

All Saints CE (VC) Primary School



Policy for Health, Safety and Wellbeing

Health, Safety & Wellbeing Policy Statement

All Saints CE (VC) Primary School & Nursery

1. This policy statement complements (and should be read in conjunction with) the Staffordshire County Council Health, Safety and Wellbeing Policy, it records the school's local organisation and arrangements for implementing the County Policy.
2. The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Governing Body and those in control of the school recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc Act 1974.
3. In compliance with the Health and Safety at Work etc. Act, this schools 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 activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on school premises or taking part in school 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 Wellbeing facilities.
4. In addition to the above the school will ensure that so far as is reasonably practicable that the health and safety of non employees is not adversely affected by its' activities.
5. Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representatives forms part of this policy.
6. This policy statement and the accompanying organisational arrangements supersede any previously issued.

SHANE WILLIAMS, *Chair of Governors*

Date: SEPTEMBER 2016

ADRIAN DIPPLE, *Headteacher*

Date: SEPTEMBER 2016

Part 2

Health, Safety and Wellbeing Policy – Organisation and Responsibility

Overall responsibility for health and safety in schools rests with the employer. Who the employer is, depends upon the type of school.

Type of School	Who is the Employer?	Comments
Community Schools Community Special Schools Voluntary Controlled (VC) Schools Maintained Nursery Schools Pupil Referral Units	The County Council.	Governors of schools in this category have an obligation to ensure that the County Council Health, Safety and Wellbeing Policy/Management Arrangements are implemented.
Foundation Schools Foundation Special Schools Voluntary Aided (VA) Schools	The Governing Body.	The employer must ensure that suitable policies and health and safety management arrangements are developed and implemented.
Academy	The Governing Body/Board/Sponsor	The employer must ensure that suitable policies and health and safety management arrangements are developed and implemented.

Regardless of anything stated above, all school governing bodies have health and safety responsibility as the **occupier** of the premises.

Headteachers must make arrangements for ensuring the implementation of the health and safety policies of their employer and/or any Governing Body arrangements arising out of their health and safety responsibilities.

Organisation and Responsibilities for Health, Safety and Wellbeing

Duties and responsibilities for health and safety have been assigned to Staff and Governors based upon the following roles outlined in the County Council's Health, Safety and Wellbeing Policy

Policy-makers	Devise and produce policy on health, safety and wellbeing at a strategic level. Preserve, develop, promote and maintain the School's and the Council's health and safety management system. Ensure that health and safety matters are taken into account when organisational decisions are made.
Planners	Develop the local plans to achieve corporate/school health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area
Implementers	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively
Assisters	Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field
Employees	Irrespective of their position within the County Councils structure, everyone is regarded as an employee and therefore the employee duties within the H&S Policy apply to them.

Who are the Policy-makers, Planners, Implementers, Assisters and Employees in schools?

	Policy-makers	Planners	Implementers	Assisters	Employees
School Governors					
Headteacher					
School Leadership Team					
Deputy/Assistant Headteacher					
Health and Safety Coordinator					
Heads of Dept					
Teachers					
Managers					
Premises Managers					
Teaching and Classroom Assistants					
Learning Support Staff					
Admin Staff					
Site Supervisor or Caretaker					
Council Health and Safety Forum					
Health, Safety and Wellbeing Advisors and Occupational Health Professionals					
Other Assisters Council Strategic Property Officers Insurance services Entrust Asbestos Management Team Property Services					Excluding Entrust Assisters

HR					
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The responsibilities of Policy Makers, Planners, Implementers, Assisters and Employees within the Policy

Policy-makers	
School Governors Headteacher CC H&S Policy Group H&S Advisers	Devise and produce policy on health, safety and Wellbeing at a strategic level. Preserve, develop, promote and maintain the School's and the Council's health and safety management system. Ensure that health and safety matters are taken into account when organisational decisions are made.

The Policy makers;

- Will be familiar with the overall responsibilities laid down for **Policy Makers** in the County Council Health, Safety and Wellbeing Policy.
- Must ensure that the school has a structure in place to manage health and safety which includes; planning, implementation of these plans, monitoring, and reviewing and auditing. This must be integrated into general day to day management.
- Will ensure that plans for continuous improvement in health and safety management are developed and reviewed regularly.
- Must ensure that all school activities are organised and have sufficient arrangements and resources; to ensure that health and safety can be managed effectively.

As Policy Makers the Governing Body;

- Must ensure that those who have been assigned specific responsibilities in school for H&S have been identified, this has been communicated, and adequate training or instruction has been given.
- Must ensure that sufficient competent persons are in place to advise the school on H&S issues.
- Will set H&S targets (with Planners) to improve H&S performance.
- Is required to monitor that the H&S targets are being met and the school is meeting health and safety obligations by checking that policies and procedures are implemented in accordance with requirements, and by reviewing Key Performance Indicators (KPI) of health and safety performance on a regular basis.
- Seek advice from and receive reports from the County Council Health, safety & Wellbeing Service and their School H&S Coordinator as appropriate and take actions as necessary.
- Ensure that the auditing of H&S takes place and that action plans are developed as a result of audit.

- The GB will ensure that all their decisions reflect the commitment of this policy and promote a positive culture towards health, safety and wellbeing issues.
- The GB will inform the Commissioner for Education and Wellbeing/Diocese/Trust/Sponsor of any issue which has significant health and safety implications which cannot be resolved satisfactorily without their support and involvement.

Planners	
Headteacher Members of the School Leadership Team School Governors Deputy/Assistant Headteacher Health and Safety Coordinator Heads of Dept Managers Premises Manager	Develop the local plans to achieve corporate/school health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area

The Planners will;

- Be familiar with the overall responsibilities laid down for **Planners** in the County Council Health, Safety and Wellbeing Policy.
- Take overall responsibility for the day to day health and safety management of the school and school activities taking place outside school premises.
- Determine the resources and arrangements needed to manage health and safety effectively as part of the school planning process.
- Delegate duties to other members of staff any or all of the duties associated with the management of health and safety. *(It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day to day responsibilities for health and safety within the establishment.)*
- As part of their management of health and safety;
 - appoint a Premises Manager (see **Implementers** below)
 - identify a member of staff who can act as a Health and Safety Coordinator (see **Assisters** below)
- Ensure that these staff receive appropriate H&S training.
- Ensure that all staff within the school are aware of their responsibilities with regard to Health and Safety issues. Where staff have specific duties in health and safety matters (e.g. First Aid/Fire Marshal), this should be identified clearly to everyone in the premises.
- Keep up to date with changes or updates in health and safety management by using the County Council or other resources and communications.
- Ensure that suitable and sufficient training, instruction and information is provided when required
- Set health and safety objectives as part of the school planning process.
- Include health and safety in staff objectives where appropriate and assess their performance against these objectives regularly.
- Advise Governors of the resources and arrangements needed to manage health and safety effectively as part of the school planning process.
- Communicate any health and safety actions outlined in the school planning process to relevant staff and governors.
- Develop management arrangements for the identification of hazards and control of risks (risk assessments), ensure these take place and that results are communicated to staff.
- Develop local policies and procedures as necessary for health and safety and ensure they reflect the overall CC Policy.
- Seek help from the CC H&S Adviser or other specialist to ensure that H&S Policy can be implemented effectively and advise the GB and/or the County Council (as necessary) where

issues arise which cannot be managed at a local level, need additional resources or require external support.

- Ensure that an annual **Health and Safety Evaluation Checklist** (inspection) of the premises is carried out, in line with the County Council Audit arrangements. (This duty may be delegated to other members of school staff)
- Ensure that an annual **Health, Safety and Wellbeing Self Audit** of the management of H&S is carried out, in line with the County Council Audit arrangements. (This duty may be shared with other staff such as SLT)
- Draw up any Action Plans required from the results of Health and Safety Evaluation Checklist and Annual Self Audit and monitor these regularly.
- Take part in and cooperate with any **Health and Safety Audit** which may be carried out by the Council's Health, Safety and Wellbeing Service
- Advise the GB and others of the results of any H&S monitoring (including KPI information) which takes place and of any actions required as a result of this.
- Consult with staff as necessary on matters of health and safety which may affect them at work.

Health and Safety Committee

The school may chose to establish a Health and Safety Committee which should meet regularly to consider health and safety planning and organisation, the implementation of policies and to review and monitor performance. Where Health and safety is integrated into the strategic planning meetings of the school a separate meeting may not be required. It is recommended that H&S is a regular agenda item in these meetings.

An annual report to the Governing Body outlining achievements against the H&S plan and annual KPI's should be considered by Planners and Implementers, the school's Health and Safety Coordinator may be responsible for collating this information (see **Assisters**) for their consideration. As a minimum, the 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.

Implementers	
<i>Headteacher (also Policy maker, Planner)</i> <i>School Leadership Team (also planners)</i> <i>Teaching Staff [Including supply teachers]</i> <i>Managers</i> <i>Premises Managers</i> <i>Teaching Assistants</i> <i>Learning Support Staff</i> <i>Admin Staff</i> <i>Site Supervisor/Caretaker/Janitor</i>	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively

The Implementers will;

- Maintain an understanding of the Health and Safety Policies of the County Council and those developed within school
- Demonstrate commitment to the management of health and safety by:
 - Setting a good example to others
 - Promoting good practice
 - Identifying H&S problems and rectifying them if possible
 - Challenging poor H&S performance or attitudes
 - Communicating regularly about H&S
- Be responsible for and take the lead on implementation of health and safety policies and any arrangements which have been developed by the Policy makers and Planners.
- Understand and own the plans in place for H&S as part of the overall school planning process monitor progress in these areas and advise planners of the results or any deficiencies.

- Ensure that any personal targets set by Planners are achieved, feedback any issues identified in this process.
- Ensure that individuals have health and safety objectives as part of their annual review process (these may reflect the overall H&S plans)
- Encourage participation in H&S and ensure that communication about H&S issues takes place.
- Assess new and existing work activities for hazards, ensuring that risk assessments are in place, control measures implemented (safe methods of work/Personal Protective Equipment etc) and the results of risk assessments communicated.
- Ensure that, where responsibilities for health and safety have been delegated to staff members, these roles are properly assigned and understood by employees in their teams/areas.
- Ensure that staff in these roles have received appropriate training.
- Ensure that there is sufficient information, instruction and training and resources available for staff in order for them to do their job
- Consult with staff as necessary on matters of health and safety which may affect them at work and receive health and safety reports from Health and Safety Representatives, responding as necessary.
- Supervise work adequately to ensure that good health and safety standards are maintained.
- Ensure that adequate monitoring of H&S takes place e.g. by taking part on Premises H&S Evaluations and carrying out own inspection of work areas.
- Carry out any reactive monitoring required such as investigation of accidents, near misses and occupational illness and ensure the information gained is used to improve H&S in the future.
- Avoid allocating “blame” to individuals who report accidents, illness or near misses, and ensure that all reports of this nature are managed effectively.
- Monitor H&S standards at the local level by retaining statistics to identify patterns and trends in events.
- Seek advice from the CC H&S Adviser or other specialist as required.
- Make use of other resources provided by the County Council to promote H&S at work (e.g. intranet/Newsletters)
- In addition to the above, Teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site e.g. classrooms, laboratories, workshops etc., and off site e.g. school trips.

Premises Managers

In addition to the responsibilities above Premises Managers have specific duties laid down in the County Council Health, Safety and Wellbeing policy. These are reproduced here;

1. To maintain an understanding of County Council health and safety policy arrangements and the premise manager responsibilities detailed within them, and an awareness of relevant premise related health and safety legislation, issues and procedures and operating within these requirements;
2. To control contractors working on the premises, and ensure that hazard information has been exchanged and suitable risk control measures implemented;
3. Ensuring adequate security arrangements are maintained;
4. Ensuring the general cleanliness of the premises and that adequate Wellbeing facilities are provided;
5. Arranging for regular inspection of the areas of the premises for which they are responsible to monitor that workplace health and safety standards are in effective working order and that a safe means of access and egress is maintained;
6. Ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained;
7. Ensuring that plant and equipment is adequately maintained;
8. Arranging for the regular testing and maintenance of electrical equipment;
9. Maintaining records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance;

10. Ensuring adequate first aid requirements for the premises are formally assessed and adequate provision is made;
11. Ensuring that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored;
12. Undertaking thorough investigation of all premise related accidents/incidents. Ensure the availability of an accident book at each premise ;
13. Ensuring the adequate provision of health and safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations;
14. Ensuring that a copy of the Health and Safety Law Poster is displayed in an accessible location and the information on the poster kept up to date;
15. Maintaining a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations and make this available to contractors upon requests;
16. Ensuring that adequate systems are in place for the management of asbestos and control of legionella and excessive water temperatures;
17. To respond promptly to 'D1 Notifications' that is notification of a defect that could affect the health and safety of building occupants/visitors, informed to them by County Strategic/Entrust Property Services as a result of a maintenance contract visit.

Assisters	
<i>Health and Safety Coordinators</i> <i>Health and Safety Advisors</i> <i>Occupational Health Professionals</i> <i>Specialist Technical Staff</i>	Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field

Assisters act in a supportive role to managers and may use their authority, independence and competence to advise when required to do so

The Health and Safety Coordinator;

- Is familiar with the responsibilities of Assisters laid down in the County Council Health, Safety and Wellbeing Policy.
- Has the core duty to ensure that there is a system established for the management of health and safety – this planning and organisation must take place with the Planner(s) and Policy makers as necessary.
- Will keep up to date with Health and Safety issues and changes by making use of resources provided by the County Council to promote H&S at work (e.g. intranet/Newsletters)
- May take on certain functions such as communication, collation of statistics, coordination of H&S Evaluation/Audits as directed, but the overall responsibility rests with the Head of Establishment.
- May collate and produce an **annual report on Health and Safety performance including essential KPIs** (see Part 4) for Governing Bodies to view as part of their monitoring process. A template is available for this on the SLN at
- <http://education.staffordshire.gov.uk/School-Admin/HealthSafetyWellbeing/Health-and-Safety/Key-Documents/Key-Health-and-Safety-Documents.aspx>

Employees

Irrespective of their position within the County Councils structure, everyone is regarded as an employee and therefore the employee duties within the H&S Policy apply to them.

Employees [including temporary & volunteers]

Employees – Irrespective of their position within the County Councils structure, All staff are employees and therefore all the employee responsibilities within the County Council Health, Safety and Wellbeing Policy apply to everyone. All employees in the establishment are aware of the responsibilities of Employees laid down in the County Council Health, Safety and Wellbeing Policy.

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the governing body and senior management of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises.

Pupils/students [This section should be drawn to attention of all pupils]

All pupils must be encouraged to follow all safe working practices and observe all school safety rules.

All pupils will:

- follow all instructions issued by any member of staff in the case of an emergency;
- ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- inform any member of staff of any situation which may affect their safety.

Staff Safety Representatives

Health and safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the governing body is notified in writing of such an appointment, the safety representative shall have the following functions:

- to investigate potential hazards and to examine the causes of accidents in the workplace;
- to investigate complaints by any employee he represents relating to that employee's health and safety or Wellbeing at work;
- to make representations to the Headteacher via the Deputy Headteacher on general matters affecting the health, safety and Wellbeing of employees;
- to carry out workplace health, safety and Wellbeing inspections;
- to attend any safety committee meetings;
- to co-operate with employers in promoting health and safety at work.

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

Part 3

Arrangements & Procedures for Health, Safety and Wellbeing

All Saints CE (VC) Primary School & Nursery

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:

1. **Accident Reporting, Recording & Investigation**

All accidents should be recorded in the school's accident book, with any staff accidents / injuries being reported to the LA. All reporting will be in line with LA procedures. The headteacher or senior staff member on the premises will record and report serious incidents and report to the LA where appropriate.

2. **Asbestos**

The headteacher, or senior staff member is responsible for the Asbestos Record System Manual. The manual is located on the hatch at the office. Any contractors working on the site will have to read and sign the book if appropriate. No drilling or fixing will be done without consulting this book. Any staff noticing any damage to asbestos materials must report it to the headteacher immediately.

3. **Contractors**

Contractors will, wherever possible, be selected from the LA Approved List. A meeting will be arranged for the induction of contractors to exchange health and safety information and agree safe working arrangements, risk assessments, frequency of liaison meetings. The Headteacher is responsible for monitoring contractors and their working methods. Staff should report concerns to the Headteacher who will liaise with the Councils Strategic Property Team and Entrust Property Services.

4. **Curriculum Safety** [including out of school learning activity/study support]

Teaching staff are required to undertake suitable (written) risk assessments prior to commencing hazardous activities, or when using specific equipment for curriculum purposes e.g. Interactive Whiteboards, Cooking or Science Equipment. For PE, staff should make themselves aware of the "Safety in PE" document.

5. **Drugs & Medications**

Please see the school's medication policy.

6. **Electrical Equipment** [fixed & portable]

Fixed electrical equipment is inspected by LA approved contractors every 5 years.

PAT testing is done by approved contractors every 2 years.

Staff using their own equipment in school must ensure it has been PAT tested before use.

All staff are responsible for the visual checking of electrical equipment and should report any faults immediately to the headteacher.

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

The headteacher and the health and Safety governor will undertake an annual Fire Risk Assessment and report to the Governing Body.

Unannounced fire drills will take place at least termly.

The fire alarm is maintained by an approved contractor, as are the fire extinguishers.

The Fire Marshals are: **JUNE SMITH, KATIE CARTHY, ADRIAN DIPPLE**

The Headteacher or senior staff will call the fire brigade, unless they are not the nearest to the phone.

8. First Aid

First aiders are: June Smith, Sarah Shaw, Sukhraj Mangat, Katie Carthy, Jayne Dallow

Paediatric First Aiders are: Jayne Dallow, Sukhraj Mangat, June Smith

First aiders will monitor stock levels in the first aid boxes.

The Headteacher or senior staff will accompany children to hospital.

The Headteacher will monitor training and retraining needs.

9. Glass & Glazing

All glass in doors, side panels is safety glass, and all replacement glass will be of safety standard.

10. Hazardous Substances (COSHH)

School staff do not use any chemicals. COSHH is the responsibility of the cleaning contractors.

11. Health and Safety Advice

Health, Safety & Wellbeing Service, Staffordshire County Council, 01785-355777

12. Housekeeping, cleaning & waste disposal

Approved cleaning contractors are responsible for the cleaning of the premises. Any staff who dispose of waste will ensure that it is placed in the correct bin. The bins are stored safely outside the building, near the kitchen door.

13. Handling & Lifting

Care will be taken at all times when lifting heavy objects. All staff will assess the handling and lifting task before attempting, in consultation with another member of staff or the Headteacher.

14. Jewellery

Please see school prospectus for guidelines

15. Lettings/shared use of premises

There are currently no lettings or shared use arrangements

16. Lone Working

No-one should work in these premises on their own unless they have contacted the Headteacher first. The Headteacher will assess the risk and authorise this work or not. Anyone who is working in the premises on their own should have a direct line of contact to a colleague or the Headteacher.

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

These are done on an annual cycle:

- PE equipment and outdoor trail is inspected and maintained by Mercury
- Fire alarm system is inspected and maintained by Trinity
- Intruder alarm system is inspected and maintained by Trinity
- Emergency lighting is inspected and maintained by Trinity
- Fire extinguishers are inspected and maintained by Chubb
- PAT testing is done by: MEB
- Fixed electrical testing is done by Cripwell
- Water hygiene checks are done by Hertel

18. Monitoring the Policy and Results

The policy is maintained and monitored by June Smith and Adrian Dipple, reporting to

the Governing Board annually.

The self audit is completed every year by June Smith and Adrian Dipple.

19. Poster on Health and Safety Law

This poster is sited in the school office, monitored by the Headteacher

20. Personal Protective Equipment (PPE)

21. Reporting Defects

Staff have a duty to inform June Smith or the Headteacher of any defects or hazards. Immediate action is taken to make the hazard safe and remedial work is then arranged.

22. Risk Assessments

The headteacher ensures that risk assessments are undertaken and updated. This includes undertaking special risk assessments for pregnant staff or those with health conditions.

23. School Trips/ Off-Site Activities

All school visits are arranged using the EVOLVE system.

Sukhraj Mangat is the main EV Co-ordinator, and all trips are authorised by the Headteacher.

Adult: child supervision ratios are always correct, and written parental authorisation is always sought.

24. School Transport – e.g. minibuses

25. Smoking

Smoking is not allowed anywhere on any school premises.

26. Staff Consultation and Communication

The Headteacher and June Smith meet to discuss health and safety issues as they arise, and following updates to ensure all practices are up to date. Any important information is given to staff as soon as possible.

27. Stress and Staff Wellbeing

28. Supervision

No children will be left unattended, and all activities will be supervised at an appropriate level. Independent work is encouraged at All Saints, and pupils are allowed to work on their own, but the teacher will have assessed any risks and minimised hazards.

All staff members have DBS (enhanced) clearance, and they complete a self-declaration at the start of every year. This is also signed against every day when the staff sign in.

29. Training and Development

June Smith gives a Health and Safety induction briefing to all new members of staff. The Headteacher attends important briefings and shares information with staff.

30. Use of VDU's / Display Screens / DSE

31. Vehicles on Site

There is a small parking area at the side of the school. Care should always be taken driving in and out of this area. The gates should be closed whenever possible. Children and parents should not walk through this area.

32. Violence to Staff / School Security

The main door should be kept shut at all times.

Any visitors will ring the bell and be let in by an adult. The children should never open the front door.

All visitors will sign in at the front desk, their identity checked and a visitor badge presented to them.

All school staff will sign in at the start of the day and sign out at the end. Their identity badge will be worn at all times.

The Headteacher or another staff member will check the perimeter of the grounds.

33. Working at Height

Staff should always use the appropriate step ladder to reach high places. Standing on chairs or tables is not recommended.

Any defects with step ladders should be reported to the headteacher immediately.

34. Water Hygiene

This work is undertaken by :- Weekly flushing – Lisa Evans, Monthly check- June Smith/June Norton.

The manual is kept in the school office.

35. Work Experience

The school occasionally offers placements for students and work experience opportunities.

All arrangements, clearances and risk assessments are made in conjunction with the students' base institution.

All students are given a health and safety induction briefing, and one on safeguarding as well.

Part 4

Local Health and Safety Key Performance Indicators (KPI's)

It is important that managers can monitor the health and safety performance of their premises in order to determine where progress is being made and where further actions and resources may be required.

To be completed following audit in 2016-17

The County Council Health Safety and Wellbeing Policy also requires feedback on certain KPI's more details of these can be obtained from your Health and Safety Adviser.