

# Health, Safety and Wellbeing Policy

Endon Hall Primary  
& Nursery School



**Date last reviewed:** Autumn 2025

**Next review:** Autumn 2026

The policy has 5 parts;

**Part A - Introduction**

**Part B - The Health and Safety Policy Statement**

**Part C - Responsibilities (delegation of tasks)**

**Part D - The detailed arrangements and procedures to reduce risk within the school.**

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

**A. Introduction**

This Policy complements (and should be read in conjunction with the Staffordshire County Council Health, Safety and Wellbeing Policy).

The Governing Body will endorse and support the Health, Safety and Wellbeing Policy of Staffordshire County Council and assist the Council to discharge those responsibilities, which it holds as employer.

This policy records the local organisation and arrangements for implementing the Staffordshire County Council policy.

**B. Policy Statement**

The requirement to provide a safe and healthy working environment for all employees is acknowledged and Endon Hall Primary and Nursery School's 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 comply with all relevant health and safety legislation and ensure so far as is reasonably practicable that:

- all places and premises where employees and pupils are required to work and engage in school activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on the premises or taking part in educational activities elsewhere.)
- all plant and equipment are 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 employees and pupils can avoid hazards and contribute in a positive manner towards their own and others health, safety and wellbeing.
- a healthy working environment is maintained including adequate welfare facilities.

In addition to the above the school will ensure as far as reasonably practicable 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 form part of this policy. All employees are expected to accept their responsibility to work safely by ensuring that they take reasonable care of their own health, safety, and wellbeing and that of other people who may be affected by their acts or omissions.

The Governors and Headteacher will draw this policy to the attention of all employees, and review annually.

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

**At Endon Hall, our key H&S priorities/performance indicators are:**

- Promote a positive, open health, safety and wellbeing culture in the school
- Monitor and review health, safety and wellbeing issues.
- Provide a good example, guidance and support to employees on health, safety and wellbeing

### **C. Responsibilities (Delegation of Duties)**

The delegation of responsibilities and duties of all employees is detailed in Staffordshire County Council's Health, Safety and Wellbeing Policy – Allocation of General Responsibilities document.

In addition to their general responsibilities:

**The Governing Body** will:

- Provide strategic guidance.
- Consider health and safety related information, statistics and reports.
- Monitor and review health, safety and wellbeing issues.
- Ensure adequate resources for health and safety are available.
- Nominate a Link Governor for Health, Safety and Wellbeing.
- Review and monitor the effectiveness of this policy.

**The Head Teacher** is responsible for implementing this policy and will:

- Promote a positive, open health, safety and wellbeing culture in the school.
- Report key health and safety issues to the Governing Body.
- Seek advice from other organisations or professionals as required.
- Ensure that all employees co-operate with this policy.
- Appoint appropriate persons with areas of responsibility within the school to implement this policy.
- Develop and implement safety procedures.
- Ensure there is a suitable system and process for developing risk assessments and that risk assessments are completed and reviewed on a regular basis.
- Ensure employees have access to appropriate training for their role.

The Headteacher is the nominated **Premises Manager** and is responsible for the day-to-day operations and maintenance of the buildings, grounds, and equipment. This includes ensuring that statutory inspections of equipment and systems are carried out.

**Senior Leaders** within the school will support the Head Teacher in their role.

They will:

- Implement and monitor the school's health and safety arrangements.
- Manage any hazardous practices, equipment or building issues and report to the Head Teacher if they remain unresolved.
- Provide a good example, guidance and support to employees on health, safety and wellbeing issues.
- Ensure health and safety inductions are carried out for all employees and keep records of that induction.

**Curriculum Leads** will within their area(s) of responsibility:

- Identify and control hazards.
- Ensure risk assessments are carried out, reviewed at least annually and communicated to employees and pupils.
- Instigate and ensure that safety procedures are developed and adhered ensuring that these are in line with curriculum best practice e.g. Science, Design Technology, PE, etc.
- Maintain current knowledge of specific health and safety legislation and official guidance relevant to the safe delivery of their specialism.
- Ensure equipment, including personal protection equipment, is maintained in a safe condition and that substances hazardous to health are secured in a safe place.
- Ensure that all incidents (including near misses) are reported promptly and investigated.
- Notify the Headteacher/Senior Leaders of any proposed or impending changes affecting health, safety, and wellbeing such as in room allocation or usage, change of materials/equipment, new activities etc.

**Teachers** will:

- Carry out regular safety checks of their area of work and report any concerns.
- Contribute to the development of risk assessments.
- Supervise pupils and advise them on how to use equipment safely.
- Maintain current knowledge of specific health and safety issues within their specialisms.

**All employees** will:

- Comply with the school's health and safety arrangements, including the adherence to risk assessments, health and safety procedures and policies.
- Leave their area of work in a reasonably tidy and safe condition.
- Follow safety instructions when using equipment.
- Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate employee.
- Follow the accident reporting procedure.
- Contribute to and highlight any gaps in the school's risk assessments and health and safety procedures.

### **Competent Health and Safety Advice**

<i>The school obtains competent health and safety advice from:</i>	<i>Staffordshire County Council H&amp;S team</i>
<i>The contact details are:</i>	<i><a href="http://www.staffordshire.gov.uk">www.staffordshire.gov.uk</a></i>
<i>In an emergency we contact:</i>	<i>Sarah-Jane Walmsley</i>

### **Monitoring Health and Safety**

<i>Name of person(s) responsible for the overall monitoring of health and safety in school:</i>	<i>Name(s) Victoria Lewis</i>
<i>Our arrangements for the monitoring of health and safety are:</i>	<i>H&amp;S Policy reviewed annually to Governing board</i>
<i>The school carries out formal evaluations and audits on the management of health and safety.</i>	
<i>The last audit took place</i>	<i>Date: July 2025 By: SJ WALMSLEY</i>
<i>Name of person(s) responsible for monitoring the implementation of health and safety policies</i>	<i>Name(s) R ECCLESTONE</i>

<i>All employees are made aware of the key performance indicators in part E and how they are monitored</i>	
<i>Workplace inspections: Caretaker checks Premises walks etc.</i>	<i>Name of person(s) who does these R ECCLESTONE P MOUNTFORD V LEWIS</i>

Where specific responsibilities for health, safety and wellbeing are allocated to employees these delegated responsibilities are detailed in Section D below.

#### **D. Health and Safety 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.

Information is available 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/Other Specialist Adviser.

#### **1. Accident and Incident Reporting, Recording & Investigation**

<i>Our arrangements for recording and investigating:</i>	
<i>pupil accidents:</i>	<i>Record on 'bump note' and send home 'bump info' if bump to the head</i>
<i>employee accidents:</i>	<i>Report via H&amp;S Portal</i>
<i>visitor accidents:</i>	<i>Report via H&amp;S Portal</i>
<i>The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: R ECCLESTONE</i>	
<i>Our arrangements for reporting to the Governing Body are: Termly reports presented in Finance and Premises meetings, HT report presented to Full Governors termly and link governor meetings held termly</i>	
<i>Our arrangements for reviewing accidents and identifying trends are: Reviewing risk assessments and policies.</i>	

#### **2. Asbestos**

<i>Name of person responsible for managing asbestos on the school site:</i>	<i>Name: R ECCLESTONE</i>
<i>Location of the Asbestos Management Log or Record System:</i>	<i>Location: Main school office</i>
<i>Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are: Ensuring a hazard exchange form is completed and they read and sign the asbestos register.</i>	
<i>Our arrangements to ensure all school employees such as class teachers or caretakers have information about asbestos risk on the premises are: Initial training given and staff sign to confirm understanding. AMP in place.</i>	
<i>Employees must report damage to asbestos materials to:</i>	<i>Name: R ECCLESTONE</i>
<i>Employees must not drill or affix anything to walls without first obtaining approval from the person responsible for managing asbestos.</i>	

#### **3. Communication**

<i>Name of SLT member who is responsible for</i>	<i>Name: V LEWIS</i>
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<i>communicating with employees on health and safety matters:</i>	
<i>Our arrangements for communicating about health and safety matters with employees, pupils, visitors, contractors are: Weekly staff briefings/meetings, emails to all staff</i>	
<i>Employees can make suggestions for health and safety improvements by: Discussing these with R Ecclestone; Contributing to H&amp;S checklists/audits.</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: R ECCLESTONE</i>
<i>Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are: Via SCC framework and LA contractors/property team</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: Contractor meeting ahead of project work</i>	
<i>Our arrangements for the induction of contractors are: R ECCLESTONE to do on first day of works</i>	
<i>Employees should report concerns about contractors to: R ECCLESTONE</i>	
<i>We will review any construction activities on the site by: Observing work carried out and reporting any concerns, then debriefing upon completion of works.</i>	

#### 5. Consultation

<i>Name of SLT member who is responsible for consulting with employees on health and safety matters:</i>	<i>Name: Victoria Lewis</i>
<i>The name of the Trade Union Health and Safety Representative is:</i>	<i>Name: N/A</i>
<i>Our arrangements for consulting with employees on health and safety matters are: Briefings and all staff emails, circulation of updated policies</i>	
<i>Employees can raise issues of concern by: Discussing with V Lewis / R Ecclestone</i>	

#### 6. Contractor Management

<i>Name of person responsible for managing and monitoring contractor activity</i>	<i>Name: R ECCLESTONE</i>
<i>Our arrangements for selecting competent contractors are: Vis SCC framework of approved SCC contractors</i>	
<i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are:</i>	
<i>Our arrangements for the induction of contractors are: R ECCLESTONE prior to works</i>	
<i>Employees should report concerns about contractors to: R ECCLESTONE</i>	

#### 7. Curriculum Areas – health and safety

<i>Name of person who has overall responsibility for the curriculum areas as follows: e.g. Science, Design &amp; Technology, PE</i>	<i>Curriculum Lead Name: G Pickford, A Coleman, G Copeland</i>
<i>Risk assessments for these curriculum areas are the responsibility of:</i>	<i>Name(s) A Coleman, G Pickford, G Copeland</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 any employees using this type of equipment continuously and regularly for over an hour.*

*Our arrangements for carrying out DSE assessments are: Annually in Autumn Term, or as required*

<i>Name of person who has responsibility for carrying out Display Screen Equipment Assessments:</i>	<i>Name: R ECCLESTONE</i>
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<i>DSE assessments are recorded, and any control measures required to reduce risk are managed by:</i>	<i>Name: R ECCLESTONE</i>
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## 9. Early Years Foundation Stage (EYFS)

<i>Name of person who has overall responsibility for EYFS:</i>	<i>Name: S BROWN</i>
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<i>Our arrangements for the safe management of EYFS are: S Brown to discuss any queries or raise concerns with R Ecclestone</i>	
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## 10. Educational visits / Off-Site Activities

<i>Name of person who has overall responsibility for Educational Visits</i>	<i>Name: V PICKERING</i>
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<i>The Educational Visits Coordinator is:</i>	<i>Name: V PICKERING</i>
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<i>Our arrangements for the safe management of educational visits are: Through the SLA with Outdoor Ed (Evolve).</i>	
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## 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: R ECCLESTONE</i>
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<i>Fixed electrical wiring test records are located:</i>	<i>Property portal</i>
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<i>All employees are required to visually inspect electrical equipment before use.</i>	
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<i>Our arrangements for bringing personal electrical items onto the school site are: Staff must not bring non PAT tested electrical items into work.</i>	
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<i>Name of person responsible for arranging the testing of portable electrical equipment (PAT):</i>	<i>Name: R ECCLESTONE</i>
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<i>Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:</i>	<i>Name: SCC</i>
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<i>Portable electrical equipment (PAT) testing records are located:</i>	<i>Property portal</i>
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<i>Employees must take defective electrical equipment out of use and report to:</i>	<i>Name: R ECCLESTONE</i>
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<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>	
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## 12. Emergency Preparedness

<i>Name of SLT member who is responsible for developing and maintaining the school's response</i>	<i>Name: V LEWIS</i>
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<i>to major risks Business Continuity Plan (BCP).</i>	
<i>Our arrangements for communicating emergency arrangements to all employees are: Weekly briefings/meetings/all staff email</i>	

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

<i>Name of competent person responsible for undertaking and reviewing the fire risk assessment in addition to any associated action planning:</i>	<i>Name: R ECCLESTONE</i>
<i>The Fire Risk Assessment is located:</i>	<i>Office drive</i>
<i>The Fire Risk Assessment is shared with other employers who share the site.</i>	<i>Names of employers: N/A</i>
<i>When the fire alarm is raised the person responsible for calling the fire service is: (include out of hours arrangements)</i>	<i>Name: V PICKERING V LEWIS</i>
<i>Name of person responsible for arranging and recording of fire drills:</i>	<i>Name: R ECCLESTONE</i>
<i>Name of person responsible for creating, communicating and reviewing Fire Evacuation arrangements:</i>	<i>Name: R ECCLESTONE</i>
<i>Our Fire Evacuation Arrangements are displayed:</i>	<i>Location: In all classrooms and by fire exits</i>
<i>Our Fire Marshals are:</i>	<i>Location: V PICKERING L SANZERI</i>
<i>Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Logbook located at:</i>	<i>Location: Main Office</i>
<i>Name of person responsible for training employees in fire procedures:</i>	<i>Name: R ECCLESTONE</i>
<i>Employees awareness of the Fire Procedures in school is repeated HALF TERMLY</i>	

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

<i>Name of person responsible for carrying out the First Aid Assessment:</i>	<i>Name: V PICKERING</i>
<i>The First Aid Assessment is located:</i>	<i>Location: Main Office</i>
<i>First Aiders are:</i>	<i>Location: Posters in office &amp; staff room, Office Drive</i>
<i>Name of person responsible for arranging and monitoring First Aid Training</i>	<i>Name: R ECCLESTONE</i>
<i>Location of First Aid Box(es):</i>	<i>Location: Main office, staff room, classrooms</i>
<i>Name of person responsible for checking and restocking first aid box(es):</i>	<i>Name: V PICKERING</i>
<i>Arrangements on how to summon an ambulance in an emergency are:</i>	
<i>Our arrangements for dealing with an injured person who has to go to hospital are (who is contacted/ who accompanies employees or children to hospital):</i>	
<i>pupils</i>	<i>Ring 999/parents</i>
<i>employees</i>	<i>Ring 999/next of kin</i>

visitors	Ring 999/company
<i>Our arrangements for recording First Aid provided are: 'Bump notes', SCC portal</i>	

## 15. Glass & Glazing

All glass in doors and side panels are constructed of safety glass
All replacement glass is of safety standard

## 16. Hazardous Substances (COSHH)

Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments):	R ECCLESTONE
<i>Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are:</i>	
<i>The school uses CLEAPPS as a resource and access to this information is available via G PICKFORD</i>	

## 17. Health and Safety Law Poster

The Health and Safety at Work poster is displayed:	Location: Staff room/Kitchen/Office
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## 18. Housekeeping, cleaning and waste disposal

All employees and pupils share the responsibility for keeping the school site clean, tidy and free from hazards.	
<i>Our waste management arrangements are: SCC collections weekly</i>	
<i>Our site housekeeping arrangements are: Good housekeeping by all staff</i>	
Site cleaning is provided by:	Name and contact details: Glen Group Shaun Hollinshead Service Delivery Manager 08081754358 07464543491
<i>Cleaning employees have received appropriate information, instruction and training about the following and are competent:</i>	
<i>Work equipment</i>	
<i>Hazardous substances (COSHH assessments are located in the cleaning cupboard and on office drive and hazardous substances are stored in the cleaning cupboard)</i>	
<i>Waste skips and bins are located away from the school building.</i>	
<i>Our arrangements for disposing of waste and the location of waste bins and skips are communicated to employees and pupils in weekly briefings</i>	
<i>Employees 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

Name of person responsible for managing infection control:	Name: R ECCLESTONE
<i>Our infection control arrangements (including communicable diseases/hand hygiene standards) are: Follow guidance located in Office and Staff Room.</i>	

## 20. Lettings

Name of Premises Manager or member of	Name: V LEWIS / R ECCLESTONE
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<i>Leadership team responsible for Lettings</i>	
<i>Our arrangements for managing Lettings of the school/rooms or external premises are: N/A but Lettings Policy in place</i>	
<i>The health and safety considerations for Lettings are considered and reviewed annually.</i>	
<i>Hirers must 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**

*Our arrangements for managing lone working are: Policy in place. Inform another member of staff if lone working is essential.*

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

*NOTE Types of equipment to consider in this section:*

*PE equipment maintained by Mercury Sports annually, Fire alarm and smoke detection by Churches Fire, emergency lighting by Logic Fire & Security, fire extinguishers.*

*School kitchen cleaned annually by MG Jones.*

<i>Name of person responsible for the selection, maintenance / inspection and testing of equipment:</i>	<i>Name: R ECCLESTONE</i>
<i>Records of maintenance and inspection of equipment are retained and are located:</i>	<i>Location: Property portal/main office</i>
<i>Employees report any broken or defective equipment to:</i>	<i>Name: R ECCLESTONE</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 person responsible for carrying out manual handling risk assessments:</i>	<i>Name: R ECCLESTONE</i>
<i>Our arrangements for managing manual handling activities are: See manual handling poster in staff room and Manual Handling Policy</i>	
<i>Employees must be aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided.</i>	
<i>Employees 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>Employees 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 employees).</i>	

## **24. Medication**

<i>Name of person responsible for the management of and administration of medication to pupils in school:</i>	<i>Name: V PICKERING</i>
<i>Our arrangements for the administration of medicines to pupils are: By prescription with form signed by parents/carers</i>	

<i>The named members of employees who are authorised to give / support pupils with first aid are:</i>	<i>All staff who are First Aid trained</i>
<i>The named members of employees who are authorised to give / support pupils with medication are:</i>	<i>Dependant on the medication to be administered (specific training given to relevant staff according to medication required).</i>
<i>Medication is stored:</i>	<i>Location: Main office</i>
<i>A record of the administration of medication is located:</i>	<i>Location: Main office</i>
<i>Pupils who administer and/or manage their own medication in school are authorised to do so by a member of staff and provided with a suitable private location to administer medication/store medication and equipment.</i>	
<i>Employees 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: PEEP's plan</i>	
<i>Employees who are taking medication must keep their personal medication in a secure area in an employee only location.</i>	
<i>Employees 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)

<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 employees:</i>	<i>Name: R ECCLESTONE</i>
<i>Name of person responsible for the checking and maintenance of personal protective equipment provided for employees:</i>	<i>Name: R ECCLESTONE</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(s): R ECCLESTONE</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(s): Class teacher</i>

## 26. Reporting Hazards or Defects

<i>All employees 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: Inform R ECCLESTONE or add to Caretaker jobs book</i>

## 27. 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 employees, pupils and</i>
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<p>other who may be exposed to the risk.</p> <p>Risk assessments are in place for the following areas:</p> <p>Premises and grounds</p> <p>Curriculum / classrooms</p> <p>Hazardous activities or events</p> <p>Lettings or contract work which may affect employees or pupils in the school/academy</p> <p>Fire Risk Assessment</p> <p>Outdoor visits</p> <p>Hazardous Substances</p> <p>Work Equipment</p> <p>Manual handling activities</p> <p>Risks related to individuals e.g. health issues (personal or work related)</p>	
Name of person who has overall responsibility for the school risk assessment process and any associated action planning:	Name: V LEWIS/R ECCLESTONE
<p>Our arrangements for carrying out, recording, communicating and reviewing risk assessments are: Review where needed</p>	
<p>Appropriate training is provided for employees who are creating, reviewing or implementing risk assessments.</p>	
<p>When an accident or incident occurs a post incident risk assessment is developed when a new hazard has been identified and/or new additional controls are needed.</p>	
<p>Risk assessments are created or reviewed when something new is introduced or a change has occurred.</p>	

## 28. Smoking

<p>No smoking or vaping is permitted on site or in vehicles owned or operated by the school or state locations where it is allowed.</p>	

## 29. Shared use of premises/shared workplace

Name of Premises Manager or member of Leadership team responsible for Premises Management	Name: V LEWIS/R ECCLESTONE
<p>Our arrangements for managing health and safety in a shared workplace are: H&amp;S Policy updates as required, induction, training</p>	

## 30. Stress and Employees Well-being

Name of person who has overall responsibility for the health and wellbeing of school employees:	Name: R ECCLESTONE
<p>All employees have responsibility to take care of their own health and wellbeing and the school supports employees to do this by implementing the following arrangements: 'Open door policy' for staff where needed.</p>	
<p>Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated.</p>	
<p>All employees have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work.</p>	
<p>Individual stress risk assessments take place when a member of employees requires additional individual support.</p>	
<p>A team stress risk assessment has been completed involving all employees and this is reviewed regularly. The last team stress survey was completed in Oct 2023.</p>	

**31. Swimming Pool Operating Procedures (where applicable) N/A****32. Training and Development**

<i>Name of person who has overall responsibility for the training and development of employees:</i>	<i>Name: R ECCLESTONE</i>
<i>All new employees 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 employees are: Identify need and train accordingly, circulate updated ways of working, policies, RA's.</i>	
<i>The school has a health and safety training matrix to help in the planning of essential and development training for employees.</i>	
<i>Training records are retained and are located: Office Share</i>	
<i>Training and use of new competency training/skills is monitored and measured by:</i>	<i>Name: R ECCLESTONE</i>

**33. Vehicles operated by the school**

<i>Name of person who has overall responsibility for school vehicles:</i>	<i>Name: J GRANGE</i>
<i>The school operates the following vehicles: e.g. minibus/cars</i>	<i>List: Borrowed from Horton Lodge Community School</i>
<i>Name of person who manages the driver medical examinations:</i>	<i>Name: R ECCLESTONE</i>
<i>Name of person who manages the vehicle license requirements:</i>	<i>Name: Horton Lodge Community School</i>
<i>Name of person who undertakes vehicle checks such as oil, water and routine roadworthiness:</i>	<i>Name: Horton Lodge Community School</i>
<i>Our arrangements for the safe use of school vehicles are: Perform all checks on collection of minibus.</i>	

**34. Vehicle movement on site**

<i>Name of Premises Manager responsible for the management of vehicles on site</i>	<i>Name: R ECCLESTONE</i>
<i>Our arrangements for the safe access and movement of vehicles on site are Restriction on vehicle movement during 8.35am-9am and 3pm and 3.35pm, speed limit of 5mph, segregation vehicles from pedestrian areas by main school gate, deliveries only to access site when approved by main office staff</i>	

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

<i>investigated by:</i>	
<i>Name of person who has responsibility for site security:</i>	<i>Name: V LEWIS/R ECCLESTONE</i>
<i>Our arrangements for site security are: Be vigilant, contact police if needed, check buildings/windows closed before last person leaves</i>	

### 36. Water System Safety

<i>Name of Premises Manager responsible for managing water system safety.</i>	<i>Name: R ECCLESTONE</i>
<i>Name of contractors who have undertaken a risk assessment of the water system:</i>	<i>Name: HSL Compliance</i>
<i>Name of contractors who carry out regular testing of the water system:</i>	<i>Name: HSL Compliance</i>
<i>Location of the water system safety manual/testing log</i>	<i>Location: Main Office</i>
<i>Our arrangements to ensure contractors have information about water systems are: Via info from HSL Compliance</i>	
<i>Our arrangements to ensure all school employees carrying out checks or testing or maintenance have information about the water system:</i>	

### 37. Working at Height

<i>Name(s) of person responsible managing the risk of work at height on the premises:</i>	<i>Name: R ECCLESTONE</i>
<i>Work at height is avoided where possible.</i>	
<i>Our arrangements for managing work at height are: Adhere to risk assessment and Working at Height Policy.</i>	
<i>Appropriate equipment is provided for work at height where required.</i>	
<i>Employees 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 in the main office</i>	

### 38. Work Experience

<i>Name of person who has overall responsibility for managing work experience and work placements for school pupils.</i>	<i>Name: R ECCLESTONE</i>
<i>Our arrangements for assessing potential work placements, arrangements for induction and supervision of our students on work placement are: Unifrog</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: R ECCLESTONE</i>
<i>Our arrangements for managing the health and safety of work experience students in the school are: R ECCLESTONE</i>	

### 39. Volunteers

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

## **E. Performance Indicators**

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

This is done via Health & Safety link governor meetings, team briefings, risk assessment reviews, reporting via H&S portal, staff H&S notice board.