



HERON CROSS PRIMARY SCHOOL

HEALTH, SAFETY & WELLBEING POLICY

Date: November 2025

Review Date: November 2026

Introduction

This Policy complements (and should be read in conjunction with) the Stoke-On-Trent City Council Health & Safety Policy.

The Governing Body will endorse and support the Health & Safety Policy of Stoke-On-Trent City Council and assist the school to discharge those responsibilities, which it holds as employer.

This policy records the local organisation and arrangements for implementing the Heron Cross Primary School policy.

Policy Statement

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

The Governing Body will comply with all relevant health and safety legislation and ensure so far as is reasonably practicable that:

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

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

Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representatives form part of this policy. All employees are expected to accept their responsibility to work safely by ensuring that they take reasonable care of their own health, safety, and wellbeing and that of other people who may be affected by their acts or omissions.

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

<i>Mrs Evans</i>	<i>Mrs Willdigg</i>
<i>Mrs S Evans</i> Chair of Governors/Board	<i>Mrs G Willdigg</i> Headteacher
<i>Date: November 2025</i>	<i>Date: November 2025</i>

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

Responsibilities (Delegation of Duties)

In addition to their general responsibilities:

The **Governing Body** will:

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

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

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

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

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

They will:

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

Teachers will:

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

All employees will:

- Comply with the school's health and safety arrangements, including the adherence to risk assessments, health and safety procedures and policies.
- Leave their area of work in a reasonably tidy and safe condition.
- Follow safety instructions when using equipment.

- Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate employee.
- Follow the accident reporting procedure.
- Contribute to and highlight any gaps in the school's risk assessments and health and safety procedures.

Competent Health and Safety Advice

<i>The school obtains competent health and safety advice from:</i>	Staffordshire County Council
<i>The contact details are:</i>	Health, Safety & Wellbeing Service Fourth Floor, Staffordshire Place 1 Tipping Street, Stafford, ST16 2DH Tel: (01785) 355777 E-mail: shss@staffordshire.gov.uk
<i>In an emergency we contact:</i>	

Monitoring Health and Safety

<i>Name of person(s) responsible for the overall monitoring of health and safety in school:</i>	Gemma Willdigg
<i>Our arrangements for the monitoring of health and safety are (include here how performance is measured, reported upon when and to whom e.g. annual report to Governing Body):</i> The Headteacher, SBM & Site Manager have a regular walk around the building. Site Manager completes daily site inspections and records them on the TAM system. Any concerns are highlighted and a resolution is discussed. SBM reports on Health & Safety at each governors meeting. The school also have a Health, Safety & Wellbeing link governor.	
<i>The school carries out formal evaluations and audits on the management of health and safety.</i>	
<i>The last audit took place</i>	<i>Date:</i> October 2025 <i>By:</i> SBM
<i>Name of person(s) responsible for monitoring the implementation of health and safety policies</i>	Gemma Willdigg
<i>Workplace inspections - add details eg. Annual Health and Safety Evaluation Checklist, caretaker checks, premises walks etc.</i>	Premises walks are completed by the Site Manager, SBM & Headteacher. H & S Checklist is completed by the SBM.

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

Health and Safety Management Arrangements

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements.

Accident and Incident Reporting, Recording & Investigation

<i>Our arrangements for recording and investigating:</i>	
<i>pupil accidents:</i> Minor accidents are reported via a paper slip. A copy is kept on site & a copy is sent home to parents/carers. If the accident is more severe, or results in a hospital visit, then it is reported on My Health & Safety.	
<i>employee accidents:</i> Reported on My Health & Safety.	
<i>visitor accidents:</i> Reported on My Health & Safety.	
<i>The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is:</i> Mrs G Willdigg (support from H & S SLA)	
<i>Our arrangements for reporting to the Governing Body or Academy Board are:</i> Accidents are reported at each meeting. If necessary, the Chair of Governors will be informed immediately after the accident, depending on severity.	
<i>Our arrangements for reviewing accidents and identifying trends are:</i> Reviews are carried out after the accident. Trend analysis is carried out each term.	

Asbestos

<i>Name of person responsible for managing asbestos on the school site:</i>	Gemma Willdigg
<i>Location of the Asbestos Management Log or Record System:</i>	A paper copy is kept in the Site Managers office. A digital copy is kept on the staff shared drive for staff to view.
<i>Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are:</i> A pre-start meeting for planned works. For reactive works, the contractors are briefed before starting work and given the asbestos register to read and sign.	
<i>Our arrangements to ensure all school employees such as class teachers or caretakers have information about asbestos risk on the premises are:</i> Annual training for all staff. The asbestos register is kept on the shared staff drive and staff are asked to re-read it annually.	
<i>Employees must report damage to asbestos materials to:</i>	Tony Underwood/ Natalie Clark
<i>Employees must not drill or affix anything to walls without first obtaining approval from the person responsible for managing asbestos.</i>	

Communication

<i>Name of SLT member who is responsible for communicating with employees on health and safety matters:</i>	Gemma Willdigg/ Natalie Clark
<i>Our arrangements for communicating about health and safety matters with employees, pupils, visitors, contractors are:</i> Staff members are updated during staff meetings, or email communication will be sent if it is urgent. If visitors are on site with staff, the staff member will communicate anything they need to know.	

Contractors will have a pre-start meeting with the SBM and Site Manager. Any contractors for reactive works will meet with the Site Manager prior to commencing work.
Employees can make suggestions for health and safety improvements by: Contacting Gemma Willdigg or Natalie Clark.

Construction Work *See also Contractor Management

Name of person coordinating any construction work / acting as Client for any construction project.	Natalie Clark
<p>Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are:</p> <p>Ensure safety procedures are followed at all times. A pre-start meeting will take place with SBM prior to commencement of any work to ensure that standards are established and understood by all parties. Depending on the length and scope of the project, weekly meetings will be held between SBM & contractors.</p> <p>Duty holders will be identified and named as part of any Construction project.</p>	
<p>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are:</p> <p>Pre-start meeting to take place. RAMS to be shared prior to commencement of works.</p>	
<p>Our arrangements for the induction of contractors are: Meet with SBM/ Site Manager who will run through housekeeping while on site.</p>	
<p>Employees should report concerns about contractors to: Natalie Clark</p>	
<p>We will review any construction activities on the site by:</p> <p>Communication between the contractors & stakeholders on site. Advice to be sought from professional surveyors if required.</p>	

Contractor Management

Name of person responsible for managing and monitoring contractor activity	Natalie Clark
<p>Our arrangements for selecting competent contractors are:</p> <p>Post PFI, we will use the Entrust Framework to select contractors. We also have good experience with contractors we have used previously and who have good knowledge of the school building. Prior to commencement of any work, we will require certification & RAMS.</p>	
<p>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are:</p> <p>RAMS must be submitted prior to the work commencing. Monitoring will be carried out during the project and any concerns will be discussed with the contractor.</p>	
<p>Our arrangements for the induction of contractors are: See Construction Work above</p>	
<p>Employees should report concerns about contractors to: Natalie Clark</p>	

Curriculum Areas - health and safety

Name of person who has overall responsibility for the curriculum areas as follows: e.g. Science, Design & Technology, PE	Gemma Willdigg
Risk assessments for these curriculum areas are the responsibility of:	Gemma Willdigg

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

The school assesses the risk of the use of computers/laptops by carrying out a DSE assessment for any employees using this type of equipment continuously and regularly for over an hour.	
Our arrangements for carrying out DSE assessments are: A DSE Assessment checklist is circulated to staff members. Annual DSE training is provided through the National College platform.	
Name of person who has responsibility for carrying out Display Screen Equipment Assessments:	Natalie Clark
DSE assessments are recorded, and any control measures required to reduce risk are managed by:	Natalie Clark

Early Years Foundation Stage (EYFS)

Name of person who has overall responsibility for EYFS:	Gemma Willdigg
Our arrangements for the safe management of EYFS are: Adhering to the Statutory Framework for EYFS, implementing all school policies and procedures & ongoing risk assessments of provision and resources	

Educational visits / Off-Site Activities

Name of person who has overall responsibility for Educational Visits	Gemma Willdigg
The Educational Visits Coordinator is	Megan Goodfellow
Our arrangements for the safe management of educational visits are: Ensure EVC training is up to date, conducting thorough risk assessments covering safeguarding, medical needs, and supervision ratios, arranging appropriate transport and insurance, ensuring adequate staff training, and having detailed emergency procedures in place.	

Electrical Equipment [fixed & portable]

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	Tony Underwood
Fixed electrical wiring test records are located:	TAM system & in Site Managers room
All employees are required to visually inspect electrical equipment before use.	
Our arrangements for bringing personal electrical items onto the school site are:	
Name of person responsible for arranging the testing of portable electrical equipment (PAT):	Tony Underwood/Entrust
Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:	Natalie Clark
Portable electrical equipment (PAT) testing records are located:	Located in Site Managers room.
Employees must take defective electrical equipment out of use and report to:	Tony Underwood (Report on TAM)
The portable electrical equipment on the school site owned and used by contractors is the responsibility of the contractor, who must provide records of this if requested.	

Emergency Preparedness

Name of SLT member who is responsible for developing and maintaining the school's response to major risks Business Continuity Plan (BCP).	Gemma Willdigg/ Natalie Clark
Our arrangements for communicating emergency arrangements to all employees are: Staff emails and communication tools. If in school, communication may be in person if able to do so.	

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

Name of competent person responsible for undertaking and reviewing the fire risk assessment in addition to any associated action planning:	Staffordshire Health & Safety Team
The Fire Risk Assessment is located	Paper copy in the Site Managers room. Digital copy on SBM drive and on TAM.
The Fire Risk Assessment is shared with other employers who share the site.	N/A
When the fire alarm is raised the person responsible for calling the fire service is: (include out of hours arrangements) OR The site has a fire alarm which activates a response from (a 3rd party / listening service).	The site has a monitoring contract in place with EMCS. They will call the fire service. If on site, this may be the Headteacher, SBM or Site Manager.
Name of person responsible for arranging and recording of fire drills:	Natalie Clark/ Tony Underwood
Name of person responsible for creating, communicating and reviewing Fire Evacuation arrangements:	Gemma Willdigg/ Natalie Clark
Our Fire Evacuation Arrangements are kept/displayed:	Displayed in every room. Assembly point on the bowling green car park.
Our Fire Marshals are: list or state where information is kept:	
Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Logbook located at:	Main entrance under the fire panel
Name of person responsible for training employees in fire procedures:	Gemma Willdigg/ Natalie Clark
Employees awareness of the Fire Procedures in school is repeated: After every fire drill & annually.	

First Aid *see also Medication

Name of person responsible for carrying out the First Aid Assessment:	Natalie Clark/ Victoria Bowden
The First Aid Assessment is located:	First Aid Room (Main building)
First Aiders are: list or state where information is kept	List of first aiders are located around the school building.
Name of person responsible for arranging and monitoring First Aid Training	Gemma Willdigg/ Natalie Clark
Location of First Aid Box(es):	KS2 medical room

	Nursery classroom KS1 staff room Dining centre
Name of person responsible for checking and restocking first aid box(es):	Victoria Bowden
Arrangements on how to summon an ambulance in an emergency are: Inform SLT & the school office. Depending on location, staff member to call using personal mobile phone, so they can remain next to the patient while talking to the emergency services.	
Our arrangements for dealing with an injured person who has to go to hospital are (who is contacted/ who accompanies employees or children to hospital):	
pupils	Parents are contacted. If parents are unable to get to school before the ambulance leaves, then a staff member will accompany the child.
employees	If they are able to, ask them who they would like us to contact (emergency contacts). If they want a staff member to accompany them, then staff member to go with them.
visitors	If they are able to, ask them who they would like us to contact. If they want a staff member to accompany them, then staff member to go with them.
Our arrangements for recording First Aid provided are: Paper slip to send home to parents. A carbon copy is kept in school.	

Glass & Glazing

All glass in doors and side panels are constructed of safety glass	
All replacement glass is of safety standard	
A glass and glazing assessment took place in (year) and the record can be found	No evidence from PFI. Completed by Site Manager November 2025.

Hazardous Substances (COSHH)

Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments):	Tony Underwood/ Stephanie Whitehead, Glen Cleaning
Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are: Substances are kept in locked cupboards on the premises. Assessments are kept in the locked cupboards with the substances.	

Health and Safety Law Poster

The Health and Safety at Work poster is displayed:	1 in the KS2 staffroom 1 in the kitchen
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Housekeeping, cleaning and waste disposal

<i>All employees and pupils share the responsibility for keeping the school site clean, tidy and free from hazards.</i>	
<i>Our waste management arrangements are:</i> Trade Waste empty the bins weekly.	
<i>Our site housekeeping arrangements are:</i> Site staff to remove all waste from internal bins at the end of each day. If additional bin collections are required, then an additional visit from Trade Waste is arranged.	
<i>Site cleaning is provided by:</i> <i>In house cleaners/contractors</i>	Glen Group Ltd 12-13 Park Hall Business Village, Longton, Stoke-on-Trent, Staffordshire ST3 5XA 0808 175 4358 info@glengroupltd.com
<i>Cleaning employees have received appropriate information, instruction and training about the following and are competent:</i>	
<i>Work equipment (identify machinery used)</i> Managed by Glen Group	
<i>Hazardous substances</i> Managed by Glen Group. Substances and COSHH are located in the cleaning cupboards.	
<i>Waste skips and bins are located away from the school building.</i>	
<i>Our arrangements for disposing of waste and the location of waste bins and skips are communicated to employees and pupils.</i> Updates are emailed to staff or discussed during staff meetings/INSET day training.	
<i>Employees in all Depts. who generate waste (e.g.catering/cleaning/curriculum areas) must be aware of the risk assessments and control measures in place for their role.</i>	

Infection Control

<i>Name of person responsible for managing infection control:</i>	Natalie Clark
<i>Our infection control arrangements (including communicable diseases/hand hygiene standards) are:</i> Hand soap available in all toilets. Hand towels available if hand dryers do not work. Some hand sanitising stations in the building. Additional hand sanitiser ordered if required. Daily cleaning by Glen Group.	

Lone Working

<i>Our arrangements for managing lone working are:</i> SLT to be aware when anyone is on site alone. External CCTV.

Maintenance / Inspection of Equipment (including selection of equipment)

<i>NOTE Types of equipment to consider in this section:</i> <i>Ladders and steps, fume cupboards, other extraction systems, PE equipment, D&T machines, lifts & lifting equipment, pressure cookers, autoclaves, fire alarm and smoke detection, emergency lighting, fire extinguishers.</i> <i>This section must include the arrangements for school kitchens, science laboratories or Design and Technology rooms</i>	
<i>Name of person responsible for the selection, maintenance / inspection and testing of equipment:</i>	Natalie Clark/ Tony Underwood/ Stephanie Whitehead

<i>Records of maintenance and inspection of equipment are retained and are located:</i>	Site Managers room, TAM system, Premises shared drive
<i>Employees report any broken or defective equipment to:</i>	Tony Underwood/ Natalie Clark
<i>The equipment on the school site owned and used by contractors is the responsibility of the contractor, who must provide records of testing, inspection and maintenance if requested.</i>	

Manual Handling

<i>Name of person responsible for carrying out manual handling risk assessments:</i>	Gemma Willdigg/ Natalie Clark
<i>Our arrangements for managing manual handling activities are:</i> Employees receive annual manual handling training. Employees know to assess the task before carrying it out. If it is unsafe to do so, then the task must not be carried out.	
<i>Employees must be aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided.</i>	
<i>Employees who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task.</i>	
<i>Employees are trained appropriately to carry out manual handling activities.</i>	
<i>Where people handling takes place an Individual Manual Handling Plan must be in place and communicated to all parties (including where appropriate the young person/their parents/carers/support employees).</i>	

Medication

<i>Name of person responsible for the management of and administration of medication to pupils in school:</i>	Gemma Willdigg Victoria Hardy Chloe Whitehead Natalie Clark
<i>Our arrangements for the administration of medicines to pupils are:</i> Parents to provide evidence of prescribed medication, parents to complete administration of medication form. Medication to be returned to parents at the end of each day	
<i>The names members of employees who are authorised to give / support pupils with medication are:</i>	All staff if agreed with SLT
<i>Medication is stored:</i>	Office fridge if required Office kitchen KS1/2 staffroom
<i>A record of the administration of medication is located:</i>	Main office
<i>Employees are trained to administer complex medication by the school nursing service when required.</i>	
<i>Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are: Trained staff administer emergency medication</i>	
<i>Employees who are taking medication must keep their personal medication in a secure area in a employees only location.</i>	
<i>Employees must advise the school leaders if they are taking any medication which might impair their ability to carry out their normal work.</i>	

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

<i>PPE is provided free of charge where a risk assessment identifies this is needed to control a risk and the risk cannot be controlled by another means.</i>	
<i>Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for school employees:</i>	Gemma Willdigg/ Natalie Clark
<i>Name of person responsible for the checking and maintenance of personal protective equipment provided for employees:</i>	Tony Underwood/ Victoria Bowden
<i>PPE provided for use in curriculum lessons is not “personal” as it is provided by pupils in classroom situations.</i>	
<i>Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for pupils:</i>	Gemma Willdigg, Victoria Hardy, Natalie Clark, Chloe Whitehead
<i>All PPE provided for use in a classroom environment is kept clean, free from defects and replaced as necessary.</i>	
<i>Name(s) of person responsible for cleaning and checking pupil PPE.</i>	Tony Underwood

Reporting Hazards or Defects

<i>All employees and pupils must report any hazards, defects, or dangerous situations they see at school.</i>
<i>Our arrangements for the reporting of hazards and defects:</i> Report to either the Headteacher, SBM or Site Manager. Reporting can be done either via conversation, email or by using the reporting tool on TAM. All staff have access to TAM.

Risk Assessments

<i>The school has in place risk assessments for any identified significant risk. Control measures which are put in place to eliminate or reduce risk are communicated to employees, pupils and other who may be exposed to the risk.</i>	
<i>Risk assessments are in place for the following areas:</i> <i>Premises and grounds</i> <i>Curriculum / classrooms</i> <i>Hazardous activities or events</i> <i>Lettings or contract work which may affect employees or pupils in the school/academy</i> <i>Fire Risk Assessment</i> <i>Hazardous Substances</i> <i>Work Equipment</i> <i>Manual handling activities</i> <i>Risks related to individuals e.g. health issues (personal or work related)</i>	
<i>Name of person who has overall responsibility for the school risk assessment process and any associated action planning:</i>	Gemma Willdigg/ Natalie Clark
<i>Our arrangements for carrying out, recording, communicating and reviewing risk assessments are:</i> Consultations with staff & SLT. Communication in staff meetings.	
<i>Appropriate training is provided for employees who are creating, reviewing or implementing risk assessments.</i>	

When an accident or incident occurs a post incident risk assessment is developed when a new hazard has been identified and/or new additional controls are needed.

Risk assessments are created or reviewed when something new is introduced or a change has occurred.

Smoking

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

Stress and Employees Well-being

<i>Name of person who has overall responsibility for the health and wellbeing of school employees:</i>	Gemma Willdigg
<i>All employees have responsibility to take care of their own health and wellbeing and the school supports employees to do this by implementing the following arrangements: Teachers are able to take PPA from home each week. The Headteacher aims to be flexible with leave requests from staff to try to support family commitments. OH is available, and referrals to Dove Counselling through the LA. Staff Wellbeing Group is in place.</i>	
<i>Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated.</i>	
<i>All employees have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work.</i>	
<i>Individual stress risk assessments take place when a member of employees requires additional individual support.</i>	
<i>A team stress risk assessment has been completed involving all employees and this is reviewed regularly. Completed: November 2025</i>	

Training and Development

<i>Name of person who has overall responsibility for the training and development of employees:</i>	Gemma Willdigg
<i>All new employees receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.</i>	
<i>Our arrangements for carrying out suitable and sufficient health and safety training for all employees are: Induction for new starters with Victoria Hardy. Annual training via National College. Email updates and updates during staff meetings to communicate changes.</i>	
<i>The school has a health and safety training matrix to help in the planning of essential and development training for employees.</i>	
<i>Training records are retained and are located: Main office, with Andrea Roe.</i>	
<i>Training and use of new competency training/skills is monitored and measured by:</i>	Gemma Willdigg, Victoria Hardy, Chloe Whitehead, Natalie Clark

Vehicles owned or operated by the school

<i>Name of person who has overall responsibility for school vehicles:</i>	Gemma Willdigg
<i>The school operates the following vehicles: e.g. minibus/coaches/cars/other vehicles (e.g. quad bikes/ride on mowers).</i>	Minibus x 2
<i>Name of person who manages the driver medical examinations:</i>	Natalie Clark
<i>Name of person who manages the vehicle license requirements:</i>	Natalie Clark
<i>Name of person who undertakes vehicle checks such as oil, water and routine roadworthiness:</i>	Tony Underwood
<i>Name of person who arranges servicing and maintenance of our vehicles:</i>	Tony Underwood
<i>Our arrangements for the safe use of school vehicles are:</i> Visual checks by all drivers before leaving. Site Manager to undertake weekly maintenance checks. Ensure the area is clear before driving on school premises. Drivers to report any concerns promptly.	

Vehicle movement on site

<i>Name of Premises Manager responsible for the management of vehicles on site</i>	Tony Underwood
<i>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):</i> Vehicle to be moved from the car park onto the road in the morning if needed for that day. Maintain a safe speed while on site (no more than 20mph). Ensure the area is clear before reversing.	

Violence and Aggression and School Security

<i>The school provides a place of work which is designed and managed to minimise the risk of violence and aggression to employees, pupils and visitors.</i>	
<i>A risk assessment is carried out where employees are at increased risk of injury due to their work.</i>	
<i>Training, information, and instruction is available to employees to help them manage the risk of violence and aggression where required.</i>	
<i>Employees and pupils must report all incidents of verbal & physical violence to:</i>	Pupils: any member of school staff Employees: SLT: Gemma Willdigg, Victoria Hardy, Natalie Clark, Chloe Whitehead
<i>Incidents of verbal & physical violence are investigated by:</i>	Named above

<i>Name of person who has responsibility for site security:</i>	Gemma Willdigg
<i>Our arrangements for site security are:</i> Ensure gates are secure and locked during the school day. Ensure staff members are present on the gates at the start and end of the day. Report any concerns to SLT. Ensure SLT react promptly to any concerns raised.	

Water System Safety

<i>Name of Premises Manager responsible for managing water system safety.</i>	Gemma Willdigg
<i>Name of contractors who have undertaken a risk assessment of the water system</i>	Equans (via the PFI contract)
<i>Name of contractors who carry out regular testing of the water system:</i>	Entrust Managed (as Nov 25)
<i>Location of the water system safety manual/testing log</i>	Site Managers room
<i>Our arrangements to ensure contractors have information about water systems are:</i> Water Log Book is available in site manager's room. If work is taking place on the water systems then this information is shared with the contractor prior to the work commencing.	
<i>Our arrangements to ensure all school employees carrying out checks or testing or maintenance have information about the water system:</i> Site staff only check the water system. The Water log book is available to them.	

Working at Height

<i>Name(s) of person responsible managing the risk of work at height on the premises:</i>	Gemma Willdigg/ Natalie Clark
<i>Work at height is avoided where possible.</i>	
<i>Our arrangements for managing work at height are (include planning, risk assessment etc.):</i> Work at height to be avoided where possible. If necessary, then a risk assessment should be carried out prior to the work commencing. Safe use of ladders at all times. Support from other staff members if it is required.	
<i>Appropriate equipment is provided for work at height where required.</i>	
<i>Employees who carry out work at height are trained to use the equipment provided</i>	
<i>Work at height equipment is regularly inspected, maintained and records are kept:</i> Site Manager's room	

Work Experience

<i>Name of person who has overall responsibility for managing work experience and work placements for school pupils.</i>	Chloe Whitehead/ Natalie Clark
<i>Our arrangements for assessing potential work placements, arrangements for induction and supervision of our students on work placement are:</i>	
<i>The name of the person responsible for the health and safety of people on work experience in the school premises:</i>	Natalie Clark
<i>Our arrangements for managing the health and safety of work experience students in the school are:</i> Health & Safety information is provided prior to the placement commencement. It is also included in the induction upon arrival. Regular check ins with staff when they are on site. Can report any concerns to the main staff contact.	

Volunteers

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