

Health, Safety and Wellbeing Management Arrangements

Core | Consider | Complex

Health, Safety and Wellbeing Policy

Health, Safety and Wellbeing Service





Health, Safety and Wellbeing Policy

Manor Hill First School

The policy has 4 parts;

Part A – Introduction.

Part B - The Health and Safety Policy Statement .

Part C - Management Arrangements .

Part D - The detailed arrangements & procedures for Health, Safety and Wellbeing within the school.

Part E - The Key Performance Indicators.



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 Manor Hill First 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 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 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 safety, 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.



Manor Hill First School

<i>[Signature]</i>	<i>[Signature]</i>
Chris Melia Chair of Governors	Jessica Roden, Headteacher
Date:	Date:

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>	SCC Dean Willetts
<i>The contact details are</i>	07773 791499
<i>In an emergency we contact : 01785 355777 –Duty Desk</i>	

Monitoring Health and Safety

<i>Name of person(s) responsible for the overall monitoring of health and safety in school:</i>	Jessica Roden
<p>We have a Service Level Agreement with Staffordshire County Council and we follow their audit and evaluation process and planner. This covers all the necessary weekly, monthly checks required.</p> <p>A brief update is provided to Governors on a termly basis with an annual report in January each year.</p>	
<i>The school carries out formal evaluations and audits on the management of health and safety in line with the Service Level Agreement with SCC.</i>	
<i>The last audit took place</i>	<i>Date: 18.03.2019</i> <i>By: SJ Walmsley</i>
<i>Name of person responsible for monitoring the implementation of health and safety policies</i>	Jessica Roden



<i>All staff are aware of the key performance indicators in part E and how these are monitored</i>	
<i>Workplace inspections - type</i>	<i>Name of person who carries these out</i>
<i>External premises</i>	<i>Mark Gummer/Andy Cosby</i>
<i>Internal premises</i>	<i>Mark Gummer/Andy Cosby/all staff</i>

D. Detailed Health and Safety Arrangements

1. Accident Reporting, Recording & Investigation

<i>Our arrangements for recording and investigating:</i>
<i>pupil accidents: complete slip, analyse copies on a termly basis, enter on My Health and Safety if required.</i>
<i>staff accidents: accident form to be completed JR/JJ to investigate to see if further action is required. Enter on My Health and Safety if required.</i>
<i>visitor accidents: accident form to be completed JR/JJ to investigate to see if further action is required.</i>
<i>The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: Jessica Roden</i>
<i>Our arrangements for reporting to the Governing Body are: termly updates, annual report to Governors</i>
<i>Our arrangements for reviewing accidents and identifying trends are: monitor and analyse slips/forms on a termly basis. Accident slips stored in the archive cupboard.</i>

2. Asbestos

<i>Name of Premises Manager responsible for Managing Asbestos.</i>	<i>Jessica Roden</i>
<i>Location of the Asbestos Management Log or Record System.</i>	<i>School Office</i>
<i>All contractors must sign the record sheet BEFORE commencing work. All staff instructed not to drill or affix anything to walls without first checking the asbestos register and checking with the Headteacher/Caretaker. Staff should report any concerns relating to asbestos damage to the Headteacher.</i>	
<i>Our arrangements to ensure all school staff such as class teachers or caretakers have information about asbestos risk on the premises: Staff briefings, access to Health and Safety Policy</i>	
<i>Staff must report damage to asbestos materials to:</i>	<i>Julie Johnson</i>



3. Communication

<i>Name of SLT member who is responsible for communicating with staff on health and safety matters:</i>	<i>Jessica Roden</i>
<i>Our arrangements for communicating about health and safety matters with all staff are: Weekly briefing/staff meetings/email updates</i>	
<i>Staff can make suggestions for health and safety improvements by: reporting it at the weekly briefing or writing in the caretakers book</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>Jessica Roden Duncan Bagnall (Property Surveyor)</i>
<i>Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are: SLA with Property Services – use the SCC preferred list of the Staffordshire procurement team are contacted for advice. All contractors to report the school office and H&S procedures outlined before work commences. Appropriate risk assessments are carried out by contractors and shared with the headteacher. Regular liaison meetings take place whilst the work is in progress. 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: Hazard Exchange Forms (SLA)</i>	
<i>Our arrangements for the induction of contractors are: SLA</i>	
<i>Staff should report concerns about contractors to: JJ/JR</i>	
<i>We will review any construction activities on the site by: Regular liaison meetings</i>	

5. Consultation

<i>Name of SLT member who is responsible for consulting with staff on health and safety matters:</i>	<i>Jessica Roden</i>
<i>The name of the Trade Union Health and Safety Representative is:</i>	
<i>Our arrangements for consulting with staff on health and safety matters are: Weekly briefing Noticeboard in the staff room Email</i>	
<i>Staff can raise issues of concern by: verbally, reporting them in the weekly</i>	



briefing or by email to JJ/JR and writing it in the caretakers book for action

6. Contractor Management

<i>Name of person responsible for managing and monitoring contractor activity</i>	<i>Jessica Roden Duncan Bagnall</i>
<i>Our arrangements for selecting competent contractors are: SLA with Property Services – use the SCC preferred list of the Staffordshire procurement team are contacted for advice. All contractors to report the school office and H&S procedures outlined before work commences. Appropriate risk assessments are carried out by contractors and shared with the headteacher. Regular liason meetings take place whilst the work is in progress.</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: Hazard Exchange Forms</i>	
<i>Our arrangements for the induction of contractors are: Hazard Exchange meeting between school and contractors before work commences</i>	
<i>Staff should report concerns about contractors to: headteacher</i>	

7. Curriculum Areas – health and safety

<i>Name of person who has overall responsibility for the curriculum areas as follows:</i>	<i>Head of Dept. or Curriculum Lead Name</i>
<i>Science</i>	<i>L Harris</i>
<i>D&T</i>	<i>J Roden</i>
<i>PE</i>	<i>P Buckley</i>
<i>Risk assessments for these curriculum areas are the responsibility of:</i>	<i>J Roden</i>

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

The school assesses the risk of the use of computers/laptops by carrying out a DSE assessment for staff using this type of equipment continuously and regularly for over an hour.

Risk assessments carried out in accordance with H&S recommendations. Any defective equipment is reported to the Head teacher and/or Caretaker. Arrangements for eyesight tests are the responsibility of the Head teacher.



<i>Our arrangements for carrying out DSE assessments are: Carried out on induction and then in accordance with H & S Guidelines. Staff are forwarded the power point and questionnaire to complete</i>	
<i>Name of person who has responsibility for carrying out Display Screen Equipment Assessments</i>	<i>Julie Johnson</i>
<i>DSE assessments are recorded and any control measures required to reduce risk are managed by</i>	<i>Julie Johnson</i>

9. Early Years Foundation Stage (EYFS)

<i>Name of person who has overall responsibility for EYFS</i>	<i>J Roden</i>
<i>Our arrangements for the safe management of EYFS are: Use of EYFS Welfare Requirements Manager. Daily checks in place. In line with school procedures.</i>	

10. Educational visits / Off-Site Activities

<i>Name of person who has overall responsibility for Educational Visits</i>	<i>Jessica Roden</i>
<i>The Educational Visits Coordinator is</i>	<i>Julie Johnson</i>
<i>Our arrangements for the safe management of educational visits: EVOLVE</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>Julie Johnson</i>
<i>Fixed electrical wiring test records are located:</i>	<i>School 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: Staff do not bring their electrical equipment from home</i>	
<i>Name of person responsible for arranging the testing of portable electrical equipment (PAT):</i>	<i>Julie Johnson</i>
<i>Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:</i>	<i>Julie Johnson</i>



<i>Portable electrical equipment (PAT) testing records are located:</i>	<i>Admin Computer</i>
<i>Staff must take defective electrical equipment out of use and report to:</i>	<i>School Office</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 & reviewing fire risk assessment in addition to any associated action planning</i>	<i>Jessica Roden Julie Johnson</i>
<i>The Fire Risk Assessment is located</i>	<i>School Office</i>
<i>When the fire alarm is raised the person responsible for calling the fire service is</i>	<i>Julie Johnson/Jane Proudman Jessica Roden</i>
<i>Name of person responsible for arranging and recording of fire drills</i>	<i>Jessica Roden Julie Johnson</i>
<i>Name of person responsible for creating and reviewing Fire Evacuation arrangements</i>	<i>Jessica Roden</i>
<i>Our Fire Evacuation Arrangements are published ...</i>	<i>In every classroom Hall Dining Hall</i>
<i>Our Fire Marshals are listed</i>	<i>Fire Risk Assessment</i>
<i>Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at</i>	<i>School Office</i>
<i>Name of person responsible for training staff in fire procedures</i>	<i>Jessica Roden</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 out the First Aid Assessment</i>	<i>Julie Johnson</i>
<i>The First Aid Assessment is located</i>	<i>School Office</i>
<i>First Aiders are listed</i>	<i>Outside the school office</i>



<i>Name of person responsible for arranging and monitoring First Aid Training</i>	<i>Julie Johnson</i>
<i>Location of First Aid Box</i>	<i>Medical room Top corridor by playground doors EYFS corridor</i>
<i>Name of person responsible for checking & restocking first aid boxes</i>	<i>Julie Johnson/Jane Proudman Julie Wheeler (Early Years)</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>Office staff to contact parents/carers Headteacher to accompany pupil</i>
<i>staff</i>	<i>Office staff to contact NOK/ First Aider to accompany to hospital if required</i>
<i>visitors</i>	<i>Office staff to contact NOK/ First Aider to accompany to hospital if required</i>
<i>Our arrangements for recording the use of First Aid are - Duplicate slips for pupils so a copy can be sent home. Staff and visitors an accident form would be completed.</i>	

14. Forest School

<i>Name of person in school who leads on Forest School activity</i>	<i>Sarah Reece Nicola Downes Laura Brown</i>
<i>Three members of staff fully trained as Forest School instructors and responsible for all record keeping etc.</i>	

15. Glass & Glazing

<i>All glass in doors and side panels are constructed of safety glass</i>	<i>Y</i>
<i>All replacement glass is of safety standard</i>	<i>Y</i>
<i>A glass and glazing assessment took place in 2016 and the record can be found</i>	<i>School Office</i>

16. Hazardous Substances (COSHH)

<i>Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)</i>	<i>Julie Johnson Caretaker</i>
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Currently no hazardous substances are used on the premises during the teaching day. However, hazardous materials are found in some cleaning materials provided by Cleaning Services, these are stored in the locked cleaning cupboard and a file of information about the use of hazardous substances is also kept in the same place. Cleaning Services staff are provided with appropriate protective equipment. Any substances used by the Caretaker and are not used during the school day. All COSHH records in respect of these are kept by the caretaker.

17. Health and Safety Law Poster

<i>The Health and Safety at Work poster is located:</i>	<i>Outside the school office</i>
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18. Housekeeping, cleaning & waste disposal

<i>All staff and pupils share the responsibility for keeping the school site clean, tidy and free from hazards</i>	
<i>Our waste management arrangements are: Biffa Contract</i>	
<i>All staff have a responsibility to ensure that the premises are maintained in a manner that ensures a safe environment for all members of the school community. The site supervisor is responsible for snow shifting and applying rock salt in icy conditions. External waste bins are in a confined area and emptied weekly. Wet floor signs are used by Cleaning Services to minimise the risk of slips and falls.</i>	
<i>Site cleaning is provided by: Chartwells</i>	<i>Name and contact details Judith Kerr Tel: 0330 1234085</i>
<i>Cleaning staff have received appropriate information, instruction and training about the following and are competent:</i>	
<i>work equipment</i>	
<i>hazardous substances</i>	
<i>Waste skips and bins are located away from the school building.</i>	
<i>All staff and pupils must be aware of the arrangements for disposing of waste and the location of waste bins and skips.</i>	
<i>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.</i>	

19. Infection Control

<i>Name of person responsible for managing infection control:</i>	<i>Jessica Roden Julie Johnson</i>
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Our infection control arrangements (including communicable diseases/hand hygiene standards) are:

Good handwashing procedures are encouraged.

Health Protection Agency and school nurse advice is sought when necessary.

Gloves must be worn if there is any risk of contact with bodily fluids.

Covid Pandemic – procedures have been put in place following Government guidance. All staff have been regularly updated and have access to the risk assessment and any specialised PPE/cleaning equipment as required.

20. Lettings

<i>Name of Premises Manager or member of Leadership team responsible for Lettings</i>	<i>Jessica Roden</i>
	<i>Julie Johnson</i>

Our arrangements for managing Lettings of the school or external premises are: Forms completed and payment made via invoice (see lettings policy).

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, safeguarding policy and emergency procedures.

Hirers are responsible for obtaining the necessary local authority licenses for their activities and these must be provided to the school/academy on request.

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

21. Lone Working

See lone working policy

22. Maintenance / Inspection of Equipment (including selection of equipment)

Annual checks are carried out during the H & S review. Risk assessments written for outdoor play activities and use of outdoor equipment-bikes, scooters. Annual contracts are also in force for P.E. equipment, outdoor play equipment. Reports of these inspections are kept in the main office.

Ladders and steps are checked visually each time they are used by individuals and termly by the Site Supervisor. Fire alarm and fire extinguishers are checked annually by external contractors.



<i>Name of person responsible for the selection, maintenance / inspection and testing of equipment</i>	<i>Jessica Roden Julie Johnson Caretaker</i>
<i>Records of maintenance and inspection of equipment are retained and are located:</i>	<i>School Office</i>
<i>Staff report any broken or defective equipment to:</i>	<i>Julie Johnson</i>
<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>	

23. Manual Handling

<i>Name of competent person responsible for carrying out manual handling risk assessments</i>	<i>Jessica Roden</i>
<i>Our arrangements for managing manual handling activities are: Staff training provided where necessary</i>	
<i>Staff must be aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided.</i>	
<i>Staff who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task.</i>	
<i>Staff are trained appropriately to carry out manual handling activities.</i>	
<i>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).</i>	

24. Medication

<i>Name of person responsible for the management of and administration of medication to pupils in school.</i>	<i>Julie Johnson</i>
<i>Our arrangements for the administration of medicines to pupils are: See 'Medicines Policy'</i>	
<i>The names members of staff who are authorised to give / support pupils with medication are:</i>	<i>Qualified First Aiders Tina Keeling Julie Wheeler Charlotte Keenan All Nursery staff are Paediatric First Aid trained</i>
<i>Medication is stored:</i>	<i>Medical Room (Fridge if necessary)</i>



<i>A record of the administration of medication is located:</i>	<i>Pupil File</i>
<i>Pupils who administer and/or manage their own medication in school are authorised to do so by the headteacher and a first aider 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.</i>	
<i>Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are: Inhalers stored in the school office and administered by a First Aider when required</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/academy 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) NA

<i>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>	
<i>Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for school/academy staff.</i>	<i>Jane Proudman in line with the Creative Learning Partnership Trust Risk Assessments and guidelines (See Covid 19 RA)</i>
<i>Name of person responsible for the checking and maintenance of personal protective equipment provided for staff</i>	<i>As above</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>N/A</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>N/A</i>

26. 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: Defect book in caretakers pigeon hole/or report to school office by email</i>



27. Risk Assessments

<p><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 others who may be exposed to the risk.</i></p>	
<p><i>Risk assessments are in place for the following areas:</i> <i>Premises and grounds</i> <i>Curriculum / classrooms</i> <i>Hazardous activities or events</i> <i>Lettings or contract work which may affect staff or pupils in the school/academy</i> <i>Fire Risk Assessment</i> <i>Hazardous Substances</i> <i>Work Equipment</i> <i>Manual handling activities</i> <i>Risks related to individuals e.g. health issues</i></p>	
<p><i>Name of person who has overall responsibility for the school risk assessment process and any associated action planning</i></p>	<p><i>Jessica Roden</i></p>
<p><i>Our arrangements for carrying out, recording, communicating and reviewing risk assessments are:</i> <i>Office Manager responsible for reviewing and updating risk assessments on a regular basis</i> <i>Communicated to staff via briefings/staff meetings</i> <i>Identify and act if risk arises</i></p>	
<p><i>Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments.</i></p>	
<p><i>When an accident or incident occurs a post risk assessment takes place when a new hazard has been identified. Policies and training documents are updated accordingly.</i></p>	
<p><i>Risk assessments are created or reviewed when something new is introduced or a change has occurred.</i></p>	

28. Smoking

<p><i>No smoking or vaping is permitted on site or in vehicles owned or operated by the school.</i></p>



29. Stress and Staff Well-being

<i>Name of person who has overall responsibility for the health and wellbeing of school/academy staff</i>	<i>Jessica Roden</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: The Work Life Balance Agreement is implemented within school in accordance with Government recommendations. Staff wellbeing is a priority in the school. Staff are offered the opportunity for referrals to OHS and Counselling Services.</i>	
<i>Solutions to stress hazards and suggestions on how to minimise stress have been 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 To be completed</i>	

30. Training and Development

<i>Name of person who has overall responsibility for the training and development of staff.</i>	<i>Jessica Roden</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: Induction when started in post</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 - School Office</i>	
<i>Training and competency as a result of training is monitored and measured by:</i>	<i>Jessica Roden</i>

31. Vehicle movement on site

<i>Name of Premises Manager responsible for the management of vehicles on site</i>	<i>Jessica Roden</i>
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32. 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 & physical violence to:</i>	<i>Jessica Roden</i>
<i>Incidents of verbal & physical violence are investigated by:</i>	<i>Jesscia Roden</i>
<i>Name of person who has responsibility for site security:</i>	<i>Andrew Cosby Caretaker</i>
<i>Our arrangements for site security are: All visitors must sign in at Reception, access only via Reception. Staff and visitors wear an identification badge. Door cannot be opened externally and is answered by a member of staff. Incidents of verbal and/or physical abuse to be reported to the Headteacher, who will make an annual return to the L.A.</i>	

33. Water System Safety

<i>Name of Premises Manager responsible for managing water system safety.</i>	<i>Caretaker</i>
<i>Name of contractors who have undertaken a risk assessment of the water system</i>	<i>IWS</i>
<i>Name of contractors who carry out regular testing of the water system:</i>	<i>IWS</i>
<i>Location of the water system safety manual/testing log</i>	<i>School Office</i>
<i>Our arrangements to ensure contractors have information about water systems are: Caretaker and Office Manager hold records</i>	
<i>Our arrangements to ensure all school staff carrying out checks or testing or maintenance have information about the water system: The water in all identified locations is tested by the Caretaker in line with the L.A. H&S recommendations. Results of checks are noted and are kept in the Water Hygiene Manual which is found in the main office.</i>	



34. Working at Height

<i>Name(s) of person responsible managing the risk of work at height on the premises:</i>	<i>Jessica Roden</i>
<i>Work at height is avoided where possible.</i>	
<i>Our arrangements for managing work at height are: Staff must use the appropriate steps when working at height. Pupils are not allowed to use steps/ladders. The Caretaker has received appropriate training and visually inspects steps/ladders prior to every use.</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 by the Caretaker</i>	

35. Work Experience

<i>Name of person who has overall responsibility for managing work experience and work placements for school/academy pupils.</i>	<i>Jessica Roden</i>
<i>Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are: Students are inducted by the Assistant Head Teacher and supervised by a Team Leader.</i>	
<i>The name of the person responsible for the health and safety of people on work experience in the school premises:</i>	<i>Jessica Roden</i>
<i>Our arrangements for managing the health and safety of work experience students in the school/academy are: Risk Assessment in place and induction talk</i>	

36. Volunteers

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



Manor Hill First School

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

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

The Health Safety and Wellbeing Service may also request feedback on certain KPI's more details of these can be obtained from your Health and Safety Adviser.

Planned actions for 2022

- Ensure statutory H and S checks are completed within correct timescales.
- Risk Assessments for plays/performances – to be re-visited after Covid Pandemic and can be re-commenced
- Headteacher to attend health and safety training
- Caretaker to access online training and caretaker updates
- Involve staff in creation of policies, risk assessments as required
- Develop the accident policy and investigating of incidents
- Check training up to date i.e. manual handling, ladder training