



Health, Safety and Wellbeing Policy 2025

Little Aston Primary Academy

Last reviewed	July 2025
Reviewed by	Operations Director
Approved by	Trust Board
Date of approval	July 2025
Policy owner	Operations Director
Location	Website

This Health, Safety and Wellbeing Policy, is adopted by all academies within Staffordshire University Academies Trust. Each Academy will have a copy of this policy template on their website plus a customised version, specific to their arrangements, which will be readily accessible to all employees, volunteers, temporary staff and others who are required to read and be aware of this policy's contents. Everyone's health, safety and wellbeing matters.

Success Indicators

The Trust and all of its academies have a Health, Safety and Wellbeing policy which:

- Provides an overview of the Trust's policy on health, safety and wellbeing
- Outlines the arrangements that each setting has in place for health, safety and wellbeing
- Assigns roles and responsibilities to key staff in each Academy
- Is monitored and reviewed regularly by senior leaders in the Academy, Trust and the Local Academy Council

This individual academy policy containing local arrangements for implementing and communicating health and arrangements will be utilised in conjunction with the SUAT Health, Safety and Wellbeing Policy Statement. In each SUAT academy there will be a comprehensive database of key individuals.

The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Little Aston Primary Academy Local Academy Council recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc. Act 1974. SUAT academies ensure that, so far as is reasonably practicable, the health and safety of other non-employees is not adversely affected by their activities.

Employee and pupil involvement is an important part of managing safely, and consultation on health and safety with employees, employee representatives and students/pupils (where relevant) forms part of this policy. This policy statement and the accompanying organisational arrangements supersede any previously issued. The Headteacher will draw this policy to the attention of all employees, and review at least annually.

<i>Myles Pearson</i>	<i>Elizabeth Pearce</i>
<i>Chair of Local Academy Council</i>	<i>Principal/Head Teacher</i>
<i>20/10/25</i>	<i>01/09/25</i>

Management Arrangements

The following procedures and arrangements have been established within Little Aston Primary Academy 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 academy obtains competent health and safety advice from:</i>	John Burdett Health and Safety Advisor Health, Safety and Wellbeing Service. Staffordshire County Council
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<i>The contact details are:</i>	John.burdett@staffordshire.gov.uk
<i>In an emergency we contact:</i>	Hope Brooks SUAT OR shss@staffordshire.gov.uk Tel: 01785 355777 Hrs 8.30 – 17.00 Mon – Thur 16.30 Fri
<i>The Health and Safety at Work poster is located:</i>	On the wall opposite the stationary cupboard by the meeting room.

Monitoring Health and Safety

<i>Name of person(s) responsible for the overall monitoring of health and safety in the Academy:</i>	Elizabeth Pearce Headteacher / Premises Manager Academy H&S Team (JC, EP, HL, AB, TH, KB & MP) John Cowley Academy Caretaker
<i>Our arrangements for the monitoring of health and safety are (include here how performance is measured, reported upon when these are reported and how e.g. annual report to Local Academy Council):</i>	
<ul style="list-style-type: none"> • At least half termly premises inspection conducted by HT, H&S team and / or H&S Governor. • Daily recorded checks in EYFS. • Site Supervisors / lunchtime supervisors/ teachers conduct daily visual inspections of the site including perimeter fencing and playground. • Teaching and non-teaching staff are responsible for conducting a daily visual check of the area in which they are teaching both inside and outside the academy. • Site Supervisor records for water temperature, alarm checks, ladder checks, playground equipment etc. are filed and stored by the staff pigeonholes. The monthly overview records are returned each month to H Lally who monitors and reports to E Pearce. • Annual individual and team stress survey is used to monitor staff well-being as well as to risk assess significant hazards that may be identified by staff using HSE materials and survey. Proactive solutions will be sought in consultation with staff and governors. • Sickness absence data is analysed to identify trends or any factors contributing to illness. • Health and safety – standard staff meeting agenda item. • Compliance with SCC and SUAT health and safety requirements, including audits and evaluations. • Annual report and termly updates to the Local Academy Council. • Monitoring accident books and attendance figures of pupils and staff. • Return to work discussions / action plans in-line with SUAT policy. 	
<i>The Academy carries out formal evaluations and audits on the management of health and safety (frequency):</i>	
<ul style="list-style-type: none"> • Health and Safety and Well-being Evaluation Checklist and Self Audit MRDP completed annually in October using the SUAT format which has been approved by the LA. 	

<ul style="list-style-type: none"> • Health and Safety and Well-being Stress Survey completed bi -annually in January and July. • SUAT Health and Safety Monitoring and Development Review • Annual EYFS audit • HSE Health and Safety classroom checklists – completed annually in September 	
<i>The last audit took place:</i>	Date: March 2022 By John Burdett Date 10 January 2023 By Hope Kirkham SUAT Date 9 April 2025 By Laura Blackburn SUAT
<i>Name of person responsible for monitoring the implementation of health and safety policies:</i>	Elizabeth Pearce (HT)
<i>All staff are aware of the key performance indicators in the Health, Safety and Wellbeing Policy Statement, and how they are achieved and monitored.</i>	
<i>Workplace inspections - type</i>	<i>Name of person who carries these out</i>
EYFS Daily checks	(Reception) Michelle Pincombe / Tara Clark / Laura Collins / Alison Walker-Bolton (Sparkletots) Tara Clark / Laura Collins/ Clare Kirk (BSC / ASC) Laura Collins / Clare Kirk / Nina Variapharaj
Daily visual Playground / Field/ Perimeter Fence	John Cowley All staff before lessons, breaktimes or lunchtime.
Water Temperatures Alarm Call points	John Cowley
Classroom / areas around school annual risk assessment	All staff
Premises check half termly	Harpinder Lally, John Cowley and a member of SLT
<i>Fire Alarm</i>	<i>Lantern Fire & Security</i>
<i>CCTV</i>	<i>ecl-ips</i>
<i>Water hygiene</i>	<i>HSL Compliance</i>

Roles and Responsibilities Table

Leader / person responsible for reporting and investigating accidents and incidents:	Elizabeth Pearce	
Premises Manager responsible for Managing Asbestos:	Elizabeth Pearce	
SLT member who is responsible for communicating with staff on health and safety matters:	Elizabeth Pearce	
SLT member who is responsible for consulting with staff on health and safety matters (if different):	Harpinder Lally	
Manager / responsible person for coordinating any construction work / acting as the client for any construction project:	Elizabeth Pearce / Harpinder Lally	
Manager / responsible person for managing and monitoring contractor activity:	Harpinder Lally / John Cowley	
Person who has overall responsibility for the curriculum areas as follows: e.g. Science D&T PE Art Catering Drama Forest School	<p style="text-align: center;">1.</p> <table border="1" style="width: 100%;"> <tr> <td>Curriculum Lead Name Anne-Louise Bamber and Michelle Pincombe overall. H Garfield: Music / MFL O Quinton: Music A-L Bamber: Science / English T Clark: PSHE/Forest School/ Sparkletots E Wilkes: RE S Smith: SENCO K Bedward: PE /History / Geography S Gohel: Maths M Pincombe: EYFS / Computing A King Harmes: Art / DT L Collins: BSC/ASC</td> </tr> </table>	Curriculum Lead Name Anne-Louise Bamber and Michelle Pincombe overall. H Garfield: Music / MFL O Quinton: Music A-L Bamber: Science / English T Clark: PSHE/Forest School/ Sparkletots E Wilkes: RE S Smith: SENCO K Bedward: PE /History / Geography S Gohel: Maths M Pincombe: EYFS / Computing A King Harmes: Art / DT L Collins: BSC/ASC
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Person who has responsibility for carrying out Display Screen Equipment Assessments:	Andrea Brough	
Person who has overall responsibility for EYFS:	Michelle Pincombe	
Person who has overall responsibility for Educational Visits:	Elizabeth Pearce	
Person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	Harpinder Lally	
Person responsible for arranging the testing of portable electrical equipment (PAT):	Andrea Brough	
SLT member who is responsible for developing and maintaining the school's response to major risks Business Continuity Plan (BCP):	Elizabeth Pearce	
Competent person responsible for undertaking and reviewing the fire risk assessment in addition to any associated action	Elizabeth Pearce	

planning, such as the fire evacuation procedure:	
Person responsible for arranging and recording of fire drills:	Elizabeth Pearce
Person responsible for creating and reviewing Fire Evacuation arrangements:	Elizabeth Pearce
Person responsible for training staff in fire procedures:	Elizabeth Pearce
Person trained in fire risk assessment:	Elizabeth Pearce Noreen Brain
Person responsible for carrying out the First Aid Assessment:	Elizabeth Pearce
Person responsible for checking & restocking first aid boxes:	Tracey Holland
Person responsible for managing the gas safety systems on the academy premises:	
Person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments):	Harpinder Lally
Person responsible for managing infection control:	Elizabeth Pearce and all staff
Premises Manager or member of Leadership team responsible for Lettings:	Harpinder Lally
Premises Manager or member of Leadership team responsible for Lone Working:	Elizabeth Pearce
Person responsible for the selection, maintenance / inspection and testing of equipment:	
Competent person responsible for carrying out manual handling risk assessments:	Elizabeth Pearce
Person(s) responsible for the management of and administration of medication to pupils in the academy:	Elizabeth Pearce
Members of staff who are authorised to give / support pupils with medication are:	Harpinder Lally Andrea Brough Deb Franks Scarlett Bennett PFA trained staff
Person responsible for selecting suitable personal protective equipment (PPE) for academy staff:	H Lally
Person responsible for the checking and maintenance of personal protective equipment provided for staff:	T Holland
Person who has overall responsibility for the academy's general risk assessment process and any associated action planning:	Elizabeth Pearce
Person who has overall responsibility for the academy's individual risk assessment process and any associated action planning:	Elizabeth Pearce
Premises Manager or member of Leadership team responsible for communicating with those who share the premises:	Elizabeth Pearce
Person who has overall responsibility for the health and wellbeing of academy staff:	Elizabeth Pearce
Person who leads on Academy Mental Health and Wellbeing:	Tara Clark
Person who has overall responsibility for managing the swimming pool and its environment:	N/A
Person who has overall responsibility for the training and development of staff:	Elizabeth Pearce
Training and use of new competency training / skills is monitored and measured by:	Elizabeth Pearce
Person who has overall responsibility for the academy vehicles:	N/A

Premises Manager or other staff member responsible for the management of vehicles on site:	Elizabeth Pearce
Premises Manager or other member of staff responsible for managing water system safety:	John Cowley
Person responsible managing the risk of work at height on the premises:	Elizabeth Pearce
Person who has overall responsibility for managing work experience and work placements for Academy pupils:	Elizabeth Pearce
Person who has overall responsibility for managing/coordinating volunteers working within the academy:	Elizabeth Pearce

Detailed Health and Safety Arrangements

This list of arrangements is customised by each Academy in a manner appropriate to that Academy.

This health and safety policy will be shared with all staff members, including staff working on a temporary or volunteer basis. Each staff member will be required to confirm in writing that they have read, understood and will adhere to this policy document along with the H&S Policy Statement.

Where specific responsibilities for health, safety and wellbeing are allocated to employees, these delegated responsibilities are detailed in responsibilities matrix above. The following procedures and arrangements have been established within the Academy to eliminate or reduce health and safety risks to an acceptable level and to comply with legal requirements.

1. Accident Reporting, Recording & Investigation

Our arrangements for recording and investigating:

Pupil accidents:

A record of all accidents and injuries is kept in school, completed by members of staff dealing with incidents. Accident books are kept in the main office, by KS2 for use at playtimes / lunchtimes and in each classroom. Within the accident books each child has an individual record which is updated following any accident. These are then filed as part of the H&S records and kept in-line with the retention schedule.

Parents are notified of injuries, particularly any bumps to the head, as soon as possible after the injury. Staff may contact parents by phone or staff may discuss with parents at the end of the day, as appropriate, depending on the severity of the accident / injury.

We use the LA online web-based reporting system 'My Health and Safety' which allows us to report accidents, near misses, incidents of violence or aggression, road traffic accidents and environmental incidents directly to the local authority. We follow procedures to report to RIDDOR following a work-related accident which results in a child needing to go directly to hospital following injury or an accident resulting in death. (Most playground accidents due to collisions, slips, trips and falls are not normally reportable).

This includes incidents arising because:

- the condition of the premises or equipment was poor, eg badly maintained play equipment; or
- the school had not provided adequate supervision, eg where risks were identified, but no action was taken to provide suitable supervision.

Physical violence

Violence between pupils is a school discipline matter and not reportable under RIDDOR, as it does not arise out of or in connection with a work activity. Refer to school behaviour policy.

Out of school club and Early Years to complete accident records for individual children which are countersigned by parents on collection of their child.

Trends or individual cases of accidents will be monitored weekly by Miss Holland and any concerns communicated to either Mrs Pearce or Mrs Lally. Each child has an individual record of accidents to aid monitoring which is completed by E Pearce annually to identify trends or issues to address.

Staff accidents:

A record of all accidents and injuries to be kept in school, completed by the member of staff who has had the accident. The staff accident book is kept in the main office. An additional online form needs to be completed and returned to the LA if a member of staff has subsequently needed treatment at hospital.

We keep records of:

- any reportable death, specified injury, disease or dangerous occurrence that requires reporting under RIDDOR; Incident reporting in schools (accidents, diseases and dangerous occurrences) 2 of 4 pages Health and Safety Executive
- all occupational injuries where a worker is away from work or incapacitated for more than three consecutive days. We record these injuries in our accident book, and these records are kept in-line with the retention schedule (Accidents 25 years)

Visitor accidents:

A record of all accidents and injuries to be kept in school, completed by the member of staff who has attended to the visitor who has had the accident. The accident book is kept in the main office. An additional online report form needs to be completed and returned to the LA if a visitor has subsequently needed treatment at hospital.

The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: Elizabeth Pearce Headteacher

For the purposes of RIDDOR, an accident is a separate, identifiable, unintended incident that causes physical injury. This specifically includes acts of non-consensual violence to people at work.

A RIDDOR report is required only when:

- the accident is work-related; and
 - it results in an injury of a type which is reportable
- When deciding if the accident that led to the death or injury is work-related, the key issues to consider are whether the accident was related to:*
- the way the work was organised, carried out or supervised;
 - any machinery, plant, substances or equipment used for work; and
 - the condition of the site or premises where the accident happened.

If none of these factors are relevant to the incident, it is likely that a report will not be required.

See www.hse.gov.uk/riddor/do-i-need-to-report.htm for examples of incidents that do and do not have to be reported.

Types of reportable injury

Deaths

All deaths to workers and non-workers must be reported if they arise from a work related accident, including an act of physical violence to a worker.

<p>Specified injuries to workers</p> <p>The list of 'specified injuries' in RIDDOR 2013 (regulation 4) includes:</p> <ul style="list-style-type: none"> ■ a fracture, other than to fingers, thumbs and toes; ■ amputation of an arm, hand, finger, thumb, leg, foot or toe; ■ permanent loss of sight or reduction of sight; ■ crush injuries leading to internal organ damage; ■ serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs); ■ scalpings (separation of skin from the head) which require hospital treatment; ■ unconsciousness caused by a head injury or asphyxia; ■ any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours. <p>Over-seven-day injuries to workers</p> <p>This is where an employee, or self-employed person is away from work or unable to perform their normal work duties for more than seven consecutive days (not counting the day of the accident).</p> <p>Incidents involving contractors working on school premises are normally reportable by their employers. Contractors could be, e.g. builders, maintenance staff, cleaners or catering staff.</p> <p>If a self-employed contractor is working in school premises and they suffer a specified injury or an over-seven-day injury, the person in control of the premises will be the responsible person. (See HSE's RIDDOR web pages at www.hse.gov.uk/riddor for more detail on the reporting arrangements for self-employed people.)</p>
<p>Our arrangements for reporting to the Local Academy Council are:</p> <p>Termly updates within the Headteacher's report to Governors. Meetings with the Health and Safety Governor who reports back to the GB and an annual Health and Safety report to the Governors.</p>
<p>Our arrangements for reviewing accidents and identifying trends are:</p> <p>Headteacher monitors and reviews accidents and reports to Governors annually. Accident forms are monitored to identify trends or pupils who have more accidents.</p>
<p>All reporting should be made in accordance with the Accident and Incident Reporting Guidance.</p>

2. Asbestos

<p>Location of the Asbestos Management Log or Record System:</p>	<p>Manual kept in the main academy office</p>
<p>Staff must not drill or affix anything to walls, or undertake any kind of intrusive work to the fabric of the building without first obtaining approval from the Premises Manager or other trained member of SLT. The Asbestos Management Policy contains further information about managing asbestos on the premises and must be read by those who are responsible for managing asbestos on the premises, working on the fabric of the building and those who manage contractors.</p> <p>Staff must be aware of the procedure for gaining approval for works of this nature, which is to meet with J Cowley, H Lally or E Pearce and discuss the nature of the work. Together check the asbestos register and approval will be given or refused.</p> <p>Our arrangements to ensure that staff have information about asbestos risk upon employment with the academy are as follows:</p>	

Discussed individually as part of staff induction and recorded on H&S Induction Proforma. Updated discussions and reminders in staff meetings.	
Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are: All contractors report to HT //OM or allocated member of the Admin Team prior to work starting. We follow LA and SUAT procedures and make sure that contractors review the asbestos manual. This is discussed with them. Office staff are responsible to ensure that all contractors sign the asbestos manual prior to commencing work on site.	
Our arrangements to ensure all academy staff such as class teachers or caretakers have information about asbestos risk on the premises: Discussed with staff and caretaker. Manual available in school office for checks and must be read by those who are responsible for managing asbestos on the premises, working on the fabric of the building and those who manage contractors.	
All staff must receive annual asbestos awareness training.	
Staff trained in the management of asbestos are: Elizabeth Pearce Noreen Brain Harpinder Lally	
Staff must report damage to asbestos materials to:	Elizabeth Pearce Noreen Brain Harpinder Lally John Cowley
<i>Our Asbestos Management Plan is located:</i>	<i>Health and Safety Google Drive</i> All staff must sign to confirm that they have read and understood the asbestos management plan, on an annual basis or upon changes to the plan.
<i>Guidance for managing asbestos in schools includes:</i>	https://www.gov.uk/guidance/asbestos-management-in-schools https://www.hse.gov.uk/services/education/asbestos-faqs.htm

3. Communication

Our arrangements for inducting staff to health and safety within the academy are: Staff and visitor inductions conducted by a member of the Admin Team and/or the Headteacher E Pearce. We use the H&S local authority proforma to record this and this is done in conjunction with the Safeguarding Induction using the induction proforma within the Safeguarding Policy September 2025 and the Health and Safety Induction presentation implemented by SUAT.
Our arrangements for communicating about health and safety matters with all staff are: <ul style="list-style-type: none"> • Via email from SLT and Headteacher • Agenda item in every staff and SLT meeting, including team meetings

<ul style="list-style-type: none"> ● Verbally in discussion with staff around school ● Shared documents on Google Drive ● Resources in dedicated staff shared Google Drive ● Virtual meetings – using Google Meet 	
<p><i>Staff can make suggestions for health and safety improvements by:</i></p> <ul style="list-style-type: none"> ● In discussion with SLT. ● Suggestions on risk assessments. ● In staff meetings. ● Via email or messages in the caretaker's book. ● In health and safety meetings. 	
<p>Staff can share risk management information by:</p> <ul style="list-style-type: none"> ● Staff email ● Shared documents in google drive ● Links from staff meeting minutes and in discussion ● Signage and physical distribution in school 	
<p><i>Staff can communicate areas for concern in the context of health and safety by:</i></p> <ul style="list-style-type: none"> ● In discussion with SLT. ● Suggestions on risk assessments. ● In staff meetings. ● Via email or messages in the caretaker's book. ● In half termly health and safety meetings. ● Responding to surveys 	
<p><i>The name of the Trade Union Health and Safety Representative is:</i></p>	
<p><i>Our arrangements for consulting with staff on health and safety matters are:</i></p>	
<p><i>Staff can raise issues of concern or make suggestions for improvement by: Discussion in staff meetings, emails or by reporting to the main office.</i></p>	
<p><i>All staff and pupils must report any hazards, defects or dangerous situations they see at the academy, in a timely manner.</i></p>	
<p>Our arrangements for the reporting of hazards and defects: Report to the main office or write in the caretaker's book.</p>	

4. Construction Work and Contractor Management

<p><i>Our arrangements for managing construction projects and works within the scope of the Construction Design and Management Regulations are:</i></p> <p>Work is monitored by E Pearce, N Brain, H Lally and J Cowley. School staff report to these named staff with any concerns.</p> <p>Contractors are selected in line with LA procedures. Risk assessment and hazard exchange forms are completed during meetings prior to work commencing. Ongoing meetings are held between contractors and either Mrs Pearce or Mrs Lally. The work of contractors on site is also monitored by Mrs Pearce and Mrs Brain.</p> <p>(Duty holders will be identified and named as part of any construction project). https://www.hse.gov.uk/construction/cdm/2015/index.htm</p> <p><i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are:</i></p>
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Onsite meeting between SLT and contractors prior to work commencing with a member of the senior leadership team and/or the caretaker. SUAT H Brooks or L Blackburn may also be involved in this process depending on the size of the project.
<i>Our arrangements for the induction of contractors are:</i> Onsite meeting with E Pearce, H lally and the caretaker, prior to starting work.
<i>Staff should report concerns about contractors to:</i> SLT
<i>We will review any construction and works activities on the site by:</i> Visual inspection and discussion with contractors
<i>Our arrangements for obtaining contractor risk management documents are:</i> Discussed in pre meetings and either a paper copy completed and handed over or sent via email to either the office or HT email.
<i>Staff will be informed about construction projects by:</i> <ul style="list-style-type: none"> ● Via email from SLT and Headteacher ● Agenda item in staff meeting, including team meetings ● Verbally in discussion with staff around school ● Shared documents on Google Drive ● Virtual meetings – using Google Meet <i>Refer to the Managing Contractors Policy for further detail.</i>
<i>Our arrangements for notifying staff of contractor activity on site are:</i> <ul style="list-style-type: none"> ● Via email from SLT and Headteacher ● Agenda item in staff meeting, including team meetings ● Verbally in discussion with staff around school
<i>Our arrangements for selecting competent contractors are (this should include verification of DBS data):</i> <ul style="list-style-type: none"> ● Follow SUAT / Entrust advice ● Approved contractors list ● All DBS data verified prior to work starting
<i>Refer to the Managing Contractors Policy for further detail, which must be read by those who are responsible for building works and maintenance and managing contractors.</i>

5. Curriculum Areas – health and safety

<i>Risk assessments for these curriculum areas are the responsibility of:</i>	Name(s) Elizabeth Pearce Anne-Louise Bamber Michelle Pincombe
<i>These risk assessments are located:</i>	Health and Safety shared google drive - risk assessments
<i>Risk assessments are reviewed:</i>	Annually or following a change in policy / procedure / following an accident or incident

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

<i>The 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>	
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<i>Our arrangements for carrying out DSE assessments are:</i>	
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<i>DSE assessments are recorded and any control measures required to reduce risk are managed by:</i>	Andrea Brough Noreen Brain
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<i>DSE Assessments are reviewed:</i>	Every two years or on a change to the work station / work location / home or remove working
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<i>The DSE Policy should be referred to for further information.</i>	
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7. Early Years Foundation Stage (EYFS)

<i>Records of EYFS risk management (e.g. risk assessments and checklists) are located:</i>	Health and Safety and EYFS shared drives. Office files – paper copies Caretaker records
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<i>Our arrangements for the safe management of EYFS (classroom and activities) are:</i>	
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- Compliance with EYFS Statutory Framework Sept 2025 and OFSTED requirements
- Annual audits / action plans completed
- Annual risk assessment
- Risk assessment in planning
- Daily health and safety checks of indoor and outdoor space and resources
- Refer to the EYFS policy for full detail.
- Supervision ratios

8. Educational visits / Off-Site Activities

<i>The Educational Visits Coordinator is:</i>	Elizabeth Pearce
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<i>Our arrangements for the safe management of educational visits are:</i>	
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- All visits are risk assessed using the Evolve system.
- Staff leading trips complete risk assessment with office staff and these are approved in school by the EVC and the local authority for residential visits.
- Pre visits are completed by staff wherever possible.
- Ratio guidelines are adhered to. See also Educational visits policy.
- EVC is trained with update training completed 17/10/23.
- Education Visits Policy reviewed Sept 2025.

<i>Our arrangements for managing Local Area Visits are:</i>	
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- All visits are risk assessed using the Evolve system.
- Staff leading trips complete risk assessment with office staff and these are approved in school by the EVC.
- Ratio guidelines are adhered to. See also Local Area visits policy.

<i>Visit risk management information is communicated to visit attendees by:</i>	
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- Email
- Given individual paper copies
- In discussion with visit leader

<i>Educational visits must be risk managed on Evolve. Visits must not proceed if they have</i>	
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<i>not been approved on Evolve.</i>
<i>Refer to the Educational Visits Policy and Local Area Visits Policy for more detail regarding managing the risks for educational visits.</i>
<i>Evolve forms must be submitted by:</i> <ul style="list-style-type: none"> ● 1 week before the visit for non adventurous visits. ● 6 weeks for adventurous activities and residentials.

9. Electrical Equipment [fixed & portable]

<i>Fixed electrical wiring test records are located:</i>	In the main school office filing cabinet.
<i>Fixed electrical test defects must be actioned within the designated timescales:</i>	D1: Immediate C1: 6 months C2: 2 years FI: further investigation required as soon as possible
<i>All staff visually inspect electrical equipment before use:</i>	
<i>Our arrangements for bringing personal electrical items onto the academy site are:</i> No personal electrical items are permitted on site without approval from SLT and a valid and verified PAT test (within the last 12 months). <i>When PAT testing is taking place, staff must ensure that equipment is accessible e.g. not locked away.</i>	
<i>Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:</i>	H Lally
<i>The academy's PAT testing will be undertaken to a frequency of: (e.g. annually)</i>	Annually (Spring Term 1)
<i>Portable electrical equipment (PAT) testing records are located:</i>	In the main school office filing cabinet.
<i>Staff must take defective electrical equipment out of use and report to:</i>	H Lally / A Brough
<i>The portable electrical equipment on the Academy site owned and used by contractors is the responsibility of the contractor, who must provide records of this if requested.</i> <i>Refer to the Electrical Safety Policy for further details.</i>	

10. Emergency Preparedness

<i>We test the BCP arrangements by:</i>	Desktop activities in staff meetings and training.
<i>Our arrangements for communicating emergency arrangements to all employees are:</i> <ul style="list-style-type: none"> ● Shared via google drive. ● Discussed at staff meetings. ● Email. 	
<i>Our arrangements for communicating the BCP to the LAC are:</i> <ul style="list-style-type: none"> ● Shared via Governorhub. ● Discussed and ratified at LAC Meetings. 	
<i>Our bomb threat, lock down and invacuation procedures are updated: annually</i> <i>The person responsible for updating these procedures is: Elizabeth Pearce</i>	

We communicate these procedures with building occupants by sharing the invacuation plan from google drive, discussion at staff meetings / Inset.

We test the procedures by: a member of SLT visiting each class and discussing the plan with members of staff and giving the children a chance to practise.

We provide training on our emergency procedures by practices, discussion, ACT modules and National College CPD

<i>Name of person who has responsibility for site security:</i>	<i>Name: Elizabeth Pearce John Cowley</i>
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Our arrangements for site security are:

Site security is inspected by: J Cowley, H Lally and SLT

Site security is inspected: (frequency) Daily checks plus fortnightly H&S walks.

Our site security risk assessment is located: Health and Safety risk assessment shared drive.

Please see the Security Policy for further details.

11. Fire Precautions & Procedures

<i>The Fire Risk Assessment is located:</i> <i>All staff must read the fire risk assessment.</i> <i>NB. The fire risk assessment must be undertaken on an annual basis as a minimum, and upon changes to the building, fire safety practices and staffing.</i>	Health and Safety risk assessment shared drive.
<i>When the fire alarm is raised the person responsible for calling the fire service is:</i> OR <i>The site has a fire alarm which activates a response from (a 3rd party / listening service):</i>	Elizabeth Pearce or a member of the admin team.
<i>Our Fire Evacuation Arrangements are published:</i>	Displayed in every room and on google drive.
<i>Our Fire Marshals are listed:</i>	Fire evacuation procedure 2025/26 and displayed in every room.
<i>Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Logbook located at:</i>	<i>Location</i> Main office
<i>Procedure for communicating fire safety and evacuation arrangements to visitors: Health and safety briefing given on entry to school by a member of the admin team or headteacher.</i>	
<i>Procedure for communicating fire safety arrangements to contractors:</i> As part of pre work meeting	
<i>All staff must be aware of the Fire Procedures in their Academy. Employee awareness of the fire procedures in the academy is repeated: Employee awareness of the fire procedures in the academy is repeated termly.</i>	
<i>Please see the Fire Safety Policy for further information.</i>	
<i>No smoking or vaping is permitted on site or in vehicles owned or operated by the academy.</i>	

*Contractors, visitors, volunteers and temporary staff are informed that smoking and vaping is not permitted on site.
Posters are displayed externally to confirm that the academy is a non-smoking site.*

12. First Aid *see also Medication

<i>The First Aid Assessment is located:</i>	Outside the main school office during the school day, in the hall at lunchtime and Meeting/Medical Room
<i>First Aiders are listed:</i>	<i>Location</i> Displayed in every room
<i>Name of person responsible for arranging and monitoring First Aid Training:</i>	Andrea Brough
<i>Location of First Aid Boxes (including travel):</i>	Main office, hall and each classroom. Additional first aid boxes for trips are stored under the sink in the meeting/medical room.
10 Number of First Aid Boxes (including travel):	
<i>In an emergency staff are aware of how to summon an ambulance, through following the below procedure:</i>	
<i>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):</i>	
<i>Pupils</i>	Parents and the ambulance are contacted. If parents can get to school on time they accompany their child to hospital. If not then an appropriate member of staff eg. A member of SLT or a teaching assistant will accompany the child to hospital and remain until a family member gets there.
<i>Staff</i>	An identified family member eg. Parent, partner, spouse or next of kin will be notified to attend the hospital. A staff member of staff would accompany the employee to the hospital until a family member could get there.
<i>Visitors</i>	An identified family member eg. Parent, partner, spouse or next of kin will be notified to attend the hospital. A staff member of staff would accompany the visitor to the hospital until a family member could get there.
<i>Our arrangements for recording the use of First Aid are:</i> All classrooms have pupil record sheets to record any first aid, records are also kept in the office and a file is kept with the first aid box for lunchtimes and playtimes. Records include details of injury, date, time, treatment, action and person administering FA. The staff / visitor accident book is located in the filing cabinet top drawer in the main office. If a child / adult attends hospital following an accident in school, this is recorded on the online system.	
<i>Our arrangements for monitoring and reporting on first aid and accidents are:</i> A termly analysis of first aid and accidents is completed by A Brough and discussed with the H&S team in school. Completed in Dec, March and June annually and then included in	

the annual H&S report for the LAC.
<i>Our arrangements for identifying trends are:</i> Monitoring places, times and causes of accidents to identify trends also in relation to individual children as they have individual record
The First Aid Policy contains further details.

13. Forest School

<i>Name of person in the Academy who leads on Forest School activity:</i>	Tara Clark
<i>Date of training:</i>	Completed and accredited September 2025
<i>Our arrangements for developing, organising and running Forest School activity. Include here any details with regard to risk assessment, communication and supervision etc.</i>	
<ul style="list-style-type: none"> • Forest school activities risk assessed and suitable staffing ratios maintained. • Lead person trained in Forest School activities and risk assessment. • Visual checks of staff using forest school area for activities completed. • Site Supervisor site checks. • Risk assessments and activities monitored by SLT. 	

14. Gas Safety

<i>Date of the most recent gas line test (5 yearly):</i>	
<i>Date of the most recent gas system test:</i> <i>E.g. Boilers</i> <i>Kitchen Equipment</i>	
<i>Our procedure in the event of a gas leak is:</i>	
Call the National Gas Emergency Service number if you smell gas or suspect a gas leak as quickly as possible. National Gas Emergency Service number on 0800 111 999	
<i>The Academy uses only gas safety registered contractors to work with gas systems on site.</i>	

15. 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>	
<i>A glass and glazing assessment took place in (year) and the record can be found</i>	<i>Date and Location</i> 2013 Main Office

16. Hazardous Substances (COSHH)

<i>Hazardous substance risk management documentation is located:</i>	Health and Safety Shared Drive
<i>Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control, communication of hazardous substance assessments, review of assessments, etc.) are:</i>	

<ul style="list-style-type: none"> • The school uses CLEAPPS as a resource and all staff must be aware of how to access this information. • In school office. • Storage in cleaners cupboard or under the sink in the staff room / meeting room. • Communication via email and shared documents on google drive. <p><i>Further information can be found in the Hazardous Substances Policy.</i></p> <p><i>Staff are not permitted to bring hazardous substances onto site. Substances must be ordered by the academy and if the substance is not already in use, the following must be undertaken prior to use:</i></p> <ul style="list-style-type: none"> - The substance must be approved for use by a Senior Leader - The substance must COSHH assessed and a current material safety data sheet kept on file with the COSHH assessment - The substance must be added to the approved list <p><i>Bleach is not permitted for use on academy sites unless it is being used in accordance with UKHSA guidance to clean the premises following an outbreak of infection or during deep cleaning. Use must be when children are not present and the product must be taken off site following use.</i></p> <p><i>It is absolutely essential that de-scaler does not come into any contact with bleach or bleach-based product because this reacts to liberate chlorine gas.</i></p>
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17. Housekeeping, Cleaning & waste disposal

<p><i>All staff and pupils share the responsibility for keeping the Academy site clean, tidy and free from hazards.</i></p> <p><i>Our waste management arrangements are (including recycling and food waste collection):</i> Lichfield District Council</p>	
<p><i>Our site housekeeping arrangements are:</i></p> <ul style="list-style-type: none"> • Caretaker and Intelligent Workplace cleaning services • Floors cleaned once most of the children have left the premises to minimise risk of slips. Signage used to highlight any areas becoming wet due to spills during the day. • Paper and plastic waste collected in recycle bins and collected weekly. • Main waste bins locked in position away from the school building – emptied weekly. • Glass or sharp objects to be either wrapped safely and disposed of in the bin or taken directly to a landfill site by the caretaker. • The site supervisors are responsible for ensuring that pathways are cleared to enable safe access for staff, children and parents in snowy / icy weather. • Separate lidded bins provided for tissues in classrooms. • Waste stored and disposed of inline with requirements. 	
<p><i>Site cleaning is provided by:</i> <i>In house cleaners</i> OR <i>External cleaning company</i></p>	<p><i>Name and contact details</i></p> <ul style="list-style-type: none"> • Intelligent Workplace cleaning services
<p><i>Cleaning staff have received appropriate information, instruction and training about the following and are competent:</i></p>	

<i>Work equipment (state machinery)</i>	
<i>Hazardous substances</i>	
<i>Waste (skips and bins are located away from the academy building)</i>	
<i>Our arrangements for disposing of waste and the location of waste bins and skips are communicated to employees and pupils: Staff Meetings, email and shared documents from google drive.</i>	
Infection control policy shared and on website / google drive. Updated Sept 2025	
Academy security	
Lone working	
First aid and accident reporting	
Fire evacuation	
Management of asbestos	
<i>All staff and pupils must be aware of the arrangements for disposing of waste and the location of waste bins and skips. Skips should be covered where possible and located at a suitable distance from the building based on risk assessment and the types of waste being disposed of e.g. skips containing flammable waste should be located further from the building.</i>	
<i>Staff in all depts. / work areas who generate waste (e.g. catering/cleaning/curriculum areas) must be aware of the risk assessments and control measures in place for their role. The risk management processes are as follows for each department / work area:</i>	
Department/work area	Procedure

18. Infection Control

Our infection control arrangements (including communicable diseases/hand hygiene standards) are:

Staff concerned about infection control to discuss with SLT and consult information and guidelines from the communicable diseases manual in the school office.
Consult health and safety or public health if further advice or guidance is required.
Staff to recommend and follow medical advice.

Follow infection control policy, risk assessment and contingency plans following regular review. E Pearce to update in-line with SUAT and DFE guidance. This includes hygiene and cleaning procedures.
Further information can be found in the Infection Control Policy and Risk Assessment.

Follow advice from Public Health England and the Local Outbreak Team.

School provides hand gel for the children and staff to use. All children are provided with hand gel prior to eating their lunch. Children are trained and reminded about hand washing procedures.

Intelligent Workplace cleaning services can be contacted if a deep clean is needed.
<i>Infection control standards and the effectiveness of risk management procedures will be monitored by: Elizabeth Pearce / H Lally</i>
<i>We communicate infection control arrangements by:</i> Staff meeting / shared documents Email Face to face Induction meetings
<i>Infection control arrangements must be communicated to all occupants of the premises, as part of their induction to site and in accordance with their role and activities they conduct on site.</i>
<i>Further information can be found in the Infection Control Policy and Risk Assessment.</i>

19. Lettings

<i>Our arrangements for managing Lettings of the Academy rooms or external premises are:</i> Detailed in the lettings agreement which must be completed prior to any lettings taking place. Appropriate insurance must be checked and fees charged in line with Governor charges.
<i>The health and safety considerations and documentation for Lettings are reviewed annually: Autumn term</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 Academy on request, prior to commencement of the letting.</i>
<i>Hirers must provide a register of those present during a letting upon request:</i>
<i>Hirers must have appropriate DBS clearances according to the nature of their letting and those in attendance of the letting.</i>
<i>Hirers must have appropriate, valid and current insurances:</i>

20. Lone Working

<i>Our arrangements for managing lone working are:</i> Any staff intending to work alone must notify a colleague of their arrival time and departure time. If staff are working from home or in a different location regular contact will be maintained with colleagues in their department or phase through phone, virtual meetings and emails. <i>(Lone working is defined by the Health & Safety Executive (HSE) as people who work by themselves without close or direct supervision. This doesn't necessarily mean that the worker is physically alone; it means they are in a separate location to the rest of their team or manager).</i>
<i>Lone working arrangements are communicated by:</i> <ul style="list-style-type: none"> ● Email ● Policy ● Face to face

<ul style="list-style-type: none"> ● Staff meetings ● Individual risk assessments
<p><i>We monitor lone working arrangements by:</i></p> <ul style="list-style-type: none"> ● Review of risk assessments ● Individual meetings ● Staff and SLT discussions
<p><i>Lone workers are required to report any health information which may impact safety arrangements for lone working to their line manager / SLT.</i></p>
<p><i>Refer to the Lone Working Policy for further details.</i></p>

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

<p><i>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, sprinkler systems, automatic doors, automatic barriers, roller shutters, air conditioning. This section must include the arrangements for academy kitchens, science laboratories, design and technology rooms.</i></p>	
<p><i>Records of maintenance and inspection of equipment are retained and are located:</i></p>	<p><i>Location Location On top of the filing cabinet by the meeting room</i></p>
<p><i>Staff report any broken or defective equipment to:</i></p>	<p><i>Name John Cowley or SLT</i></p>
<p><i>The equipment on the academy site owned and used by contractors is the responsibility of the contractor, who must provide records of testing, inspection and maintenance if requested.</i></p>	
<p>Type of equipment</p>	<p>Maintenance Regime Details</p>

22. Manual Handling and Safety Interventions

<p><i>Our arrangements for managing manual handling activities are: All staff trained and aware of procedures.</i></p> <ul style="list-style-type: none"> ● Health and safety back care booklets available. ● Staff identified with any back problems are not required to do manual handling activities. ● If situations are identified that require lifting and handling individual risk assessments are produced by Mrs Pearce and Mrs Brain. ● Trolleys are available on site. ● Staff with particular manual handling roles, including welfare staff for pupils with SEND have separate risk assessments/ manual handling plan informed by LA Health and Safety Advisor. ● Training in specific manual handling activities has also been provided. This is discussed as part of health and safety induction. <p><i>Further information can be found in the Manual Handling Policy.</i></p>
<p><i>Staff must be aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided. Our arrangements for communicating this requirement to staff are: Induction and staff meetings.</i></p>
<p><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></p>

<p><i>Staff are trained appropriately to carry out manual handling activities. Formally trained staff are:</i></p> <p><i>Names Noreen Brain</i></p>
<p><i>Name of competent person responsible for undertaking risk assessments for supporting individuals: Noreen Brain</i></p>
<p><i>Where people handling takes place an Individual Manual Handling Plan and risk assessment must be in place and communicated to all parties (including where appropriate the young person/their parents/carers/support staff).</i></p>
<p>Staff trained in supporting individuals are:</p>
<p>Individuals formally trained in restrictive physical intervention and positive handling are:</p> <p>Training scheduled for all staff 24/10/25</p> <p>Person responsible for undertaking individual safety intervention plans and risk assessments: Elizabeth Pearce and Sarah Smith SENCO</p> <p><i>Restrictive physical intervention and positive handling training is arranged by:</i></p> <p><i>Restrictive physical intervention and positive handling risk management information: Google drive</i></p> <p>Training must be undertaken on a regular basis.</p> <p>Further details can be found in the Managing Safety Interventions Policy.</p>

23. Medication

<p><i>Our arrangements for the administration of medicines to pupils are:</i></p> <ul style="list-style-type: none"> ● Refer to medications policy which follows DFE guidelines. ● Parents/ carers must sign and fully complete a consent form prior to medicine being administered. ● Staff who administer medicine to record time, dosage, date and sign. ● Dosage amounts to be checked and counter signed by a different person. ● Only prescribed medication required 4x per day will be administered by staff or medication as required by a care plan. ● Children with individual medical needs will have an individual care plan completed by the SENCO and the child's parents. <p>Where medication is provided, the records must be signed by the staff member providing the medication plus a witness.</p>	
<p><i>Medication is stored:</i></p>	<p><i>Location: Main office or meeting room fridge. Inhalers to be stored in the relevant child's classroom (There may be multiple locations depending on the type of medication)</i></p>
<p><i>A record of the administration of medication is located:</i></p>	<p><i>Location: Main office</i></p>
<p><i>Pupils who administer and/or manage their own medication in an academy are authorised to do so by Elizabeth Pearce and provided with a suitable private location to administer medication/store medication and equipment. This medication is stored in (location).</i></p>	
<p><i>Staff are trained to administer complex medication by the school nursing service when required. Trained staff are:</i></p>	

<p><i>Names</i></p> <p>No complex medication currently.</p> <p>Epi pen training to be refreshed for all staff 2025/26.</p>
<p><i>Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are:</i> All staff trained to administer an Epi pen and individual pupils detailed in individual care plans.</p>
<p><i>Staff who are taking medication must keep this personal medication in a secure area in a staff only location. Secure locations are defined as:</i> Locker / Safe / Main office</p> <p><i>Location</i> Staff room / office area</p>
<p><i>Staff must advise the academy leaders if they are taking any medication which might impair their ability to carry out their normal work. Risk assessments must be undertaken for individual members of staff if deemed as being required.</i></p>
<p><i>Further information can be found in the Medication Policy / Supporting Students with Medical Conditions Policy.</i></p>

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

<p><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></p>	
<p><i>PPE provided for use in curriculum lessons is not “personal” as it is provided by pupils in classroom situations.</i></p>	
<p><i>Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for pupils:</i></p>	<p>Elizabeth Pearce Noreen Brain Harpinder Lally</p>
<p><i>All PPE provided for use in a classroom environment is kept clean, free from defects and replaced as necessary. Defects to PPE must be reported and the PPE must not be used.</i></p>	
<p><i>Name(s) of person responsible for cleaning and checking PPE:</i></p>	<p>Tracy Holland / Class Teachers / N Brain</p>
<p><i>Confirmation of any recorded checks to be provided:</i></p>	

25. Radiation (where applicable)

<p><i>Name of the academy Radiation Protection Supervisor (RPS)</i></p>	<p>N/A</p>
<p><i>Name of the Radiation Protection Adviser (RPA)</i></p>	
<p><i>Our arrangements for managing any radon gas emissions due to the academy’s location and local geology are:</i></p>	
<p><i>Radon is checked in the local area (frequency):</i></p>	

26. Risk Assessments

<p><i>The 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 others who may be exposed to the risk.</i></p>
<p><i>Risk assessments are in place for the following areas: (examples, not an exhaustive list)</i></p> <p>Premises and grounds Curriculum / classrooms Hazardous activities or events Lettings or contract work which may affect staff or pupils in the Academy Fire Risk Assessment</p>

<p>Hazardous Substances Work Equipment Manual handling activities Risks related to individuals e.g. health issues (personal or work related, for staff and pupils)</p>
<p><i>Our arrangements for carrying out, recording, communicating and reviewing general risk assessments are:</i></p>
<p><i>Our arrangements for carrying out, recording, communicating and reviewing individual risk assessments are:</i></p> <ul style="list-style-type: none"> ● Risk assessments are in place and reviewed annually. ● Communicated in staff meetings or assemblies with the children, induction meetings or email - shared documents. ● H&S generic risk assessments produced by the LA and SUAT have been adapted for school use. ● Risk assessments are also implemented for new activities, trips, all areas of school as well as for identified staff or children. ● All staff review risk assessments for their responsibility areas every September. ● Other checks are maintained by the site technician and key staff such as Early Years Co-ordinator, where daily indoor and outdoor risk assessments are completed. ● For events in school including the PTA risk assessments are completed for any activities which may involve risk by the HT and Chair of PTA. ● Evolve is used to complete and record risk assessments involving school visits. Other risk assessments are available to staff through Google Drive and our website ● Infection control risk assessments are informed by DFE guidance and LOC advice.
<p><i>Consider staff and children</i></p>
<p><i>Individual risk assessments must be retained as confidential, not kept in general risk assessment files and shared on a need to know basis.</i></p>
<p><i>The location in which the academy keeps risk assessments is:</i></p> <p>General Health and Safety Shared Google Drive Individual Health and Safety Google Drive - permissions granted to individuals only.</p> <p><i>(Risk assessments must be easily accessible to all staff and those who need to read the information contained within them)</i></p>
<p><i>The process for developing new risk assessments is:</i> Consultation and discussion within SLT, then staff or people involved.</p>
<p><i>Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments.</i></p>
<p><i>When an accident or incident occurs a post risk assessment takes place when a new hazard has been identified and / or additional controls are required.</i></p>
<p><i>Risk assessments are created or reviewed when something new is introduced or a change has occurred.</i></p>
<p><i>Further information is located in the Risk Assessment Policy.</i></p>

27. Shared use of Premises/Shared Workplace

<i>The academy premises are shared with another organisation (e.g. contract caterer/public leisure centre, childcare, school).</i>	<i>Name of the organisation(s)</i> Dolce Catering Intelligent Workplace Cleaning
<i>Our arrangements for managing health and safety, including the communication of safety and risk management information, in a shared workplace are: Discussion and providing paper copies of relevant information.</i>	
Information shared with those on the same premises is:	
E.g. fire evacuation procedure, fire risk assessment, asbestos management arrangements	

28. Stress and Staff Wellbeing

<i>Academy mental health first aid trained staff are:</i>	
<i>All staff have responsibility to take care of their own health and wellbeing and the academy supports staff to do this by implementing the following arrangements:</i>	
<p>At Little Aston Primary Academy we recognise the importance of staff wellbeing and aim to make sure that mental health and wellbeing is promoted for all staff.</p> <p>The term “wellbeing” describes our holistic health, including our physical, mental and emotional health. Good levels of wellbeing mean that life is in balance and we can generally cope well. We feel motivated, engaged, and can ‘bounce back’ from life’s challenges. We aim to take care of staff both emotionally and practically to help them to perform to the best of their ability and are better able to support pupils. Workloads, deadlines and challenging behaviours can all impact negatively on the wellbeing of staff. Poor mental wellbeing may impact on ability to manage during key moments of stress in the classroom or at school.</p> <p>SLT aim to model good working practices and self-care eg. encouraging and taking regular breaks, finishing on time, not always taking work home and asking for help and support when needed.</p> <p>SLT aims to communicate clearly with staff, particularly around any changes that might be taking place at school. Ideally staff are consulted about changes and offered reassurance in staff meetings or online communications. Positives are celebrated.</p> <p>We encourage a sense of community by scheduling opportunities for all staff/pupils to get together eg. assemblies, celebrations, events and also by having non-work-related opportunities to get together.</p> <p>Staff health and safety, including well being included in all staff meeting agendas. Flexible approaches to training including SSS learning and National college enables all staff to access support / training at a time to suit them. Inset days and twilight training can include topics such as wellbeing and managing stress. (Amy Hatfield SUAT) Staff are encouraged to feedback on thoughts or concerns regarding staff wellbeing and how to improve it.</p> <p>All staff have responsibility to take care of their own health and wellbeing and the academy supports staff to do this by implementing the following arrangements: Stress team risk assessment in place and reviewed annually Staff encouraged to complete individual stress surveys and these are discussed with line managers if any issues are identified Managing attendance at work policy implemented.</p>	

Signposting to available support if needed

Referral to SUAT wellbeing Amy Hatfield

Staff are encouraged to follow these steps to manage their wellbeing;

1. Know personal limits and have the ability to say 'no' when necessary to help have more balance in life and enable you to take better care of others.
2. Identify supportive people that you have in your life / work.
3. To increase support networks consider taking up new hobbies or activities.
4. Speak to a professional for support.
5. Talk to others when challenging situations affect us emotionally. If you have had a difficult day at school, try to speak to someone before you leave as this can then help you to process how you are feeling, ask for support and separate your work and home life.
6. Be flexible around change. Even with the best plans, unexpected events or situations occur. Our ability to accept change, plan and adapt can help us to manage any potential feelings of stress, anxiety and cope better overall.
7. Self-compassion - stop and reflect on your thoughts, are they more positive / critical? Introduce positive thoughts / 'turn the volume down' on the critical voices.

<https://www.mentallyhealthyschools.org.uk/>

Solutions to stress hazards and suggestions on how to minimise stress are identified, discussed and communicated.

- Supervision
- Staff wellbeing policy
- Crisis support from SLT
- Training around mental health needs of children and families
- Dedicated staff rooms
- Referrals to occupational health
- Regular wellbeing check-ins for all staff from members of SLT.
- Wellbeing discussed openly (open door policy) with HT / SLT
- Culture of no blame or stigma for mental health needs of school community

All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work by: discussion with SLT, line managers or in staff meeting.

All staff have the opportunity to discuss mental health and wellbeing concerns confidentially. Staff can access support by talking to Elizabeth Pearce or Tara Clark our mental health and wellbeing lead.

Individual stress risk assessments take place when a member of staff requires additional individual support. Staff can discuss individual risk assessments with Elizabeth Pearce

A team stress risk assessment has been completed involving all staff and this is reviewed regularly.

Date completed / reviewed September 2025

Arrangements are in place to support pupil mental health and wellbeing. Detail surrounding these arrangements can be found (location)

Staff can access support for pupils by: Discussion and referral to Sarah Smith or Elizabeth Pearce. Anne-Louise Bamber or Michelle Pincombe.

Resources to support pupil mental health and wellbeing can be found (location): Detail

<p>surrounding these arrangements can be found on the shared Google Drive HOPE</p> <p>Staff can access support for pupils by discussing needs with the SENCO Sarah Smith and Elizabeth Pearce. From these discussions we will agree the most appropriate support including referrals for tier two.</p> <p>Resources to support pupil mental health and wellbeing can be found (location): Shared Google Drive <i>The Mental Health and Wellbeing Policy contains further information.</i></p>
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29. Swimming Pool Operating Procedures (where applicable – this includes ‘temporary / pop up’ pools) N/A

<p><i>Our arrangements for carrying out suitable swimming pool management (including minimum supervision standards, how to summon assistance in emergency, what to do if problem identified with pool water quality, supervision in changing areas, max numbers of swimmers, conditions of hire to outside organisations, first aid provision, training plant operators):</i></p>
<p><i>Staff operating the swimming pool have received appropriate training and information.</i></p>
<p><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></p>
<p><i>The health and safety considerations within curriculum swimming must be planned, supervised and managed by staff who include in their lesson planning. Appropriate risk assessments must be in place for activities, supervision and safeguarding.</i></p>
<p><i>Contractors providing swimming provision / temporary pools are vetted by:</i></p>
<p><i>Name and procedure for vetting:</i></p>
<p><i>Swimming which takes place off site shall be managed in accordance with Educational Visits arrangements.</i></p>

30. Training and Development

<p><i>All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.</i></p>	
<p><i>Our arrangements for carrying out suitable and sufficient health and safety training for all staff are:</i> The school has a health and safety training matrix to help in the planning of essential and development training for staff. Details of training are included in the termly HT report to the LAC.</p>	
<p><i>The Academy has a health and safety training matrix to help in the planning of essential and development training for staff which is updated on (state regularity of updates).</i></p>	
<p><i>Training records are retained and are located (state location) Personnel files, National College or SSS Learning.</i></p>	
<p><i>Training certificates are kept (state location).</i></p>	
<p><i>Staff receive refresher H&S training:</i></p>	<p><i>Detail when and by what means depending on their role through face to face training with SUAT / Entrust or online through National College / SSS Learning</i></p>
<p><i>Staff can request training by:</i></p>	<p><i>Emailing or asking E Pearce, N Brain or H Lally.</i></p>

31. Vehicles owned or operated by the academy (where applicable) and vehicle movement on site:

<p><i>The academy operates (no. of xx)</i></p>	<p><i>List</i></p>
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<i>minibus/coaches/cars/other vehicles (e.g. quad bikes/ride on mowers).</i>	N/A
<i>Name of person who manages the driver medical examinations and qualifications:</i>	
<i>Name of person who manages the vehicle license requirements:</i>	
<i>Name of person(s) who undertakes vehicle checks such as oil, water and routine roadworthiness:</i>	
<i>Frequency of checks:</i>	
<i>Name of person who arranges servicing and maintenance of the academy vehicles:</i>	
<i>Frequency of servicing and maintenance:</i>	
<i>Person who arranges insurance:</i>	
<i>Person who arranges vehicle tax:</i>	
<i>Our arrangements for the safe use of academy vehicles are:</i>	
<p><i>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, risk assessment etc.):</i></p> <p>Our arrangements for the safe access and movement of vehicles on site are that only staff use the staff car park. This is not an entry point for pupils. Pupils arriving late / visitors can enter via pedestrian gate and pedestrian crossing to the main reception point.</p> <p>Turning circle - Parking restricted to Sparkletots and Reception parents only. Other parents use it as a rolling drop off by the grey gate.</p> <p>One way system.</p> <p>Signage and reminders issued in newsletters.</p> <p>Monitored by staff.</p> <p>Speed limits</p> <p>segregation vehicles from pedestrian areas</p> <p>restrictions on reversing vehicle</p> <p>special arrangements for deliveries - only use the staff car park.</p> <p>only staff allowed to park on staff car park</p> <p>turning circle controls in prospectus</p> <p>reminders to parents and the community in newsletters.</p> <p>Signage and reminders.</p> <p>Parking buddies.</p>	
<i>Refer to the Vehicles Policy for further information.</i>	

32. Violence and Aggression

<i>The Academy 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 and physical violence to:</i>	Name: Elizabeth Pearce
<i>Incidents of verbal and physical violence are investigated by:</i>	Name Elizabeth Pearce

Staff and others, as necessary, are appropriately debriefed following an incident.

Refer to the Management of Violence and Aggression Policy for further information.

33. Water System Safety

<i>Name of contractors who have undertaken a risk assessment of the water system and date the risk assessment was last completed:</i>	<i>Name</i> IWS <i>Date</i> December 2023
<i>Actions resulting from the risk assessment must be completed within the designated timescales:</i>	<i>D1: immediate</i> <i>C1: 6 months</i> <i>C2: 2 years</i>
<i>Name of contractors who carry out regular testing of the water system:</i>	IWS
<i>Location of the water system safety manual/testing log:</i>	Main office
<i>Person who reviews the water system safety log and contractor reports:</i>	Harpinder Lally
<i>Person who undertakes water hygiene regimes in the academy:</i>	John Cowley
<i>Our arrangements to ensure contractors have information about water systems are:</i> Water hygiene checks are completed bi-annually by a LA approved company, which comply with the regulations as set by the Local Authority. Reports and risk assessments are kept in the water hygiene file in the school office alongside the manual provided by SCC. These are shared with any contractors who may be working on site.	
<i>Our arrangements to ensure all academy staff carrying out checks or testing or maintenance have information about the water system:</i> Water temperature checks are also completed monthly by the caretakers. Other records are available to them and any concerns discussed with them by N Brain.	
<i>Refer to the Water System Safety Policy for further information.</i>	

34. Working at Height

<i>Date of the most recent working at height risk assessment:</i>	12/9/25
<i>Work at height is avoided where possible.</i>	
<i>Our arrangements for managing work at height are (include planning and risk assessment etc.):</i> <ul style="list-style-type: none"> ● Appropriate and checked ladders must be used. ● Work in pairs if possible ● If completing a job individually, complete a risk assessment with SLT beforehand and make sure other staff are available onsite. ● Have a mobile phone. ● Individuals not to take additional risks. ● Risk assessment to be followed ● Safe access points identified 	
<i>Refer to the Working at Height Policy for further information.</i>	
<i>Appropriate equipment is provided for work at height where required.</i>	
<i>Staff who carry out work at height are trained to work at height and to use the equipment provided.</i>	
<i>Work at height equipment is regularly inspected, maintained and records are kept (location) and last inspected on (date).</i>	

<i>Name of person(s) responsible for inspecting and recording inspections:</i>	John Cowley
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35. Work Experience

Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are:

<i>The name of the person responsible for the health and safety of people on work experience in the academy premises:</i>	Elizabeth Pearce
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Our arrangements for managing the health and safety of work experience students in the academy are:

- Health and safety induction provided by E Pearce, H Lally or A Brough.
- Work experience students supervised at all times.
- Requirements within their contracts met.
- The same for staff. Admin team and EP conduct H&S induction using the LA proforma and the SUAT proforma / presentation.

36. Volunteers

Volunteers are considered as a member of staff and all health and safety arrangements including induction and training must apply. Arrangements for the induction of volunteers are:

- Health and safety induction provided by E Pearce, H Lally or A Brough.
- Volunteers supervised at all times.
- The same for staff. Admin team and EP conduct H&S induction using the LA proforma and the SUAT proforma / presentation.