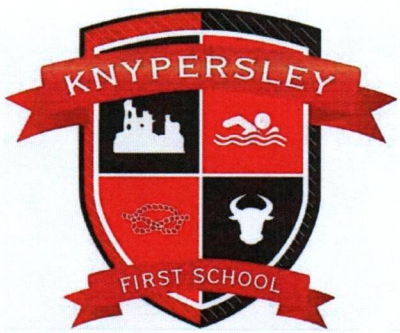
Children First
Learning Partnership
INSPIRING EXCELLENCE TOGETHER



Health, Safety and Well Being Policy

November 2024

The Health & Safety Policy has been discussed and adopted by the Local Advisory Board	
Chair of Local Advisory Board:	*Miss Keelie Mellor*
Responsible Officer:	*Exec Headteacher – Mrs L Jukes*
Agreed and ratified by the Local Advisory Board on:	*November 2024*
To be reviewed:	*November 2025*

The policy has 4 parts;

Part A – The CFLP Health and Safety Policy Statement
Part B - Management Arrangements **–Roles and Responsibilities**
Part C - The detailed arrangements & procedures for Health, Safety and Wellbeing within Knypersley First School
Part D- The Key Performance Indicators.

The Children First Learning Partnership

1. Statement of Health and Safety Policy

1.1 This policy supplements both the general statement of policy issued most recently by Staffordshire County Council and adopted by each school within our Multi Academy Trust, and the more detailed statement issued by the Department for Education.

1.2 The Directors of the Children First Learning Partnership recognise and accept their corporate responsibility as an employer for providing a healthy working environment for the teaching and non-teaching staff in their employment, for the children attending each School and for other people who visit or are users of the School. The Directors accept their general duties to their employees as set down in Section 2 of the Health and Safety at Work Act.

1.3 In compliance with the Health and Safety at Work Act, the Board of Directors along with the Local Advisory Board will ensure, so far as is reasonably practical, that:

- All premises are maintained in a safe condition.
- Safe access to and egress from premises are maintained.
- All plant and equipment are safe to use.
- Appropriate safe systems of work exist and are maintained.
- Sufficient information, instruction, training and supervision are available and provided to enable all employees to avoid hazards and contribute positively to their own Health and Safety at work.
- Arrangements exist for the safe use, handling and storage of articles and substances at work.
- A healthy working environment is maintained including adequate welfare facilities and the promotion of staff well- being is recognized as a priority.

1.4 Within the financial restraints, the Board of Directors will ensure, through the Local Advisory Boards and Executive Board that adequate resources are set aside from the total budget allocation for the policy statement to be properly implemented.

1.5 The co-operation of all who use the School, both employees and others, will be sought in implementing this policy.

Employees will be reminded of their own duties:

- To take care of their own safety and the safety of others.
- To co-operate with the Board of Directors, Local Governing Board and Senior Management Team so that they may carry out their own responsibilities successfully.

1.6 All relevant Regulations, Codes of Practice and Standards will be complied with as necessary.

1.7 Consultation with employee representatives will be held as and when appropriate on all matters affecting the health and safety of employees concerned.

1.8 The Directors undertake to review this policy statement and the accompanying organisation and arrangements annually and in response to any major incident. A copy of this statement will be posted on the staff notice board within the Schools Health, Safety and Well being Policy

Signed: *Lorraine Jukes* (Exec Head)

Signed: *Keelie Mellor* (Chair of LAB) **Signed**: *Lydia Leese* (Head of School)

Health and Safety Organisation and Responsibilities

2.1 In order to ensure that Health and Safety issues are dealt with in accordance with The Children First Learning Partnership Health and Safety Policy, the following organisational structure has been accepted by the Board of Directors. Duties and responsibilities have been assigned to Staff, Local Governing Board members and Directors as laid out below.

The Board of Directors will elect a named person to be responsible for Health and Safety Matters across the MAT.

2.2 Local Advisory Board (LAB)

2.2.1 The LAB is responsible for ensuring that this policy is implemented at a local level.

2.2.2 The LAB accepts a share of the responsibility for the way in which health and safety issues are addressed, in particular when making decisions about spending which are within its control.

2.2.3 The LAB will elect a named representative for Health and Safety who will act as critical friend to the Executive Head/Headteacher and hold him/her to account for the implementation of this policy.

2.3 The Executive Head/Headteacher (or in the event of absence, the Head of School/ Deputy Head/ Assistant Headteacher)

2.3.1 Overall responsibility for the day to day management of all health and safety matters rests with the Executive Head/Headteacher.

2.3.2 The Executive Head/Headteacher, as manager of the School and of all the activities carried on within it, will liaise with the LAB, Directors and Local Authority and carry out their recommendations as regards Health and Safety matters. Furthermore, she/he will advise the LAB and Directors of any areas of Health and Safety concern, in particular those which may need to be addressed by funds.

2.3.3 The Executive Head/Headteacher will investigate all serious accidents and dangerous occurrences which are reported to them, or of which they becomes aware, and report thereon to the LAB, Directors, Local Authority and Health and Safety Executive as appropriate.

2.3.4 The Executive Head/Headteacher will take full responsibility for ensuring that adequate staffing levels are maintained for the safe supervision of children.

2.3.5 The Executive Head/Headteacher will, within reason, provide funds for: The maintenance of the premises. The repair, maintenance, and testing of School equipment. The provision of appropriate protective clothing where necessary. The purchase and maintenance of first aid materials. The purchase and maintenance of fire fighting appliances. Safety Training for staff, when necessary.

2.3.6 The Executive Head/Headteacher will ensure that an adequate level of supervision will be available, and that proper safety arrangements exist, before authorising educational visits or other activities involving pupils off site.

2.3.7 The Executive Head/Headteacher will liaise with, and monitor, as far as is reasonably practical, the activities of contractors, visitors and others on site, to ensure that any risks to the Health and Safety of staff, pupils and others are kept to a minimum.

2.3.8 The Executive Head/Headteacher may appoint a "School Health and Safety Officer" to whom she/he will delegate certain duties; specifically those detailed below. Alternatively, she/he may adopt the role her/himself.

2.3.9 The Executive Head/Headteacher will arrange for sufficient members of staff to be trained in First Aid to ensure that such Aid will be available in any reasonable foreseeable situation.

2.3.10 The Executive Head/Headteacher will normally meet formally with the appropriate Site staff once every half term, to receive a report on any matters needing attention and decide on what action is appropriate.

2.3.11 The Executive Head/Headteacher will ensure that all electrical appliances in their charge have a current PAT testing certificate and will notify the relevant contractor when an appliance is due for testing.

2.4 The School Health and Safety Officer-Headteacher or Head of School

2.4.1 The School Health and Safety Officer will take note of health and safety bulletins and safety instructions issued from time to time by the Local Authority, the Department for Education and others and arrange for this information to be disseminated.

2.4.2 The School Health and Safety Officer will review this policy statement as necessary and ensure that appropriate amendments are made in accordance with changing circumstances.

2.4.3 The School Health and Safety Officer will formulate and review the arrangements to be taken in an emergency and ensure that all involved are informed of these arrangements. Furthermore she/he will arrange for an evacuation drill to be carried out at least every half term and all records updated and issues addressed.

2.4.4 The School Health and Safety Officer will provide a Fire Evacuation Notice for each room in the School detailing the route to be taken to leave the building and also giving the locations of the nearest fire alarms and fire fighting equipment. Furthermore, the School Health and Safety Officer will liaise with the Site Staff to ensure that emergency notices around the School are sufficient and up to date.

2.4.5 The School Health and Safety Officer will set in place systems to ensure that regular checks are made of all School premises and equipment, to identify any situation which is unsafe or hazardous to health.

2.4.6 The School Health and Safety Officer will ensure that the correct procedure is followed for the reporting, recording, investigation and follow up of accidents on the premises, or involving staff or pupils involved in School activities off site and she will inspect the file of Accident Reports at regular intervals.

2.4.7 The School Health and Safety Officer will be readily available to receive, from Safety Representatives, from other staff, from pupils and from others using the premises, reports of all problems relating to Health and Safety matters and will, as far as is possible, take appropriate action to minimise any risks.

2.4.8 The School Health and Safety Officer will advise the Executive Head/Headteacher (if appropriate) of all defects and deficiencies of which she becomes aware, either through the fortnightly checks, through the Accident Reports, through other reports made to her or as a result of her personal investigations.

2.4.9 The School Health and Safety Officer will advise the Executive Head/Headteacher on action to be taken for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe and the elimination, as far as is practical, of any other potential hazards.

2.4.10 The School Health and Safety Officer will liaise with the Office and Financial services manager with First Aiders, with the Site Manager, with the Catering Manager and with the Cleaner in Charge to ensure that proper practices are followed and to assess risks which are particular to individual areas of School life.

2.4.11 The School Health and Safety Officer will assist in determining any staff training which is required in health and safety matters.

2.4.12 The School Health and Safety Officer will meet formally with the Executive Head/Headteacher and the Site Manager once each half-term for the exchange of information and determination of any immediate courses of action.

2.5 Deputy Head/ Assistant Headteacher:

2.5.1 In normal circumstances, accidents and injuries will be reported firstly to one of the Senior Leadership Team who will determine what action shall be taken.

2.5.2 In the event of an accident or dangerous incident the County Council's recommended reporting procedure will be followed. Dangerous Occurrences and Significant Injuries will be reported to CEO

2.5.3 The Health and Safety Officer is responsible for briefing Supply Teachers and visitors on all matters of Health and Safety Policy which affect them; in particular, action to be taken in case of fire.

First Aiders

2.6.1 A list of qualified First Aiders, who hold a current first-aid certificate, will be displayed in various appropriate places around the School.

2.6.2 Every case of illness or injury which might need treatment, either to a pupil or to a member of staff or any other person using the School premises, will be referred to a First-Aider.

2.6.3 When dealing with any illness or injury a First Aider will always act in accordance with the training which they have received.

2.6.4 All First-Aiders will ensure that their knowledge and skill are kept up to date by the reading of relevant literature and by further training, if necessary.

2.6.5 Miss Naughten will be responsible for ensuring that adequate and appropriate equipment and facilities are provided for the rendering of First Aid.

2.6.6 Miss Naughten will also make regular checks to ensure that the First-Aid boxes sited around the School only include the items governed by law and that they are kept replenished.

2.7 All Teaching Staff

2.7.1 Teaching staff are responsible for the health and safety of all pupils under their control both on site and off site.

2.7.2 Each class teacher shall be aware of the School's Health and Safety Policy.

2.7.3 Each class teacher will know the emergency procedure in respect of fire, first aid or bomb scare and inform themselves of the exit route from whatever room they may be using. Furthermore, they will make themselves aware of the location of the nearest fire fighting equipment and first aid box to that room.

2.7.4 Each class teacher will ensure that good "housekeeping" standards are maintained.

2.7.5 Class teachers will only permit practical work to be carried out after reading the relevant risk assessment for that activity or, in the absence of such material, carrying out their own assessment, where the nature of the activity, the class size, and the abilities of the pupils involved have all been taken into account.

2.7.6 Class teachers will ensure that no practical work takes place or potentially dangerous equipment is used without adequate supervision.

2.7.7 Each class teachers will ensure that safety instructions are given to all pupils prior to commencing practical sessions.

2.7.8 Class teachers will ensure, as far as is possible, that pupils follow School safety rules and that suitable personal protective equipment is worn where appropriate and that such equipment is in good condition prior to use.

2.7.9 Class teachers will ensure that if any equipment is used which has safety devices fitted then those devices are in good condition and proper use is made of them.

2.7.10 Each class teacher will take out of action immediately any defective furniture or equipment and make a report to the Headteacher as soon as possible.

2.7.11 Each class teacher will report any accident to the Executive Head/Headteacher as soon as is practicable and co-operate in any investigation into the causes of the accident and the determination of any steps which need to be taken to prevent its recurrence.

2.7.12 Each class teacher will report any injury to one of the Senior Leadership Team immediately.

2.7.13 Each teacher will ensure that the agreed level of supervision is available and that appropriate health and safety arrangements are adhered to when taking School parties off site.

2.7.14 Each class teacher will propose for consideration by their Executive Head/Headteacher any improvements which they consider would improve health and safety standards within the school.

2.8 Office Personnel

2.8.1 The Clerical Assistant will be responsible for ensuring that all correspondence relating to health and safety matters which enters the School is passed on to the appropriate person(s).

2.8.2 The Office and Financial Services Manager/ Office Manager will ensure that safe working rules and procedures exist in the offices and that these are brought to the attention of the Office and Technical Staff.

2.8.3 They will ensure, as far as is practicable, that all equipment used in the offices is kept in safe working condition and will remove from use any equipment or appliance which is identified as being a potential hazard to health or safety.

2.8.4 The Office and Financial Services Manager/ Office Manager will ensure that Office and Technical Staff are properly briefed before using any equipment which may involve risk.

2.8.5 The Office and Financial Services Manager/ Office Manager will ensure that all accidents occurring in the offices or involving Office and Technical Staff are promptly reported to one of the Senior Leadership Team and recorded using the appropriate online system (My Health and Safety) Furthermore she/he will

ensure that every accident (including near misses) is investigated by the Executive Head/Headteacher with a view to preventing a recurrence.

2.8.6 The Office and Financial Services Manager/ Office Manager will ensure that all Office and Technical Staff are aware of what action they should take in case of fire or emergency and furthermore are aware of any specific roles they should play in these circumstances.

2.8.7 The Clerical Assistants will ensure that all visitors to the School are informed, at their time of arrival at reception, of what action to take in case of fire or emergency, and of any circumstances which might affect their health and safety.

2.8.8 The Clerical Assistants are responsible for ensuring that proper procedures are followed so that records are available, at all times during the School day, of all persons on site; including staff, pupils and visitors.

2.8.9 If the building is evacuated, attendance at the assembly point will be notified, either directly or through designated persons to the Headteacher including of any persons not accounted for.

2.8.10 The Headteacher/Executive Headteacher will file all Accident Reports and ensure that they are available for inspection by any authorised person.

2.8.11 When "lettings" take place the Office and Financial services manager will inform the person in charge of any relevant Health and Safety Procedures via our letting guidance document and in cases of doubt will refer the Person in Charge to either the Site Staff or to the Executive Head/Headteacher for further clarification.

2.8.12 The Health and Safety Officer will be the first point of contact for all Office and Technical Staff, Kitchen Staff and the Site Manager, in any matters of Health and Safety.

2.9 Further staff responsibilities:

2.9 Site Staff

2.9.1 The Site Managers will ensure, as far as is reasonable, that staff under their control are not involved in activities outside their limitations, that they make use of suitable personal protective equipment when appropriate, and that they only use equipment if they have received training in its correct use

2.9.2The Site Manager will report any accidents or injuries involving those under their supervision to one of the Leadership group as soon as is reasonably possible.

2.9.3 The Site Manager will be responsible for ensuring that all apparatus and equipment under their care is regularly checked and kept in a good state of repair; and that any faulty or damaged equipment is taken out of service until it is made safe

2.9.4 If the Site Staff becomes aware of any situation which poses a serious health and safety hazard they will notify the Executive Head/Headteacher of this immediately and take appropriate action to minimise the danger.

2.9.5 The Site Staff will participate in the daily visual health and safety checks, paying particular attention to building structure, services, access to/egress from the School, main circulation areas and any particular areas assigned to her/him.

2.9.6 The Site Staff will ensure that all equipment and hazardous substances, used for the maintenance of the buildings or site, are stored securely.

2.9.7 The Site Staff will arrange for the removal from service of any item of furniture, apparatus or equipment, which has been identified as unsafe.

2.9.8 Under the direction of the Executive Head/Headteacher Site Staff will conduct a practice evacuation of the buildings, outside normal School hours, but when cleaners are working in the School, at least twice a year.

2.9.9 The Site Staff will meet formally with the Executive Head/Headteacher and the School Health and Safety Officer (If appropriate) once each half term for the exchange of information and determination of any immediate courses of action.

2.10 The Catering Manager (If appropriate)

2.10.1 The Catering Manager is responsible for all Health and Safety Matters in the kitchens.

2.10.2 The Catering Manager will report any matter, which affects the Health and Safety of other users of the School (staff, pupils or visitors) to the Business Manager.

2.10.3 The Catering Manager will be aware of, and ensure that their subordinates are aware of, action to be taken in the case of fire or emergency in the main buildings.

2.11 The Cleaner in Charge. (If appropriate)

2.11.1 The Cleaner in Charge is responsible for ensuring that all Health and Safety requirements are known and followed by both her and those under her supervision.

2.11.2 In particular, the Cleaner in Charge will ensure that equipment and substances are only used by those who have received instruction in the use of such equipment and substances. The Cleaner in Charge will ensure that when cleaning is taking place, any hazards are notified to others who are using the building. In particular, warning signs will be displayed where floors are wet and/or slippery.

2.11.4 The Cleaner in Charge is responsible for ensuring that all under their supervision are aware of how to act in case of emergency, in particular that they are aware of evacuation procedures. To this purpose they will co-operate with the Site Staff in conducting a practice evacuation at least twice a year.

2.12 All Employees

2.12.1 All employees are obliged, by law, to take care of their own safety and health whilst at work and to take care of the safety and health of others who may be affected by their actions or omissions.

2.12.2 All employees must co-operate with the Board of Directors, the Local Advisory Board, and Senior Leadership Team of the School, so far as is necessary to enable management to comply with the legal requirement imposed upon it by statute.

2.12.3 All employees shall assist in the maintenance of good housekeeping.

2.12.4 No employee will use equipment for purposes for which it was not designed, nor use equipment, which involves risk, if they have not received proper training.

2.12.5 No employee will introduce any equipment or substance to the School site or use any personal equipment or substance on the School site without proper authorisation.

2.12.6 All employees should make use of all safeguards and necessary personal protective equipment provided for health or safety reasons.

2.12.7 All employees should report all defects in the condition of the premises or equipment, of which they become aware, to the Health and Safety Officer.

2.12.8 All employees should report all unsafe working practices, of which they become aware, to the Health and Safety Officer.

2.12.9 All employees will report all accidents or dangerous occurrences to one of the Deputies as soon as is possible and co-operate fully in any subsequent investigation.

2.12.10 During out of hours periods or holidays where few staff are at School all employees will report their presence to the Executive Head/Headteacher and also report when they leave the school to same (lone working).

2.13 Pupils

2.13.1 Pupils will be taught how to follow all safe working practices and observe all School safety rules.

2.13.2 All pupils will pay attention to and adhere to all safety instructions issued by members of staff when engaging in any practical activity, either on or off site.

2.13.3 All pupils will follow all instructions issued by any member of staff in the case of an emergency.

2.13.4 No pupil will have the opportunity to use any School equipment unless authorised to do so by a teacher; furthermore no pupil will use any equipment which involves risk before having received proper instruction in its use.

2.13.5 No pupil will move any heavy or bulky item around the School.

2.13.6 No pupil will intentionally or recklessly interfere with equipment provided for safety purposes, in particular fire extinguishers. Any pupil who deliberately tampers with any safety equipment will be subject to disciplinary action.

2.13.7 No pupil should introduce any equipment or substance to the School site or use any personal equipment or substance on the School site without proper authorisation.

2.13.8 Every pupil (age appropriate) will be encouraged to take reasonable care for the health and safety of themselves and of others who may be affected by their actions. Anyone who indulges in behaviour which could be damaging to the welfare of themselves or others will be subject to disciplinary action.

2.13.9 Pupils will be made aware that they have the responsibility of reporting to a member of staff, any situation or occurrence which presents a real danger to their health and safety or the health and safety of others.

2.13.10 The responsibilities of pupils, as set out above, will be brought to the attention of all parents and pupils; pupils will be reminded of them at regular intervals and as and when the need arises

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/academy obtains competent health and safety advice from	*Mr Steve Brown, H&S Adviser Health, Safety & Wellbeing Service 07773 791559/01785 355777*
The contact details are	*Staffordshire County Council*
In an emergency we contact	*01785 355777*

Monitoring Health and Safety

Name of person(s) responsible for the overall monitoring of health and safety in school/academy:	*Name Mrs L Jukes*
Our arrangements for the monitoring of health and safety are (include here how performance is measured, reported upon when these are reported and how e.g. annual report to Governing Body:	
The school carries of out formal evaluations and audits on the management of health and safety in October via the Health and Safety Checklist and via the full audit at the end of January each year.	
The last audit took place	*Date: January 2024 By: AR/MF/CT/LL*
Name of person responsible for monitoring the implementation of health and safety policies	*Name Mrs L Jukes*
All staff are aware of the key performance indicators in part E and how they are monitored	
Workplace inspections - type	*Name of person who carries these out*

A. Detailed Health and Safety Arrangements

1. Accident Reporting, Recording & Investigation

2. *Our arrangements for* Accident Reporting, Recording & Investigation *follow guidance from the SCC Accident and Incident Management Guidance which can be found in the accident folder in the Health and Safety Shared Area:*
pupil accidents: *first aiders to record all known injuries/ treatment etc in the whole school accident record which can be found in the cupboard labelled 'First Aid' in the Cookery Room. Staff to ensure root cause of incident is captured on forms to allow for actions to be completed. Serious injury – requiring medical treatment to be reported to the Head of School. Myhealthandsafety to be completed*

by all involved parties with the support of SLT. The link to the Myhealthandsafety is ▶ *https://staffordshirecc.info-exchange.com/school* *Serious accidents/incidents are investigated by the Head of School and all involved parties using an accident analysis form which can be found in the accident folder in the Health and Safety Shared Area. Accidents are collated and analysed on a monthly basis by Mrs A Naughten.*
▶ ***staff accidents:*** *staff to report accidents to the Head of School and record them in the yellow accident booked stored in the school office. Myhealthandsafety to be completed by involved parties . The link to the Myhealthandsafety is https://staffordshirecc.info-exchange.com/school*
▶ ***visitor accidents****: Report to the Head of School and record in Yellow accident book stored in the school office. Myhealthandsafety to be completed by an SLT member https://staffordshirecc.info-exchange.com/school*
The person responsible for reporting accidents to the Health, Safety & Wellbeing Service (ALL STAFF ACCIDENTS & SOME PUPIL ACCIDENTS) is: Miss L. Leese
Our arrangements for reporting to the LAB are: Link governor meetings take place termly and are fed back via HT school in action report. The LAB communicates to the Directors and the Trust H&S champion links the with LAB. Annual report to Governors completed in the Spring term using the SCC report format. Copies of meeting schedules and minutes are stored on the school governance shared area.
Our arrangements for reviewing accidents and identifying trends are: trends are summarised monthly and clear actions taken, shared with staff and risk assessments reviewed if required. In the case of an accident requiring hospital treatment the review take place immediately by SLT and findings shared, discussed and reported to staff.

3. Asbestos

Name of Premises Manager responsible for Managing Asbestos.	*Name Mrs L Jukes*
Location of the Asbestos Management Log or Record System.	*Location Outside school office on shelf*
Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are: Mr Finch to meet with all contractors and fill in hazard exchange forms. Contractors will view / understand and sign the asbestos register and complete the intrusive works / hot works permit as required prior to any work being completed.	
Our arrangements to ensure all school/academy staff such as class teachers or caretakers have information about asbestos risk on the premises. Regular update as part of the annual H&S update and as part of the induction for new staff. Staff are required to view / understand and sign the asbestos register on an annual basis. All classroom risk assessments have a copy of the asbestos map attached to them and staff know to check the main asbestos register before any work is completed and no items must be pinned into walls /ceilings without checking with the site technician. A copy of the asbestos emergency plan is displayed around school containing emergency contact details. Our school has an asbestos management plan located with the asbestos register. All staff complete a national college asbestos awareness course annually and any staff named in the asbestos plan complete the 'duty to manage' course and this is refreshed every 3 years.	
Staff must report damage to asbestos materials to:	*Name Mr M Finch immediately*
Staff must not drill or affix anything to walls without first obtaining approval from the premises manager.	

4. Communication

Name of SLT member who is responsible for communicating with staff on health and safety matters:	*Name Miss L Leese*
Our arrangements for communicating about health and safety matters with all staff are: weekly updates in briefing meetings and during SLT/staff meetings. Minutes circulated to all for information. Discussions re upcoming contractor visits , changes in routines etc via staffroom whiteboard/whats app groups. All staff have appraisal meetings during which needs are discussed and identified. Where necessary appraisal targets are set to support H and S priorities.	
Staff can make suggestions for health and safety improvements by: Consulting with the Head of School and where appropriate during a staff meeting – covering H and S aspects eg Staff stress risk assessment etc. All policies have consultation time for feedback.	

5. Construction Work *See also Contractor Management

Name of person coordinating any construction work / acting as Client for any construction project.	*Name Mr M Finch- if not Entrust managed*
Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are: *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 meeting , well in advance of commencement date will be arranged with the Head of School and Site supervisor Mr M. Finch	
Our arrangements for the induction of contractors are: As above and if addition tour off site required this would be completed by Mr M. Finch	
Staff should report concerns about contractors to: Head /Mr M. Finch	
We will review any construction activities on the site by: Daily site meetings/briefings	

6. Consultation

Name of SLT member who is responsible for consulting with staff on health and safety matters:	*Name: Mrs L Jukes*
The name of the Trade Union Health and Safety Representative is:	*Name – no one willing*
Our arrangements for consulting with staff on health and safety matters are:	
Staff can raise issues of concern by: Meeting with the Head of School or Link Governor. All policies have consultation time for feedback.	

Contractor Management

Name of person responsible for managing and monitoring contractor activity	*Name Mr M Finch*
Our arrangements for selecting competent contractors are: Use the county contractors list	

Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: Contract Leader to meet with Mr M Finch in advance of contract start date and discuss all risks, timings, moving of vehicles, accident reporting, asbestos management, no smoking signs, security, signing in etc
Our arrangements for the induction of contractors are: As above
Staff should report concerns about contractors to: The Head of School or Site supervisor

7. Curriculum Areas – health and safety

Name of person who has overall responsibility for the curriculum areas as follows: *e.g.* *Science* *D&T* *PE*	*Curriculum Lead Name* *Mrs L Jones* *Miss M Stevenson* *Mrs N Minton*
Risk assessments for these curriculum areas are the responsibility of:	*Risk assessments for any class based curriculum activity will be completed by the classteacher and leader of that curriculum area. Generic PE risk assessments are in place and general classroom risk assessments are written and reviewed annually. These can be found in the risk assessment folder in the Health and Safety Shared area.*

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.	
ur arrangements for carrying out DSE assessments are: all office staff and Head of School complete ese assessment and read training PPT annually or when changes to office layout have taken place. The PT, self assessment checklist and procedure for Requesting Eye Test Vouchers and voucher request rm for DSE users can be found in the DSE User folder in the school Health and safety shared area	
Name of person who has responsibility for carrying out Display Screen Equipment Assessments	*Name All designated users*
DSE assessments are recorded and any control measures required to reduce risk are managed by	*Name All designated users*
Any identified health matters related to use of DSE should be referred for support to:	*Health and Safety Adviser or OHU*

9. Early Years Foundation Stage (EYFS)

Name of person who has overall responsibility for EYFS	*Name Miss L Leese*
Our arrangements for the safe management of EYFS are: Follow all school policies as appropriate, additional risk assessments for outdoor learning and specific EYFS equipment. Additional collection passwords collated. Ratios in place for all staff.	

10. Educational visits / Off-Site Activities

Name of person who has overall responsibility for Educational Visits	*Name Mrs L Jukes*
The Educational Visits Coordinator is	*Name Miss L Leese*
Our arrangements for the safe management of educational visits: Please refer to EV policy which can be found in the Educational Visits folder in the Health and Safety shared area. The utilization of evolve to plan and evaluate all visits is well established in the school. All staff planning trips will have an Evolve Log in issued during induction and will be supported to complete risk assessments. Staff must complete the CFLP Booking a trip process form which can be found on the staff noticeboard and in the Educational Visits folder in the Health and Safety shared area. All trips must be signed off by the Head of School via this form well in advance of the trip taking place.	

11. Electrical Equipment [fixed & portable]

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	*Name Mr M Finch*
Fixed electrical wiring test records are located:	*Outside the school office*
All staff visually inspect electrical equipment before use.	
Our arrangements for bringing personal electrical items onto the school site are: Staff must not use privately owned electrical equipment in school unless inspected by Mr Finch.	
Name of person responsible for arranging the testing of portable electrical equipment (PAT):	*Name Mrs L Siddorn*
Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:	*Name Mrs A Rourke*
Portable electrical equipment (PAT) testing records are located:	*Outside office door*
Staff must take defective electrical equipment out of use and report to:	*Mr M Finch via Health and Safety concerns book which can be found outside the school office*
The portable electrical equipment on the school/academy site owned and used by contractors is the responsibility of the contractor, who must provide records of this if requested.	

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

Name of competent person responsible for undertaking & reviewing fire risk assessment in addition to any associated action planning	*Miss L Leese*
The Fire Risk Assessment is located	*Outside school office*
When the fire alarm is raised the person responsible for calling the fire service is	*Office staff*
Name of person responsible for arranging and recording of fire drills	*Mr M Finch*
Name of person responsible for creating and reviewing Fire Evacuation arrangements	*Miss L Leese*
Our Fire Evacuation Arrangements are published ...	*Location in each classroom and main hall/office/staffroom*
Our Fire Marshals are listed	*Location- Outside office*
Results of the testing and maintenance of fire	*Location Outside school office on shelf*

equipment and installations is recorded in a Fire Log Book located at	
Name of person responsible for training staff in fire procedures	*Mrs L Jukes*
All staff must be aware of the Fire Procedures in school-copies are displayed around school and in every classroom.	
Bomb threat procedures are in place.	*HOT acronym posters are displayed in every classroom and around school in key areas, a summary of the SCC Bomb Threat guidance is shared as part of the annual Health and Safety refresher for all staff. ACT training is completed by the head of school, clerical assistant and site technician. Bomb threat checklists for emails/ social media/ telephone calls are shared with clerical assistant and SLT-copies displayed in the school office for quick reference. All bomb threat guidance can be accessed in the Health and Safety shared area on Sharepoint.*

13. First Aid *see also Medication

Name of person responsible for carrying out the First Aid Assessment	*Mrs L Jukes*
The First Aid Assessment is located	*Accident report Folder*
First Aiders are listed	*All around school*
Name of person responsible for arranging and monitoring First Aid Training	*Name Miss L Leese*
Location of First Aid Box	*Upper and lower building, school office, swimming pool*
Name of person responsible for checking & restocking first aid boxes	*Miss Naughten*
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 (who is contacted/ who accompanies staff or children to hospital):	
pupils	*Office to ring parent, senior leader to accompany*
staff	*Office to ring next of kin, senior leader to accompany*
visitors	*Office to ring next of kin, senior leader to accompany*
Our arrangements for recording the use of First Aid are-EYFS, Lunchtime and main accident record books are used identifying when, where and how accident occurred. Serious incidents are reported to SCC Health, Safety & Wellbeing Team.	

14. Forest School

Name of person in school who leads on Forest School activity	*Mr Christian Fox*

Our arrangements for developing, organising and running Forest School activity. Include here any details with regard to risk assessment, communication and supervision . *Trained leader only leads sessions. All risk assessments provided and reviewed annually. Please refer to risk assessments folder re use of equipment and activities.*

15. 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 via annual checklist by MF/EG and the record can be found in the check list saved in file outside school office.	*October 2020 - Outside school office.*

16. Hazardous Substances (COSHH)

Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)	*Mrs A. Rourke*
Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) following the SCC Control of Substances Hazardous to Health Guidance and using forms HSF64 and the HSF64 guidance which canall be found in the COSSH folder in the Health and Safety Shared area: Completed annually unless changes occur before hand. All hazardous information forms and risk assessments are shared, reviewed with link governor for the kitchen, pool, general materials and cleaning. *COSSH Risk assessments are stored in a folder in the school office, staff are aware of this and how to use it to access information effectively. Electronic COSSH information is also stored in the COSHH folder in the school shared Health and Safety area.*	

17. Health and Safety Law Poster

The Health and Safety at Work poster is located:	*Location: Staff signing in area and lower building staff room*

18. Housekeeping, cleaning & waste disposal

All staff and pupils share the responsibility for keeping the school site clean, tidy and free from hazards	
Our waste management arrangements are: All classrooms have bins which are emptied daily. Caretaker collects bin bags and disposes of them each night into main bins on school car park. Bins are collected weekly.	
Our site housekeeping arrangements are: Cleaners to clean daily. Sick/spillages to be tended to immediately, using correct cleaning products. 2 deep cleans per year during holidays.	
Site cleaning is provided by: *In house cleaners*	*Name and contact details* *Led by Mr M Finch*
Cleaning staff have received appropriate information, instruction and training about the following and are competent:- infectious diseases link is watched. Reminders about COSSH expectations discussed. New equipment/cleaning materials staff are trained by provider.	

work equipment see above
hazardous substances see above
Waste skips and bins are located away from the school building.
All staff and pupils must be aware of the arrangements for disposing of waste and he location of waste bins and skips.
Staff in all Depts. who generate waste (e.g.catering/cleaning/curriculum areas) must be aware of the risk assessments and control measures in place for their role.

19. Infection Control

Name of person responsible for managing infection control:	*Name Miss L Leese*
Our infection control arrangements (including communicable diseases/hand hygiene standards) are: Cleaning staff watch guidance on intra net annually. Outbreaks of infection eg tummy bugs /flu are communicated and actions such as additional cleaning of tables, toilets, door handles takes place. The cleaning of mops, cloths etc is regular and appropriate. Hand wash, dryers and hand gel is used by all staff and children. Notices to encourage use of hand gel by visitors on arrival are displayed. Our absence policy is shared with parents and guidance re expectations of attendance/treatment after the identification of a communicable disease is provided as suggested in NHS guidance. This is done individually, by newsletter and via Arbor.	

20. Lettings

Name of Premises Manager or member of Leadership team responsible for Lettings	*Name Miss L Leese*
Our arrangements for managing Lettings of the school/rooms or external premises are: Our lettings policy is reviewed annually and is stored in the lettings folder in the school health and safety shared area. This includes costings and application forms. Decisions are made by the CFO and Head of School. Annual documentation to be provided by hirer to ensure safe practice- insurance, first aid certification, safeguarding as listed in the Lettings policy etc	
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.	

21. Lone Working

Our arrangements for managing lone working following the SCC Risk reduction and control measures for lone working and violence and aggression guidance and Lone Working management guidance which can both be found in the Lone Working folder in the Health and Safety Shared Area. *. All staff working in school alone must ensure a senior leader is aware of this and general risks discussed if no alternative can be identified. Individual to carry a mobile phone and have access to emergency numbers and senior leaders numbers. Regular contact to be made to SLT or family.* *Responding to an incident during the night- staff to enter with police.*

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

NOTE Types of equipment to consider in this section: *Ladders and steps, extraction systems, PE equipment, lifts & lifting equipment, fire alarm and smoke detection, emergency lighting, fire extinguishers.* *This section **must include** the arrangements for school/academy kitchens or Design and Technology rooms*	
Name of person responsible for the selection, maintenance / inspection and testing of equipment	*Name Mr M Finch or an external contractor*
Records of maintenance and inspection of equipment are retained and are located:	*Location Outside school office*
Staff report any broken or defective equipment to:	*Name Mr M Finch via H and S report book sited outside the school office*
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: *Lifts completed externally by LES (Lifts & Engineering Services Ltd) 3 times per year* *Emergency lighting completed internally by M Finch monthly and logged, completed externally by Trinity 6 monthly* *Fire extinguishers completed internally by M Finch weekly and logged, completed externally by Chubb yearly* *External lighting completed internally by M Finch monthly and logged* *Fire point checks completed internally by M Finch weekly and logged, completed externally by Trinity 3 times per year* *Play equipment completed internally by M Finch monthly and logged, completed externally by Sport Safe two yearly* *PE equipment (Internal and External) completed externally by Sport Safe yearly* *Ladders completed internally by M Finch 6 monthly and logged* Trees on Site- annually by Croppers Ground Maintenance Tree Specialist *Fire alarms/doors alarms completed internally by M Finch weekly and logged, externally by Trinity 3 times per year, doors completed internally by M Finch monthly and logged*	

23. Manual Handling

Name of competent person responsible for carrying out manual handling risk assessments	*Name Miss L Leese*
Our arrangements for managing manual handling activities are: all activities requiring manual handling must be risk assessed and those involved must have received some training to do so.	
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).

24. Medication

Name of person responsible for the management of and administration of medication to pupils in school	*Name. Miss L Leese*
Our arrangements for the administration of medicines to pupils are follow our Administering Medication Policy, Asthma Policy and Supporting Pupils with Medical Needs Policy which can all be found in the medical and first aid folder in the staff Health and Safety shared area. All medication must be brought to the school office and clear written instructions of dosage, times etc must be provided using the school signing in system. The medication is signed in. This is listed on the medication board in the office also. Office staff are responsible for the safe storage the school fridge – situated in office. Office staff fetch children at correct time to be administered medication by one of named adults above. Administration is noted and dated. Adult must sign out medication at end of day from school office using the appropriate signing out system.	
The names members of staff who are authorised to give / support pupils with medication are:	*Miss Leese, Miss Naughten Mrs H Foxall*
Medication is stored:	*Location Fridge in school office*
A record of the administration of medication is located:	*Location School Office*
Pupils who administer and/or manage their own medication in school are authorised to do so by a parent eg an inhaler and provided with a suitable private location to administer medication/store medication and equipment within each classroom.	
Staff are trained to administer complex medication by the school nursing service when required. For example an epilepsy, asthma and epi pen training	
Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are: All staff are trained to do so. Parents reminded termly to check dates on inhalers, medication, epi pens etc. Written confirmation of administration is sent home and in serious cases parents informed by phone immediately. Parents give annual permission for the administration of an emergency inhaler. All children have a care plan which the school adheres to. These are stored centrally on Arbor. All recording sheets are stored with medicines in the classroom.	
Staff who are taking medication must keep this personal medication in a secure area in a staff only location and inform the Head of School via the medical information sheets sent out annually.	
Staff must advise the school leaders if they are taking any medication which might impair their ability to carry out their normal work.	

25. Personal Protective Equipment (PPE) (links to Risk Assessment)

PPE is provided free of charge where a risk assessment identifies this is needed to control a risk and the risk cannot be controlled by another means.	
Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for school	*Name Mrs L Jukes*

Name of person responsible for the checking and maintenance of personal protective equipment provided for staff	*Name Mr M Finch*
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.	*Name N/A*
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.	*N/A*

26. Reporting Hazards or Defects

All staff and pupils must report any hazards, defects or dangerous situations they see at our school.
Our arrangements for the reporting of hazards and defects: Verbally if an adult or child may be in immediate danger or via health and safety concerns books stored outside the school office which will be checked at least daily by site staff.

27. 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: *(examples)* *Premises and grounds* *PE* *Office and reprographics* *Guinea pig* *Individual classrooms* *All planned education visits via evolve* *Lettings or contract work which may affect staff or pupils in the school* *Fire Risk Assessment* *School events such as the Bonfire, Disco etc* *EYFS outdoor risk assessments* *Forest School Activities* *Swimming pool* *Staff Stress risk assessment* *Hazardous Substances* *Work Equipment* *Manual handling activities* *Risks related to individuals e.g. health issues when appropriate- identified via the return to work interview*	
Name of person who has overall responsibility for the school risk assessment process and any	*Name Miss L Leese*

associated action planning	
Our arrangements for carrying out, recording, communicating and reviewing risk assessments are: Annually by relevant staff (including the link governor) and SLT or immediately if incident occurs or circumstances change.	
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. All risk assessments are stored electronically in Risk Assessment folder in the staff shared area in the Health and Safety shared area. Classrooom/specific room risk assessments are displayed on walls in the relevant rooms,	

28. Smoking

The school has a Smoking and Vaping Policy which can be found in the Smoking folder in the school shared Health and Safety area. No smoking or vaping is permitted on site or in vehicles owned or operated by the school. Signage is displayed to remind staff of these expectations.

29. Shared use of premises/shared workplace

Name of Premises Manager or member of Leadership team responsible for Premises Management	*Name Miss L Leese*
The school premises are shared with another organisation	*N/A*

30. Stress and Staff Well-being

Name of person who has overall responsibility for the health and wellbeing of school staff	*Name Miss L. Leese*
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 Staff must inform the Head of School if they have any issues regarding their wellbeing and /or mental health. A variety of measures are in place to support staff in our school. The staff Stress and Well being Policy summarises this and reviewed annually. Staff Stress Risk Assessment completed annually by all staff. All occupational health, counselling, think well, physio and well being, mindkind resources available to staff via the Managing Stress and Wellbeing folders in school shared health and safety area are discussed and provided on an annual basis and as appropriate on an individual basis. *Staff attendance is reviewed and trends supported/addressed. A culture of openness is promoted amongst staff to support each other and discussions and guidance re how to recognise and manage signs of stress are completed annually.*	
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 and well being action plans (WAP's) are create 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. This is done in January via a staff meeting on an annual basis.

31. Swimming Pool Operating Procedures (where applicable)

Name of person who has overall responsibility for managing the swimming pool and it's environment.	*Name Mr M Finch*
Our arrangements for carrying out suitable swimming pool management (including minimum supervision standards, how to summon assistance in emergency, what to do if problem identified with pool water quality, supervision in changing areas, max numbers of swimmers, conditions of hire to outside organisations, first aid provision, training plant operators): *Please refer to operating procedures and pool risk assessment. Emergency procedures are completed and reviewed termly with all pupils and volunteers. At least 2 helpers plus coach must be present at all times.* *First aiders are on school site at all times and the emergency procedure included the attendance of them to pool side.* *Site staff are fully trained and water testing takes place 3 times a day. Concerns are reported immediately to the Head of School who will then make the decision to close the pool if any concerns are raised.*	
Staff operating the swimming pool have received appropriate training and information.	
Emergency procedures are in pace for the use of the swimming pool and all staff who supervise swimming activities are trained appropriately in these procedures.	
The health and safety considerations within curriculum swimming must be planned, supervised and managed by staff who include in their lesson planning. This responsibility falls to our swimming coach.	

32. Training and Development

Name of person who has overall responsibility for the training and development of staff.	*Name Mrs L Jukes*
All new staff receive an induction based on the SCC template which includes health and safety, fire procedures, the management of asbestos first aid and emergency procedures.	
Our arrangements for carrying out suitable and sufficient health and safety training for all staff are: Weekly refreshers in staff briefing and staff meeting. Annually refreshers- Spring term each year sign posting to all policies, procedures. Annual stress and well being risk assessment. Agenda item on all appraisal meetings and reviews. Training records kept and reviewed termly.	
The school has a health and safety training matrix to help in the planning of essential and development training for staff.	
Training records are retained and are located on the Central Sharepoint Office Folder	
Training and competency as a result of training is monitored and measured by:	*Name Mrs L Jukes via training review forms*

33. Vehicle movement on site

Name of Premises Manager responsible for the management of vehicles on site	*Name Miss L Leese*
Our arrangements for the safe access and movement of vehicles on site are (include restriction on vehicle movement at certain times, speed limits, segregation vehicles from pedestrian areas, restrictions on reversing vehicles, special arrangements for deliveries etc): Access by children to the	

school car park is prevented by school gates during the school day. Electronic gates are manned by the school office to control /restrict access. Parents are informed about not using the school car park to park or walk through. Parking is monitored daily by Mr M. Finch site supervisor.

34. 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. Signs are displayed around the school to ensure visitors are clear that such behaviour is not tolerated.	
Training, information and instruction is available to staff to help them manage the risk of violence and aggression where required. This aligns with SCC Management of Violence and Aggression Guidance stored in the Violence and Aggression at Work folder in the Health and safety shared area.	
Staff and pupils must report all incidents of verbal & physical violence to:	*Name Miss L Leese*
Incidents of verbal & physical violence are investigated by:	*Name Miss L Leese*
Name of person who has responsibility for site security:	*Name Mr M Finch*
Our arrangements for site security are: All visitors must sign in and ID checked. Fire and safeguarding procedures must be shared. All visitors must wear a visitors badge. EYFS gates and playground gates are locked at the beginning of the day and reopened at 3 p.m. just before the arrival of parents. All fencing is in good repair. *Visual checks of boundaries are done half termly. CCTV is provided and can be accessed as stated in our school policy. Evacuation procedures and Bomb Threat Guidance have been shared with all staff, parents and pupils as appropriate in relation to an intruder or potential terrorist attack. Lockdown procedures are displayed in all rooms and lockdown practices take place on a termly basis and findings/actions recorded.*	

35. Water System Safety

Name of Premises Manager responsible for managing water system safety.	*Name Mr M Finch*
Name of contractors who have undertaken a risk assessment of the water system	*Name Integrated Water Service*
Name of contractors who carry out regular testing of the water system:	*Name Integrated Water Services*
Location of the water system safety manual/testing log	*Location main boiler room*
Our arrangements to ensure contractors have information about water systems are: contractors given Risk Assessment & Management Plan and Log Book for examination and recording of activity	
Our arrangements to ensure all school staff carrying out checks or testing or maintenance have information about the water system: Risk Assessment & Management Plan and Log Book maintained These documents are stored in the main school office.	

36. Working at Height

Name(s) of person responsible managing the risk of work at height on the premises:	*Name: Miss L Leese*
Work at height is avoided where possible.	
Our arrangements for managing work at height is based on the SCC Working at Height Policy which can be found in the the Working at Height Folder in the Health and safety Shared area. *All staff are aware of the policy re working at height which can be found in the Working at Height folder in the Health and safety Shared area. Any planned working at height (if unavoidable and within the range of our ladders) will be firstly risked assessed to ensure work is not carried out unless deemed safe. All ladders are checked six monthly and are therefore in good repair. Use of ladders must include a visual inspection prior to use, the signing off of a working at height risk assessment by the Head of School. Site supervisor/Caretaker attend regular caretakers course to ensure expectations and guidance is refreshed.*	
Appropriate equipment is provided for work at height where required.	
Staff who carry out work at height are trained to use the equipment provided	
Work at height equipment is regularly inspected, maintained and records are kept on shelf outside school office.	

37. Work Experience

Name of person who has overall responsibility for managing work experience and work placements for school pupils.	*Name Mrs V Harvey*
Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are: All requests are discussed and agreed by the SLT, selecting a relevant class/year group. Induction takes place on the day the placement starts if not before by Mrs Harvey the Student mentor. This includes how/who to report concerns to, fire evacuation procedures, general housekeeping , access to key policies etc as indicated in the CFLP Student Induction Handbook which can be found in the Induction folder in the school shared Health and Safety folder. *Supervision of placements is completed by our Student mentor Mrs V. Harvey and the classteacher on a day to day basis.*	
The name of the person responsible for the health and safety of people on work experience in the school premises:	*Name: Mrs V Harvey*
Our arrangements for managing the health and safety of work experience students in the school are: All requests are discussed and agreed by the SLT, selecting a relevant class/year group. Induction takes place on the day the placement starts if not before by Mrs Harvey the Student mentor. This includes how/who to report concerns to, fire evacuation procedures, general housekeeping , access to key policies etc *Supervision of placements is completed by our Student mentor Mrs V. Harvey and the classteacher on a day to day basis.*	

38. Volunteers

Name of person who has overall responsibility for managing/coordinating volunteers working within the school:	*Name Mrs V Harvey*

Volunteers are considered as a member of staff and all health and safety arrangements including induction and training must apply. This is done during their formal induction alongside our safeguarding induction and through the completion of the CFLP Volunteer Handbook which can be found in the Induction folder in the school shared Health and Safety folder.

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.

What action is required? If action required is outside sphere of responsibility also detail interim controls to reduce the risk identified.	Person Responsible	Target date
Termly Link Governor Meetings take place covering CFLP set agenda and bespoke school items	Head	Ongoing (Aut /Spr/Su 2)
Termly Director Champion reports compiled based on LAB reports	H and S Champion	Ongoing (Aut /Spr/Su 2)
Annual Audit procedures are completed	Head/MF	Oct and Jan
All policies are reviewed in line with CFLP Policy schedule	CFLP	
All Risk Assessments including COSSH and Fire reviewed annually in link with Link Gov meeting agenda	Head	
Termly Site walks completed	MF	Termly
Annual H and S Action Plan drives improvement and H and S Performance	Head	Spring - annually
Annual cycle of checks (as listed in section 21) completed and remedial action taken	MF /Head	Ongoing

The above will be monitored via the H and S Link Gov meetings on a termly basis and feedback to all members of the Local Advisory Board (LAB) via the Headteachers Termly Report

K.Mellor	L Jukes	L.Leese
Miss K Mellor ***Chair of LAB***	*Miss L Jukes* ***Exec Head***	*Miss L Leese* ***Head of School***
Date: Nov 2024	*Date: Nov 2024*	*Date: Nov 2024*