

# Health, Safety and Wellbeing Policy

## *Chase View 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 Chase View.

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

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

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

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

## **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 obtains competent health and safety advice from</i>	<i>SCC – Mr John Burdett</i>
<i>The contact details are</i>	<i>Mob 07773 791520 Duty Officer 01785 355777</i>
<i>In an emergency we contact 01785 355777</i>	

### Monitoring Health and Safety

<i>Name of person(s) responsible for the overall monitoring of health and safety in school</i>	<i>Name Mr A Minott</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:</i>	
<i>The school carries out formal evaluations and audits on the management of health and safety (frequency).</i>	
<i>The last audit took place</i>	<i>Date: March 2023 By: John Burdett</i>
<i>Name of person responsible for monitoring the implementation of health and safety policies</i>	<i>Name Mr A Minott</i>
<i>All staff are aware of the key performance indicators in part E and how they are monitored</i>	
<i>Workplace inspections - type</i>	<i>Name of person who carries these out</i>
	<i>Mr A Minott</i>

## D. Detailed Health and Safety Arrangements

### 1. Accident Reporting, Recording & Investigation

<i>Our arrangements for recording and investigating:</i>
<i>pupil accidents: Mr A Minott</i>

<i>staff accidents: Mr A Minott</i>
<i>visitor accidents: Mr A Minott</i>
<i>The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: Mr A Minott</i>
<i>Our arrangements for reporting to the Governing Body are Annual report:</i>
<i>Our arrangements for reviewing accidents and identifying trends are: via HT analysing accidents termly</i>

## 2. Asbestos

<i>Name of Premises Manager responsible for Managing Asbestos.</i>	<i>Name Mr A Minott</i>
<i>Location of the Asbestos Management Log or Record System.</i>	<i>Location Front Admin office</i>
<i>Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are: Hazard Exchange Forms</i>	
<i>Our arrangements to ensure all school staff such as class teachers or caretakers have information about asbestos risk on the premises: Bi-annual staff meetings</i>	
<i>Staff must report damage to asbestos materials to:</i>	<i>Name Mr A Minott</i>
<i>Staff must not drill or affix anything to walls without first obtaining approval from the premises manager.</i>	

## 3. Communication

<i>Name of SLT member who is responsible for communicating with staff on health and safety matters:</i>	<i>Name Mr A Minott</i>
<i>Our arrangements for communicating about health and safety matters with all staff are: staff meetings</i>	
<i>Staff can make suggestions for health and safety improvements by: communicating with SLT – Mrs Dixey or Mr Minott</i>	

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

<i>Name of person coordinating any construction work / acting as Client for any construction project.</i>	<i>Name Mr A Minott</i>
<i>Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are: Mr A Clare - SCC</i>	
<i>Duty holders will be identified and named as part of any Construction project.</i>	

<i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: via Mr A Clare in consultation with Mr A Minott</i>
<i>Our arrangements for the induction of contractors are: via HT Mr A Minott</i>
<i>Staff should report concerns about contractors to: Headteacher</i>
<i>We will review any construction activities on the site by: Headteacher</i>

## 5. Consultation

<i>Name of SLT member who is responsible for consulting with staff on health and safety matters:</i>	<i>Name Mr A Minott</i>
<i>The name of the Trade Union Health and Safety Representative is:</i>	<i>Name None</i>
<i>Our arrangements for consulting with staff on health and safety matters are: as above</i>	
<i>Staff can raise issues of concern by: any form of communication that can be recorded</i>	

## 6. Contractor Management

<i>Name of person responsible for managing and monitoring contractor activity</i>	<i>Name Mr A Clare SCC. Mr A Minott – on site</i>
<i>Our arrangements for selecting competent contractors are: SCC - SLA</i>	
<i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: see earlier</i>	
<i>Our arrangements for the induction of contractors are: see earlier</i>	
<i>Staff should report concerns about contractors to: see earlier</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&amp;T PE</i>	<i>Head of Dept. or Curriculum Lead Name Mr A Minott</i>
<i>Risk assessments for these curriculum areas are the responsibility of:</i>	<i>Name(s) Mr A Minott</i>

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

<i>The school assesses the risk of the use of computers/laptops by carrying out a DSE assessment for staff using this type of equipment continuously and regularly for over an hour.</i>	
<i>Our arrangements for carrying out DSE assessments are: Mrs France and Mrs Keeley – Admin and Finance</i>	
<i>Name of person who has responsibility for carrying out Display Screen Equipment Assessments</i>	<i>Name Mr A Minott</i>
<i>DSE assessments are recorded and any control measures required to reduce risk are managed by</i>	<i>Name Mr A Minott</i>

### 9. Early Years Foundation Stage (EYFS)

<i>Name of person who has overall responsibility for EYFS</i>	<i>Name Mr A Minott</i>
<i>Our arrangements for the safe management of EYFS are: delegated to Mrs Douton Head of Early Years</i>	

### 10. Educational visits / Off-Site Activities

<i>Name of person who has overall responsibility for Educational Visits</i>	<i>Name Mr A Minott</i>
<i>The Educational Visits Coordinator is</i>	<i>Name Kay Eccleston</i>
<i>Our arrangements for the safe management of educational visits: Mrs Eccleston arranges with trip organiser via EVOLVE and HT approves</i>	

### 11. Electrical Equipment [fixed & portable]

<i>Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:</i>	<i>Name SCC. Remedial action: Mr A Minott</i>
<i>Fixed electrical wiring test records are located:</i>	<i>Front admin office</i>
<i>All staff visually inspect electrical equipment before use.</i>	
<i>Our arrangements for bringing personal electrical items onto the school site are: Viewed with HT (Mr A Minott) FIRST</i>	
<i>Name of person responsible for arranging the testing of portable electrical</i>	<i>Name Mr A Minott</i>

<i>equipment (PAT):</i>	
<i>Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:</i>	<i>Name Mr A Minott biannually</i>
<i>Portable electrical equipment (PAT) testing records are located:</i>	<i>Front admin office</i>
<i>Staff must take defective electrical equipment out of use and report to:</i>	<i>Name Mr A Minott HT</i>
<i>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:</i>	

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

<i>Name of competent person responsible for undertaking &amp; reviewing fire risk assessment in addition to any associated action planning</i>	<i>Name Mr A Minott</i>
<i>The Fire Risk Assessment is located .....</i>	<i>HT computer</i>
<i>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)</i>	<i>Name Mr A Minott</i>
<i>Name of person responsible for arranging and recording of fire drills</i>	<i>Name Mr A Minott</i>
<i>Name of person responsible for creating and reviewing Fire Evacuation arrangements</i>	<i>Name Mr A Minott</i>
<i>Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at</i>	<i>Location Front admin office</i>
<i>Name of person responsible for training staff in fire procedures</i>	<i>Name Mr A Minott</i>
<i>All staff must be aware of the Fire Procedures in school</i>	

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

<i>Name of person responsible for carrying</i>	<i>Name</i>
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<i>out the First Aid Assessment</i>	<i>Mr A Minott</i>
<i>The First Aid Assessment is located</i>	<i>Location to be arranged</i>
<i>Name of person responsible for arranging and monitoring First Aid Training</i>	<i>Name Mr A Minott</i>
<i>Location of First Aid Box</i>	<i>1. Hall 2. Classrooms 3. Front office</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>Mr A Minott</i>
<i>staff</i>	<i>Mr A Minott</i>
<i>visitors</i>	<i>Mr A Minott</i>
<i>Our arrangements for recording the use of First Aid are: First aid administered is recorded</i>	

#### 14. Forest School

<i>Name of person in school who leads on Forest School activity</i>	<i>Ms Hardy</i>
<i>Our arrangements for developing, organising and running Forest School activity. Include here any details with regard to risk assessment, communication and supervision etc. Mrs Love conducts, organises and records the appropriate Risk assessments and policies surround Forest School</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>Location Front Admin office H &amp; S Folder</i>

#### 16. Hazardous Substances (COSHH)

<i>Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)</i>	<i>Mr A Minott</i>
<i>Our arrangements for managing hazardous substances (selection, storage, risk</i>	

*assessment, risk control etc.) are:*

*The school 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:*

*Location  
Staffroom & Boiler House*

### **18. 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: SLA – SCC*

*Our site housekeeping arrangements are:  
in house*

*Cleaning staff have received appropriate information, instruction and training about the following and are competent:*

*work equipment – CMC – Catering Management Consultants*

*hazardous substances – CMC*

*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.*

### **19. Infection Control**

*Name of person responsible for managing infection control:*

*Name  
Mr A Minott*

*Our infection control arrangements (including communicable diseases/hand hygiene standards) are: The school will follow the Health, safety and Wellbeing Service Management arrangements for Infection Control. See Infection Control Policy: H & S Folder – Front Admin office*

### **20. Lettings**

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

*Name  
Mr A Minott*

*Our arrangements for managing Lettings of the school external premises are:*

<i>No lettings are in place</i>
<i>The health and safety considerations for Lettings are considered and reviewed annually.</i>
<i>Hirers have in place their own risk assessments, first aid arrangements/ fire procedures and emergency procedures.</i>
<i>Hirers are responsible for obtaining the necessary local authority licenses for their activities and these must be provided to the school on request.</i>
<i>Hirers must provide a register of those present during a letting upon request.</i>

## 21. Lone Working

<p><i>Our arrangements for managing lone working are:</i></p> <p><i>The school will follow the Health, safety and Wellbeing Service management arrangements for lone working. See Lone Working Policy in H &amp; S Folder</i></p>
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## 22. Maintenance / Inspection of Equipment (including selection of equipment)

<p><i>NOTE Types of equipment to consider in this section:</i></p> <p><i>Ladders and steps, fume cupboards, other extraction systems, PE equipment, D&amp;T machines, lifts &amp; lifting equipment, pressure cookers, autoclaves, fire alarm and smoke detection, emergency lighting, fire extinguishers.</i></p> <p><i>This section <b>must include</b> the arrangements for school kitchens, science laboratories or Design and Technology rooms</i></p>	
<i>Name of person responsible for the selection, maintenance / inspection and testing of equipment</i>	<i>Name</i> <i>Mr A Minott</i>
<i>Records of maintenance and inspection of equipment are retained and are located:</i>	<i>Location</i> <i>Front Admin Office</i>
<i>Staff report any broken or defective equipment to:</i>	<i>Name</i> <i>Mr A Minott</i>
<p><i>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.</i></p>	

## 23. Manual Handling

<i>Name of competent person responsible for carrying out manual handling risk assessments</i>	<i>Name</i> <i>Mr A Minott</i>
<p><i>Our arrangements for managing manual handling activities are:</i></p> <p><i>The school will follow the Health, Safety and Wellbeing service management arrangements for manual handling. See Manual Handling Policy in H &amp; S Folder</i></p>	
<p><i>Staff must aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided.</i></p>	

*Staff who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task.*

*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).*

## **24. Medication**

<i>Name of person responsible for the management of and administration of medication to pupils in school</i>	<i>Name Mr A Minott</i>
<i>Our arrangements for the administration of medicines to pupils are: The School will follow the Health, Safety and Wellbeing Service management arrangements Medication. See Medication Policy in H &amp; S Folder</i>	
<i>The names members of staff who are authorised to give / support pupils with medication are:</i>	<i>Mrs Ferguson Mrs Keeley</i>
<i>Medication is stored:</i>	<i>Location – Front admin office or Fridge</i>
<i>A record of the administration of medication is located:</i>	<i>Location – as above</i>
<i>Pupils who administer and/or manage their own medication in school are authorised to do so by a (Mr A Minott) and provided with a suitable private location to administer medication/store medication and equipment.</i>	
<i>Staff are trained to administer complex medication by the school nursing service when required. Not applicable</i>	
<i>Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are: Training by SCC Nurse October 2023</i>	
<i>Staff who are taking medication must keep this personal medication in a secure area in a staff only location.</i>	
<i>Staff must advise the school leaders if they are taking any medication which might impair their ability to carry out their normal work.</i>	

## **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.*

*Name Headteacher or other nominated person. Mr A Minott*

<i>Name of person responsible for the checking and maintenance of personal protective equipment provided for staff</i>	<i>Name Mr A Minott</i>
<i>PPE provided for use in curriculum lessons is not "personal" as it is provided by pupils in classroom situations.</i>	
<i>Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for pupils.</i>	<i>Name Mr A Minott</i>
<i>All PPE provided for use in a classroom environment is kept clean, free from defects and replaced as necessary.</i>	
<i>Name(s) of person responsible for cleaning and checking pupil PPE.</i>	<i>Name Mr A Minott</i>

## 26. Radiation

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

## 27. Reporting Hazards or Defects

<i>All staff and pupils must report any hazards, defects or dangerous situations they see at school</i>
<i>Our arrangements for the reporting of hazards and defects: Outline the local procedure for how staff, visitors or pupils report defects with equipment, the building, grounds etc or hazards. For example the defects book or verbally to a member of staff or the office etc..</i>

## 28. Risk Assessments

<i>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.</i>
<i>Risk assessments are in place for the following areas: (examples) Premises and grounds Curriculum / classrooms Hazardous activities or events Lettings or contract work which may affect staff or pupils in the school Fire Risk Assessment Hazardous Substances Work Equipment</i>

<i>Manual handling activities</i> <i>Risks related to individuals e.g. health issues</i>	
<i>Name of person who has overall responsibility for the school risk assessment process and any associated action planning</i>	<i>Name</i> <i>Mr A Minott</i>
<i>Our arrangements for carrying out, recording, communicating and reviewing risk assessments are:</i> <i>Outline local procedures for who carries out risk assessments, how they are communicated to staff, contractors or children, the frequency of review, who is responsible for reviewing risk assessments etc.</i>	
<i>Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments.</i>	
<i>When an accident or incident occurs a post risk assessment takes place when a new hazard has been identified.</i>	
<i>Risk assessments are created or reviewed when something new is introduced or a change has occurred.</i>	

**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**

<i>Name of Premises Manager or member of Leadership team responsible for Premises Management</i>	<i>Name</i> <i>Mr A Minott</i>
<i>The school premises are shared with another organisation (e.g. Contract caterer/public leisure centre).</i>	<i>Name</i> <i>Mr A Minott</i>
<i>Our arrangements for managing health and safety in a shared workplace are:</i>	

**31. Stress and Staff Well-being**

<i>Name of person who has overall responsibility for the health and wellbeing of school staff</i>	<i>Name</i> <i>Mr A Minott</i>
<i>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:</i>	
<i>Solutions to stress hazards and suggestions on how to minimise stress have been</i>	

<i>identified, discussed and communicated.</i>
<i>All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work.</i>
<i>Individual stress risk assessments take place when a member of staff requires additional individual support.</i>
<i>A team stress risk assessment has been completed involving all staff and this is reviewed regularly. Date Completed / reviewed</i>

### **32. Swimming Pool Operating Procedures (not applicable)**

<i>Name of person who has overall responsibility for managing the swimming pool and it's environment.</i>	<i>Name</i>
<i>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):</i>	
<i>Staff operating the swimming pool have received appropriate training and information.</i>	
<i>Emergency procedures are in place for the use of the swimming pool and all staff who supervise swimming activities are trained appropriately in these procedures.</i>	
<i>The health and safety considerations within curriculum swimming must be planned, supervised and managed by staff who include in their lesson planning.</i>	

### **33. Training and Development**

<i>Name of person who has overall responsibility for the training and development of staff.</i>	<i>Name</i> <i>Mr A Minott</i>
<i>All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.</i>	
<i>Our arrangements for carrying out suitable and sufficient health and safety training for all staff are:</i> <i>Outline the procedures for how H&amp;S training is identified for relevant staff at the school. For example premise managers training, asbestos management training, water hygiene training, First aid training, safeguarding training, Prevent training, ladder users training etc.</i>	
<i>The school has a health and safety training matrix to help in the planning of essential and development training for staff.</i>	

<i>Training records are retained and are located – HT Office</i>	
<i>Training and competency as a result of training is monitored and measured by:</i>	<i>Name Mr A Minott</i>

### **34. Vehicles owned or operated by the school**

<i>Name of person who has overall responsibility for the school/academy vehicles</i>	<i>Name Mr A Minott</i>
<i>The school operates (no. of vehicles) minibus (e.g. quad bikes/ride on mowers).</i>	<i>List: Minibus</i>
<i>Name of person who manages the vehicle license requirements</i>	<i>Mrs France</i>
<i>Name of person who undertakes vehicle checks such as oil, water and routine roadworthiness.</i>	<i>Mr Jones (Caretaker)</i>
<i>Name of person who arranges servicing and maintenance of the school vehicles</i>	<i>Mrs France</i>
<i>Our arrangements for the safe use of school vehicles are: under SCC guidance</i>	

### **35. Vehicle movement on site**

<i>Name of Premises Manager responsible for the management of vehicles on site</i>	<i>Name Mr A Minott</i>
<i>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):</i>	

### **36. Violence and Aggression and School Security**

<i>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.</i>	
<i>A risk assessment is carried out where staff are at increased risk of injury due to their work.</i>	
<i>Training, information and instruction is available to staff to help them manage the risk of violence and aggression where required.</i>	
<i>Staff and pupils must report all incidents of verbal &amp; physical violence to:</i>	<i>Name Mr A Minott</i>
<i>Incidents of verbal &amp; physical violence are</i>	<i>Name</i>

<i>investigated by:</i>	<i>Mr A Minott</i>
<i>Name of person who has responsibility for site security:</i>	<i>Name Mr A Minott</i>

### 37. Water System Safety

<i>Name of Premises Manager responsible for managing water system safety.</i>	<i>Name Mr A Minott</i>
<i>Name of contractors who have undertaken a risk assessment of the water system</i>	<i>Name Conne ct</i>
<i>Name of contractors who carry out regular testing of the water system:</i>	<i>Name Connect contractors</i>
<i>Location of the water system safety manual/testing log</i>	<i>Location Front Admin office</i>
<i>Our arrangements to ensure contractors have information about water systems are: under SCC guidance</i>	
<i>Our arrangements to ensure all school staff carrying out checks or testing or maintenance have information about the water system: Conncet water Systems – SCC SLA</i>	

### 38. Working at Height

<i>Name(s) of person responsible managing the risk of work at height on the premises:</i>	<i>Name Mr A Minott</i>
<i>Work at height is avoided where possible.</i>	
<i>Our arrangements for managing work at height are: under SCC guidance 1 footing the ladder and one person working up the ladder 1m clearance of the ladder from the roof</i>	
<i>Appropriate equipment is provided for work at height where required.</i>	
<i>Staff who carry out work at height are trained to use the equipment provided</i>	
<i>Work at height equipment is regularly inspected, maintained and records are kept (Location) – Front Admin office</i>	

### 39. Work Experience

<i>Name of person who has overall responsibility for managing work</i>	<i>Name Mr A Minott</i>
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<i>experience and work placements for school.</i>	
<i>Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are:</i>	
<i>The name of the person responsible for the health and safety of people on work experience in the school premises:</i>	<i>Name Mr A Minott</i>
<i>Our arrangements for managing the health and safety of work experience students in the school are: under SCC guidance</i>	

#### 40. Volunteers

<i>Name of person who has overall responsibility for managing/coordinating volunteers working within the school:</i>	<i>Name Mr A Minott</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.

*School KPI's may be added here – include how you evaluate your success in this area.*

- *Self-Audit (SCC) annual*
- *Premises walk – Half Termly*
- *Ladders and Equipment checks*
- *Fire Risk Assessment Audit*
- *Playground apparatus annual check and frequent inspects*
- *Staff Meeting – SHEF (Safeguarding, Health & Safety, Environmental (mole Hills, Rabbit scrapings, Mole Hills), poisonous plants), Fire Safety (build up of combustible materials, cracked electrical sockets, leaking fire extinguishers etc).*
- *HSE Checklist premises*
- *Weekly Fire alarm tests*
- *1/2 termly fire drills – whole school*
- *4 Year Main H & S Audit*

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.