



WINSHILL VILLAGE PRIMARY & NURSERY SCHOOL

HEALTH, SAFETY AND WELLBEING PROCEDURE



July 2025

Reviewed: July 2025, July 2026

Review:

July 2027

The document has 4 parts;**Part A** - Introduction**Part B** - The Health and Safety Document Statement**Part C** - Management Arrangements**Part D** - The detailed arrangements & procedures for Health, Safety and Wellbeing within Winshill Village Primary & Nursery School**Part E** - The Key Performance Indicators**A. Introduction**

This document statement complements (and should be read in conjunction with) [the JTMAAT Health, Safety & Wellbeing Policy Statement](#). It records the local organisation and arrangements for implementing the Trust policy.

B. Policy Statement

The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Winshill Village Primary & Nursery School Governing Body and Trust Board recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc. Act 1974.

The Local Governing Body will ensure so far as is reasonably practicable that:

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

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

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

These procedures and the accompanying organisational arrangements supersede any previously issued.

	
Colin Hopkins, Chair, JTMAT Board of Trustees	Mike Donoghue, CEO, JTMAT
1 September 2023	1 September 2023

<i>E. Baxter</i>	<i>L. Howard</i>
Mrs E Baxter, Chair of Governors	Mrs L Howard, Headteacher

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	Health, Safety & Wellbeing Service at Staffordshire County Council
The contact details are	01785 355777
In an emergency we contact the Duty Officer	

Monitoring Health and Safety

Name of person(s) responsible for the overall monitoring of health and safety in school/academy:	Name: Mrs L Howard (Headteacher)
Our arrangements for the monitoring of health and safety are: reports to Governing Body / report to John Taylor MAT Board, report to Mr M Harris, John Taylor MAT Estate Manager,	

Premise Self Evaluation & Wellbeing Staff returns to Staffordshire County Council
Health, Safety & Wellbeing Service
Staffordshire County Council Strategic Property Services Compliance Landlord
Requirements as Leaseholders
Classroom H&S Checklist
Overviews of site supervisor & contractor routine inspections

The school carries out formal evaluations and audits on the management of health and safety (frequency).

The last audit took place

Date: January 2026 (self audit)
By: Mrs L Howard

Name of person responsible for monitoring the implementation of health and safety policies

Name: Mrs L Howard

All staff are aware of the key performance indicators in part E and how they are monitored - Yes

Workplace inspections - type

Name of person who carries these out

Water Hygiene

Site Supervisor & HSL Compliance

Fire Alarm System

Site Supervisor & Chubb/Lantern

Fire Extinguisher

Site Supervisor & Chubb

Emergency Lighting

Site Supervisor & Logic Fire & Security

Playground Equipment

Site Supervisor & Creative Play

Fixed Electrical Test

Site Supervisor & Midwest Mechanical & Electrical Services

PAT Test

Site Supervisor & Calbarrie

Boilers

Site Supervisor & Sureserve

Controlled Access

Site Supervisor & Sureserve Compliance Northwest Ltd

Intruder Alarm

Site Supervisor & Chubb

Gas Safety Check

Site Supervisor & British Gas Services

D. Detailed Health and Safety Arrangements

1. Accident Reporting, Recording & Investigation

Our arrangements for recording and investigating:
pupil accidents: those which result in pupils going to hospital from school must be recorded in the accident book plus to SCC Health & Safety team using My Health & Safety online reporting system. These accidents should be investigated (the amount of time spent investigating the accident should be relative to the accident). The SCC will analyse when this needs to be referred to RIDDOR.
Staff accidents: recorded in HSE BI510 accident book (loose sheets) & reported to SCC Health & Safety team using My Health & Safety online reporting system.
visitor accidents: as staff accidents above
The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: SCC Health, Safety & Wellbeing Service
Our arrangements for reporting to the Governing Body are in Headteacher's report
Our arrangements for reviewing accidents and identifying trends are: types of injury / areas of school recorded, reviewed monthly & annual overview produced

2. Asbestos

Name of Premises Manager responsible for Managing Asbestos.	Name: Mrs L Howard
Location of the Asbestos Management Log or Record System.	Location: Main School Office
Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are: All contractors are shown the Asbestos RSM (sign as evidence) when completing the Control of Contractor Intrusive Work Form prior to starting work. Any intrusive work needs prior consent from headteacher	
Our arrangements to ensure all school staff such as class teachers or caretakers have information about asbestos risk on the premises: Easy access to Asbestos Record System Manual & everyone knows not to undertake any intrusive work without prior consent from headteacher & review of Asbestos RSM	
Staff must report damage to asbestos materials to:	Name: Mrs L Howard

Staff must not drill or affix anything to walls without first obtaining approval from the headteacher.

3. Communication

Name of SLT member who is responsible for communicating with staff on health and safety matters:	Name: Mrs L Howard
Our arrangements for communicating about health and safety matters with all staff are: Staff Briefing, INSET training days, urgent information by work email or text message & staff noticeboard, staff meetings and reporting any concerns through to the Site Supervisor on the job request form.	
Staff can make suggestions for health and safety improvements by: bringing their ideas to attention of School Officer Manager, Site Supervisor or Headteacher.	

4. Construction Work *See also Contractor Management

Name of person coordinating any construction work / acting as Client for any construction project.	Name: Mr S Smith
Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are: Seek advice & guidance from competent person / company e.g. Entrust Property Services, MAT Estates Manager etc Duty holders will be identified and named as part of any Construction project.	
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: Prior to work starting Control of Contractors Hazard Exchange form is completed, along with any other relevant H&S paperwork e.g. Intrusive Works Assessment Form, Hot Work Permit, Risk Assessments, Method Statements, Construction Phase Plan	
Our arrangements for the induction of contractors are: Hazard Exchange Forms	
Staff should report concerns about contractors to: Mrs L Howard/Ms S Tompkinson/Mr S Smith	
We will review any construction activities on the site by communicating regularly with contractor & seek advice when required from competent person	

5. Consultation

Name of SLT member who is responsible for consulting with staff on health and safety matters:	Name: Mrs L Howard
The name of the Trade Union Health and Safety Representative is:	N/A
Our arrangements for consulting with staff on health and safety matters are: Staff Briefing, INSET / twilight training, risk assessment reviewed by different teachers	
Staff can raise issues of concern by: reporting to Headteacher, Business Manager or Site Supervisor	

6. Contractor Management

Name of person responsible for managing and monitoring contractor activity	Name: Ms S Tompkinson
Our arrangements for selecting competent contractors are: to use contractors approved by SCC / Entrust, unless for the work required, they do not have an approved contractor to undertake work required. Or via an auditor-approved procurement process	
Our arrangements for the exchange of health and safety information / risk assessments / safe working arrangements / monitoring are: Prior to work starting Control of Contractors Hazard Exchange form is completed, along with any other relevant H&S paperwork e.g. Intrusive Works Assessment Form, Hot Work Permit, Risk Assessments etc. plus asbestos RSM & water hygiene RSM are shared / acknowledged with contractor	
Our arrangements for the induction of contractors are: Hazard Exchange Forms	
Staff should report concerns about contractors to: Headteacher, School Business Manager or Site Supervisor	

7. Curriculum Areas – health and safety

Name of person who has overall responsibility for the curriculum areas as follows: Science D&T PE	Mrs H Brown Mrs M Dickerson Mrs C Bishop Mr E Worth
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Risk assessments for these curriculum areas are the responsibility of:	Name: Mrs L Howard
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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 every 2 years and/or sooner if required for staff using this type of equipment continuously and regularly for over an hour.	
Our arrangements for carrying out DSE assessments are: Identified staff are asked to view the SCC Training for DSE Users Presentation prior to completing a DSE Self-Assessment Checklist every 2 years. Checklist is shared with school DSE assessor & any actions are agreed with users' line manager. Advice can be sort from SCC Health, Safety & Wellbeing team. Users provided with advice booklet.	
Name of person who has responsibility for carrying out Display Screen Equipment Assessments	Name: Ms S Tompkinson
DSE assessments are recorded and any control measures required to reduce risk are managed by	Name: Ms S Tompkinson / Mrs L Howard

9. Early Years Foundation Stage (EYFS)

Name of person who has overall responsibility for EYFS	Name: Mrs B Stringer
Our arrangements for the safe management of EYFS are: We teach our children how to keep themselves safe. We do this by providing activities and resources which have some small risks and require the children to think independently about being safe. The staff think carefully before planning activities to ensure children can manage the risk successfully. Risk assessments for the indoor and outdoor environments and equipment are in line with the school policies and are checked at least once a year. In addition to this, a member of staff carries out a visual inspection each day before children use the outdoor area to ensure the ground, equipment and cleanliness of the area is suitable for pupils to access. Staff ensure that gates to the outdoor area and doors to the classrooms are shut and locked when pupils are on the school premises. Full risk assessments are carried out before any outing to ensure a sufficient adult to pupil ratio is adhered to, depending on the nature of the outing. For outings in the locality, pupils wear high fluorescent jackets.	

10. Educational visits / Off-Site Activities

Name of person who has overall responsibility for Educational Visits	Name: Mrs L Howard
The Educational Visits Coordinator is	Name: Mrs L Howard
Our arrangements for the safe management of educational visits: Member of staff responsible for trip reviews the Educational Visit Document, ensures staff pupil ratios meet statutory guidelines. Meets EVC to complete visit form on Evolve. Relevant documents are attached e.g. risk assessments, itinerary, attendee list, letters to parents etc. Once fully completed EVC submits form to headteacher (or EVA at Staffs County Council) for approval, depending upon type of visit	

11. Electrical Equipment [fixed & portable]

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	Name: Mr S Smith/ Ms S Tompkinson
Fixed electrical wiring test records are located:	Main Office / Shared Area
All staff visually inspect electrical equipment before use.	
Our arrangements for bringing personal electrical items onto the school site are: Staff must not use their own personal equipment for work without authorisation	
Name of person responsible for arranging the testing of portable electrical equipment (PAT):	Name: Mr S Smith /Ms S Tompkinson
Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:	Name: Mr S Smith / Ms S Tompkinson
Portable electrical equipment (PAT) testing records are located:	Main Office
Staff must take defective electrical equipment out of use and report to:	Name: Mr S Smith / Ms S Tompkinson / Mrs L Howard
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	Name: Mrs L Howard
The Fire Risk Assessment is located	Main School Office / Shared Area
When the fire alarm is raised the person responsible for calling the fire service is	Name: Ms S Tompkinson
Name of person responsible for arranging and recording of fire drills	Name: Ms S Tompkinson / Mrs L Howard
Name of person responsible for creating and reviewing Fire Evacuation arrangements	Name: Mrs L Howard
Our Fire Evacuation Arrangements are published	Location: Evacuation notices are displayed in every classroom/office
Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at	Location: Main School Office/ Shared Are
Name of person responsible for training staff in fire procedures	Name: Mrs L Howard
All staff must be aware of the Fire Procedures in school	

13. First Aid *see also Medication

Name of person responsible for carrying out the First Aid Assessment	Name: Ms S Tompkinson / Miss G Downing
The First Aid Assessment is located	Location: Main School Office
First Aiders are listed	Location: All school staff trained in first aid, certificates saved in the main school office
Name of person responsible for arranging and monitoring First Aid Training	Name: Ms S Tompkinson
Location of First Aid Box	First Aid Room
Name of person responsible for checking & restocking first aid boxes	Ms S Tompkinson / Miss G Downing

In an emergency staff are aware of how to summon an ambulance - yes	
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	Contact parents / carers to collect from school. Depending on circumstances available member of staff accompany family
staff	Contact next of kin, if unavailable colleague take them
visitors	Contact appropriate person
Our arrangements for recording the use of First Aid are Medical Tracker	

14. Forest School

Name of person in school who leads on Forest School activity	N/A
Our arrangements for developing, organising and running Forest School activity. Include here any details with regard to risk assessment, communication and supervision etc. – N/A	

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 in 2024 and the record can be found in the main office.	Date and Location: Main office

16. Hazardous Substances (COSHH)

Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)	Mr S Smith & Ms S Tompkinson
Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are: Substances which are potentially hazardous to health are not permitted on site without a hazard data sheet & a corresponding risk assessment. There are corresponding assessments from CLEAPPS for substances used within science and design & technology. All substances must be	

stored safety. Kindred (cleaning) and Mellors (catering) are responsible for the management of their own substances. School has a COSHH risk assessment and 'hazard data sheets' are stored in main school office, to manage risks.

17. Health and Safety Law Poster

The Health and Safety at Work poster is located:

Location: Staff Room / PPA Room

18. Housekeeping, cleaning & waste disposal

All staff and pupils share the responsibility for keeping the school/academy site clean, tidy and free from hazards

Our waste management arrangements are: contract cleaners collect waste from within school & site management team ensure this is disposed of in Eurobins, emptied weekly. Waste is recycled wherever possible

Our site housekeeping arrangements are: Site Supervisor to complete regularly check to ensure site is safe & well maintained

Site cleaning is provided by:
External cleaning company

Name and contact details:
Lisa Bailey (Kindred)
lbailey@kindredfm.com

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

work equipment

hazardous substances

Waste skips and bins are located away from the school building.

All staff and pupils must be aware of the arrangements for disposing of waste and the location of waste bins and skips.

Staff in all Depts. who generate waste (e.g.catering/cleaning/curriculum areas) must be aware of the risk assessments and control measures in place for their role.

19. Infection Control

Name of person responsible for managing infection control:

Name: Mrs L Howard

Our infection control arrangements (including communicable diseases/hand hygiene standards) are:

Wash hands / use hand sanitiser on entry & exit from school (pupils & staff)

Wash hands / use hand sanitiser on entry to staff room (staff)

Wash hands regularly throughout the day (pupils & staff)

Wear gloves / face shield if administering personal hygiene to pupil

20. Lettings

Name of Premises Manager or member of Leadership team responsible for Lettings	Name: Mrs L Howard
Our arrangements for managing Lettings of the school rooms or external premises are: School follows the Guidance on Health & Safety for Lettings provided by the Health, Safety & Wellbeing Service. This includes completing a Hazard Exchange Information for Lettings form with hirers.	
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 are We do not have any identified lone workers in school. A risk assessment is in place in case.

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, lifting equipment, fire alarm and smoke detection, emergency lighting, fire extinguishers. This section must include the arrangements for school kitchen

Name of person responsible for the selection, maintenance / inspection and testing of equipment	Name: Mr S Smith
Records of maintenance and inspection of equipment are retained and are located:	Location: Shared Area

Staff report any broken or defective equipment to:	Name: Ms S Tompkinson
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	

23. Manual Handling

Name of competent person responsible for carrying out manual handling risk assessments	Name: Mrs L Howard
Our arrangements for managing manual handling activities are: School has suitable devices e.g. 'sack' trucks to transport heavy equipment/deliveries around school. Portable IT equipment is housed in purpose made cases / trolleys for safe movement around school building.	
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: Mrs L Howard
Our arrangements for the administration of medicines to pupils are: No medication is allowed on site unless parents have made a request in writing & school permission has been given. All medication must be labelled with the name of the pupil and details must be provided of dosages and frequencies. Medication will not be accepted on premises where it is reasonable to expect parents to administer the medication. The school will not administer any medication to students without prior written instruction from parents/carers	

The names members of staff who are authorised to give / support pupils with medication are:	Ms S Tompkinson /Miss G Downing
Medication is stored:	Location: Main School Office
A record of the administration of medication is located:	Location: Main School Office
Pupils who administer and/or manage their own medication in school are authorised to do so by a (name) and provided with a suitable private location to administer medication/store medication and equipment – N/A	
Staff are trained to administer complex medication by the school nursing service when required.	
Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are: included in first aid training for staff & emergency medication stored in respective class medical bag, under supervision of teacher	
Staff who are taking medication must keep this personal medication in a secure area in a staff only location.	
Staff must advise the school/academy 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 staff.	Name: Mrs L Howard
Name of person responsible for the checking and maintenance of personal protective equipment provided for staff	Name: Mrs L Howard
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: Mrs L Howard
All PPE provided for use in a classroom environment is kept clean, free from defects and replaced as necessary.	

26. 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: Staff & pupils know to report to school office

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:

Premises and grounds internal and external

Curriculum / classrooms

Fire Risk Assessment

Manual handling activities

Personalised pupil risk assessments

Pupil wellbeing

Staff wellbeing

General classroom

Individual member of staff e.g. pregnant worker (when required)

Working at heights

Lone Working

Catering

Cleaning

Name of person who has overall responsibility for the school risk assessment process and any associated action planning

Name: Mrs L Howard

Our arrangements for carrying out, recording, communicating and reviewing risk assessments are: Teachers / CLT review risk assessments annually in rotation, shared with all staff for information. New risk assessments undertaken when required e.g. COVID-19

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.

28. Smoking

No smoking or vaping is permitted on site or in vehicles owned or operated by the school/academy.

29. Shared use of premises/shared workplace

Name of Premises Manager or member of Leadership team responsible for Premises Management	Name: Mrs L Howard / Mr S Smith
The school premises are shared with another organisation (e.g.Contract caterer/public leisure centre).	Name : Mellors
Our arrangements for managing health and safety in a shared workplace are: exchange of relevant health & safety documents e.g. risk assessments, reports and participation in fire drills	

30. Stress and Staff Well-being

Name of person who has overall responsibility for the health and wellbeing of school staff	Name: Mrs L Howard
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: Achieving Wellbeing Award for Schools & re-applying Trained Mental Health First Aiders Staff & Pupil Risk Assessments Health, Safety & Wellbeing Self Audit completed annually in January CLT regularly consider staff workloads	
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. Date Completed / reviewed Jan 2025

31. Training and Development

Name of person who has overall responsibility for the training and development of staff.	Name: Mrs L Howard and Mr S Smith
All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.	
Our arrangements for carrying out suitable and sufficient health and safety training for all staff are: HSE online training courses available to all staff -fire, food hygiene etc First Aid course offered for all staff every 3 years Forest School / Paediatric / Mental Health First Aid courses for specific individuals	
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 in the mail school office	
Training and competency as a result of training is monitored and measured by:	Name: Mrs L Howard and Mr S Smith

32. Vehicle movement on site

Name of Premises Manager responsible for the management of vehicles on site	Name: Ms S Tompkinson / Mr S Smith
Our arrangements for the safe access and movement of vehicles on site are: restriction on vehicle movement e.g. delivered at certain times (when children are on the playground. Segregation of vehicles and pedestrians. Car park gates locked during drop off and pick up times.	

33. Violence and Aggression and School/Academy Security

The school/academy 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:	Name: Mrs L Howard / Class Teacher
Incidents of verbal & physical violence are investigated by:	Name: Mrs L Howard
Name of person who has responsibility for site security:	Name: Mrs L Howard / Mr S Smith
Our arrangements for site security are: Contracted Site Management team unlock / cancel burglar alarm. Similarly at night the site management team check doors / windows locked before padlocking gates and alarming the building & burglar alarm. Repton Security are on call.	

34. Water System Safety

Name of Premises Manager responsible for managing water system safety.	Name: Mr S Smith
Name of contractors who have undertaken a risk assessment of the water system	Name: HSL Compliance
Name of contractors who carry out regular testing of the water system:	Name: HSL Compliance
Location of the water system safety manual/testing log	Location: Main School Office / Shared Area
Our arrangements to ensure contractors have information about water systems are: Share water hygiene record system manual when contractors complete Hazard Exchange Form and Asbestos RSM too	
Our arrangements to ensure all school staff carrying out checks or testing or maintenance have information about the water system: undertaken Site Supervisor	

35. Working at Height

Name(s) of person responsible managing the risk of work at height on the premises:	Name: Mr S Smith
Work at height is avoided where possible.	
Our arrangements for managing work at height are contract cleaners have undertaken working at height training. Step ladders (regularly checked) are available for staff to use working on displays, as are kickstools.	

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 the shared area.

36. Work Experience

The name of the person responsible for the health and safety of people on work experience in the school premises:	Name: Mrs L Howard
Our arrangements for managing the health and safety of work experience students in the school are: given Safeguarding Information Booklet, tour of school site to identify staff toilets, fire exits, fire assembly points, complete the H&S work booklet schools / colleges provide their students with. Assigned to class teacher who would then advise them.	

37. Volunteers

Name of person who has overall responsibility for managing/coordinating volunteers working within the school:	Name: Mrs L Howard
Our arrangements for managing volunteers is to ensure that volunteers are considered as a member of staff and all health and safety arrangements including induction and training must apply. It is important all visitors sign in, wear a visible name badge and are accompanied by a member of staff dependent on the DBS requirements.	

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.

An annual report to the Governing Body outlining achievements against the H&S plan and annual KPI's (this report will contain a summary of accident and ill health

statistics for the current year and will suggest health and safety targets and priorities for the forthcoming year).