

Health, Safety and Wellbeing Management Arrangements Core

Tittensor First School 2025

Health, Safety and Wellbeing Policy

Health, Safety and Wellbeing Service



Supporting you in managing Health, Safety & Wellbeing



1. Success Indicators

The school has a Health, Safety and Wellbeing policy which:

- Provides an overview of the school policy on health, safety and wellbeing.
- Outlines the arrangements the school has in place for health, safety and wellbeing.
- Assigns roles and responsibilities to key staff in the school.
- Is monitored and reviewed regularly by senior leaders.

2. Overview

All schools are required to have a Health, Safety and Wellbeing Policy in place.

The School's Health, Safety and Wellbeing Policy should be developed by the Headteacher, members of the School Leadership team in conjunction with the Governing Body.

3. Employer responsibilities

Where the school board of governors is the direct employer of school staff (such as in Academies, Trust Schools, Foundation Schools and Voluntary Aided (VA) Schools) the school must have a Health and Safety Policy in place to comply with the Health and Safety at Work Act. This can be in any format.

Where a County Council is the employer of school staff, such as in Maintained or Community Schools, Voluntary Controlled (VC) or Short Stay Schools it is recommended that schools use the Health, Safety and Wellbeing Policy template to develop their Health, Safety and Wellbeing Policy.

4. Day to day management of Health, Safety and Wellbeing

The organisation and arrangements which support the H,S and W Policy (day to day management of Health & Safety) are the responsibility of the Headteacher and the School Senior Leadership Team (supported and monitored by the Governing Body).

Note that the Management of Health and Safety at Work Regulations requires employers to appoint one or more competent people to support their management of health and safety. This may be done by appointing an external provider to provide this advice.

Occupiers Liability

Regardless of the status of the employer, all school governing bodies have health and safety responsibility as the **occupier** of the premises and therefore must take steps to ensure that the premises are managed effectively to reduce risk to those using, entering or accessing the premises at any time for any reason.

5. Template for Health, Safety and Wellbeing Policy

The Staffordshire Health, Safety and Wellbeing Service provide a template Health, Safety and Wellbeing Policy for schools to customise and adapt for their own use. This is on the next page

Health, Safety and Wellbeing Policy

Tittensor First School

'Learning and growing together as we follow Christ'

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 Tittensor First School.

Part E - The Key Performance Indicators.

A. Introduction This policy statement complements (and should be read in conjunction with) the 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 Tittensor First School Governing Body/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.

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 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 form part of this policy.

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

<i>[Signature] S. Woolley</i>	<i>[Signature] G Craig</i>
Sarah Woolley Chair of Governors	Gail Craig Headteacher

C. Management Arrangements

The following procedures and arrangements have been established within Tittensor CE (VC) First eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

Competent Health and Safety Advice

The school obtains competent health and safety advice from	Dean Willetts (SCC) and SCC health and safety advisors.
The contact details are	07773 791499
In an emergency we contact:	Duty Line 01785 355777

Monitoring Health and Safety

Name of person(s) responsible for the overall monitoring of health and safety in school:	Gail Craig
Our arrangements for the monitoring of health and safety are through risk assessments and audits of provision. Examples of these are: FIRE Safety, Water hygiene, accidents and injuries, use of outdoor and indoor environments, Food, safe working practice, educational visits etc..) Staff are trained to ensure they have sufficient knowledge in each area and there is a regular weekly briefing to discuss and needs or concerns. All staff have the responsibility for health and safety and as part of their working practice are responsible for reporting concerns. A staff reporting book is practice within school where issues are logged, dated and then responded to. An annual report is presented to the Governing body. A governor representative supports in the monitoring of Health and Safety concerns in the school.	
The school carries out formal evaluations and audits on the management of health and safety (frequency).	
The last audit took place: Autumn term	Date: Sep 2025 By: Class Teachers/Headteacher
Name of person responsible for monitoring the implementation of health and safety policies	Gail Craig
All staff are aware of the key performance indicators in part E and how they are monitored	
Fire risk assessment	Gail Craig
Fire testing	G Craig/H Mosley (Fire Marshall)
Water hygiene testing	Contractor
First Aid audits and assessments	G Craig
Premises	G Craig
Buildings	G Craig
Forest Schools (Outdoor Education)	R Jukes
DSE	G Craig
Hazardous Substances	G Craig
Wellbeing	G Craig
Contractors	G Craig
Lettings	G Craig
Health and Safety at Work	G Craig

D. Detailed Health and Safety Arrangements

For further information from the Health, Safety and Wellbeing Service in any of these areas you may also wish to view the information on the SLN <https://education.staffordshire.gov.uk/School-Admin/HealthSafetyWellbeing/Health-Safety-and-Wellbeing-Service.aspx> or consult with your Health and Safety Adviser / Other Specialist Adviser.

1. Accident Reporting, Recording & Investigation

Our arrangements for recording and investigating:
pupil accidents: Minor (in house first aid log) Major (logged and reported to SCC)
staff accidents: Minor (in house first aid log) Major (logged and reported to SCC)
visitor accidents: Minor (in house first aid log) Major (logged and reported to SCC)
The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: Gail Craig
Our arrangements for reporting to the Governing Body are: Via the annual Health and Safety report or in serious case reported immediately to the chair of governors.
Our arrangements for reviewing accidents and identifying trends are: Logged in first aid books, collated and reviewed for trends. If an immediate risk is identified at time of accident action is taken immediately.

2. Asbestos

Name of Premises Manager responsible for Managing Asbestos.	Gail Craig
Location of the Asbestos Management Log or Record System.	School Main Office
Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are: Contractors must complete a hazard exchange form, reviewing asbestos register before work is completed. All documents signed and retained in school.	
Our arrangements to ensure all school staff such as class teachers or caretakers have information about asbestos risk on the premises: Asbestos information posters in the staff room on health and safety board.	
Staff must report damage to asbestos materials to:	Name: Gail Craig or in her absence Hannah Mosley / SCC duty line
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:	Gail Craig
Our arrangements for communicating about health and safety matters with all staff are: Weekly Briefing / Concerns book	
Staff can make suggestions for health and safety improvements by: Raising concern during weekly briefing / reporting concern for site manager in H&S report log (Located in first aid room)	

4. Construction Work *See also Contractor Management

Name of person coordinating any construction work / acting as Client for any construction	Gail Craig
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project.	
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.	
Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: through the hazard exchange form.	
Our arrangements for the induction of contractors are: Meeting with Premises manager to plan project, hazard exchange and plan timetable. Key holders will be identified and contacts given. ENTRUST will support in any works carried out with their own project managers.	
Staff should report concerns about contractors to: Gail Craig	
We will review any construction activities on the site by: Regular reviews with contractor, safety walks and signing off work afterwards.	

5. Consultation

Name of SLT member who is responsible for consulting with staff on health and safety matters:	Gail Craig Hannah Mosley
The name of the Trade Union Health and Safety Representative is:	Hannah Mosley
Our arrangements for consulting with staff on health and safety matters are:	
Staff can raise issues of concern by:	
<ul style="list-style-type: none"> - Reporting directly to senior staff (if immediate attention is required) - Reporting in a log book (for site supervisor to action) - Reporting at weekly briefing sessions to raise awareness for all staff. 	

6. Contractor Management

Name of person responsible for managing and monitoring contractor activity	Gail Craig J Buxton
Our arrangements for selecting competent contractors are: Using the SCC preferred contractor list or know contractors.	
Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: Via the school website, through staff training / briefings.	
Our arrangements for the induction of contractors are: Via ENTRUST / Meeting with the head teacher.	
Staff should report concerns about contractors to: Gail Craig / J Buxton	

7. Curriculum Areas – health and safety

Name of person who has overall responsibility for the curriculum areas as follows:	Science – S Allen D&T – S Allen PE – S Walker Forest Schools – R Jukes EYFS – S Walker
Risk assessments for these curriculum areas are the responsibility of:	Subject Leaders

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

The school assesses the risk of the use of computers/laptops by carrying out a DSE assessment for staff using this type of equipment continuously and regularly for over an hour.	
Our arrangements for carrying out DSE assessments are: Staff to complete self-assessment and access online course.	
Name of person who has responsibility for carrying out Display Screen Equipment Assessments	Gail Craig J Buxton (Office Manager)
DSE assessments are recorded and any control measures required to reduce risk are managed by	Gail Craig J Buxton (Office Manager)

9. Early Years Foundation Stage (EYFS)

Name of person who has overall responsibility for EYFS	S Walker
Our arrangements for the safe management of EYFS are: Ensuring that the areas are safe, hazard free, locked, daily visual checks of equipment and facilities.	

10. Educational visits / Off-Site Activities

Name of person who has overall responsibility for Educational Visits	Gail Craig
The Educational Visits Coordinator is	Gail Craig
Our arrangements for the safe management of educational visits: See school Policy and risk assessments (EVOLVE)	

11. Electrical Equipment [fixed & portable]

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	Gail Craig J Buxton
Fixed electrical wiring test records are located:	School Office
All staff visually inspect electrical equipment before use.	
Our arrangements for bringing personal electrical items onto the school site are: Staff may bring items onto site. If less than 12 months old then no testing required but these must be tested with PAT testing under next review.	
Name of person responsible for arranging the testing of portable electrical equipment (PAT):	Gail Craig J Buxton
Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:	Gail Craig (No more than 2 years between testing)
Portable electrical equipment (PAT) testing records are located:	In The store cupboard by the school office.
Staff must take defective electrical equipment out of use and report to:	J Buxton
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:	

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

Name of competent person responsible for undertaking & reviewing fire risk assessment in	Gail Craig Hannah Mosley (Fire Marshall)
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addition to any associated action planning	
The Fire Risk Assessment is located	School Office
When the fire alarm is raised the person responsible for calling the fire service is OR The site has a fire alarm which activates a response from (a 3rd party / listening service)	Gail Craig
Name of person responsible for arranging and recording of fire drills	Gail Craig
Name of person responsible for creating and reviewing Fire Evacuation arrangements	Gail Craig
Our Fire Evacuation Arrangements are published	
Our Fire Marshals are listed	G Craig H Mosley
Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at	School Office
Name of person responsible for training staff in fire procedures	Gail Craig / H Mosley
All staff must be aware of the Fire Procedures in school	

13. First Aid *see also Medication

Name of person responsible for carrying out the First Aid Assessment	Gail Craig
The First Aid Assessment is located	School Office
First Aiders are listed	On the first Aid room
Name of person responsible for arranging and monitoring First Aid Training	Gail Craig
Location of First Aid Box	Each Classroom, community room and school office
Name of person responsible for checking & restocking first aid boxes	J Buxton
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): Contact parents, senior staff to accompany to hospital where possible and handover to person with parental responsibilities.	
pupils	Contact parents, senior staff to accompany to hospital where possible and handover to person with parental responsibilities.
staff	Contact next of kin, accompany to hospital
visitors	Accompany to hospital
Our arrangements for recording the use of First Aid are: Record in first aid reporting books contained within each first aid kit.	

14. Forest School

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

See Forest School Policy and Risk assessments.

15. Glass & Glazing

All glass in doors and side panels are constructed of safety glass

All replacement glass is of safety standard

A glass and glazing assessment took place in (year) and the record can be found

16. Hazardous Substances (COSHH)

Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)

Gail Craig

Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are: Record on COSHH forms and identify to staff, keep out of reach of children if risk identified.

The school uses CLEAPPS as a resource and all staff must be aware of how to access this information.

17. Health and Safety Law Poster

The Health and Safety at Work poster is located:

Staff Room

18. 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: BIFFA bins on site boundary

Our site housekeeping arrangements are: C Scothern site supervisor.

Site cleaning is provided by:

External cleaning company

Name and contact details:

Glen Group

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

work equipment

hazardous substances

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

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

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

19. Infection Control

Name of person responsible for managing infection control:

Gail Craig

Our infection control arrangements (including communicable diseases/hand hygiene standards) are: Report to named person, follow guidance, if needed report to duty desk and public health England.

20. Lettings

Name of Premises Manager or member of Leadership team responsible for Lettings	Gail Craig
Our arrangements for managing Lettings of the school rooms or external premises are: See lettings Policy	
The health and safety considerations for Lettings are considered and reviewed annually.	
Hirers have in place their own risk assessments, first aid arrangements/ fire procedures and emergency procedures.	
Hirers are responsible for obtaining the necessary local authority licenses for their activities and these must be provided to the school on request.	
Hirers must provide a register of those present during a letting upon request.	
Hirers must produce a copy of their Public Liability Insurance	
Hirers must provide contact details of their Designated Safeguarding Officer and a copy of their Safeguarding Policy	

21. Lone Working

Our arrangements for managing lone working are: Lone workers who are identified are to contact a member of staff when entering/exiting the building. Site supervisor will check building each day before locking up and will be accompanied by cleaning staff.

22. 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	
Name of person responsible for the selection, maintenance / inspection and testing of equipment	Gail Craig
Records of maintenance and inspection of equipment are retained and are located:	Office
Staff report any broken or defective equipment to:	Gail Craig / C Scothern / J Buxton
The equipment on the school site owned and used by contractors is the responsibility of the contractor, who must provide records of testing , inspection and maintenance if requested:	

23. Manual Handling

Name of competent person responsible for carrying out manual handling risk assessments	Gail Craig
Our arrangements for managing manual handling activities are: Manual handling policy. Each member of staff has received a manual handling flow chart to refer to. All staff are encouraged to use safe practice and where uncertain consult.	
Staff must be aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided.	

Staff who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task.
Staff are trained appropriately to carry out manual handling activities.
Where people handling takes place an Individual Manual Handling Plan must be in place and communicated to all parties (including where appropriate the young person/their parents/carers/support staff).

24. Medication

Name of person responsible for the management of and administration of medication to pupils in school	Gail Craig
Our arrangements for the administration of medicines to pupils are: Parents to complete a medicine form. Staff who are happy to administer and then record and contact parents to state it has been given.	
The names members of staff who are authorised to give / support pupils with medication are:	Gail Craig J Buxton J Buxton
Medication is stored:	Medical cupboard or fridge in staffroom
A record of the administration of medication is located:	Medical Room
Pupils who administer and/or manage their own medication in school are authorised to do so by a care plan and provided with a suitable private location to administer medication/store medication and equipment.	
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: Inhalers to be given as prescribed, epi pens to be stored in classrooms and given immediately.	
Staff who are taking medication must keep this personal medication in a secure area in a staff only location.	
Staff must advise the school leaders if they are taking any medication which might impair their ability to carry out their normal work.	

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

PPE is provided free of charge where a risk assessment identifies this is needed to control a risk and the risk cannot be controlled by another means.	
Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for school staff.	Gail Craig
Name of person responsible for the checking and maintenance of personal protective equipment provided for staff	Gail Craig
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.	Gail Craig
All PPE provided for use in a classroom environment is kept clean, free from defects and replaced as necessary.	
Name(s) of person responsible for cleaning and	Individual class teachers

checking pupil PPE.	
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26. Radiation

Name of the school Radiation Protection Supervisor (RPS)	Gail Craig and ENTRUST Support services
Name of the Radiation Protection Adviser (RPA)	Gail Craig and ENTRUST Support services

27. 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 book in the medical room /weekly at briefing sessions or immediately if severe to headteacher.

28. Risk Assessments

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

Risk assessments are in place for the following areas:
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Premises and grounds

Curriculum / classrooms

Hazardous activities or events

Lettings or contract work which may affect staff or pupils in the school
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Fire Risk Assessment

Hazardous Substances

Work Equipment

Manual handling activities

Risks related to individuals e.g. health issues

Forest Schools

Educational Visits

PTFA events

Before and after school care

Outdoor areas

Name of person who has overall responsibility for the school risk assessment process and any associated action planning	Gail Craig
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Our arrangements for carrying out, recording, communicating and reviewing risk assessments are: Review risk assessments annually or when need is required. Feedback and remind all staff of content through H&S Briefings.
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Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments.
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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.

29. Smoking

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

30. Shared use of premises/shared workplace

Health and Safety Policy

Name of Premises Manager or member of Leadership team responsible for Premises Management	Gail Craig
The school premises are shared with another organisation (e.g.Contract caterer/public leisure centre).	Glen Group cleaning.
Our arrangements for managing health and safety in a shared workplace are: Individual risk assessments to be carried out by staff from the Glen Group for areas of work.	

31. Stress and Staff Well-being

Name of person who has overall responsibility for the health and wellbeing of school staff	Gail Craig
All staff have responsibility to take care of their own health and wellbeing and the school supports staff to do this by implementing the following arrangements:	
Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated.	
All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work.	
Individual stress risk assessments take place when a member of staff requires additional individual support.	
A team stress risk assessment has been completed involving all staff and this is reviewed regularly. Date Completed Jan 2024	

Training and Development

Name of person who has overall responsibility for the training and development of staff.	Gail Craig
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: identify need (audit) and train where required, regular briefings and updates where required.	
The school has a health and safety training matrix to help in the planning of essential and development training for staff.	
Training records are retained and are located Health and Safety folder / staff folders	
Training and competency as a result of training is monitored and measured by:	Gail Craig

32. Vehicle movement on site

Name of Premises Manager responsible for the management of vehicles on site	Gail Craig
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): Deliveries are to use the delivery entrance. Staff car park is accessible up to 8.40am. Staff are to be aware of footpath and take care when entering carpark. No parents are permitted to use the carparks. Gates are locked to minimise dangers during school hours.	

33. 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:	Gail Craig
Incidents of verbal & physical violence are investigated by:	Gail Craig
Name of person who has responsibility for site security:	Gail Craig / C Scothern
Our arrangements for site security are: All external gates are to be locked during school hours keeping site secure. When school is closed all gates are locked and school alarm is set.	

34. Water System Safety

Name of Premises Manager responsible for managing water system safety.	Gail Craig
Name of contractors who have undertaken a risk assessment of the water system	Concept Environmental Solutions
Name of contractors who carry out regular testing of the water system:	Concept Environmental Solutions
Location of the water system safety manual/testing log	Office storeroom
Our arrangements to ensure contractors have information about water systems are: Water system file to log information, hazard exchange forms completed.	
Our arrangements to ensure all school staff carrying out checks or testing or maintenance have information about the water system: External contractors carry out our tests.	

35. Working at Height

Name(s) of person responsible managing the risk of work at height on the premises:	Gail Craig
Work at height is avoided where possible.	
Our arrangements for managing work at height are: Staff should not be working at height and must seek permission if ladders are used. All staff have elephant stools to reduce risk and must use these to access heights for display and other heights in school.	
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)	

36. Work Experience

Name of person who has overall responsibility for managing work experience and work placements for school pupils.	Gail Craig
Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are: Induction with head teacher on or before first day of experience.	
The name of the person responsible for the	Gail Craig

health and safety of people on work experience in the school premises:	
Our arrangements for managing the health and safety of work experience students in the school are: During induction Fire, First Aid, Health and safety, safeguarding and staff conduct shared as well as the people to go to if there is an issue.	

37. Volunteers

Name of person who has overall responsibility for managing/coordinating volunteers working within the school:	Gail Craig
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 Health Safety and Wellbeing Service may also request feedback on certain KPI's more details of these can be obtained from your Health and Safety Adviser.