

Horton Lodge Special School

'Working Hand in Hand to Achieve Potential'



Health, Safety and Wellbeing Policy

Approved by

Approved on:

Next Review date: Spring Term 2024



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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 Horton Lodge Community Special School Governing Body recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc. Act 1974.

The Governing Body will 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/academy 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.



<i>Signed</i>	<i>Signed</i>
<i>Jon Harris, Chair of Governors/Board</i>	<i>Lucy Bloor, Headteacher</i>
<i>31st January 2024</i>	<i>31st January 2024</i>

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

<i>The school/academy obtains competent health and safety advice from</i>	<i>Staffordshire County Council Health, Safety and Wellbeing Team</i>
<i>The contact details are</i>	<i>01785 355777</i>
<i>In an emergency we contact: The Duty Officer</i>	

Monitoring Health and Safety

<i>Name of person(s) responsible for the overall monitoring of health and safety in school:</i>	<i>Lucy Bloor</i>
<i>Our arrangements for the monitoring of health and safety are. Governors receive an annual Health and Safety report and the link governor carries out at least termly monitoring visits.</i>	
<i>The school/academy carries out formal evaluations and audits on the management of health and safety as per the SCC audit and evaluation schedule.</i>	
<i>The last audit took place</i>	<i>Self audit Lucy Bloor and Emily Farr Date: January 2024 Audited by the HSW Service on 14th February 2023</i>
<i>Name of person responsible for monitoring the implementation of health and safety policies</i>	<i>HT Lucy Bloor</i>
<i>All staff are aware of the key performance indicators in part E via this policy.</i>	

D. Detailed Health and Safety Arrangement

1. Accident Reporting, Recording & Investigation

<i>Our arrangements for recording and investigating:</i>
<i>pupil accidents: Reported using an accident form, reviewed by the Deputy HT then HT to identify any actions</i>
<i>staff accidents: Entered by staff member to My Health and Safety, accident form completed, reviewed by HT to identify any actions</i>
<i>visitor accidents: Accident form, reviewed by HT to identify any actions</i>
<i>The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: HT Lucy Bloor</i>
<i>Our arrangements for reporting to the Governing Body are: Annual analysed data collected from accident forms, including nature of accident, place of accident.</i>
<i>Our arrangements for reviewing accidents and identifying trends are: Termly analysed data collected from accident forms, including nature of accident, place of accident.</i>

2. Asbestos

<i>Name of Premises Manager responsible for Managing Asbestos.</i>	<i>Lucy Bloor</i>
<i>Location of the Asbestos Management Log or Record System.</i>	<i>School Office</i>
<i>Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are: Contractors are asked to review the information contained in the asbestos register prior to work commencing and to sign the register to confirm this. Details are also contained with Hazard Exchange Form which is agreed and signed prior to the commencement of work.</i>	
<i>Our arrangements to ensure all school staff such as class teachers or caretakers have information about asbestos risk on the premises: Through induction. Information available from the school office.</i>	
<i>Staff must report damage to asbestos materials to:</i>	<i>Lucy Bloor and Emily Farr</i>
<i>Staff must not drill or affix anything to walls without first obtaining approval from the premises manager.</i>	

3. Communication

<i>Name of SLT member who is responsible for communicating with staff on health and safety matters:</i>	<i>Lucy Bloor and Emily Farr</i>
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<p><i>Our arrangements for communicating about health and safety matters with all staff are: Via weekly briefings</i></p>
<p><i>Staff can make suggestions for health and safety improvements by: Liaising with SLT</i></p>

4. Construction Work *See also Contractor Management

<p><i>Name of person coordinating any construction work / acting as Client for any construction project.</i></p>	<p><i>Lucy Bloor and Emily Farr</i></p>
<p><i>Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are: Tender arrangements from the LA approved lists. For large projects the school will delegate responsibility to the Local Authority. For smaller projects the school will be responsible for managing construction projects.</i></p> <p><i>Duty holders will be identified and named as part of any Construction project.</i></p>	
<p><i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: Via a Hazard Exchange Form which is agreed and signed prior to work commencing.</i></p>	
<p><i>Our arrangements for the induction of contractors are: As Above</i></p>	
<p><i>Staff should report concerns about contractors to: SLT</i></p>	
<p><i>We will review any construction activities on the site by: Visual Inspection, meeting with contractors as required</i></p>	

5. Consultation

<p><i>Name of SLT member who is responsible for consulting with staff on health and safety matters:</i></p>	<p><i>Lucy Bloor</i></p>
<p><i>Our arrangements for consulting with staff on health and safety matters are: weekly briefing, via email or by meeting as appropriate</i></p>	
<p><i>Staff can raise issues of concern by: Liaising with SLT</i></p>	

6. Contractor Management

<p><i>Name of person responsible for managing and monitoring contractor activity</i></p>	<p><i>Lucy Bloor and Emily Farr</i></p>
<p><i>Our arrangements for selecting competent contractors are: Tender arrangements via SCC</i></p>	



<i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: via Hazard Exchange Form prior to work starting</i>
<i>Our arrangements for the induction of contractors are: through Hazard Exchange Form</i>
<i>Staff should report concerns about contractors to: SLT</i>

7. Curriculum Areas – health and safety

<i>Name of person who has overall responsibility for the curriculum areas as follows:</i>	<i>Swimming – Lucy Bloor (with Lucy Ratcliffe) Rebound Therapy – Abi Hall Curriculum Subjects – Class teachers</i>
<i>Risk assessments for these curriculum areas are the responsibility of:</i>	<i>Leads as named above (overseen by Lucy Bloor)</i>

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

<i>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.</i>	
<i>Our arrangements for carrying out DSE assessments are: Online training and self-assessment</i>	
<i>Name of person who has responsibility for carrying out Display Screen Equipment Assessments</i>	<i>Emily Farr</i>
<i>DSE assessments are recorded and any control measures required to reduce risk are managed by</i>	<i>Emily Farr</i>

9. Early Years Foundation Stage (EYFS)

<i>Name of person who has overall responsibility for EYFS</i>	<i>Geraldine Fallows</i>
<i>Our arrangements for the safe management of EYFS are: In line with school arrangements and any specific statutory requirements of the EYFS.</i>	

10. Educational visits / Off-Site Activities

<i>Name of person who has overall responsibility for Educational Visits</i>	<i>Lucy Bloor</i>
<i>The Educational Visits Coordinator is</i>	<i>Suzanne Stevenson</i>
<i>Our arrangements for the safe management of educational visits: Class teachers or Educational Visit lead completed a risk assessment of the visit and enters this, along with other details onto the EVOLVE system. This is reviewed by the EVC and then approved by the HT.</i>	

11. Electrical Equipment [fixed & portable]

<i>Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:</i>	<i>Emily Farr</i>
<i>Fixed electrical wiring test records are located:</i>	<i>School Office shared drive</i>
<i>All staff visually inspect electrical equipment before use.</i>	
<i>Our arrangements for bringing personal electrical items onto the school site are: Only PAT tested equipment can be bought in, unless brand new which must then be approved in advance by Lucy Bloor or Emily Farr</i>	
<i>Name of person responsible for arranging the testing of portable electrical equipment (PAT):</i>	<i>Emily Farr</i>
<i>Portable electrical equipment (PAT) testing records are located:</i>	<i>School Office shared drive</i>
<i>Staff must take defective electrical equipment out of use and report to:</i>	<i>SLT</i>
<i>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.</i>	

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

<i>Name of competent person responsible for undertaking & reviewing fire risk assessment in addition to any associated action planning</i>	<i>Lucy Bloor</i>
<i>The Fire Risk Assessment is located</i>	<i>Office shared drive</i>
<i>When the fire alarm is raised the person responsible for calling the fire service is</i>	<i>SLT on site or Dave Mycock</i>

<i>Name of person responsible for arranging and recording of fire drills</i>	<i>Lucy Bloor (day school) Julie Machin (Residential)</i>
<i>Name of person responsible for creating and reviewing Fire Evacuation arrangements</i>	<i>Lucy Bloor</i>
<i>Name of person responsible for creating and reviewing invacuation procedures and policy</i>	<i>Julie Machin</i>
<i>Our Fire Evacuation Arrangements are published</i>	<i>On the health a safety notice board and adjacent to the fire alarm panels in reception and the main school building.</i>
<i>Our invacuation procedure and policy is published</i>	<i>School office shared drive</i>
<i>Our Fire Marshals are listed</i>	<i>In the school reception and on the health and safety notice board.</i>
<i>Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at</i>	<i>Site Supervisor's office</i>
<i>Name of person responsible for training staff in fire procedures</i>	<i>Lucy Bloor</i>
<i>All staff must be aware of the Fire and invacuation procedures in school</i>	

12. First Aid *see also Medication

<i>Name of person responsible for carrying out the First Aid Assessment</i>	<i>Julie Machin</i>
<i>The First Aid Assessment is located</i>	<i>Office shared drive</i>
<i>First Aiders are listed</i>	<i>In the school reception, health and safety notice board and Kipling's duty room.</i>
<i>Name of person responsible for arranging and monitoring First Aid Training</i>	<i>Geraldine Fallows</i>
<i>Location of First Aid Box</i>	<i>Most classrooms, school reception, school hall, swimming pool, school minibuses, laundry, kitchen, school for parents, residential school and site supervisors office.</i>
<i>Name of person responsible for checking & restocking first aid boxes</i>	<i>Julie Machin (delegated)</i>
<i>Our arrangements for dealing with an injured person who has to go to hospital</i>	



<i>are (who is contacted/ who accompanies staff or children to hospital): Staff are aware they should request an ambulance in the event of an emergency.</i>	
<i>pupils</i>	<i>Parents/carers are contacted, in the event we are unable to contact parents or carers, we will use the emergency contacts for the child in the order given by parents/carers. If parents/carers are able to get to school in a reasonable time, they will do so and accompany the child to the hospital. Where this is not feasible a member of staff who knows the child and their needs well and/or school nurse, will accompany the child and meet parents/carers at school.</i>
<i>staff</i>	<i>Emergency contacts will be contacted. We follow the same as above.</i>
<i>visitors</i>	<i>Emergency contacts will be contacted. We follow the same as above.</i>

13. Glass & Glazing

<i>All glass in doors and side panels are constructed of safety glass</i>
<i>All replacement glass is of safety standard</i>

14. Hazardous Substances (COSHH)

<i>Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)</i>	<i>Emily Farr</i>
<i>Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are written on the risk assessments. Staff should be aware of the risk assessments. The school uses CLEAPSS as a resource and all staff are aware that they can find information here: www.cleapss.org.uk COSHH information can be found in the SBM office or on the office shared drive.</i>	



15. Health and Safety Law Poster

<i>The Health and Safety at Work poster is located:</i>	<i>In the school reception</i>
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16. Housekeeping, cleaning & waste disposal

<i>All staff and pupils share the responsibility for keeping the school site clean, tidy and free from hazards</i>	
<i>Our waste management arrangements are: contracted</i>	
<i>Our site housekeeping arrangements are: line managed by Emily Farr</i>	
<i>Site cleaning is provided by:</i>	<i>In house domestic staff</i>
<i>Cleaning staff have received appropriate information, instruction and training about the following and are competent:</i>	
<i>work equipment</i>	
<i>hazardous substances</i>	
<i>Waste skips and bins are located away from the school building.</i>	
<i>All staff and pupils must be aware of the arrangements for disposing of waste and the location of waste bins and skips.</i>	
<i>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.</i>	

17. Infection Control

<i>Name of person responsible for managing infection control:</i>	<i>Julie Machin</i>
<i>Our infection control arrangements (including communicable diseases/hand hygiene standards) are:</i>	
<i>Following the PHE guidance and liaise with SCC H&S team as appropriate. Hand hygiene is promoted at all times and hand sanitiser available throughout school.</i>	

18. Lettings

<i>Name of Premises Manager or member of Leadership team responsible for Lettings</i>	<i>Lucy Bloor and Emily Farr</i>
<i>Our arrangements for managing Lettings of the school /rooms or external premises are:</i>	
<i>The health and safety considerations for Lettings are considered and reviewed annually.</i>	
<i>Hirers have in place their own risk assessments, first aid arrangements/ fire procedures and emergency procedures.</i>	
<i>Hirers are responsible for obtaining the necessary local authority licenses for their activities and these must be provided to the school on request.</i>	
<i>Hirers must provide a register of those present during a letting upon request.</i>	

19. Lone Working

<i>Lone working is avoided where possible. Those who may be considered 'lone workers' are few; staff who may open and lock school on their own and those who on rare occasions may visit pupil homes. Staff opening and locking school are provided with a mobile phone and must keep to usual schedules. Those visiting pupil homes must have a mobile phone and be in contact with SLT as appropriate. For more information see lone working risk assessment.</i>

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

<i>Name of person responsible for the selection, maintenance / inspection and testing of equipment</i>	<i>Emily Farr</i>
<i>Records of maintenance and inspection of equipment are retained and are located:</i>	<i>School office shared drive</i>
<i>Staff report any broken or defective equipment to:</i>	<i>SLT</i>
<i>The equipment on the school site owned and used by contractors is the responsibility of the contractor, who must provide records of testing, inspection and maintenance if requested.</i>	

21. Manual Handling

<i>Name of competent person responsible for carrying out manual handling risk assessments</i>	<i>Ann Ratcliff and Suzanne Stevenson in conjunction with physiotherapists for manual handling of children</i>
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	<i>Lucy Bloor for objects</i>
<i>Our arrangements for managing manual handling activities are:</i>	
<i>Staff must aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided.</i>	
<i>Staff who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task.</i>	
<i>Staff are trained appropriately to carry out manual handling activities.</i>	
<i>Where people handling takes place an Individual Manual Handling Plan must be in place and communicated to all parties (including where appropriate the young person/their parents/carers/support staff).</i>	

22. Medication

<i>Name of person responsible for the management of and administration of medication to pupils in school</i>	<i>School Nurse Jo Powell Julie Machin</i>
<i>Our arrangements for the administration of medicines to pupils are:</i>	
<i>The names members of staff who are authorised to give / support pupils with medication are:</i>	<i>Those who have been trained and are employed on the appropriate grade (School nurse keeps records)</i>
<i>Medication is stored:</i>	<i>Medication Room and EYFS storage room</i>
<i>A record of the administration of medication is located:</i>	<i>Medication Room and EYFS storage room</i>
<i>Pupils who administer and/or manage their own medication in school are authorised to do so by a School Nurse (Jo Powell) and provided with a suitable private location to administer medication/store medication and equipment.</i>	
<i>Staff are trained to administer complex medication by the school nursing service when required.</i>	
<i>Staff who are taking medication must keep this personal medication in a secure area in a staff only location.</i>	
<i>Staff must advise the school leaders if they are taking any medication which might impair their ability to carry out their normal work.</i>	

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

<i>PPE is provided free of charge where a risk assessment identifies this is needed to control a risk and the risk cannot be controlled by another means.</i>	
<i>Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for school staff.</i>	<i>Emily Farr and Lucy Bloor</i>



<i>Name of person responsible for the checking and maintenance of personal protective equipment provided for staff</i>	<i>Emily Farr and Dave Mycock or as identified in risk assessments</i>
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24. Radiation

<i>Name of the school Radiation Protection Supervisor (RPS)</i>	<i>Lucy Bloor in conjunction with SCC Health, Safety and Wellbeing Team</i>
<i>Name of the Radiation Protection Adviser (RPA)</i>	<i>Gerald Hudd</i>

25. Reporting Hazards or Defects

<i>All staff and pupils must report any hazards, defects or dangerous situations they see at school.</i>
<i>Our arrangements for the reporting of hazards and defects: Liaise with SLT</i>

26. Risk Assessments

<i>The school has in place risk assessments for any identified significant risk. Control measures which are put in place to eliminate or reduce risk are communicated to staff, pupils and other who may be exposed to the risk.</i>	
<i>Risk assessments are in place for the following areas: Premises (Internal and External) 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 Wellbeing</i>	
<i>Name of person who has overall responsibility for the school risk assessment process and any associated action planning</i>	<i>Lucy Bloor with SLT</i>
<i>Our arrangements for carrying out, recording, communicating and reviewing risk assessments are: Risk assessments are carried out as appropriate due to need, these are recorded and communicated via induction and weekly briefings. They are reviewed annually or if something changes.</i>	



<i>Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments.</i>
<i>When an accident or incident occurs a post risk assessment takes place when a new hazard has been identified.</i>
<i>Risk assessments are created or reviewed when something new is introduced or a change has occurred.</i>

27. Smoking

<i>No smoking or vaping is permitted on site or in vehicles owned or operated by the school.</i>
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28. Shared use of premises/shared workplace

<i>Name of Premises Manager or member of Leadership team responsible for Premises Management</i>	<i>Lucy Bloor and Emily Farr</i>
<i>The school premises are shared with another organisation (e.g.Contract caterer/public leisure centre).</i>	<i>Aquastartkids and Waterbabies</i>

29. Stress and Staff Well-being

<i>Name of person who has overall responsibility for the health and wellbeing of school staff</i>	<i>Lucy Bloor with Julie Machin</i>
<i>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:</i>	
<i>Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated.</i>	
<i>All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work.</i>	
<i>Individual stress risk assessments take place when a member of staff requires additional individual support.</i>	
<i>A team stress risk assessment has been completed involving all staff and this is reviewed regularly.</i>	

30. Swimming Pool Operating Procedures (where applicable)

<i>Name of person who has overall responsibility for managing the swimming pool and it's environment.</i>	<i>Lucy Bloor and Emily Farr (with Lucy Ratcliffe Pool Manager)</i>
<i>Staff operating the swimming pool have received appropriate training and information.</i>	
<i>Emergency procedures are in place for the use of the swimming pool and all staff who supervise swimming activities are trained appropriately in these procedures.</i>	
<i>The health and safety considerations within curriculum swimming must be planned, supervised and managed by staff who include in their lesson planning.</i>	

31. Training and Development

<i>Name of person who has overall responsibility for the training and development of staff.</i>	<i>Lucy Bloor with Geraldine Fallows</i>
<i>All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.</i>	
<i>The school has a health and safety training matrix to help in the planning of essential and development training for staff.</i>	
<i>Training records are retained and are located via the school office drive</i>	
<i>Training and competency as a result of training is monitored and measured by:</i>	<i>Lucy Bloor (Julie Machin for Kiplings)</i>

32. Vehicles owned or operated by the school/academy

<i>Name of person who has overall responsibility for the school vehicles</i>	<i>Lucy Bloor and Emily Farr</i>
<i>The school operates 2 minibus.</i>	
<i>Name of person who manages the driver medical examinations</i>	<i>Via Staffordshire County Council</i>
<i>Name of person who manages the vehicle license requirements</i>	<i>Via Staffordshire County Council</i>
<i>Name of person who undertakes vehicle checks such as oil, water and routine roadworthiness.</i>	<i>Drivers</i>
<i>Name of person who arranges servicing and maintenance of the school vehicles</i>	<i>Emily Farr with Dave Mycock</i>
<i>Our arrangements for the safe use of school/academy vehicles are: Seating plans are completed prior to use. Checklist is completed prior to use.</i>	

33. Vehicle movement on site

<i>Name of Premises Manager responsible for the management of vehicles on site</i>	<i>Lucy Bloor</i>
<i>Our arrangements for the safe access and movement of vehicles on site are; Vehicles are not allowed past school gate in the school day unless an ambulance is called or permission has been granted by a member of SLT for exceptional reasons. The gate is closed after the last transport has left in the morning. Transport waits until the gate is opened in an afternoon and a member of staff will always be present during this time. Transport will only move when the gate is opened and all pupils are in the vehicles. There is a risk assessment for taxi time.</i>	

34. Violence and Aggression and School/Academy Security

<i>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.</i>	
<i>A risk assessment is carried out where staff are at increased risk of injury due to their work.</i>	
<i>Training, information and instruction is available to staff to help them manage the risk of violence and aggression where required.</i>	
<i>Staff and pupils must report all incidents of verbal & physical violence to:</i>	<i>Lucy Bloor</i>
<i>Incidents of verbal & physical violence are investigated by:</i>	<i>Lucy Bloor</i>
<i>Name of person who has responsibility for site security:</i>	<i>Lucy Bloor</i>

35. Water System Safety

<i>Name of Premises Manager responsible for managing water system safety.</i>	<i>Lucy Bloor</i>
<i>Name of contractors who have undertaken a risk assessment of the water system</i>	<i>Concept Environmental Solutions Ltd</i>
<i>Name of contractors who carry out regular testing of the water system:</i>	<i>HSL</i>
<i>Location of the water system safety manual/testing log</i>	<i>Site supervisors office</i>



36. Working at Height

<i>Name(s) of person responsible managing the risk of work at height on the premises:</i>	<i>Lucy Bloor and Emily Farr</i>
<i>Work at height is avoided where possible.</i>	
<i>Our arrangements for managing work at height are: Planning any work that will need to take place and ensuring any staff member that needs to work at height has received appropriate instruction and is competent to do so.</i>	
<i>Appropriate equipment is provided for work at height where required.</i>	
<i>Staff who carry out work at height are trained to use the equipment provided</i>	
<i>Work at height equipment is regularly inspected, maintained and records are kept (Site supervisor).</i>	

37. Volunteers

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

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

At Horton Lodge School the following are used as measures of our Health and Safety performance.

- All Health and Safety Audits and Action Plans will be submitted to the LA within the expected timeframes.
- Key caretaker checks take place weekly and are checked by SLT at least termly.
- Health and Safety lead roles are clear and understood by all staff.
- All essential training takes place promptly following a person taking on a role (where there is a delay it is due to training availability and a plan is put in place).
- Action plans that follow audits and assessments are implemented with clear time scales.
- The accident and incident reporting and feedback system is understood by all staff.
- Data from accident reports are analysed on a termly basis by SLT and reported to Governor
- There is a robust system for the writing, reviewing and sharing of RAs.



- Risk Assessments are reviewed after every significant incident.
- Health and Safety Induction is recorded.
- All staff have a Health and Safety target in their Performance Management.
- All reported defects are addressed within the timeframe set out by the Property and Health and Safety Team.
- Staff have input into policies related to staff wellbeing and stress.
- Procedures for fire, evacuation and bomb threats are understood by all staff.
- Lessons learned from termly whole school / half termly residential fire evacuations are recorded.