

Staffordshire University Academies Trust		Trust Policy Document			
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Little Aston Primary Academy Health and Safety & Wellbeing Policy

This is a generic policy which pertains to all of the academies in Staffordshire University Academies Trust. Each Academy will have this policy on their website plus a customised version, which is specific to their setting and will be found in the password protected policies section of that Academy's website and individual network.

1. 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 all of its academies have 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 at Trust and Local Academy Council level

The Leadership Team of each SUAT academy and the Local Academy Council are committed to ensuring the Health and Safety of everybody involved in each Academy. They aim to:

- Ensure that all reasonable steps are taken to ensure the health, safety and welfare of users of the premises and all participants in school visits
- Establish and maintain safe working procedures for staff and pupils
- To provide and maintain safe Academy buildings and safe equipment
- Develop safety awareness, by appropriate training if necessary, amongst staff, pupils and others who help in their Academy
- Formulate and implement effective procedures for use in the event of fire and other emergencies
- Investigate accidents and take steps to prevent a re-occurrence
- Take proactive measures to prevent accidents and incidents of a dangerous nature, which could be hazardous to health

2. Overview

The Trust requires all of its academies to have a Health, Safety and Wellbeing Policy in place. The Trust's Health, Safety and Wellbeing Policy template is a generic policy that has been developed by the Trust Board. Each academy's procedures are developed and monitored by the Principal/Head Teacher and the Local Academy Council.

Roles and Responsibilities within each academy

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The **Local Academy Council** will:

- Give strategic guidance
- Monitor and review health and safety issues
- Ensure adequate resources for health and safety are available
- Take steps to ensure plant, equipment and systems of work are safe
- Ensure that the Academy provides adequate training, information, instruction, induction and supervision to enable everyone in the Academy to be safe
- Maintain the premises in a condition that is safe and without significant risk
- Provide a working environment that is safe and healthy
- Provide adequate welfare facilities for staff and pupils
- In their critical friend role, maintain an interest in all the health and safety matters
- Review and monitor the effectiveness of this policy

The **Principal/Head Teacher** is responsible for the day to day running of the Academy. They will:

- Promote a positive, open health and safety culture in their Academy
- Report to LAC members on key health and safety issues
- Seek advice from other organisations or professionals, such as the Health and Safety Executive, safety advisers etc. as and when necessary
- Ensure that all staff co-operate with the policy
- Devise and implement safety procedures
- Ensure that risk assessments are reviewed on an annual basis
- Ensure relevant staff have access to appropriate training
- Meet with the Facilities Manager (or their equivalent) regularly to ensure that any building/grounds issues are dealt with in a timely manner

Senior Leaders within the Academy will support the Principal/Head Teacher in their role. They will:

- Ensure risk assessments are accurate, suitable and reviewed annually
- Deal with any hazardous practices, equipment or building issues and report to the Principal/Head Teacher if they remain unresolved
- Provide a good example, guidance and support to staff on health and safety issues
- Carry out a health and safety induction for all staff and keep records of that induction
- Keep up to date with new developments in Health and Safety issues for their Academy
- Carry out investigations into accidents and produce reports / statements for any civil or criminal action which may arise
- Ensure any contractors on site are competent in health and safety matters

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- Complete an annual health and safety report for the Local Academy Council, during the summer term, in conjunction with the Premises Manager

The **Premises Manager (or the member/s of staff assigned to that role)** is responsible for day to day maintenance and other buildings / grounds issues. They will:

- Ensure that any work that has health and safety implications is prioritised
- Report any concerns regarding unresolved hazards in the academy to the Senior Leadership Team immediately
- Ensure that all work under their control is undertaken in a safe manner
- Carry out a daily check of the grounds and building to spot any disrepair or other hazards such as broken glass etc. in the play areas
- Ensure that all cleaning and catering staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling
- Carry out a weekly test of the fire alarm and other such internal statutory compliance checks, to the required frequency
- Ensure all contractors are 'inducted' and provided with the relevant risk assessments, asbestos records, hazard exchange form, hot works permits and are made aware of any fragile roofs or other hazards in the areas where they will be working
- Fully co-operate with health and safety arrangements during larger building projects
- Adhere to risk assessments, COSHH assessments and safe working practices
- Complete an annual health and safety report for the Local Academy Council, during the summer term, in conjunction with the Senior Leadership Team

All Academy Staff will:

- Read the Health and Safety Policy
- Comply with the academy's health and safety arrangements, including the adherence to risk assessments, health and safety procedures and policies
- Take reasonable care of their own and other people's health and safety
- Leave the classroom / playground / office in a reasonably tidy and safe condition
- Follow safety instructions when using equipment
- Supervise students/pupils and advise them on how to use equipment safely
- Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate member of staff
- Follow the accident reporting procedure (which is a separate document)
- Contribute to and highlight any gaps in the academy's risk assessments and health and safety procedures

In accordance with the academy rules and procedures on discipline, **pupils** will:

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- Follow safety and hygiene rules intended to protect the health and safety of themselves and others
- Follow safety instructions of teaching and support staff, especially in an emergency

Employer responsibilities

The Trust is the direct employer of all of its staff and accordingly ensures that there is a Health and Safety Policy in place to comply with the Health and Safety at Work Act 1974.

On behalf of the Trust Board SUAT's Operations Manager will:

- Provide advice and guidance to help academies fulfil their health and safety responsibilities
- Answer queries from staff on health and safety issues
- Visit where necessary to give advice on all aspects of new and existing health and safety policies and procedures
- Advise on and facilitate (when necessary) staff safety training
- Draft and/or advise on procedures and guidance for health and safety
- Interpret and advise on new legislation impacting on the working environment
- Attend meetings to advise on occupational safety issues

Health, Safety and Wellbeing Policy

Little Aston Primary Academy

The local policy has five parts;

Part A – Introduction

Part B - The Health and Safety Policy Statement

Part C - Management Arrangements

Part D - The detailed arrangements & procedures for Health, Safety and Wellbeing within the individual SUAT academy, as named above.

Part E - The Key Performance Indicators.

A. Introduction

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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 provided on pages one to **four** (inclusive). In each SUAT academy there will be a comprehensive database of key individuals.

B. Policy Statement

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.

The Local Academy Council will ensure so far as is reasonably practicable that:

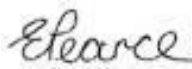
- All places and premises where staff and pupils are required to work and engage in academy activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on the premises or taking part in educational activities elsewhere)
- All plant 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 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 safety, 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.

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<i>John Evans</i>	
Chair of Local Academy Council John Evans	Principal/Head Teacher Elizabeth Pearce
07 July 2021	07 July 2021

C. 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

The academy obtains competent health and safety advice from:	John Burdett Health and Safety Advisor Health, Safety and Wellbeing Service. Staffordshire County Council
The contact details are:	John.burdett@staffordshire.gov.uk
In an emergency we contact:	Hope Kirkham SUAT shss@staffordshire.gov.uk Tel: 01785 355777 Hrs 8.30 – 17.00 Mon – Thur 16.30 Fri

Monitoring Health and Safety

Name of person(s) responsible for the overall monitoring of health and safety in the Academy:	Elizabeth Pearce John Evans Academy H&S Team (EP, NB, PG, AB TH,CS & MP)
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):	

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- 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 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 pigeon holes. The monthly overview records are returned each month to N Brain / A Brough 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 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.

The Academy carries out formal evaluations and audits on the management of health and safety (frequency):

- Health and Safety and Well-being Evaluation Checklist and Self Audit completed annually in October using the SUAT format which has been approved by the LA.
- 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

The last audit took place:

Date: 31/01/19
By Sarah-Jane Walmsley

Name of person responsible for monitoring the implementation of health and safety policies:

Elizabeth Pearce (HT)
Noreen Brain (SBM)
John Evans (Gov)

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All staff are aware of the key performance indicators in part E and how they are achieved and monitored	
Workplace inspections - type	Name of person who carries these out
EYFS Daily Checks	Michelle Pincombe / Anna Parry / Alison Walker-Bolton (Reception) Sara Kimberley / Laura Collins/ Clare Kirk (Sparkletots) Laura Collins / Claire Shipp / Alison Walker (BSC / ASC)
Daily visual Playground / Field/ Perimeter Fence Water Temperatures Alarm Call points	Paul Guest
Classroom / areas around school annual risk assessment	All staff
Premises check half termly	Elizabeth Pearce / Noreen Brain SLT / H&S team

Detailed Health and Safety Arrangements

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

1. Accident Reporting, Recording & Investigation

Our arrangements for recording and investigating:
Pupil accidents:
Pupil accidents:
A record of all accidents and injuries is kept in school, completed by member of staff dealing with incident. Accident books are kept in main office, by KS2 for use at playtimes / lunchtimes and in each classroom. Within the accident books each child has an individual

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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, in particular any bumps to the head. Staff may contact parent 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 particular 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 Brain. 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

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■ 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

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.

Specified injuries to workers

The list of 'specified injuries' in RIDDOR 2013 (regulation 4) includes:

- 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;

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- serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs);
- scalplings (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.

Over-seven-day injuries to workers

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).

Incidents involving contractors working on school premises are normally reportable by their employers. Contractors could be, eg builders, maintenance staff, cleaners or catering staff.

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.)

Our arrangements for reporting to the Local Academy Council are:

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.

Our arrangements for reviewing accidents and identifying trends are:

Headteacher monitors and reviews accidents and reports to Governors annually. Accident forms are monitored to identify trends or pupils who have more accidents.

2. Asbestos

Name of Premises Manager responsible for Managing Asbestos:	Elizabeth Pearce
Location of the Asbestos Management Log or Record System:	Manual kept in the main academy office
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.	

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Staff must be aware of the procedure for gaining approval for works of this nature, **which is** to meet with N Brain or E Pearce and discuss the nature of the work. Together check the asbestos register and approval will be given or refused.

Our arrangements to ensure that staff have information about asbestos risk upon employment with the academy are as follows:

Discussed individually as part of staff induction and recorded on H&S Induction Proforma

Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are:

All contractors report to HT / SBM 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.

Staff who receive annual training in asbestos awareness are:

Noreen Brain, Elizabeth Pearce, Andrea Brough or Paul Guest

Staff must report damage to asbestos materials to:

Either/ or:
E Pearce
N Brain
A Brough
P Guest

3. Communication

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

Elizabeth Pearce
Michelle Pincombe EYFS / KS1
Anne-Louise Bamber KS2
Noreen Brain

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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 2021.

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

- Via email from SLT and Headteacher
- Agenda item in every staff and SLT meeting, including team meetings
- Verbally in discussion with staff around school
- Shared documents on Google Drive
- Resources in dedicated staff shared Google Drive
- Virtual meetings – using Google Meet

Staff can make suggestions for health and safety improvements by:

In discussion with SLT.
 Suggestions on risk assessments.
 In staff meetings.
 Via email or messages in the caretakers book.
 In half termly health and safety meetings.

Staff can share risk management information by:

Staff email
 Shared documents in google drive
 Links from staff meeting minutes and in discussion
 Signage and physical distribution in school

Staff can communicate areas for concern in the context of health and safety by:

In discussion with SLT.
 Suggestions on risk assessments.
 In staff meetings.
 Via email or messages in the caretakers book.
 In half termly health and safety meetings.
 Responding to surveys

4. Construction Work *See also Contractor Management

Name of person coordinating any construction work / acting as the client for any construction	Elizabeth Pearce / Noreen Brain
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project:	
<p>Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are:</p> <p>(Duty holders will be identified and named as part of any construction project).</p> <p>Work is monitored by E Pearce, L Powell, N Brain and P Guest. School staff to 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 Brain. The work of contractors on site is also monitored by Mrs Pearce and Mrs Brain.</p>	
<p>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are:</p> <p>Onsite meeting between SLT and contractors prior to work commencing with a member of the senior leadership team and/or Paul Guest / Louise Powell</p>	
<p>Our arrangements for the induction of contractors are:</p> <p>Onsite meeting with E Pearce, N Brain, L Powell and P Guest prior to starting work.</p> <p>Staff should report concerns about contractors to: E Pearce, N Brain or P Guest</p>	
<p>We will review any construction activities on the site by:</p> <p>Visual inspection and discussion with contractors</p>	
<p>Our arrangements for obtaining contractor risk management documents are:</p> <p>Discussed in pre meetings and either a paper copy completed and handed over or sent via email to either the office or HT email.</p>	
<p>Staff will be informed about construction projects by:</p> <ul style="list-style-type: none"> • Via email from SLT and Headteacher • Agenda item in staff meeting, including team meetings 	

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- Verbally in discussion with staff around school
- Shared documents on Google Drive
- Virtual meetings – using Google Meet

5. Consultation

Name of SLT member who is responsible for consulting with staff on health and safety matters:	Elizabeth Pearce Michelle Pincombe EYFS / KS1 Anne-Louise Bamber KS2 Noreen Brain
The name of the Trade Union Health and Safety Representative is:	Noreen Brain
Our arrangements for consulting with staff on health and safety matters are:	
<ul style="list-style-type: none"> • Via email from SLT and Headteacher • Agenda item in every staff and SLT meeting, including team meetings • Verbally in discussion with staff around school • Shared documents on Google Drive • Resources in dedicated staff shared Google Drive • Virtual meetings – using Google Meet 	
Staff can raise issues of concern by:	
<ul style="list-style-type: none"> • In discussion with SLT. • Suggestions • In staff meetings. • Via email • Messages in the caretakers book. • In half termly health and safety meetings. • Responding to surveys 	

6. Contractor Management

Name of person responsible for managing and monitoring contractor activity:	Noreen Brain, Lou Powell Paul Guest, Elizabeth Pearce
Our arrangements for selecting competent contractors are (this should include verification of DBS data):	
<ul style="list-style-type: none"> • Approved list of contractors from LA. • Seeking to use reputable firms • Seek quotes in-line with our scheme of delegation. • Verify DBS and ID 	

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- Checking their policies, risk assessments and company information.

Our arrangements for the exchange of health and safety information / risk assessments / safe working arrangements / monitoring are:

- Prior to any work on site starting a meeting is held with the contractors and at least two of the above named people to exchange H&S policies and information.
- Discuss and agree risk assessments, working arrangements, first aid / accident reporting and welfare facilities.
- Complete the hazard exchange form / sign asbestos register / hot works permit / lone working, working from height arrangements as appropriate.

Our arrangements for the induction of contractors are:

Contractors are selected in line with LA procedures. Induction completed during meetings prior to work commencing by Mrs Pearce, Mrs Brain or a member of the admin team. Ongoing meetings are held between contractors and either Mrs Pearce or Mrs Brain. The work of contractors on site is also monitored by Mrs Pearce and Mrs Brain.

Staff should report concerns about contractors to: E Pearce, P Guest, N Brain or a member of the admin team.

Our arrangements for notifying staff of contractor activity on site are:

- Via email from SLT and Headteacher
- Agenda item in every staff and SLT meeting, including team meetings
- Verbally in discussion with staff around school
- Virtual meetings – using Google Meet

7. Curriculum Areas – health and safety

<p>Name of person who has overall responsibility for the curriculum areas as follows: e.g. Science D&T PE Art Catering Drama Forest School</p>	<p>Curriculum Lead Name Anne-Louise Bamber and Michelle Pincombe overall.</p> <p>B Morris: Art / English H Garfield: Arts – Visual, Music, Performing and DT A-L Bamber: Science / Maths T Clarke: PSHE S Smith: RE A Parry: ICT/MFL/PE</p>
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	C Moore: History / Geography M Pincombe: EYFS S Kimberley: Forest School L Collins: BSC/ASC
Risk assessments for these curriculum areas are the responsibility of:	Name(s) The above co-ordinators and individual class teachers or teaching assistants planning and delivering the activities.
These risk assessments are located:	In the health and safety shared google drive.

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

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.	
Our arrangements for carrying out DSE assessments are: Assessments are completed for applicable staff on appointment and reviewed as necessary at appropriate intervals.	
Name of person who has responsibility for carrying out Display Screen Equipment Assessments:	Noreen Brain and Andrea Brough
DSE assessments are recorded and any control measures required to reduce risk are managed by:	Noreen Brain and Andrea Brough

9. Early Years Foundation Stage (EYFS)

Name of person who has overall responsibility for EYFS:	Michelle Pincombe
Records of EYFS risk management (e.g. risk assessments and checklists) are located:	Health and Safety and EYFS shared drives. Office files – paper copies Caretaker records
Our arrangements for the safe management of EYFS (classroom and activities) are: Compliance with EYFS OFSTED requirements Annual audits / action plans completed Annual risk assessment Risk assessment in planning	

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Daily health and safety checks of indoor and outdoor space and resources
Refer to the EYFS policy for full detail.
Supervision ratios

10. Educational visits / Off-Site Activities

Name of person who has overall responsibility for Educational Visits:	Elizabeth Pearce
The Educational Visits Coordinator is:	Elizabeth Pearce
Our arrangements for the safe management of educational visits are:	
<ul style="list-style-type: none"> • 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 in January 2019 to be updated by January 2022 	
Visit risk management information is communicated to visit attendees by:	
Email	
Given individual paper copies	
In discussion with visit leader	

11. Electrical Equipment [fixed & portable]

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	Noreen Brain / Andrea Brough
Fixed electrical wiring test records are located:	Filing cabinet in the main school office.
All staff visually inspect electrical equipment before use:	
Our arrangements for bringing personal electrical items onto the academy site are: E.g. no personal electrical items are permitted on site without approval from SLT and a valid and verified PAT test (within the last 12 months).	
Name of person responsible for arranging the testing of portable electrical equipment (PAT):	Noreen Brain/ Andrea Brough

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Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:	Noreen Brain
The academy's PAT testing will be undertaken to a frequency of: (e.g. annually)	PAT testing is conducted annually with next test scheduled for January 2022.
Portable electrical equipment (PAT) testing records are located:	School office
Staff must take defective electrical equipment out of use and report to:	The school office FAO N Brain / A Brough
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.	

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

Name of competent person responsible for undertaking & reviewing fire risk assessment in addition to any associated action planning, such as the fire evacuation procedure: NB. The fire risk assessment must be undertaken on an annual basis as a minimum.	Noreen Brain, Andrea Brough and Elizabeth Pearce
The Fire Risk Assessment is located:	Health and Safety Google Drive
When the fire alarm is raised the person responsible for calling the fire service is	Noreen Brain / Elizabeth Pearce or member of staff available in the office
Name of person responsible for arranging and recording of fire drills:	Elizabeth Pearce
Name of person responsible for creating and reviewing Fire Evacuation arrangements:	Noreen Brain / Elizabeth Pearce
Our Fire Evacuation Arrangements are published:	In every room in the school
Our Fire Marshals are listed:	Location in the Fire Alarm Evacuation Procedure September 2021 displayed in every room.
Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at:	School office
Name of person responsible for training staff in fire procedures:	Noreen Brain, Andrea Brough and Elizabeth Pearce
Procedure for communicating fire safety and evacuation arrangements to visitors:	

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Health and safety briefing given on entry to school by a member of the admin team or headteacher.

Procedure for communicating fire safety arrangements to contractors:
As part of pre work meeting with Elizabeth Pearce / Noreen Brain or Louise Powell.

All staff must be aware of the Fire Procedures in their Academy.

13. First Aid *see also Medication

Name of person responsible for carrying out the First Aid Assessment:	Tracy Holland maintains medical boxes and FA assessment is carried out by trained person at the time / location.
The First Aid Assessment is located:	Outside the main school office during the school day, in the hall at lunchtime and Meeting/Medical Room
First Aiders are listed:	In most rooms around school
Name of person responsible for arranging and monitoring First Aid Training:	E Pearce / N Brain / A Brough
Location of First Aid Boxes (including travel):	Main cabinet in school office. First aid boxes in each classroom and in the entrance to the library. Additional first aid boxes for trips are stored under the sink in the meeting/medical room.
Name of person responsible for checking & restocking first aid boxes:	Tracy Holland
In an emergency staff are aware of how to summon an ambulance, through following the below procedure:	
Our arrangements for dealing with an injured person who has to go to hospital are (who is contacted/ who accompanies staff or children to hospital):	
Pupils	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. Member of SLT or a teaching assistant will accompany the

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	child to hospital and remain until a family member gets there.
Staff	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.
Visitors	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.
<p>Our arrangements for recording the use of First Aid are:</p> <p>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.</p>	
<p>Our arrangements for monitoring and reporting on first aid and accidents are:</p> <p>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.</p>	
<p>Our arrangements for identifying trends are:</p> <p>Monitoring places, times and causes of accidents to identify trends also in relation to individual children as they have individual records.</p>	

14. Forest School

Name of person in the Academy who leads on Forest School activity:	Sara Kimberley
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Our arrangements for developing, organising and running Forest School activity. Include here any details with regard to risk assessment, communication and supervision etc.

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.

15. Glass & Glazing

All glass in doors and side panels are constructed of safety glass:	
All replacement glass is of safety standard:	
A glass and glazing assessment took place in 2013 and the record can be found	School office

16. Hazardous Substances (COSHH)

Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)	Elizabeth Pearce / Noreen Brain
Hazardous substance risk management documentation is located:	Health and safety shared google drive – risk assessment folder.
Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control, communication of hazardous substance assessments etc.) are: 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.	

17. Health and Safety Law Poster

The Health and Safety at Work poster is located:	Corridor by main office and by the meeting room.
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18. Housekeeping, cleaning & waste disposal

All staff and pupils share the responsibility for keeping the Academy site clean, tidy and free from hazards.

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<p>Our waste management arrangements are: Waste is collected by Lichfield District Council</p>	
<p>Our site housekeeping arrangements are:</p> <ul style="list-style-type: none"> ● Mr P Guest Site Supervisor and Chartwell's 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 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 COVID requirements. 	
<p>Site cleaning is provided by: In house cleaners OR External cleaning company</p>	<p>Name and contact details Mr P Guest Site Supervisor and Chartwell's Cleaning Services.</p>
<p>Cleaning staff have received appropriate information, instruction and training about the following and are competent:</p>	
<p>Work equipment</p>	
<p>Hazardous substances</p>	
<p>Waste (skips and bins are located away from the academy building)</p>	
<p>Infection control</p>	
<p>Academy security</p>	
<p>Lone working</p>	
<p>First aid and accident reporting</p>	
<p>Fire evacuation</p>	

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Management of asbestos	
All staff and pupils must be aware of the arrangements for disposing of waste and the location of waste bins and skips	
Staff in all depts. / 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</i>	<i>Procedure</i>

19. Infection Control

Name of person responsible for managing infection control:	Elizabeth Pearce
<p>Our infection control arrangements (including communicable diseases/hand hygiene standards) are:</p> <p>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.</p> <p>Follow COVID 19 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.</p> <p>Follow advice from Public Health England and the Local Outbreak Team.</p> <p>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</p>	

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washing procedures.

Chartwells cleaning services can be contacted if a deep clean is needed.

Infection control standards and the effectiveness of risk management procedures will be monitored by: The SLT

We communicate infection control arrangements by:

Staff Meeting
 Shared documents on google drive
 Email
 Face to face
 Induction meetings

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.

20. Lettings

Name of Premises Manager or member of Leadership team responsible for Lettings:	Noreen Brain
Our arrangements for managing Lettings of the Academy rooms or external premises are: 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.	
The health and safety considerations for Lettings are considered and reviewed annually:	
Hirers have in place their own risk assessments, first aid arrangements/ fire procedures and emergency procedures:	
Hirers are responsible for obtaining the necessary local authority licenses for their activities and these must be provided to the Academy on request, prior to commencement of the letting.	
Hirers must provide a register of those present during a letting upon request:	
Hirers must have appropriate DBS clearances according to the nature of their letting and those in attendance of the letting.	
Hirers must have appropriate, valid and current insurances:	

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21. Lone Working

Our arrangements for managing lone working are detailed in the lone working policy. 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.

(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).

Lone working arrangements are communicated by:

- Email
- Policy
- Face to face
- Staff meetings
- Individual risk assessments

We monitor lone working arrangements by:

- Review of risk assessments
- Individual meetings
- Staff and SLT discussions

Lone workers are required to report any health information which may impact safety arrangements for lone working to their line manager / SLT.

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

NOTE Types of equipment to consider in this section:

Ladders and steps, fume cupboards, other extraction systems, PE equipment, D&T machines, lifts & lifting equipment, pressure cookers, autoclaves, fire alarm and smoke detection, emergency lighting, fire extinguishers, 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.

Name of person responsible for the selection, maintenance / inspection and testing of equipment:	Paul Guest
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Records of maintenance and inspection of equipment are retained and are located:	Location On top of the filing cabinet by the meeting room
Staff report any broken or defective equipment to:	Name Paul Guest, Noreen Brain, Andrea Brough Write in Paul's book (on filing caand a report sheet is completed by Paul. Staff can also report defects to SLT.
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:	
Type of equipment	Maintenance Regime Details

23. Manual Handling

Name of competent person responsible for carrying out manual handling risk assessments	Elizabeth Pearce and Noreen Brain
Our arrangements for managing manual handling activities are:	
<p>All staff trained and aware of procedures. 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>	
<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:</i></p>	

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Staff who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task.

Staff are trained appropriately to carry out manual handling activities. Formally trained staff are:
Names Noreen Brain

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).

Restrictive physical intervention training is arranged by: Paula Crichton SENCO

Restrictive physical intervention risk management information is: Elizabeth Pearce / Paula Crichton

This information is located: Health and Safety Google Drive
SEND Google Drive

24. Medication

Name of person(s) responsible for the management of and administration of medication to pupils in the academy:	Elizabeth Pearce Andrea Brough Deb Franks Lou Powell Allocated staff on offsite trips or residentials as per risk assessment.
Our arrangements for the administration of medicines to pupils are: Refer to medications policy which follows DFE guidelines. Parents must sign a consent form prior to medicine being administered. Staff who administer medicine to record time, dosage, date and sign. Dosage amounts 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 child's parents.	
The names members of staff who are authorised to give / support pupils with medication are:	Andrea Brough Deb Franks Lou Powell Allocated staff on offsite trips or residentials as per risk assessment.
Medication is stored:	Location

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	In the fridge in the meeting room or in the school office or in the staffroom fridge if necessary. Inhalers to be stored in the relevant child's classroom
A record of the administration of medication is located:	Location Main school office
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. Medication is stored in an agreed place for any applicable child.	
Staff are trained to administer complex medication by the school nursing service when required. Trained staff are: All staff Epipen. No other complex medication currently. Names	
Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are: All staff trained to administer an Epipen and individual pupils detailed in individual care plans.	
Staff who are taking medication must keep this personal medication in a secure area in a staff only location. Secure locations are defined as: Location	
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.	

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

PPE is provided free of charge where a risk assessment identifies this is needed to control a risk and the risk cannot be controlled by another means.	
Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for academy staff.	Elizabeth Pearce Noreen Brain Andrea Brough
Name of person responsible for the checking and maintenance of personal protective equipment provided for staff	Tracy Holland
PPE provided for use in curriculum lessons is not "personal" as it is provided by pupils in classroom situations.	
Name(s) of person responsible for selecting suitable personal protective equipment (PPE)	Class teachers with SLT agreement. N Brain

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for pupils.	
All PPE provided for use in a classroom environment is kept clean, free from defects and replaced as necessary.	
Name(s) of person responsible for cleaning and checking PPE.	Tracy Holland / Class Teachers / N Brain
Confirmation of any recorded checks to be provided:	

26. Radiation (where applicable) NA

Name of the academy Radiation Protection Supervisor (RPS)	
Name of the Radiation Protection Adviser (RPA)	

27. Reporting Hazards or Defects

All staff and pupils must report any hazards, defects or dangerous situations they see at the Academy.
Our arrangements for the reporting of hazards and defects: Report to any member of the SLT Record in caretaker's book Complete a record of concern form if the situation involves a safeguarding concern and give to the DSL/ DDSL Identify on a risk assessment and agree control measures with SLT Remedial works to be organised by Mrs Brain, Mrs Pearce, Mrs Brough and/or Mr Guest depending on the nature of work identified.

28. Risk Assessments

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.
Risk assessments are in place for the following areas: (examples) Premises and grounds Curriculum / classrooms Hazardous activities or events Lettings or contract work which may affect staff or pupils in the Academy

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<p>Fire Risk Assessment Hazardous Substances Work Equipment Manual handling activities Risks related to individuals e.g. health issues</p>	
<p>Name of person who has overall responsibility for the Academy risk assessment process and any associated action planning:</p>	<p>Elizabeth Pearce and Noreen Brain</p>
<p>Our arrangements for carrying out, recording, communicating and reviewing risk assessments are:</p> <ul style="list-style-type: none"> ● Risk assessments are in place and reviewed annually. ● 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 ● COVID risk assessments are informed by DFE guidance and LOC advice. 	
<p>The location in which the academy keeps risk assessments is: Health and Safety Shared Google Drive</p>	
<p>Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments.</p>	
<p>When an accident or incident occurs a post risk assessment takes place when a new hazard has been identified.</p>	
<p>Risk assessments are created or reviewed when something new is introduced or a change has occurred.</p>	

29. Smoking

<p>No smoking or vaping is permitted on site or in vehicles owned or operated by the academy.</p>

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30. Shared use of premises/shared workplace - no shared use

Name of Premises Manager or member of Leadership team responsible for Premises Management:	
The academy premises are shared with another organisation (e.g. contract caterer/public leisure centre).	Name of the organisation(s)
Our arrangements for managing health and safety, including the communication of safety and risk management information, in a shared workplace are:	

31. Stress and Staff Wellbeing

Name of person who has overall responsibility for the health and wellbeing of Academy staff:	Elizabeth Pearce
Name of the person who leads on Academy Mental Health and Wellbeing:	Elizabeth Pearce and Claire Shipp
Academy mental health first aid trained staff are:	Elizabeth Pearce / Claire Shipp
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 and procedures in line with that Referral to Occupational Health if needed Signposting to available support if needed Referral to SUAT wellbeing Amy Hatfield	
Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated.	
All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work.	
All staff have the opportunity to discuss mental health and wellbeing concerns confidentially.	
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	

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regularly.

March 2021 – Review Spring term 2022

Arrangements are in place to support pupil mental health and wellbeing. Detail surrounding these arrangements can be found on the shared Google Drive HOPE

Staff can access support for pupils by discussing needs with the SENCO Paula Crichton and Elizabeth Pearce. From these discussions we will agree the most appropriate support including referrals for tier two.

Resources to support pupil mental health and wellbeing can be found (location): Shared Google Drive

32. Swimming Pool Operating Procedures (NA)

Name of person who has overall responsibility for managing the swimming pool and its environment.

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):

Staff operating the swimming pool have received appropriate training and information.

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.

The health and safety considerations within curriculum swimming must be planned, supervised and managed by staff who include in their lesson planning.

33. Training and Development

Name of person who has overall responsibility for the training and development of staff:

Elizabeth Pearce

All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.

Our arrangements for carrying out suitable and sufficient health and safety training for all staff are:

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.

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<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 a termly basis.</i>	
<i>Training records are retained and are located (state location) Google drive</i>	
<i>Training and competency is monitored and measured by:</i>	<i>Name Elizabeth Pearce</i>

34. Vehicles owned or operated by the academy (N/A)

Name of person who has overall responsibility for the academy vehicles	Name
The academy operates (no.of xx) minibus/coaches/cars/other vehicles (e.g. quad bikes/ride on mowers).	List
Name of person who manages the driver medical examinations and qualifications	
Name of person who manages the vehicle license requirements	
Name of person(s) who undertakes vehicle checks such as oil, water and routine roadworthiness.	
Name of person who arranges servicing and maintenance of the academy vehicles	
Our arrangements for the safe use of academy vehicles are:	

35. Vehicle movement on site

Name of Premises Manager or other staff member responsible for the management of vehicles on site:	Elizabeth Pearce
<p>Our arrangements for the safe access and movement of vehicles on site</p> <p>Our arrangements for the safe access and movement of vehicles on site are that only staff use the staff carpark. This is not an entry point for pupils. Pupils arriving late / visitors can enter via pedestrian gate and pedestrian crossing to main reception point.</p> <p>Turning circle - Parking restricted to Sparkletots and Reception parents only. Other parents use 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>Risk assessment updated inline with C19 RA and staggered start and end times for pupils.</p>	

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Speed limits
 segregation vehicles from pedestrian areas
 restrictions on reversing vehicle
 special arrangements for deliveries - only use the staff carpark.
 only staff allowed to park on staff car park
 turning circle controls in prospectus
 reminders to parents and the community in newsletters.
 Signage and reminders.
 Parking buddies.

36. Violence and Aggression and Academy Security

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.

A risk assessment is carried out where staff are at increased risk of injury due to their work.

Training, information and instruction is available to staff to help them manage the risk of violence and aggression where required.

Staff and pupils must report all incidents of verbal & physical violence to:

Elizabeth Pearce
 Michelle Pincombe
 Anne-Louise Bamber
 Noreen Brain

Incidents of verbal & physical violence are investigated by:

Elizabeth Pearce

Name of person who has responsibility for site security:

Elizabeth Pearce
 Noreen Brain
 Paul Guest

Our arrangements for site security are:

- Gates and doors locked during the school day
- Visitors must report to Reception
- Entry through a door secured by buzzer and CCTV and intercom to identify visitor and purpose of visit
- All visitors signed in and health and safety briefing given to new visitors
- CCTV around site – monitored in the office
- Visitors and staff identified by wearing badges
- Adherence to policies
- Challenge culture within staff
- Contact police if necessary
- Avoid lone working where possible

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- Security and alarm system

37. Water System Safety

Name of Premises Manager or other member of staff responsible for managing water system safety:	Noreen Brain
Name of contractors who have undertaken a risk assessment of the water system and date the risk assessment was last completed:	Name IWS Date 2020
Name of contractors who carry out regular testing of the water system:	Paul Guest
Location of the water system safety manual/testing log:	Top of the filing cabinets School Office
Our arrangements to ensure contractors have information about water systems are:	
Meetings with contractors Hazard exchange process	
Our arrangements to ensure all academy staff carrying out checks or testing or maintenance have information about the water system:	
<p>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.</p> <p>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.</p>	

38. Working at Height

Name of person(s) responsible managing the risk of work at height on the premises:	Elizabeth Pearce
Date of the most recent working at height risk assessment:	September 2020 January 2022
Work at height is avoided where possible.	
Our arrangements for managing work at height are: See risk assessment	

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Appropriate equipment is provided for work at height where required.

- 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

Staff who carry out work at height are trained to use the equipment provided.

Work at height equipment is regularly inspected, maintained and records are kept in caretaker files and last inspected in 2020/21

Name of person(s) responsible for inspecting and recording inspections:	Paul Guest
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39. Work Experience

Name of person who has overall responsibility for managing work experience and work placements for Academy pupils:	N/A
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Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are:

The name of the person responsible for the health and safety of people on work experience in the academy premises:	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 Andrea Brough, Deb Franks or Elizabeth Pearce at the start of work experience placements.

Health and safety briefing using LA induction proforma.

40. Volunteers

Name of person who has overall responsibility for managing/coordinating volunteers working within the academy:	Elizabeth Pearce
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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: The same for staff. Admin team and EP conduct H&S induction using the LA proforma

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and more recently the SUAT proforma.

41. Gas Safety

Name of person(s) responsible for managing the gas safety systems on the academy premises:	Paul Guest /Noreen Brain
Date of the most recent gas line test (5 yearly):	New boilers installed January 2021
Date of the most recent gas system test: E.g. Boilers Kitchen Equipment	
Our procedure in the event of a gas leak is: Inform the school admin team if any smell of gas Member of admin team to contact gas engineers immediately and switch off boilers.	
The Academy uses only gas safety registered contractors to work with gas systems on site.	

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

It is important that SUAT's academy leaders, Local Academy Council members and managers can monitor the health and safety performance of their academy in order to determine where progress is being made and where further actions and resources may be required.

Aim	Initiatives	KPI	Target	Actual
<i>Continuous improvement in health and safety management performance</i>	<i>Staff inducted in academy health and safety objectives and management at the beginning of each academic year. Communication is continual</i>	<i>Reduction in the number of accidents Health and Safety Policy/Statement Reviewed/Updated annually</i>	<i>No accidents or injuries which are reportable to the HSE under RIDDOR</i>	<i>No accidents or injuries which are reportable to the HSE under RIDDOR OR the number of accidents or injuries reportable to the HSE is less</i>

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	<p><i>throughout the year to ensure optimum performance.</i></p> <p><i>Accident statistics are monitored termly and collated in a report to the LAC annually.</i></p>			<p><i>than 3.</i></p> <p><i>100% staff have read and understood the health and safety policy and their role in it.</i></p>
Develop a positive and healthy working environment and relationships.	<p>SLT and governors actively seek ways to improve work life balance.</p> <p>Risk assess activities and share openly with staff.</p> <p>Monitor attendance and wellbeing.</p> <p>RTW discussions and implement actions to eliminate any work related absence.</p>	<p>Staff attendance is high.</p> <p>No absence due to work related issues / activities.</p> <p>Staff feel well supported and management take duty of care seriously.</p>	<p>No Ill health cases due to work (e.g. stress or repetitive strain injury)</p>	<p>Staff know how to access support and are honest with SLT.</p> <p>RTW meetings do not reflect work related issues.</p> <p>Issues are acted upon quickly.</p>
Develop a positive health and safety culture, including staff perceptions and culture.	<p>No. of Committee Meetings (Expected 1 per term)</p> <p>No. of Safety Meetings with staff and/or</p>	<p>Potential hazards are quickly and systematically identified and remedial action undertaken.</p> <p>Further training</p>	<p>Reduction in hazards which could potentially cause accidents.</p>	<p>All staff have good health and safety perceptions.</p> <p>All staff have completed health and</p>

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	union reps(H&S standard agenda item) No. of SLT / LAC H&S Inspections (at least one per term) No. of Fire Evacuations completed (at least one per term) - Including feedback. Good housekeeping standards are maintained.	needs identified to improve culture and expectation.		safety training in the academic year. 100% of new staff, students or volunteers have completed health and safety inductions.

The Health Safety and Wellbeing Service may also request feedback on certain KPIs; more details of these can be obtained from your Health and Safety Adviser.