

# POLICY

## Health & Safety

Date of approval by governing body:	14 November 2018
Review date:	Autumn 2019
Policy Owner:	Business Manager

**The King's has a pivotal role to play in every student's spiritual, moral, social and cultural development. Through our mission to ensure that every student learns with truth and love, we ensure that we support each student through the promotion of the Christian values of justice, grace, trust, thankfulness, aspiration and celebration (as identified, by students, staff and governors). This mission and these values underpin this policy and its related practices.**

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## **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 King's CE (A) School Governing Board recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc. Act 1974.

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

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

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

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

David Shemilt Chair of Governing Board	Emily Verow Executive Headteacher
14/11/2018	14/11/2018

### 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

The school obtains competent health and safety advice from	Staffordshire County Council
The contact details are	Steve Brown, H&S Advisor 07773 791559
In an emergency we contact the duty officer on 01785 355777	

#### Monitoring Health and Safety

Name of person(s) responsible for the overall monitoring of health and safety in school:	Mandy Prince Robert Timmis
Our arrangements for the monitoring of health and safety are:	
Our arrangements for reporting to the Governing Board are through the Finance and Resources committee who receive annual reports each Autumn concerning the previous academic year.	
The school carries out formal evaluations and audits on the management of health and safety bi-annually in line with SCC self-evaluation and audit timescales.	
The last audit took place	Date: 23/3/2018  By: Mandy Prince Robert Timmis
Name of person responsible for monitoring the implementation of health and safety policies	Robert Timmis

## D. Detailed Health and Safety Arrangements

### 1. Accident Reporting, Recording & Investigation

Our arrangements for recording and investigating:
Pupil accidents: first aiders record pupil accidents by completing the 'accidental injury in school' form and ensuring the bottom part goes home to parents – records are maintained at Reception and reviewed bi-annually. Pupil accidents which are considered more than just 'minor' are entered on to the My Health and Safety System for further investigation and review.
Staff & Visitor accidents: are recorded in the accident record book located at Reception and logged in the 'My Health & Safety' online accident reporting system.
The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: Mandy Prince
Our arrangements for reporting to the Governing Board are through the Finance and Resources committee who receive annual reports each Autumn concerning the previous academic year.
Our arrangements for reviewing accidents and identifying trends are through discussions with key members of staff identified in this policy after each significant incident and at least bi-annually.

### 2. Communication

Name of SLT member who is responsible for communicating with staff on health and safety matters:	Robert Timmis
Our arrangements for communicating about health and safety matters with all staff are through staff briefings and meetings that are minuted and published on the StaffHub and/or via staff emails.	
Staff can make suggestions for health and safety improvements by emailing R Timmis direct, raising issues via team meetings where items can be escalated to SLT or posting suggestions into the staff suggestions box located in the staff room.	

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

Name of person coordinating any construction work / acting as Client for any construction project.	Mandy Prince
Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are: Guidance on CDM applicable projects is sought from the Entrust Property Services appointed building and engineering surveyors. Duty holders will be identified and named as part of any Construction project.	
Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: A copy of the RAMS is requested from the contractor and in all instances Hazard Exchange Forms are completed with contractors prior to commencement of works.	
Our arrangements for the induction of contractors are: covered with the Hazard exchange form.	
Staff should report concerns about contractors to the caretaker, Katrina Mathews	
We will review any construction activities on the site through regular meetings with the CDM, project manager and contractor.	

#### 4. Consultation

Name of SLT member who is responsible for consulting with staff on health and safety matters:	Robert Timmis
The name of the Trade Union Health and Safety Representative is:	TBA
Our arrangements for consulting with staff on health and safety matters are through staff briefings and meetings that are minuted and published on the StaffHub and/or via staff emails.	
Staff can raise issues of concern by emailing R Timmis direct, raising issues via team meetings where items can be escalated to SLT or positing suggestions into the staff suggestions box located in the staff room.	

#### 5. Contractor Management

Name of person responsible for managing and monitoring contractor activity	Katrina Mathews
Our arrangements for selecting competent contractors are: <ul style="list-style-type: none"><li>• SCC Approved list</li><li>• Contractors known to the school</li><li>• Specialist education contractors</li></ul>	
Our arrangements for the exchange of health and safety information / risk assessments/ safe working arrangements/ monitoring are completed with contractors prior to commencement of works through the Hazard Exchange process.	
Our arrangements for the induction of contractors are covered in the Hazard Exchange Form	
Staff should report concerns about contractors to the caretaker, Katrina Mathews	

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

Name of person who has overall responsibility for the curriculum areas as follows: Science D&T PE	Lorna Sykes Lorna Sykes Mike Worthington
Risk assessments for these curriculum areas are the responsibility of:	Jason Sherratt (Science & D&T) Mike Worthington (PE)

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

The school assesses the risk of the use of computers and laptops by carrying out a DSE assessment for staff using this type of equipment continuously and regularly for over an hour.	
Our arrangements for carrying out DSE assessments are: The DSE training and self-assessment forms are available on the Staff Hub. Eye test vouchers are made available.	
Name of person who has responsibility for carrying out Display Screen Equipment Assessments	Name - Mandy Prince

DSE assessments are recorded and any control measures required to reduce risk are managed by	Name - Mandy Prince
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### 8. Educational visits / Off-Site Activities

Name of person who has overall responsibility for Educational Visits	Sarah Milne
The Educational Visits Coordinator is	Kathryn Phillips
Our arrangements for the safe management of educational visits: Visits are managed in line with the Educational Visits policy available on the StaffHub and via the Evolve system (Educational Visit approval system). All visits require prior approval from SLT.	

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

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	Katrina Mathews
Fixed electrical wiring test records are located:	Katrina Mathews Office
All staff visually inspect electrical equipment before use.	
Our arrangements for bringing personal electrical items onto the school site are: Staff are advised not to bring in personal electrical items	
Name of person responsible for arranging the testing of portable electrical equipment (PAT):	Katrina Mathews
Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:	Katrina Mathews
Portable electrical equipment (PAT) testing records are located:	Katrina Mathews Office
Staff must take defective electrical equipment out of use and report to:	Katrina Mathews
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.	

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

Name of competent person responsible for undertaking & reviewing fire risk assessment in addition to any associated action planning	Robert Timmis
The Fire Risk Assessment is located on the StaffHub.	
When the fire alarm is raised the person responsible for calling the fire service is	Robert Timmis
Name of person responsible for arranging and recording of fire drills	Robert Timmis
Name of person responsible for creating and reviewing Fire Evacuation arrangements	Robert Timmis
Our Fire Evacuation Arrangements are published on the StaffHub.	

Our Fire Marshals are listed	Next to the fire panel.
Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at	K Mathews office
Name of person responsible for training staff in fire procedures	Robert Timmis
All staff must be aware of the Fire Procedures in school.	

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

Name of person responsible for carrying out the First Aid Assessment	Mandy Prince
The First Aid Assessment is located on the StaffHub.	
First Aiders are listed	Admin Office Inclusion Office Staff Room By the stairwell on each floor
Name of person responsible for arranging and monitoring First Aid Training	Mandy Prince
Location of First Aid Box	Admin Office Inclusion Office Medical Room
Name of person responsible for checking & restocking first aid boxes	Dionne Patrick
In an emergency staff are aware of how to summon an ambulance	
Our arrangements for dealing with an injured person who has to go to hospital are:	
pupils	Where an ambulance is required the teaching staff or a first aider should dial 999 directly and request an ambulance. They should immediately notify Reception, and allocate an individual to meet and direct ambulance staff to the nearest entrance to the casualty. Where this is not possible, and teaching staff/first aider need Reception to call the Emergency Services, they should ensure Reception have full details of the incident, including: what happened, nature of injury, name, age and condition of casualty (e.g. breathing, conscious, etc). Reception staff will make all reasonable attempts to contact and inform the parent/carer. Where the parent/carer is not available and subject to availability and the nature of the emergency, a staff member may accompany the student to hospital.
staff	Reception staff will phone for an ambulance and then contact next of kin as per the data held on the school management information system. A colleague may be elected to accompany the staff member to hospital.
visitors	Reception staff will phone for an ambulance and contact any known employers or home numbers for the visitor. A member of staff may be elected to accompany the visitor to hospital if deemed necessary.

Specific emergency procedures are in place for students with complex health needs and staff are trained in the implementation in accordance with the healthcare plan.
Our arrangements for recording the use of First Aid are: Details of any first aid administered is recorded on the 'accidental injury in school' form for students and on the My Health & Safety reporting system as appropriate.

## 12. Food Allergens

Name of persons responsible for managing food allergen procedures.	Sarah Milne Mandy Prince
<p>Our arrangements for food allergens are:</p> <p><b>Student Allergies</b> - Information on student allergies is collected on the admissions data collection form completed by parents on admission to school.</p> <p>Where pupils are at risk of anaphylaxis, an individual health care plan will be completed by the Inclusion team if necessary. It is the responsibility of parents to inform the school if there are changes to a student's allergies and ensure that any medication required (eg epipen) is provided for use in school and in date.</p> <p>Student allergies will be recorded on the SIMS management information system.</p> <p>Information on student allergies will be shared with all staff by Sarah Milne as part of annual safeguarding training updates at the start of each academic year (or at staff briefing, for a mid-year admissions). This information will also be uploaded onto Sharepoint for future reference and a copy will be provided to the catering team to retain at the till points.</p> <p><b>Catering</b> - The Catering Manager is responsible for ensuring that food allergen records are maintained in line with Food Standards Agency (FSA) regulations.</p> <p>Nuts will not be used as an ingredient in foods prepared in house.</p> <p>Food preparation will be undertaken in accordance with FSA hygiene standards to avoid cross-contamination of allergens.</p> <p>Allergen awareness posters are displayed in the canteen eating areas.</p> <p>The Vericool till system pulls allergy information from SIMs and flags up individual student allergies at the point of sale.</p>	

## 13. Glass & Glazing

All glass in doors and side panels are constructed of safety glass	
All replacement glass is of safety standard	
A glass and glazing assessment took place in (year) and the record can be found ....	New build in 2016 - records can be found in the O&M manuals – K Mathews office.



#### 14. Hazardous Substances (COSHH)

Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)	Katrina Mathews
<p>Our arrangements for managing hazardous substances are:</p> <p>No hazardous substance is permitted on site without a safety data sheet being obtained from the manufacturer and where required, an assessment of risk being undertaken.</p> <p>COSHH assessments and product safety data sheets for site and cleaning hazardous substances can be found on the Staff Hub.</p> <p>Risk Assessments have identified the areas to be regulated as Science, D&amp;T and Art. The school subscribes to CLEAPSS for specialist guidance in these areas and all relevant staff must be aware of how to access this information.</p> <p>The relevant Head of Faculty is responsible for ensuring appropriate training and use of protective equipment.</p> <p>The relevant Head of Faculty is responsible for maintaining a list of, and ensuring that CLEAPSS Hazcards and/or COSHH risk assessments are in place and complied with, for all hazardous substances in their area.</p> <p>Hazardous substances must be kept in secure storage, with access regulated. All substances must be stored in their original container or be clearly labelled.</p> <p>All contractors are required to assess their own substances and keep them out of the reach of students.</p>	

#### 15. Health and Safety Law Poster

The Health and Safety at Work poster is located in the staff room.
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#### 16. Housekeeping, cleaning & waste disposal

All staff and pupils share the responsibility for keeping the school/academy site clean, tidy and free from hazards
<p>Our waste management arrangements are:</p> <ul style="list-style-type: none"><li>• Weekly collections of municipal waste and recycling are provided by Newcastle Borough Council.</li><li>• Sanitary and medical waste collection is provided by Simply Hygiene.</li></ul>
<p>Our site housekeeping arrangements are:</p> <p>All bins are emptied daily. Staff must ensure good housekeeping within their areas of responsibility,</p> <p>Wet floor signs are used where this appropriate.</p> <p>Cleaning associated with the provision of school meals will be undertaken by the catering staff.</p> <p>Deep cleans will be undertaken bi-annually during school closure periods.</p> <p>The caretaker is responsible to ensure that the surrounds to the building are kept clean.</p> <p>In the event of ice and snow a pathway is cleared to school and paths gritted as</p>

per the published 'gritting plan'.	
Site cleaning is provided by: In house cleaners	For details contact: Katrina Mathews
Cleaning staff have received appropriate information, instruction and training about the following and are competent in the following:	
- work equipment	
- hazardous substances	
Waste skips and bins are located away from the school building in a locked bin storage area.	
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.	

### 17. Infection Control

Name of person responsible for managing infection control:	Katrina Mathews
Our infection control arrangements (including communicable diseases/hand hygiene standards) are: In line with Public Health England guidance - a copy of which is available on the Staff Hub.	

### 18. Lettings

Name of Premises Manager:	Mandy Prince
Our arrangements for managing Lettings of the school rooms or external premises are: In accordance with the Lettings Policy terms and conditions of hire.	
The health and safety considerations for Lettings are considered and reviewed annually.	
Hirers have in place their own risk assessments, first aid arrangements/ fire procedures and emergency procedures.	
Hirers are responsible for obtaining the necessary local authority licenses for their activities and these must be provided to the school on request.	
Hirers must provide a register of those present during a letting upon request.	

### 19. Lone Working

Our arrangements for managing lone working are covered in the lone working risk assessment. Lone working is discouraged and staff are advised to ensure another member of staff is on site but it is acknowledged that this is not always practical. Where staff do work alone within school then doors must be kept locked to prevent unauthorised access and staff must carry a mobile phone on their person. It is the staff member's responsibility to ensure they have either: <ul style="list-style-type: none"> <li>- Advised a family member that they will be working alone and what time they are expected to return home.</li> <li>- Or advised another member of staff and a message is sent to confirm departure from the premises.</li> </ul> Dangerous activities must not be undertaken whilst working alone – e.g. working
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at height, using machinery.

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

Maintenance / Inspection contracts or are in place for the following equipment:	
Fume Cupboards Other extraction systems PE equipment D&T machines & equipment Lifts & lifting equipment Fire alarm and smoke detection systems Emergency lighting Fire extinguishers Intruder alarms Lightning protection System Air conditioning and handling units Sprinkler system Catering equipment Gas boiler	
Name of person responsible for the selection, maintenance / inspection and testing of equipment	Katrina Mathews
Records of maintenance and inspection of equipment are retained and are located in K Mathews Office.	
Staff report any broken or defective equipment by emailing:	facilities@thekings.staffs.sch.uk
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.	

**21. Manual Handling**

Name of competent person responsible for carrying out manual handling risk assessments	Narissa Thompson
Our arrangements for managing manual handling activities are: Trolleys are provide to transport heavy or bulky items. Staff are made aware that heavy items should not be stored high up, to prevent injury.	
Staff must aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided.	
Staff who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task.	
Staff are trained appropriately to carry out manual handling activities.	
Where people handling takes place an Individual Manual Handling Plan must be in place and communicated to all parties (including where appropriate the young person/their parents/carers/support staff).	

**22. Medication**

Name of person responsible for the management of and administration of	Megan Till
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medication to pupils in school	
Our arrangements for the administration of medicines to pupils are:	
The names members of staff who have agreed to give / support pupils with medication are:	Dionne Patrick Megan Till Zoe Williams Narissa Thompson Chi chi Mulenga
Medication is stored in the Admin Office or the hygiene room fridge as appropriate.	
A record of the administration of medication is located in the Admin Office.	
Medicine is administered in line with the Medicine and Supporting Students with Medical Conditions Policy. No medication is allowed on site unless parental permission and full details have been received in writing. Medication accepted must be in its original box/ bottle and clearly labelled with the name of student and the correct dosage. All medication administered must be logged.	
Staff are trained to administer complex medication for students with specific needs as outlined in healthcare plans. Medication for this purpose is stored in the hygiene room.	
Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are: Asthma inhalers / Epi-pens will be administered by trained staff to registered users in an emergency situation, the school's emergency supply may be used when their own are not available to hand.	
Staff who are taking medication must keep this personal medication in a secure area in a staff only location.	
Staff must advise school leaders if they are taking any medication which might impair their ability to carry out their normal work.	

### 23. 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.	Mandy Prince
Name of person responsible for the checking and maintenance of personal protective equipment provided for staff	Katrina Mathews
PPE provided for use in curriculum lessons is not "personal" as it is provided by pupils in classroom situations.	
Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for pupils.	Jason Sherratt
All PPE provided for use in a classroom environment is kept clean, free from defects and replaced as necessary.	
Name(s) of person responsible for cleaning and checking pupil PPE.	Jason Sherratt

### 24. Radiation

Name of the school Radiation Protection	Jason Sherratt
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Supervisor (RPS)	
Name of the Radiation Protection Adviser (RPA)	LEA Adviser

## 25. Reporting Hazards or Defects

All staff and pupils must report any hazards, defects or dangerous situations they see at school.
Our arrangements for the reporting of hazards and defects is via email to <a href="mailto:facilities@thekings.staffs.sch.uk">facilities@thekings.staffs.sch.uk</a> or in an emergency situation R Timmis should be contacted immediately The person reporting the defect must ensure that the area concerned is either safe or isolated from student/staff access.

## 26. Risk Assessments

The school has in place risk assessments for any identified significant risk. Control measures which are put in place to eliminate or reduce risk are communicated to staff, pupils and other who may be exposed to the risk.	
Risk assessments are in place for the following areas:  Premises and grounds Classrooms Office & Reprographics Catering activities Cleaning activities Caretaker/ Site Supervisor activities Fire Risk Hazardous activities or events Hazardous Substances Manual handling activities Risks related to individuals e.g. health issues School visits	
Name of person who has overall responsibility for the school risk assessment process and any associated action planning	Name Mandy Prince
<p><i>Our arrangements for carrying out, recording, communicating and reviewing risk assessments are:</i></p> <p>The Head of Faculty or Line Manager is responsible for seeing that Risk Assessments are undertaken in their area.</p> <p>The individual teacher (or staff member) carries out the appropriate risk assessment for the designated activity.</p> <p>It is the responsibility of any staff member with a specific medical condition requiring risk assessment i.e. Epilepsy or pregnancy to inform the Business Manager who will then complete a risk assessment for the staff member if it is deemed there are potential risks to that staff member.</p> <p>It is the responsibility of the Inclusion Team to conduct a risk assessment and create a care plan for any student they are aware has a medical condition which may cause risk or require specific control measures.</p> <p>The Business Manager is responsible for ensuring that risk assessments are being conducted and will check by inspecting paperwork at least annually.</p> <p>All risk assessments should be communicated to relevant staff through faculty</p>	

meetings, staff briefings or by email. A copy should be uploaded to the StaffHub.
Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments.
When an accident or incident occurs a post risk assessment takes place when a new hazard has been identified.
Risk assessments are created or reviewed when something new is introduced or a change has occurred.

## 27. Smoking

No smoking or vaping is permitted on site or in vehicles owned or operated by the school.
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## 28. Shared use of premises/shared workplace

Name of Premises Manager:	Mandy Prince
The school/academy premises are shared with another organisation	Kidsgrove Sports Centre (currently vacant and unoccupied)
Our arrangements for managing health and safety in a shared workplace are not applicable at this time.	

## 29. Stress and Staff Well-being

Name of person who has overall responsibility for the health and wellbeing of school staff	Lisa Boon
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:	
Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated.	
All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work.	
Individual stress risk assessments take place when a member of staff requires additional individual support.	
A team stress risk assessment has been completed involving all staff and this is reviewed regularly. Completed October 2018.	

## 30. Training and Development

Name of person who has overall responsibility for the training and development of staff.	Aimee Williams
All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.	
Training needs are identified through performance management reviews and through risk assessment reviews.	
The school has a health and safety training matrix to help in the planning of essential and development training for staff.	
Training records relating to Health and Safety are retained and are located in the 'Admin' file on the staff shared drive.	
Training and competency as a result of training is monitored and measured by:	Aimee Williams

## 31. Vehicles owned or operated by the school/academy

Name of person who has overall responsibility for the school vehicles	Katrina Mathews
The school operates a leased minibus	Fleetcare
Name of person who manages the driver medical examinations	Katrina Mathews
Name of person who manages the vehicle license requirements	Katrina Mathews
Name of person who undertakes vehicle checks such as oil, water and routine roadworthiness.	Kevin Oakes
Name of person who arranges servicing and maintenance of the academy vehicles	Katrina Mathews
<p>Our arrangements for the safe use of school vehicles are:  All drivers of the minibus for trips involving students must undergo medical examination, training and obtain a minibus permit through Staffordshire County Council.</p> <p>Approved minibus drivers will conduct the checks described in the minibus procedures prior to each journey. The bus must only be driven if the approved driver is satisfied as to its safety.</p> <p>The procedures for student safety must be followed at all times e.g. loading the bus, wearing of seat belts, disembarking procedures, emergency actions and standard of behaviour, motorway requirements etc.</p>	

### **32. Vehicle movement on site**

Name of Premises Manager responsible for the management of vehicles on site	Mandy Prince
<p>Our arrangements for the safe access and movement of vehicles on site are:</p> <p>Vehicle access to the side and rear of the building is restricted to staff and approved visitors via an automated gate. Speed limit restrictions are in place.</p> <p>All pedestrians are encouraged to walk along the pavement of the drive and use the zebra crossing to access the main entrance.</p> <p>Staff are on duty to supervise at the front of the school during break and lunch periods and the start and end of the day.</p> <p>Car parking facilities are made available at the Fifth Avenue entrance for parents wishing to collect their child from school by car.</p> <p>Delivery vehicles are restricted, as far as possible, to times other than start and finish of the school day, to reduce the risk of accidents.</p>	

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

The school provides a place of work which is designed and managed to minimise the risk of violence and aggression to staff, pupils and visitors.
A risk assessment is carried out where staff are at increased risk of injury due to their work.
Training, information and instruction is available to staff to help them manage the risk of violence and aggression where required.

Staff and pupils must report all incidents of verbal & physical violence to:	Robert Timmis
Incidents of verbal & physical violence are investigated by:	Robert Timmis
Name of person who has responsibility for site security:	Robert Timmis
<p>Our arrangements for site security are located in the site security risk assessment. All visitors must report to Reception through the main doors at the front of the school. An access control system with a video link is in operation. All visitors are required to sign in on the electronic entry system and will be issued with a visitor pass which must be visible for the duration of their visit. Access through to the main body of the school is controlled by a further locked door. CCTV is in operation throughout the building.</p>	

### 34. Water System Safety

Name of person responsible for managing water system safety.	Katrina Mathews
Name of contractors who have undertaken a risk assessment of the water system	IWS
Name of contractors who carry out regular testing of the water system:	HSL – monthly checks K Mathews – weekly flushing and temperature checks
Location of the water system safety manual/testing log	K Mathews Office
<p>Our arrangements to ensure contractors have information about water systems are covered in the hazard exchange process.</p>	
<p>The water system manual is available for contractors to view.</p>	

### 35. Working at Height

Name(s) of person responsible managing the risk of work at height on the premises:	Mandy Prince Katrina Mathews
<p>Work at height is avoided where possible.</p>	
<p>Our arrangements for managing work at height are: Appropriate equipment is provided for work at height where required. Step ladders are made available and staff are given appropriate training on their use. Staff are reminded that surfaces are not to be climbed on.</p>	
<p>Staff who carry out work at height are trained to use the equipment provided</p>	
<p>Work at height equipment is regularly inspected, maintained and records are kept in K Mathews Office.</p>	

### 36. Work Experience

Name of person who has overall responsibility for managing work experience and work placements for school pupils.	Sarah Milne
<p>Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are: Process undertaken by Changing Education</p>	



The name of the person responsible for the health and safety of people on work experience in the school premises:	Sarah Milne
Our arrangements for managing the health and safety of work experience students in the school are: All work experience pupils are given an induction and written guidance.	

### 37. Volunteers

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

## 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.

Key Performance indicators for this school include:

- Number of reportable accidents involving pupils or adults - monitored on the My Health & Safety system
- Number of stress related staff absences – sickness absence monitored through the 'My View' HR system.
- Response times in resolving reported defects and hazards – monitored via the Parago facilities app.
- Number of incidents that involve implementation of the Business Continuity Plan

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.

Updated January 2019