies staff or children to hospital):</i>	
<i>pupils</i>	<i>Parents contacted to go with child if possible – where parents are not available or emergency situations two members of staff will go with child to hospital until relieved by parents</i>
<i>staff</i>	<i>Emergency contact person called to go with staff if possible – if not available a member of staff will accompany to hospital</i>
<i>visitors</i>	<i>Emergency contact person called to go with visitor if possible – if not available a member of staff will accompany to hospital</i>
<i>Our arrangements for recording the use of First Aid are incident report slips completed and sent home with the child. Accident book for staff & visitors would record first aid given.</i>	

14. Forest School

<i>Name of person in school who leads on Forest School activity</i>	<i>Jess Campbell/Michael Sutton/Jane Morrison</i>
<i>Our arrangements for developing, organising and running Forest School activity. Mrs Campbell/Mrs Morrison/Mr Sutton completes risk assessment, communicates arrangement to all staff involved and are on site to supervise the activity.</i>	

15. Glass & Glazing	
<i>All glass in doors and side panels are constructed of safety glass</i>	
<i>All replacement glass is of safety standard</i>	
<i>A glass and glazing assessment took place in (year) and the record can be found:</i>	<i>October 2013 – in office</i>

16. Hazardous Substances (COSHH)	
<i>Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)</i>	<i>Site supervisor/Chris Knapper</i>
<i>Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are: The academy uses CLEAPPS as a resource and all staff must be aware of how to access this information.</i>	

17. Health and Safety Law Poster	
<i>The Health and Safety at Work poster is located:</i>	<i>Staff Room</i>

18. Housekeeping, cleaning & waste disposal	
<i>All staff and pupils share the responsibility for keeping the academy site clean, tidy and free from hazards</i>	
<i>Our waste management arrangements are: General waste collection by Veolia, sanitary waste contract with PHS, recycled waste collected by Stafford Borough Council.</i>	
<i>Our site housekeeping arrangements are: Cleaning staff and Site supervisor remove rubbish from building daily. Spillages are cleaned up by appropriate staff</i>	

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**Site cleaning is provided by:
External cleaning company**

Creative Learning Partnership Trust

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 academy building.

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

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

19. Infection Control

**Name of person responsible for managing
infection control:**

**School office staff with Cleaning Staff
and Site supervisor**

Our infection control arrangements (including communicable diseases/hand hygiene standards) are: take advice from school nurse team or Public Health Agency. Report on and notify parents as necessary.

20. Lettings

**Name of Premises Manager or member of
Leadership team responsible for Lettings**

Chris Knapper

**Our arrangements for managing Lettings of the academy /rooms or external premises are:
Policy in place, forms completed and info sheet given to group regarding their
responsibilities during the letting. Building access arranged with staff.**

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 academy on request.**

Hirers must provide a register of those present during a letting upon request.

21. Lone Working

Our arrangements for managing lone working are outlined in our lone working policy.

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 academy kitchens, science laboratories or Design and Technology rooms

Name of person responsible for the selection, maintenance / inspection and testing of equipment

Sophie Jones/Chris Knapper/ Andrew Milne/ External auditors

Records of maintenance and inspection of equipment are retained and are located:

School office

Staff report any broken or defective equipment to:

Chris Knapper

The equipment on the academy 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

Chris Knapper

Our arrangements for managing manual handling activities are: Staff have external training. Site supervisor moves heavy items with a trolley.

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). Staff have had restraint training.

24. Medication

Name of person responsible for the management of and administration of medication to pupils in academy

School office staff and TA's with First Aid responsibility.

Our arrangements for the administration of medicines to pupils are: parents complete form with details of medication, quantities and timings and sign to agree staff can administer. Medication must be named and locked away. Duty TA or office staff to administer.

<i>The names members of staff who are authorised to give / support pupils with medication are:</i>	<i>School office staff and TA's with First Aid responsibility.</i>
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<i>Medication is stored:</i>	<i>Locked cupboard or locked fridge in medical room</i>
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<i>A record of the administration of medication is located:</i>	<i>Medical room</i>
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Pupils do not normally administer and/or manage their own medication in school. Should a child be authorised to do so by Laura Salter they would be 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: all relevant staff are trained in asthma inhalers and epi-pen usage.

Staff who are taking medication must keep this personal medication in a secure area in a staff only location.

Staff must advise the academy 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.

<i>Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for academy staff.</i>	<i>Chris Knapper & site supervisor</i>
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<i>Name of person responsible for the checking and maintenance of personal protective equipment provided for staff</i>	<i>Site supervisor</i>
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PPE provided for use in curriculum lessons is not "personal" as it is provided by pupils in classroom situations.

<i>Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for pupils.</i>	<i>N/A</i>
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All PPE provided for use in a classroom environment is kept clean, free from defects and replaced as necessary.

<i>Name(s) of person responsible for cleaning and checking pupil PPE.</i>	<i>N/A</i>
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26. Radiation

<i>Name of the academy Radiation Protection Supervisor (RPS)</i>	<i>N/A</i>
<i>Name of the Radiation Protection Adviser (RPA)</i>	<i>N/A</i>

27. Reporting Hazards or Defects

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

Our arrangements for the reporting of hazards and defects: report to Sophie Jones, Site supervisor or Office Staff. Site supervisor has a defects book on his cupboard door

28. Risk Assessments

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

Risk assessments are in place for the following areas:

Premises and grounds

Curriculum / classrooms

Hazardous activities or events

Lettings or contract work which may affect staff or pupils in the 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 academy risk assessment process and any associated action planning

Sophie Jones/Laura Salter/Chris Knapper

Our arrangements for carrying out, recording, communicating and reviewing risk assessments are: class related risk assessment and school visits are normally completed by the class teacher. School wide, hazardous activities and individual risk assessments are normally completed by the Chris Knapper and signed off by Sophie Jones/ Laura Salter.

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.

29. Smoking

No smoking or vaping is permitted on the academy site.

30. Shared use of premises/shared workplace

Name of Premises Manager or member of Leadership team responsible for Premises Management

Sophie Jones

The academy premises are shared with another organisation (e.g. Contract caterer/public leisure centre).

JC Academy – holiday club provider.

Our arrangements for managing health and safety in a shared workplace are JC Academy to manage health and safety whilst on site during the school holidays.

31. Stress and Staff Well-being

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

**Sophie Jones
Katie McMahon Senior Mental Health
Mental Health First Aiders**

All staff have responsibility to take care of their own health and wellbeing and the academy supports staff to do this by implementing the following arrangements: trying to reduce workloads, offering management support and an open door policy.

Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated.

All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work.

Individual stress risk assessments take place when a member of staff requires additional individual support.

Team stress risk assessments take place in the Spring Term involving all staff and this is reviewed regularly.

32. Swimming Pool Operating Procedures (where applicable)

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

N/A

33. Training and Development

Name of person who has overall responsibility for the training and development of staff.

Sophie Jones/Laura Salter/Chris Knapper

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: information is given at Friday morning briefings and Tuesday evening staff meetings as appropriate. Where needs are identified relevant training is arranged.

The 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 in the school office.

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

Sophie Jones & Chris Knapper

34. Vehicles owned or operated by the academy

Name of person who has overall responsibility for the academy vehicles

N/A

The academy operates (no.of xx) minibus/coaches/cars/other vehicles (e.g. quad bikes/ride on mowers).

N/A

Name of person who manages the driver medical examinations

N/A

Name of person who manages the vehicle license requirements

N/A

Name of person who undertakes vehicle checks such as oil, water and routine roadworthiness.

N/A

Name of person who arranges servicing and maintenance of the academy vehicles	N/A
Our arrangements for the safe use of academy vehicles are: N/A	

35. Vehicle movement on site

Name of Premises Manager responsible for the management of vehicles on site	Sophie Jones/Laura Salter/ Chris Knapper/Andrew Milne
Our arrangements for the safe access and movement of vehicles on site are (include restriction on vehicle movement at certain times, speed limits, segregation vehicles from pedestrian areas, restrictions on reversing vehicles, special arrangements for deliveries etc): School car park is for staff/volunteers only. Visitors, children and parents are asked not to cross the car park but to stick to the pedestrian path which is fenced off from the car park. Other vehicles accessing within the grounds must only be moved when there are no children outside and must be accompanied by a banksman.	

36. Violence and Aggression and Academy Security

The academy provides a place of work which is designed and managed to minimise the risk of violence and aggression to staff, pupils and visitors.	
A risk assessment is carried out where staff are at increased risk of injury due to their work.	
Training, information and instruction is available to staff to help them manage the risk of violence and aggression where required.	
Staff and pupils must report all incidents of verbal & physical violence to:	Sophie Jones/Laura Salter
Incidents of verbal & physical violence are investigated by:	Sophie Jones/Laura Salter
Name of person who has responsibility for site security:	Sophie Jones with premises staff and Chris Knapper
Our arrangements for site security are: School unlocked by site supervisor in the morning and he undertakes regular checks of the grounds for evidence of site incursions. Site gates are locked whilst children are in school and main entrance controlled by school staff. CCTV operates around the outside areas of the building. Keyholder secures the site at night.	

37. Water System Safety

Name of Premises Manager responsible for managing water system safety.	Site supervisor
Name of contractors who have undertaken a risk assessment of the water system	IWS

Name of contractors who carry out regular testing of the water system:	IWS/Site supervisor
Location of the water system safety manual/testing log	School office & caretakers cupboard
Our arrangements to ensure contractors have information about water systems are: Andrew Milne/Chris Knapper to meet with contractor to exchange information.	
Our arrangements to ensure all academy staff carrying out checks or testing or maintenance have information about the water system: any changes to system would be communicated to staff in briefings.	

38. Working at Height

Name(s) of person responsible managing the risk of work at height on the premises:	Site supervisor
Work at height is avoided where possible.	
Our arrangements for managing work at height are: Caretaker is ladder trained and carries out any work 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 by site supervisor.	

39. Work Experience

Name of person who has overall responsibility for managing work experience and work placements for academy pupils.	Katie McMahon
Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are: Co-ordinated via Clare Emery. Inductions carried out and risk assessments in place where needed. DBS evidenced or carried out by the school for long and short term placements.	
The name of the person responsible for the health and safety of people on work experience in the academy premises:	Laura Salter
Our arrangements for managing the health and safety of work experience students in the academy are: induction given including health & safety briefing. Information gathered about students prior to them arriving.	

40. Volunteers

<i>Name of person who has overall responsibility for managing/coordinating volunteers working within the academy:</i>	<i>Katie McMahon/Chris Knapper</i>
<i>Volunteers are considered as a member of staff and all health and safety arrangements including induction and training must apply.</i>	

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

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

KPIs

To ensure that the school is above a 3 in all areas of the Health, Safety and Wellbeing audit	
To ensure that the health and safety policies are fit for purpose and are known by all staff	
To prepare for and ensure that all practices are understood by staff in preparation for the H and S audit.	
To review all risk assessments	
To provide training that is regular and appropriate for staff around health and safety and to monitor the training matrix	
The employee well being risk assessment and the Team stress risk assessment are completed and wellbeing continues to be a focus for all	