



Health, Safety and Wellbeing Policy

Links to other Policies, please see:
[Lone Working Policy](#)
[Fire Risk Assessment](#)
[Whole School Risk Assessment](#)

Policy Information		
Policy Author: Amy Clewlow Governing Board approval date/date policy is in effect from:		
Latest Review information:	Summary of amendments	Date of next review:
Date: January 2025 Name of reviewer/s: Amy Clewlow	Content and Format	January 2026

This policy is based on the good practice shared by the Orchard Community School and Staffordshire Health Safety and Wellbeing Service.

Health, Safety and Wellbeing Policy

This policy has four parts;

Part A - The Health and Safety Policy Statement

Part B - Management Arrangements

Part C - The detailed arrangements & procedures for Health, Safety and Wellbeing within Intuition School

1. Accident Reporting, Recording & Investigation
2. Asbestos
3. Communication
4. Construction Work *See also Contractor Management
5. Consultation
6. Contractor Management
7. Curriculum Areas – health and safety
8. Display Screen Equipment use (including PC's, laptops and tablets)
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10. Electrical Equipment [fixed & portable]
11. Fire Precautions & Procedures [and other emergencies incl. bomb threats]
12. First Aid *see also Medication
13. Forest School
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15. Hazardous Substances (COSHH)
16. Health and Safety Law Poster
17. Housekeeping, cleaning & waste disposal
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21. Maintenance / Inspection of Equipment (including selection of equipment)
22. Manual Handling
23. Medication
24. Personal Protective Equipment (PPE) (links to Risk Assessment)
25. Reporting Hazards or Defects
26. Risk Assessments
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29. Training and Development
30. Vehicles owned or operated by the school
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Part D - The Key Performance Indicators.

Part A: Intuition School's Health and Safety Policy Statement

Intuition School recognises that the management of Health and Safety is regarded as being of the utmost importance for all pupils, employees and visitors to our school site and therefore accepts responsibility to set standards at least as high as the Health and Safety at Work Act 1974 and supporting regulations.

The School's commitments are:

- To prevent injury and ill health associated with School activities
- To provide a healthy and safe working environment
- To promote a positive health and safety culture throughout the School
- To satisfy applicable legal and other requirements
- To engage employees in developing and implementing a joint approach to the management of health, safety and welfare

Through an approach of continuous improvement, the School will:

- Provide and maintain plant equipment and systems of work that are safe and without risks to health
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances
- Provide such information, instruction, training and supervision as necessary to ensure the health and safety at work of employees, pupils and visitors
- Maintain any place of work under the Schools control in a condition that is safe and without risks to health and to provide and maintain means of access and exit that are safe
- Provide and maintain a working environment for employees and pupils that is safe and without risks to health and is adequate as regards facilities and arrangements for their welfare
- Provide such protective equipment as is necessary for the health and safety at work of employees and pupils
- Encourage staff to set high standards of health and safety by personal example

The School has appointed a school based Health and Safety lead as their competent person in accordance with the Regulation 7 of the Management of Health and Safety at Work Regulations 1999. Contractors are responsible for their own health and safety protocols.

Legislation

This policy is based on advice from the Department of Education on Health and Safety in Schools and all applicable legislation.

Part B: Management Arrangements

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

Policy Makers	Proprietor: Emma Shutt School Senior Leaders: Amy Clewlow, Clare Hammond, Sophie White Health and Safety Lead: Sophie White Governors
Planners	Proprietor: Emma Shutt School Senior Leaders: Amy Clewlow, Clare Hammond, Sophie White Health and Safety Lead: Sophie White Health and Safety Team: Clare Hammon and Shaziya Parveen Governors
Implementers	School Senior Leaders: Amy Clewlow, Clare Hammond, Sophie White Health and Safety Lead: Sophie White School Staff
Assisters	Health and Safety Team: Clare Hammon and Shaziya Parveen School Staff Health, Safety and Fire Advisor: Dave Rushton
All Employees: Safety is everyone's responsibility	

The following procedures and arrangements have been established within Intuition 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

Intuition School obtains competent health and safety advice from	Dave Rushton
Advisor contact details are	Dave@healthsafetyfire.co.uk 07815 940812
In an emergency we contact : Emma Shutt, Dave Rushton/advice services	

Monitoring Health and Safety

Name of person(s) responsible for the overall monitoring of health and safety in school/academy:	Principal: Amy Clewlow Health and Safety Lead: Sophie White Health and Safety team: Clare Hammond, Shaziya Parveen.
How Health and Safety is communicated to Governors: Health and safety matters are discussed with Governors as part of our Governors meetings. Our Health and Safety Link Governor also attends our in school Health and Safety meetings.	
How is Health and Safety monitored:	

Intuition School has formal evaluations and audits on the management of health and safety in line with best practice. On a daily basis, health and safety will be monitored and inspected by staff onsite.	
The last audit took place	Date: Autumn 2024 By: The in school Health and Safety team Staffordshire Health, Safety and Wellbeing audit tool.
Next audit due	-Internal Audit Date: Autumn 2025 By: The in school Health and Safety team -External Audit Date: Spring 2025 By: Dave Rushton
Name of person responsible for monitoring the implementation of health and safety policies	Name: Amy Clewlow, Principal
All staff are aware of the key performance indicators in part E and how they are monitored	
Workplace inspections - type	Name of person who carries these out
Health and Safety Inspections	Sophie White/Amy Clewlow/Dave Rushton
OFSTED	OFSTED
Asbestos	Qualified company
Water testing	Qualified company
Electrical testing	Qualified company
PAT testing	Qualified company
Gas testing	Qualified company
Fire inspection	Staffordshire Fire and Safety Service
Fire Alarm	Qualified company

Part C: Detailed Health and Safety Arrangements

1. Accident Reporting, Recording & Investigation

<p>Our arrangements for recording and investigating: Accidents are recorded in a school, paper based accident book and online (IRIS). For students, a copy of the accident details are sent home and a copy stays in school. If a pupil has been injured, this will also be logged on our IRIS system. For staff and visitors, we log the accident on IRIS only. If an accident is significant, health and safety staff will investigate and take appropriate action. This may include reporting to RIDDOR. Dave Rushton will offer support and advice.</p>
pupil accidents: Paper log book and IRIS
staff accidents: IRIS
visitor accidents: IRIS
<p>The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: The Proprietor, Emma Shutt The Principal, Amy Clewlow Health and Safety Lead, Sophie White.</p>
<p>Our arrangements for reporting to the Governing Body are: Governors are informed of significant accidents as part of our termly Governors Meeting. The Chair of Governor's may also be informed when an accident happens.</p>
<p>Our arrangements for reviewing accidents and identifying trends are: Reviewed and reported to Governors termly.</p>

2. Asbestos

Name of Premises Manager responsible for Managing Asbestos.	Name: Amy Clewlow
Location of the Asbestos Management Log or Record System.	Location: Asbestos Log book, office
Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are: The only area of asbestos identified during the inspection was located on the exterior front door caulking. Contractors working in this area are informed prior to any work being completed.	
Our arrangements to ensure all school/academy staff such as class teachers or caretakers have information about asbestos risk on the premises: Staff are made aware of the affected areas and kept updated at team meetings.	
Staff must report damage to asbestos materials to:	Name: Sophie White
Staff must not drill or affix anything to walls without first obtaining approval from the Proprietor.	

3. Communication

Name of SLT member who is responsible for communicating with staff on health and safety matters:	Name: Amy Clewlow, Principal
Our arrangements for communicating about health and safety matters with all staff are: Matters are discussed at a weekly team briefing, through email and in person.	
Staff can make suggestions for health and safety improvements by: Contacting the Health and Safety staff through our in-house reporting system (designated email address) and also inform Sophie White/Amy Clewlow.	

4. Construction Work *See also Contractor Management

Name of person coordinating any construction work / acting as Client for any construction project.	Name: Emma Shutt/Sophie White
Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are: Duty holders will be identified and named as part of any Construction project. The proprietor will ensure any work completed is compliant.	
Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: Information is visible on our sign in app, where visitors must sign and agree to our site conditions. Risk assessments are available as and when needed.	
Our arrangements for the induction of contractors are: As above. Contractors may be verbally informed of additional information by Emma Shutt, Amy Clewlow or Sophie White.	
Staff should report concerns about contractors to: Sophie White/Amy Clewlow	
We will review any construction activities on the site by: Communicating any activities to staff during a team meeting or email.	

5. Consultation

Name of SLT member who is responsible for consulting with staff on health and safety matters:	Name: Amy Clewlow Health and Safety Lead: Sophie White
Our arrangements for consulting with staff on health and safety matters are: Matters are discussed at a weekly team briefing, through email and in person.	
Staff can raise issues of concern by: Contact with the Health and Safety staff through our in-house reporting system (designated email) and	

also inform Sophie White/Amy Clewlow.

6. Contractor Management

Name of person responsible for managing and monitoring contractor activity	Name: Emma Shutt , Amy Clewlow, Sophie White
Our arrangements for selecting competent contractors are: We obtain three quotes from reputable companies and identify the best contractor for our needs.	
Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: Information is visible on our sign in app, where visitors must sign and agree to our site conditions Contractors may be verbally informed of additional information by Emma Shutt, Amy Clewlow or Sophie White.	
Our arrangements for the induction of contractors are: As above.	
Staff should report concerns about contractors to: Emma Shutt/Sophie White/Amy Clewlow	

7. Curriculum Areas – health and safety

Name of subject leader who has overall responsibility for the curriculum areas as follows:	Head of Dept. or Curriculum Lead Name Science: Nicola Noonan D&T/Art: Shaziya Parveen PE: Clare Hammond
Risk assessments for these curriculum areas are the responsibility of:	As above

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

The school/academy assesses the risk of the use of computers/laptops by carrying out a DSE assessment for staff using this type of equipment continuously and regularly for over an hour.	
Our arrangements for carrying out DSE assessments are: HSE Assessment has been completed for staff who regularly use DSE for long periods of time.	
Name of person who has responsibility for carrying out Display Screen Equipment Assessments	Name Amy Clewlow/Sophie White
DSE assessments are recorded and any control measures required to reduce risk are managed by	Name Amy Clewlow/Sophie White

9. Educational visits / Off-Site Activities

Name of person who has overall responsibility for Educational Visits	Name: Amy Clewlow
The Educational Visits Coordinator is	Name: Amy Clewlow/Clare Hammond/Shaziya Parveen
<p>Our arrangements for the safe management of educational visits: All off-site educational visits are coordinated through our in school processes. All visits are risk assessed and signed off by a senior member of staff. On the day of the trip, a document is completed naming the students and staff who are taking part and any additional information required.</p> <p>Process:</p> <ol style="list-style-type: none"> 1. risk assessment completed and saved in the designated file on the drive. 2. staff taking part sign a document to say they have read the risk assessment and understand it. 3. Staff record the details of the trip, students and staff in attendance, any medical needs and emergency contact information and request SLT sign off. 4. Once signed off by SLT, students/staff sign out and complete the educational visit. 	

10. Electrical Equipment [fixed & portable]

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	Emma Shutt/ Sophie White.
Fixed electrical wiring test records are located:	Google Drive, SLT Drive, Health and Safety
All staff visually inspect electrical equipment before use.	
Our arrangements for bringing personal electrical items onto the school site are: All electrical equipment on site will be part of our PAT testing schedule. If staff bring items into school that are unsuitable for school use, they will be asked to remove the item from the premises.	
Name of person responsible for arranging the testing of portable electrical equipment (PAT):	Sophie White Alsager Electricals
Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:	Proprietor Emma Shutt
Portable electrical equipment (PAT) testing records are located:	Google Drive, SLT Drive, Health and Safety
Staff must take defective electrical equipment out of use and report to:	Amy Clewlow/Sophie White
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 by email or paper based evidence to the Health and Safety Lead (Sophie White).	

11. 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: Emma Shutt /Sophie White
The Fire Risk Assessment is located	Google Drive, SLT Drive, Health and Safety
When the fire alarm is raised the person responsible for calling the fire service is	Fire Marshalls, Sophie White/Amy Clewlow
Name of person responsible for arranging and recording of fire drills	Name: Sophie White
Name of person responsible for creating and reviewing Fire Evacuation arrangements	Name: Sophie White/Emma Shutt
Our Fire Evacuation Arrangements are published ...	Location: the main entrance into the school, every classroom and other rooms.
Our Fire Marshals are listed	Location: main entrance
Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at	Location: Within the fire box and google drive, SLT Drive, Health and Safety
Name of person responsible for training staff in fire procedures	Name: Emma Shutt/Amy Clewlow/Sophie White
All staff must be aware of the Fire Procedures in school	

12. First Aid *see also Medication

Name of person responsible for carrying out the First Aid Assessment	Name: Sophie White
The First Aid Assessment is located	School Office
First Aiders are listed	Main School Entrance and medical room

Name of person responsible for arranging and monitoring First Aid Training	Name Emma Shutt, Sophie White, Amy Clewlow
Location of First Aid Box	Medical Room
Name of person responsible for checking & restocking first aid boxes	Sophie White
In an emergency staff are aware of how to summon an ambulance	
Our arrangements for dealing with an injured person who has to go to hospital are (who is contacted/ who accompanies staff or children to hospital):	
pupils	<p>Pupils with medical needs have their own medical care plan in place, which will be followed.</p> <p>All other pupils: An ambulance is called by a member of staff. The office and SLT are alerted, parents/carers are called. A member of staff will accompany the pupil to hospital if parents/carers are not present. Once they are present, the duty of care will be passed to the parent/carer and the member of staff can return to school.</p>
staff	<p>The member of staff will dictate what he/she/they wish to happen. In the event that they are unable to do so, their emergency contact will be called.</p> <p>Another member of staff will accompany the injured person if it is appropriate to do so. This will be determined on a case by case basis.</p>
visitors	<p>The visitor will dictate what he/she/they wish to happen. In the event that they are unable to do so, we will:</p> <ul style="list-style-type: none"> -for a professional visiting the school, contact their place of employment who will have their emergency contact information to make contact. -For a Parent/Carer, use the school's data system where we store contact details to contact another suitable family member. <p>Another member of staff will accompany the injured person if it is appropriate to do so. This will be determined on a case by case basis.</p>
<p>Our arrangements for recording the use of First Aid are</p> <p>We record the use of first aid initially in the pupil accident book, a copy of this is sent home with the pupil. The use of first aid on staff/visitors is recorded on IRIS.</p>	

13. Forest School

Name of person in school who leads on Forest School activity	Diamond Families Farm
<p>Our arrangements for developing, organising and running Forest School activity. Include here any details with regard to risk assessment, communication and supervision etc.</p> <p>We utilise the Diamond Families Farm for our Forest School type activities. This forms part of their site risk assessment.</p>	

14. Glass & Glazing

All glass in doors and side panels are constructed of safety glass
All replacement glass is of safety standard – Identified by British/European safety marking etching in the corner of the panel.

15. Hazardous Substances (COSHH)

Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)	Principal: Amy Clewlow Health and Safety Lead: Sophie White Science Lead: Nicola Noonan
Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are: If the school uses CLEAPPS as a resource, all staff must be aware of how to access this information. We follow CLEAPPS guidance, utilising a COSHH area and designated safe storage in the main school office and science cupboard. Please see the following documents on google drive: -E233 Chemical stocklist intuition -Corresponding chemical risk assessments for Science -Whole school risk assessment	

16. Health and Safety Law Poster

The Health and Safety at Work poster is located:	Location: main school office area
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17. Housekeeping, cleaning & waste disposal

All staff and pupils share the responsibility for keeping the school site clean, tidy and free from hazards	
Our waste management arrangements are: Waste disposal services of Stoke on Trent City Council PHS sanitary disposal	
Our site housekeeping arrangements are: in house staff cleaning schedule and external contractor	
Site cleaning is provided by: External cleaner	Name and contact details Charlotte Edwards
Work equipment: Health and Safety Lead	
hazardous substances: Health and Safety Lead	
Waste skips and bins are located away from the school/academy building. They are stored in a designated area.	
All staff and pupils must be aware of the arrangements for disposing of waste and the location of waste bins and skips.	
Staff in all Depts. who generate waste (e.g.catering/cleaning/curriculum areas) must be aware of the risk assessments and control measures in place for their role.	

18. Infection Control

Name of person responsible for managing infection control:	Name: Amy Clewlow, Principal Emma Shutt, Proprietor
Our infection control arrangements (including communicable diseases/hand hygiene standards) are: We follow best practice as set out in the DFE documents: -What infections are, how they are transmitted and those at higher risk of infection https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/what-infections-are-how-they-are-transmitted-and-those-at-higher-risk-of-infection	

-Preventing and controlling infections
<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/preventing-and-controlling-infections>

-Managing outbreaks and incidents
<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/managing-outbreaks-and-incidents>

-Managing specific infectious diseases: A to Z
<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/managing-specific-infectious-diseases-a-to-z>

-Specific settings and populations: additional health protection considerations
<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/specific-educational-settings-and-populations-additional-health-protection-considerations>

-Children and young people settings: tools and resources
<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/children-and-young-people-settings-tools-and-resources>

19. Lettings

Name of Premises Manager or member of Leadership team responsible for Lettings	Name: Emma Shutt
Our arrangements for managing Lettings of the school/academy /rooms or external premises are: Please see our charging and remissions policy inc. Lettings	
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/academy on request.	
Hirers must provide a register of those present during a letting upon request.	

20. Lone Working

Our arrangements for managing lone working are identified within our lone working policy, available on the school website.

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

NOTE Types of equipment to consider in this section: 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. This section must include the arrangements for school kitchens, science laboratories or Design and Technology rooms Please see our school’s Building Maintenance Schedule. Our school kitchen equipment falls under the inspections from our gas and electrical testing. We do not have a designated science or D & T room. Staff complete visual inspections of equipment prior to use.	
Name of person responsible for the selection, maintenance / inspection and testing of equipment	Proprietor: Emma Shutt Health and Safety Lead: Sophie White

	Principal: Amy Clewlow
Records of maintenance and inspection of equipment are retained and are located:	Location: Google drive, SLT drive, Health and Safety, Maintenance schedule Intuition School
Staff report any broken or defective equipment to:	Sophie White/Amy Clewlow and record it on the designated email address
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.	

22. Manual Handling

Name of competent person responsible for carrying out manual handling risk assessments	Name: Sophie White
Our arrangements for managing manual handling activities are: Staff receive training in manual handling training and comply with the safety standards.	
Staff must be aware of the requirement to avoid hazardous manual handling and carry out a risk assessment for that particular task if it 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). These lifting operations should only be carried out by appropriately trained staff.	

23. Medication

Name of person responsible for the management of and administration of medication to pupils in school/academy	First Aid Team: Sophie White Clare Hammond Shaziya Parveen Amy Clewlow
Our arrangements for the administration of medicines to pupils are: Please see our administration of essential medication policy, available on the school website.	
The names members of staff who are authorised to give / support pupils with medication are:	First Aid Team: Sophie White Clare Hammond Shaziya Parveen Amy Clewlow
Medication is stored:	Locked safe in the office
A record of the administration of medication is located:	Blue medical folder, located in the office
Pupils who administer and/or manage their own medication in school are authorised to do so by a Parent/Carer and SLT staff member. They are provided with a suitable private location to administer medication/store medication and equipment. Please see the administration of essential medication policy for more information.	
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: Detailed in the individual care plans of the pupils with medical needs or in our medication policy	
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.	

24. 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/academy staff.	Name: Emma Shutt
Name of person responsible for the checking and maintenance of personal protective equipment provided for staff	PPE in the form of gloves/aprons etc is managed by Sophie White.
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 Amy Clewlow, Sophie White
All PPE provided is kept clean, free from defects and replaced as necessary.	
Name(s) of person responsible for cleaning and checking PPE.	all staff

25. Reporting Hazards or Defects

All staff and pupils must report any hazards, defects or dangerous situations they see at school.
Our arrangements for the reporting of hazards and defects: Hazards/defects requiring immediate attention will be communicated immediately to the Health and Safety Lead and SLT if required. All other hazards/defects will be reported via our online reporting system that is accessible to all staff, designated reporting email. Staff should also alert the Health and Safety Lead.

26. Risk Assessments

The school has in place risk assessments for any identified significant risk. Control measures which are put in place to eliminate or reduce risk are communicated to staff, pupils and others who may be exposed to the risk.	
Risk assessments are in place for the following areas: Premises and grounds Curriculum / classrooms Hazardous activities or events Lettings or contract work which may affect staff or pupils in the school/academy Fire Risk Assessment Hazardous Substances Work Equipment Manual handling activities Risks related to individuals e.g. health issues	
Name of person who has overall responsibility for the school risk assessment process and any associated action planning	Name Senior Leadership Team
Our arrangements for carrying out, recording, communicating and reviewing risk assessments are: Reviewing risks form part of our annual review schedule, whereby all policies and risk assessments are reviewed. Any changes are communicated with staff and Governors.	
Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments.	
When an accident or incident occurs a post risk assessment takes place when a new hazard has been identified.	

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

27. Smoking/Vaping

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

28. Stress and Staff Well-being

Name of person who has overall responsibility for the health and wellbeing of school/academy staff	Name Amy Clewlow
All staff have responsibility to take care of their own health and wellbeing and the school/academy supports staff to do this by implementing the following arrangements: Please see our mental health and wellbeing policy located on the school's website	
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.	

29. Training and Development

Name of person who has overall responsibility for the training and development of staff.	Name Emma Shutt, Amy Clewlow, Sophie White
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: New staff are inducted into the school following a programme. The programme includes details around fire procedures, intruders, first aid and any other emergency procedures.	
The school has a health and safety training matrix to help in the planning of essential and development training for staff. The school has a CPD log where all training is recorded	
Training records are retained and are located on our online data system	
Training and competency as a result of training is monitored and measured by:	Name: Amy Clewlow/Emma Shutt/Sophie White

30. Vehicles owned or operated by the school

Name of person who has overall responsibility for the school vehicles	Name Emma Shutt, Proprietor
The school operates 1 minibus vehicle (e.g. quad bikes/ride on mowers).	Passenger car x 1
Name of person who manages the driver medical examinations (If applicable)	Sophie White driver declarations
Name of person who manages the vehicle license requirements	Sophie White
Name of person who undertakes vehicle checks such as oil, water and routine roadworthiness.	daily checks by the driver logged in the car
Name of person who arranges servicing and maintenance of the academy vehicles	Emma Shutt
Our arrangements for the safe use of school/academy vehicles are: All drivers who transport pupils in a minibus must undertake an in school screening to assess competency.	

31. Vehicle movement on site

Name of Premises Manager responsible for the management of vehicles on site	Vehicle kept off site
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): Vehicle is kept off site	

32. Violence and Aggression and School Security

The school provides a place of work which is designed and managed to minimise the risk of violence and aggression to staff, pupils and visitors.	
A risk assessment is carried out where staff are at increased risk of injury due to their work.	
Training, information and instruction is available to staff to help them manage the risk of violence and aggression where required.	
Staff and pupils must report all incidents of verbal & physical violence to:	A member of SLT
Incidents of verbal & physical violence are investigated by:	A member of SLT
Name of person who has responsibility for site security:	Emma Shutt Paul Shutt Sophie White Amy Clewlow Clare Hammond
Our arrangements for site security are: The persons responsible for site security (as above) have keys to the school. These staff members have responsibility to ensure the site is properly secure during the day and night. Main entrance security: Once students have arrived the school gate will be closed and latched, the front door will be closed, the second door will be closed and latched. Back gate access: The back gate will be closed and locked unless access is required, consideration will be given to site security. School building: windows and external doors will be closed and locked when the building is vacant. The alarm system must be set.	

33. Water System Safety

Name of Dutyholder for Water quality in School. (Delegated Responsible Person details below.)	Amy Clewlow, Principal
Name of person responsible for managing water system safety.	Emma Shutt, Sophie White, Amy Clewlow
Name of contractors who carry out regular testing of the water system:	Intertek
Location of the water system safety manual/testing log	Site Supervisor Office, ground floor
Information about water systems within our school is located in the hot and cold water management scheme and is available for contractors to refer to.	
Our arrangements to ensure all school/academy staff carrying out checks or testing or maintenance have information about the water system: Please see our hot and cold water risk assessment, management scheme and water safety log.	

34. Working at Height

Name(s) of person responsible managing the risk of work at height on the premises:	Name Emma Shutt
Work at height is avoided where possible.	
Our arrangements for managing work at height are: working at height is avoided unless appropriate training has been provided.	
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 (Location) Equipment is inspected prior to use and records are kept in the schools building maintenance schedule on the google drive.	

35. Work Experience and Trainee Staff

Name of person who has overall responsibility for managing work experience and work placements for school/academy pupils.	Name: Amy Clewlow
Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are: We will complete an in house induction, including a safeguarding assurance and confidentiality agreement. We will check identity and DBS. Fit for work checks will be completed in line with guidance and we will liaise with the referring establishment to ensure all checks have been completed.	
The name of the person responsible for the health and safety of people on work experience in the school/academy premises:	Name Amy Clewlow
Our arrangements for managing the health and safety of work experience students in the school/academy are: All visitors, volunteers, trainees, staff, students will follow our health and safety arrangements as set out in this policy	

36. Volunteers

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

Part D: Health and Safety Key Performance Indicators (KPI's)

1. Ensure the Health and Safety Policy is reviewed annually.
2. Complete a Health and Safety self-audit annually.
3. Complete a Health and Safety Premises Checklist
4. Ensure a minimum of three fire drills are completed, recorded and evaluated each year.
5. Complete an annual Risk Assessment review.
6. Ensure that all required Planned Preventative maintenance checks undertaken.

Progress in achieving these performance indicators will be regularly reported to the Senior Leadership Team, Local Governing Board, Schoolees.