

Health, Safety and Wellbeing Policy Paulet High School & 6th Form College

The policy has 4 parts;

Part A - Introduction

Part B - The Health and Safety Policy Statement

Part C - Management Arrangements

Part D - The detailed arrangements & procedures for Health, Safety and Wellbeing within the school.

Part E - The Key Performance Indicators.

A. Introduction

This policy statement complements (and should be read in conjunction with) the Staffordshire County Council (SCC) Health and Safety Policy. It records the local organisation and arrangements for implementing the SCC policy.

B. Policy Statement

The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Paulet High School & 6th Form College 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 ensure so far as is reasonably practicable that:

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

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

Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representatives forms part of this policy.

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

[Signature]	[Signature]
Mr S Jackson, Chair of Governors	Mr I P McArthur, Headteacher
Date:	Date:

C. Management Arrangements

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

Competent Health and Safety Advice

The school/academy obtains competent health and safety advice from	Annual subscription to the Health and Safety Advisory service offered through ENTRUST.
The contact details are	shss@staffordshire.gov.uk
In an emergency we contact the duty officer on 01785 355777 8:30-17:00 hrs. (16:30 on Fridays)	

Monitoring Health and Safety

Name of person(s) responsible for the overall monitoring of health and safety in school/academy:	Name: Ian McArthur - Headteacher
Our arrangements for the monitoring of health and safety are: Collation and report to governors of the following performance measures Number of first aider referrals Number of incidents requiring local investigation Number of incidents reportable to the LA Number of Accidents involving Staff	

The school/academy carries out formal evaluations and audits on the management of health and safety annually.	
The last audit took place	Date: May 2018 By: T Bayliss
Name of person responsible for monitoring the implementation of health and safety policies	Headteacher I McArthur
All staff are aware of the key performance indicators in part E and how they are monitored	

D. Detailed Health and Safety Arrangements

1. Accident Reporting, Recording & Investigation

Our arrangements for recording and investigating accidents involving students, staff and visitors are described in our operating procedure for reporting accidents OP1. Accidents that meet the criteria laid down in this procedure are notified to the Health, Safety and Wellbeing Service by the Health and Safety Coordinator or the Headteacher using the Health, Safety and Wellbeing Service incident online reporting system.
The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: the Health, Safety and Wellbeing Service
Our arrangements for reporting to the Governing Body or Academy Board are: Via Headteacher's termly report to governors
Our arrangements for reviewing accidents and identifying trends are: Accident and trend review is carried out by the Health and Safety coordinator. Accident review and review of existing risk assessments forms part of the documented accident reporting procedure. Trends are identified by analysing accident statistics.

2. Asbestos

Name of Premises Manager responsible for Managing Asbestos.	Name: T Bayliss
Location of the Asbestos Management Log or Record System.	Location: Site Supervisor's Office
Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are: The Sites and Buildings Supervisor (SBS) is responsible for maintenance and custody of the Asbestos Record System Manual. The Manual is to be stored in the SBS office and the SBS will ensure that it is available to and	

signed by all contractors and staff prior to the commencement of work that could give rise to an increased risk of exposure to asbestos materials. The SBS will ensure that all contractors preparing to work on site will first complete the hazard identification checklist – HSF 46.

Staff will not drill or affix anything to walls in a way that disturbs the integrity of the fabric of the building without first obtaining approval from SBS and checking the Asbestos Record System Manual.

Any damage to asbestos materials must be reported immediately to the SBS or a member of the Premises Team.

Our arrangements to ensure all school/academy staff such as class teachers or caretakers have information about asbestos risk on the premises:

Asbestos awareness forms part of our mandatory training on induction for all staff. Premises Manager, Site Supervisor will undertake HSE accredited Asbestos Awareness Training that is to be refreshed every 2 years.

Staff must report damage to asbestos materials to:

Mr D Clothier

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

3. Communication

Name of SLT member who is responsible for communicating with staff on health and safety matters: Mr I McArthur

Staff should raise with immediate line manager or Health and Safety Coordinator
Mr T Bayliss

Our arrangements for communicating about health and safety matters with all staff are:

Health and safety matters will be communicated routinely as part of mandatory training, line management meetings and information is available on the HSE poster. Additionally, the Health and Safety Coordinator will circulate brief bulletins by email and as necessary via twice weekly staff briefings.

Staff can make suggestions for health and safety improvements by:

Discussing with immediate line manager and if necessary incorporating into whole/departmental risk control measures and standard operating procedures.

4. Construction Work *See also Contractor Management

Name of person coordinating any construction work / acting as Client for any construction project.	Mr T Bayliss
<p>Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are:</p> <p>Duty holders will be identified formally 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>The Sites and Building Supervisor will be responsible for the day to day work of contractors on site. This will include the exchange of information on hazards and design and implementation of suitable risk control measures. The pro forma hazard exchange form HSF46.</p>	
<p>Our arrangements for the induction of contractors are:</p> <p>Sites and Buildings Supervisor will induct contractors</p>	
<p>Staff should report concerns about contractors to:</p> <p>The Sites and Buildings Supervisor Mr D Clothier.</p>	

5. Consultation

Name of SLT member who is responsible for consulting with staff on health and safety matters:	Headteacher – Mr I McArthur
<p>Our arrangements for consulting with staff on health and safety matters are:</p> <p>Staff will be consulted via departmental, line management meetings.</p> <p>Health and safety matters are a fixed agenda item.</p>	
<p>Staff can raise issues of concern by: Notifying their immediate line manager, the Health and Safety Coordinator. If necessary, issues of concern may be escalated to the Health and Safety governor, Mr S Jackson.</p>	

6. Contractor Management

Name of person responsible for managing and monitoring contractor activity	T Bayliss
<p>Our arrangements for selecting competent contractors are:</p> <p>We will, wherever possible utilise contractors from preferred list of the</p>	

local authority. Contractors should be members of appropriately recognised trade bodies.
Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: The Sites and Building Supervisor will be responsible for the day to day work of contractors on site. This will include the exchange of information on hazards and design and implementation of suitable risk control measures. The pro forma hazard exchange form HSF46.
Our arrangements for the induction of contractors are: Sites and Buildings Supervisor will induct contractors
Staff should report concerns about contractors to: The Sites and Buildings Supervisor, Mr D Clothier

7. Curriculum Areas – health and safety

Name of person who has overall responsibility for the curriculum areas:	Ms J Ingle – Science Mr J Allsopp – EDT Mr A Jackson – PE Mrs M Weeks – Art Mr C Ryder – Performing Arts
Risk assessments for these curriculum areas are the responsibility of:	Ms J Ingle – Science Mr J Allsopp – EDT Mr A Jackson – PE Mrs M Weeks – Art Mr C Ryder – Performing Arts

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 who habitually use VDUs as a significant part of their normal work. This means staff whose job responsibilities require that they use this type of equipment continuously and regularly for over an hour.	
DSE users are provided with access to LA guidance on the hazards and information to support self-assessment of their workstation environment.	
Name of person who has responsibility for carrying out Display Screen Equipment Assessments	SLT line managers of the staff identified
DSE assessments are recorded and any control measures required to reduce risk	Individual SLT line managers

are managed by:	
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9. Educational visits / Off-Site Activities

Name of person who has overall responsibility for Educational Visits	Headteacher – Mr I McArthur
The Educational Visits Coordinator is	Mr T Bayliss
Our arrangements for the safe management of educational visits are described in the school policy covering Educational Visits and the Visits Protocol.	

10. Electrical Equipment [fixed & portable]

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	Mr T Bayliss
Fixed electrical wiring test records are located:	In the Site and Building Supervisor's office.
All staff are reminded to visually inspect electrical equipment before use.	
Our arrangements for bringing personal electrical items onto the school site are: Staff are permitted to bring electrical items onto the school site but must only use them under the owner's direct supervision. Staff owned devices must not be left unattended while switched on.	
Name of person responsible for arranging the testing of portable electrical equipment (PAT):	Mr T Bayliss
Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:	Mr T Bayliss
Portable electrical equipment (PAT) testing records are located:	Site and Building Supervisors office
Staff must take defective electrical equipment out of use and report to:	Site and Building Supervisor
The portable electrical equipment on the school/academy site owned and used by contractors is the responsibility of the contractor, who must provide records of this if requested.	

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

Name of competent person responsible for undertaking & reviewing fire risk	Mr I McArthur
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assessment in addition to any associated action planning	
The Fire Risk Assessment is located:	Assistant Head – Business & Finance Office
When the fire alarm is raised the person responsible for calling the fire service is	Site and Building Supervisor Mr D Clothier or deputy.
Name of person responsible for arranging and recording of fire drills	Mr D Clothier
Name of person responsible for creating and reviewing Fire Evacuation arrangements	Mr I McArthur
Our Fire Evacuation Arrangements are published	Notices are placed in all work spaces
Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at	Site and Building Supervisors office
Name of person responsible for training staff in fire procedures	Headteacher - I McArthur
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	T Bayliss
The First Aid Assessment is located	Assistant Head – Business & Finance Office
First Aiders are listed	Sports Hall, EDT workshops, reception, 1st aid room, staff room and post 16 reception.
Name of person responsible for arranging and monitoring First Aid Training	T Bayliss
Location of First Aid Boxes	1st aid Room & minibus
Name of person responsible for checking & restocking first aid boxes	1st aid room & minibus – T Bayliss
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):	

Students	Parents are contacted immediately and arrangements are made for parent to attend wherever possible. In the event that parents are unable to attend, a member of staff will accompany the child to hospital.
Staff	Next of kin will be contacted as appropriate. A colleague will accompany the member of staff to hospital as necessary.
Visitors	Emergency services will be contacted.
All first aid incidents are recorded in a diary/log that is checked daily by the Assistant Head – Business & Finance	

13. Glass & Glazing

All glass in doors and side panels are constructed of safety glass
All replacement glass is of safety standard

14. Hazardous Substances (COSHH)

Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)	Head of curriculum area/department: Art, Science, Design Technology, Premises Team
<p>Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are: The heads of art, design technology, Science and caretaking are responsible for maintaining a list of the authorised substances that are to be used and or stored. Specific data sheets will be used to inform the risk assessment for each use and storage situation of each substance. These risk assessments should be reviewed annually.</p> <p>The school/academy uses CLEAPPS as a resource and all staff must be aware of how to access this information.</p>	

15. Health and Safety Law Poster

The Health and Safety at Work poster is located:	Main admin office behind reception.
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16. Housekeeping, cleaning & waste disposal

All staff and pupils share the responsibility for keeping the school/academy site clean, tidy and free from hazards	
Our waste management arrangements are: Internal waste bins are emptied daily under our cleaning contract and transferred to appropriate skips in a designated area away from buildings. External waste bins are emptied daily by our caretaking team and transferred to appropriate skips in a designated area away from buildings. Clinical waste is deposited in specific bins that are clearly identified for their purpose (in female toilets and first aid room). Clinical waste is then collected monthly by a licenced contractor. All commercial waste disposals are recorded on official waste transfer documents.	
Our site housekeeping arrangements are: We have a team of caretakers who report to our senior site supervisor Mr Clothier. There is a caretaker and or site supervisor on duty on each working day between 7:00am and 9:45pm. During holiday periods when the school buildings are in use hours vary but are generally 8:00am to 4:00pm and again, a caretaker and or site supervisor will be on duty during these hours. When school lettings occur on Saturday mornings, the duty caretaker will be on call if necessary during the period of the letting. Cleaning services are provided by an external cleaning company. See below	
Site cleaning is provided by an external cleaning company	Compass group 0121 457 5000 Parklands Court 24 Parklands, Birmingham Great Park Rubery Birmingham B45 9PZ
Cleaning staff have received appropriate information, instruction and training about the following and are competent: work equipment and hazardous substances.	
Waste skips and bins are located away from the school/academy building.	

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.

17. Infection Control

Name of person responsible for managing infection control:	Headteacher Mr I McArthur
Our infection control arrangements are consistent with Staffordshire County Council guidance HR53. Infection control risk assessment is reviewed annually and appropriate control measures are implemented.	

18. Lettings

Name of Premises Manager or member of Leadership team responsible for Lettings	T Bayliss
Our arrangements for managing Lettings of the school/academy /rooms or external premises are described in the school's policy on 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 emergency procedures are shared with all lettings.	
Hirers are responsible for obtaining the necessary local authority licenses for their activities and these must be provided to the school on request.	

19. Lone Working

It is rare that staff will be exposed to the hazards of lone working. Only certain roles will entail working remotely or alone and specific risk assessments will be undertaken to ensure that associated risks are managed to an acceptable level.

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

The following equipment items are present and are utilised at Paulet High School:
Ladders and steps, fume cupboards, other extraction systems, PE equipment, D&T machines, lifts & lifting equipment, autoclaves, fire alarm and smoke

detection, emergency lighting, fire extinguishers.	
Name of person responsible for the selection, maintenance / inspection and testing of equipment	Mr T Bayliss
Records of maintenance and inspection of equipment are retained and are located:	In the Site supervisor's office.
Staff report any broken or defective equipment to:	Site Supervisor – Mr D Clothier
The equipment on the school/academy site owned and used by contractors is the responsibility of the contractor, who must provide records of testing, inspection and maintenance if requested:	

21. Manual Handling

Name of competent person responsible for carrying out manual handling risk assessments	Mr T Bayliss Mr D Clothier
<p>Our arrangements for managing manual handling activities are:</p> <p>The school is committed to minimising of the risk of injury during manual handling activities. and manages these risks in accordance with the Staffordshire County Council Manual Handling Management arrangements. Guidance is available for staff in the document 'Manual Handling Guidance on the Safe Handling of Inanimate Objects and People' produced by the LA Strategic Health and Safety advisory team. This document includes information on guideline maximum weights.</p> <p>Staff should:</p> <ul style="list-style-type: none"> • Avoid hazardous manual handling tasks so far as reasonably practicable.; • Formally risk assess any hazardous manual handling task that cannot be avoided (this should be documented); and • Reduce the risk of injury so far as reasonably practicable. <p>Where a significant hazard remains the task should be passed to the Premises Team to risk assess and manage using equipment such as trolleys and sack trucks where necessary.</p> <p>Deliveries should be unloaded at point of use to minimise handling problems.</p>	

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 should sign the risk assessment to confirm this.
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).

22. Medication

Name of person responsible for the management of and administration of medication to pupils in school	Mrs V Deer – Deputy Headteacher, SENCo
Our arrangements for the administration of medicines to pupils are described in our Medicines in School policy.	
The names members of staff who are authorised to give / support pupils with medication are identified in the Medicines in School Policy and in individual health care protocol approved by the Deputy Headteacher.	
Medication is stored:	The Wellbeing Hub
A record of the administration of medication is located:	The Wellbeing Hub
Pupils who administer and/or manage their own medication in school are authorised to do so by the Deputy Headteacher and provided with a suitable private location to administer medication/store medication and equipment.	
Staff are trained to administer complex medication by a competent medical professional when required.	
Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are described in the Medicines in School 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.	

23. 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	Mr D Clothier (premises team) Ms J Ingle (science)

equipment (PPE) for school staff.	Mr J Allsopp (EDT) Mrs M Weeks (Art)
Name of person responsible for the checking and maintenance of personal protective equipment provided for staff	Mr D Clothier (premises team) Ms J Ingle (science) Mr J Allsopp (EDT) Mrs M Weeks (Art)
Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for pupils.	Ms J Ingle (science) Mr J Allsopp (EDT) Mrs M Weeks (Art)
All PPE provided for use in a classroom environment is kept clean, free from defects and replaced as necessary. All PPE must be regularly checked and maintained (including replaced or cleaned as appropriate) in efficient working order and good repair. All PPE checks should be recorded in writing. Defective equipment should be removed from use until suitably repaired or disposed of.	
Name(s) of person responsible for cleaning and checking pupil PPE.	Mr D Clothier (premises team) Ms J Ingle (science) Mr J Allsopp (EDT) Mrs M Weeks (Art)

24. Radiation

Name of the school Radiation Protection Supervisor (RPS)	Miss A Read
Name of the Radiation Protection Adviser (RPA)	Mr Malcom Eyre malcom.eyre@entrust-ed.co.uk

25. Reporting Hazards or Defects

All staff and students must report any hazards, defects or dangerous situations they see at school.
Our arrangements for the reporting of hazards and defects: Immediate hazards must be reported urgently to the premises team via reception. Non urgent defects may be emailed to the Site Supervisor d.clothier@paulet.co.uk

26. Risk Assessments

The school/academy has in place risk assessments for any identified significant risk. Control measures which are put in place to eliminate or reduce risk are communicated to staff, pupils and other who may be exposed to the risk.
Risk assessments are in place for the following areas:

Premises and grounds Curriculum / classrooms Hazardous activities or events Educational Visits Lettings or contract work which may affect staff or pupils in the school/academy Fire Risk Assessment Hazardous Substances Work Equipment Use of Display Screen Equipment Manual handling activities All working at height Risks related to individuals e.g. health issues Transport Violence and aggression Stress Lone Working	
Name of person who has overall responsibility for the school/academy risk assessment process and any associated action planning	Mr I McArthur
Our arrangements for carrying out, recording, communicating and reviewing risk assessments are the Staffordshire County Council Management Arrangements for Risk Assessment version 3	
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

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

28. Shared use of premises/shared workplace

Name of Premises Manager or member	Mr T Bayliss
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of Leadership team responsible for Premises Management	
The school premises are shared with another organisation.	Compass group 0121 457 5000 Parklands Court 24 Parklands, Birmingham Great Park Rubery Birmingham B45 9PZ
Our arrangements for managing health and safety in a shared workplace are: The premises manager is responsible for managing the cleaning and catering contracts between the school and Compass Group. The Catering Manager Mrs C Clarke and the Cleaning Supervisor Mrs J Smith are the points of contact for sharing information about hazards and risks.	

29. Stress and Staff Well-being

Name of person who has overall responsibility for the health and wellbeing of school staff	Mr I McArthur
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: Undertaking periodic staff attitudinal surveys Following the Attendance at Work Policy and procedures, including welcome back to work meetings after every instance of sickness absence. Ensuring that health, safety and welfare matters are discussed at line management meetings Making available access to advice/counselling on Occupational Health, Mental Wellbeing, Physiotherapy	
Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated.	
All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work.	
Individual stress risk assessments take place when a member of staff requires additional individual support.	
A team stress risk assessment has been completed involving all staff and this is reviewed regularly.	

30. Training and Development

Name of person who has overall responsibility for the training and development of staff.	Miss K Foster
All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.	
The school/academy has a health and safety training matrix to help in the planning of essential and development training for staff.	
Training and competency as a result of training is monitored and measured by:	Mr I McArthur

31. Vehicles owned or operated by the school/academy

Name of person who has overall responsibility for the school/academy vehicles	Mr T Bayliss
The school/academy operates a minibus	17 seater Peugeot Boxer Minibus reg. WX 61 CDU
Name of person who manages the driver medical examinations	Mr T Bayliss
Name of person who manages the vehicle license requirements	Mr T Bayliss
Name of person who undertakes vehicle checks such as oil, water and routine roadworthiness.	Mr D Clothier
Name of person who arranges servicing and maintenance of the academy vehicles	Mr D Clothier
Our arrangements for the safe use of school/academy vehicles are: We follow the guidance laid down in the Staffordshire County Council Minibus Driver Manual and all drivers are assessed under the County Council driver assessment scheme.	

32. Vehicle movement on site

Name of Premises Manager responsible for the management of vehicles on site	Mr T Bayliss
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 movements are restricted at the start and end of the school day. Bollards are deployed Vehicle gates are closed from 2:45pm to 3:00pm each day.

Parking is only permitted in marked bays and overspill areas as designated by the premises manager.

33. Violence and Aggression and School/Academy 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:	Mr I McArthur - Headteacher
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Incidents of verbal & physical violence are investigated by:	Mr I McArthur - Headteacher
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Name of person who has responsibility for site security:	Mr T Bayliss
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Our arrangements for site security are: Access via the front door is controlled using the keypad and an internal release button. During the school day, the door should only be released by the external keypad, remote lock controlled by the receptionist or by breaking the glass on the emergency release mechanism.

The front door must not be opened to unknown visitors until they have been cleared by the reception staff using the intercom.

All windows must be closed at the end of the day.

The school is secured by a fence fitted with fire exit gates.

Any gates found open by staff during the school session should be closed and the incident reported to the Sites and Buildings Supervisor.

All visitors must sign in and out at reception and wear a badge that clearly identifies them.

Any intruders must be reported urgently to a member of the Senior Leadership Team.

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34. Water System Safety

Name of Premises Manager responsible for managing water system safety.	Mr T Bayliss
Name of contractors who have undertaken a risk assessment of the water system	Integrated Water Services Ltd.
Name of contractors who carry out regular testing of the water system:	Integrated Water Services Ltd.
Location of the water system safety manual/testing log	Site Supervisor's office
<p>Our arrangements to ensure contractors have information about water systems are: information is exchanged prior to commencement of any works and risks are monitored and updated as works progress. A hazard exchange form is utilised to record this exchange of information.</p>	
<p>Our arrangements to ensure all school/academy staff carrying out checks or testing or maintenance have information about the water system: Caretakers are given water safety training on induction and have access to the water system safety manual records.</p>	

35. Working at Height

Name(s) of person responsible managing the risk of work at height on the premises:	Name: T Bayliss.
Work at height is avoided where possible.	
<p>Our arrangements for managing work at height are:</p> <p>All work from height will be conducted in accordance with the Staffordshire County Council Policy HR47 – Working at Height.</p> <p>In general staff should avoid working at height and seek support from the premises team for any work for which ladders are required access. Kick stools and guidance on safe use of these are available to staff.</p> <p>Under no circumstances are pupils allowed to use steps or ladders or kick stools.</p> <p>Contractors may only use their own access equipment, not the school's but must provide a method statement and have completed the Hazard Exchange checklist HSF 46 in consultation with the Sites and Buildings</p>	

Supervisor.

Any area with risk of fall without barrier (at least 1.1 m) is deemed to be a hazard to be referred to the Premises Team.

Appropriate equipment is provided for work at height by Paulet staff only where this is necessary.

Kick stools and guidance on safe use of these are available to staff.

Staff who carry out work at height are trained to use the equipment provided and only carry out this work in accordance with the SCC policy HR47.

Work at height equipment is regularly inspected by the Site Supervisor, Mr D Clothier. Equipment is maintained and records are kept in Mr Clothier's office.

36. Work Experience

Name of person who has overall responsibility for managing work experience and work placements for students.	Miss Katie Foster
Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are: checks are made on all work experience providers prior to and during student placements.	

37. Volunteers

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

E. Health and Safety Key Performance Indicators (KPI's)

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

The following KPIs are used to monitor health and safety performance at Paulet High School.

Number of first aider referrals

Number of incidents requiring local investigation

Number of incidents reportable to the LA

Number of Accidents involving Staff