



SUAT Health, Safety and Wellbeing Policy

Last reviewed	June 2024
Reviewed by	Operations Director
Approved by	Trust Board
Date of approval	5th July 2024
Policy owner	Operations Director
Location	Trust Website



This is a Health, Safety and Wellbeing Policy template, which 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.

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 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

2. Overview

Every Academy must have a Health, Safety and Wellbeing Policy in place which complies with the Health and Safety at Work Act 1974.

All academies are required to have a Health, Safety and Wellbeing Policy in place which is updated at least annually, or upon any changes to the roles, responsibilities, practices or procedures that are detailed in the academies' customised version. The Trust is responsible for reviewing the policy template annually in June.

Tailored policies should be developed by the Head Teacher, Senior Leadership Team, Premises Manager and H&S Coordinator, in conjunction with staff. The tailored policy should be shared with and approved by the LAC during the autumn term, annually, and thereafter shall be monitored by the SLT and LAC.

The organisation and arrangements which support the Health, Safety and Wellbeing Policy (the day to day management of Health and Safety) are the responsibility of the Head Teacher and senior leadership team, as monitored by the LAC.

Academies must appoint one or more competent people to support their management of health and safety. A competent person is someone with the necessary skills, knowledge, and experience to give sensible guidance about managing the health and safety risks at their setting. This may be one or more of its employees or an external provider.

All academies have health and safety responsibilities as the occupier of the premises and therefore must take steps to ensure that the premises are managed effectively to reduce risk to those using, entering or accessing the premises at any time and for any reason.



The health and safety management standards deployed by the academies and Trust 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 grounds, and safe equipment.
- Develop safety awareness, by appropriate training if necessary, amongst staff, pupils and others who help on SUAT premises.
- 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.

3. Roles and Responsibilities within each Academy

The **Local Academy Council** will:

- Give strategic guidance.
- Monitor and review health and safety issues.
- Ensure adequate resources for health and safety are available.
- Monitor plant, equipment and systems of work to ensure that they are safe.
- Ensure that the Academy provides adequate training, information, instruction, induction and supervision to enable everyone in the Academy to be safe.
- Ensure that the premises is maintained in a condition that is safe and without significant risk. This includes the health and safety of people on the premises or taking part in educational activities off site.
- 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.
- Provide a Link LAC member for Health and Safety.

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 staff and others occupying the premises adhere to health and safety policies, procedures and risk assessments.
- Ensure that risk management documentation is appropriate, accurate and adequate.
- Ensure that risk assessments are reviewed at least on an annual basis.
- Ensure that staff have access to appropriate training.
- Appoint appropriate persons with areas of responsibility within the school to implement this policy.



- Meet with the Facilities Manager (or their equivalent) regularly to ensure that any building/grounds issues are dealt with in a timely manner.
- Ensure that non employees are not adversely affected by Academy activities.

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

- Ensure risk assessments are accurate, suitable and reviewed at least 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.
- Complete an annual health and safety report for the Local Academy Council, during the summer term, in conjunction with the Premises Manager.
- Ensure that non employees are not adversely affected by Academy activities.

The **Premises Manager (or the member/s of staff assigned to that role)** is responsible for day-to-day operations and maintenance of buildings, grounds and equipment. 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.

Heads of Curriculum will within their area(s) of responsibility:

- Identify and control hazards.
- Ensure risk assessments are carried out, reviewed at least annually and communicated to employees and pupils.
- Instigate and ensure that safety procedures are developed and adhered ensuring that these are in line with curriculum best practice e.g. Science, Design Technology, PE, etc.



- Maintain current knowledge of specific health and safety legislation and official guidance relevant to the safe delivery of their specialism.
- Ensure equipment, including personal protection equipment, is maintained in a safe condition and that substances hazardous to health are secured in a safe place.
- Ensure that all incidents (including near misses) are reported promptly and investigated.
- Notify the Headteacher/Senior Leaders of any proposed or impending changes affecting health, safety, and wellbeing such as in room allocation or usage, change of materials/equipment, new activities etc.

Teachers will:

- Carry out regular safety checks of their area of work and report any concerns.
- Contribute to the development of risk assessments.
- Supervise pupils and advise them on how to use equipment safely.
- Maintain current knowledge of specific health and safety issues within their specialisms.

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.
- Ensure that non-employees are not adversely affected by Academy activities.

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

- 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. The Governing Body will comply with all relevant health and safety legislation and ensure so far as is reasonably practicable that:

- All places and premises where employees and pupils are required to work and engage in school activities are maintained in a condition which is safe and without risk to health; this includes the health and safety of persons on the premises or taking part in educational activities elsewhere.



- All plant and equipment are 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 employees and pupils can avoid hazards and contribute in a positive manner towards their own and others health, safety and wellbeing.
- A healthy working environment is maintained including adequate welfare facilities.

On behalf of the Trust Board SUAT's Operations Director 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
- Provide health and safety policies and procedures
- Give strategic guidance, monitor and review health and safety issues
- Ensure adequate resources for health and safety are available
- Ensure that the premises is maintained in a condition that is safe and without significant risk to health. This includes to health and safety of people on the premises or taking part in educational activities off site



Health, Safety and Wellbeing Policy 2024 to 2025

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

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 five (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.

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 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.



[Signature] Myles Pearson	[Signature] <i>E Pearce</i>
Myles Pearson , Chair of Local Academy Council	Elizabeth Pearce, Principal/Head Teacher
July 2024	
Next date for policy ratification (autumn term LAC): 9th October 2024	01/09/24

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

<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
<i>The contact details are:</i>	John.burdett@staffordshire.gov.uk
<i>In an emergency we contact:</i>	Hope Brooks SUAT shss@staffordshire.gov.uk Tel: 01785 355777 Hrs 8.30 – 17.00 Mon – Thur 16.30 Fri

Monitoring Health and Safety

<i>Name of person(s) responsible for the overall monitoring of health and safety in the Academy:</i>	Elizabeth Pearce Academy H&S Team (EP, NB, AB TH,KB & MP) 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"> ● 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 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 MRDP 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: March 2022
By John Burdett

Date 10 January 2023
By Hope Kirkham SUAT

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

Elizabeth Pearce (HT)
Noreen Brain (SBM)

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 / Alison Walker-Bolton / Luisa Giusa-Lloyd (Reception)
Tara Clark / Laura Collins/ Clare Kirk (Sparkletots)
Laura Collins / Alison Walker-Bolton / Clare Kirk / Nina Variapharaj / Luisa Giusa-Lloyd (BSC / ASC)

Daily visual Playground / Field/ Perimeter Fence

Caretaker



Water Temperatures	
Alarm Call points	
Classroom / areas around school annual risk assessment	<i>All staff</i>
Premises check half termly	Elizabeth Pearce / Noreen Brain SLT / H&S team

D. 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.

Where specific responsibilities for health, safety and wellbeing are allocated to employees, these delegated responsibilities are detailed in Section D below. 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, in particular any bumps to the head. 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 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
- 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.

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;
- 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.

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, e.g. 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 Headteacher
Location of the Asbestos Management Log or Record System:	Manual kept in the main academy office
<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 N Brain 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> <p>Our arrangements to ensure that staff have information about asbestos risk upon employment with the academy are as follows:</p> <p>Discussed individually as part of staff induction and recorded on H&S Induction Proforma</p>	
<p>Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are:</p> <p>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.</p> <p>This is discussed with them.</p> <p>Office staff are responsible to ensure that all contractors sign the asbestos manual prior to commencing work on site.</p>	
<p>Our arrangements to ensure all academy staff such as class teachers or caretakers have information about asbestos risk on the premises:</p> <p>Discussed with staff and caretaker.</p> <p>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.</p>	



Staff who receive annual training in asbestos awareness are: Noreen Brain, Elizabeth Pearce, Andrea Brough and the caretaker.	
<i>Staff must report damage to asbestos materials to:</i>	Either/ or: E Pearce N Brain A Brough Caretaker
<i>Our Asbestos Management Plan is located:</i>	<i>In the Health and Safety Shared Drive</i>
Guidance for managing asbestos in schools includes:	https://www.gov.uk/guidance/asbestos-management-in-schools https://www.hse.gov.uk/services/education/asbestos-faqs.htm

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
Our arrangements for inducting staff to health and safety within the academy are: <ul style="list-style-type: none"> • 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 2024 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 • 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.	



<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>Staff can communicate areas for concern in the context of health and safety by:</p> <ul style="list-style-type: none"> 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

<p><i>Name of person coordinating any construction work / acting as the client for any construction project:</i></p>	
<p>Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are:</p> <p>Work is monitored by E Pearce, N Brain and the caretaker. 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 Brain. 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>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 the caretaker.</p>	
<p>Our arrangements for the induction of contractors are:</p> <p>Onsite meeting with E Pearce, N Brain and the caretaker, prior to starting work.</p>	
<p>Staff should report concerns about contractors to: E Pearce, N Brain or A Brough</p>	
<p>We will review any construction activities on the site by: Visual inspection and discussion with contractors</p>	



Our arrangements for obtaining contractor risk management documents are: Discussed in pre meetings and either a paper copy completed and handed over or sent via email to either the office or HT email.
Staff will be informed about construction projects by: <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>

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, Elizabeth Pearce, Caretaker
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 • Checking their policies, risk assessments and company information.
<p>Our arrangements for the exchange of health and safety information / risk assessments / safe working arrangements / monitoring are:</p> <ul style="list-style-type: none"> • 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.
<p>Our arrangements for the induction of contractors are:</p> <p>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.</p>
<p>Staff should report concerns about contractors to: E Pearce, N Brain, the Caretaker or a member of the admin team.</p>
<p>Our arrangements for notifying staff of contractor activity on site are:</p> <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 • Virtual meetings – using Google Meet
<p>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.</p>

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. H Garfield: Music / MFL A-L Bamber: Science / English T Clark: PSHE/RE/Forest School/ Sparkletots S Smith: SENCO K Bedward: PE /History / Geography S Gohel: Maths</p>
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	M Pincombe: EYFS / Computing A King Harmes: Art / DT 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.
Risk assessments are reviewed:	Annually or following a change in policy / procedure / following an accident or incident

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:	
Name of person who has responsibility for carrying out Display Screen Equipment Assessments:	Noreen Brain / Andrea Brough
DSE assessments are recorded and any control measures required to reduce risk are managed by:	Noreen Brain / Andrea Brough
DSE Assessments are reviewed:	Every two years or on a change to the work station / work location / home or remove working

9. Early Years Foundation Stage (EYFS)

Name of person who has overall responsibility for EYFS:	MichellePincombe
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:	
<p>Compliance with EYFS 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</p>	



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
<p>Our arrangements for the safe management of educational visits are:</p> <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 17/10/23. 	
<p><i>Our arrangements for managing Local Area Visits are:</i></p> <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. • Ratio guidelines are adhered to. See also Local Area visits policy. 	
<p>Visit risk management information is communicated to visit attendees by:</p> <p>Email Given individual paper copies In discussion with visit leader</p>	
<p>Educational visits must be risk managed on Evolve. Visits must not proceed if they have not been approved on Evolve.</p>	
<p>Refer to the Educational Visits Policy and Local Area Visits Policy for more detail regarding managing the risks for educational visits.</p>	
<p>Evolve forms must be submitted by:</p> <p>1 week before the visit for non adventurous visits. 6 weeks for adventurous activities and residential.</p>	

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:	In the main school office filing cabinet.
<p>All staff visually inspect electrical equipment before use:</p>	
<p>Our arrangements for bringing personal electrical items onto the academy site are: No personal electrical items are permitted on site without approval from SLT and a valid and verified PAT test (within the last 12 months).</p>	
Name of person responsible for arranging the testing of portable electrical equipment (PAT):	Noreen Brain / Andrea Brough



Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:	Noreen Brain / Andrea Brough
The academy's PAT testing will be undertaken to a frequency of: (e.g. annually)	Annually, next scheduled January 2025
Portable electrical equipment (PAT) testing records are located:	In the main school office filing cabinet.
Staff must take defective electrical equipment out of use and report to:	Noreen Brain / Andrea 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.	
Refer to the Electrical Safety Policy for further details.	

12. Emergency Preparedness

<i>Name of SLT member who is responsible for developing and maintaining the school's response to major risks Business Continuity Plan (BCP).</i>	<i>Name Elizabeth Pearce</i>
<i>We test the BCP arrangements by:</i>	<i>Desktop activities in staff meeting and training.</i>
<i>Our arrangements for communicating emergency arrangements to all employees are: Shared via google drive. Discussed at staff meetings. Email.</i>	
<i>Our arrangements for communicating the BCP to the LAC are: Shared via Governorhub. Discussed and ratified at LAC Meetings.</i>	
<i>Our bomb threat and invacuation procedures are updated annually.</i>	
<i>The person responsible for updating these procedures is Elizabeth Pearce.</i>	
<i>We communicate these procedures with building occupants by sharing the invacuation plan from google drive, discussion at staff meetings / Inset.</i>	
<i>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.</i>	

13. Fire Precautions & Procedures

Name of competent person responsible for undertaking & reviewing fire risk assessment in addition to any associated action planning, such as the fire evacuation procedure:	Elizabeth Pearce / Noreen Brain
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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.	
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	Elizabeth Pearce or a member of the admin team.
Name of person responsible for arranging and recording of fire drills:	Elizabeth Pearce
Name of person responsible for creating and reviewing Fire Evacuation arrangements:	Elizabeth Pearce / Noreen Brain
Our Fire Evacuation Arrangements are published:	Displayed in every room and on google drive.
Our Fire Marshals are listed:	Fire evacuation procedure 2024/25 and displayed in every room.
Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Logbook located at:	Location: Main office
Name of person responsible for training staff in fire procedures:	Elizabeth Pearce, Noreen Brain, Andrea Brough
Name of the person trained in fire risk assessment:	Elizabeth Pearce and Noreen Brain
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.	
Procedure for communicating fire safety arrangements to contractors: As part of pre work meeting with Elizabeth Pearce / Noreen Brain.	
All staff must be aware of the Fire Procedures in their Academy. Employee awareness of the fire procedures in the academy is repeated termly. Please see the Fire Safety Policy for further information.	

14. 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 a 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 every room.



Name of person responsible for arranging and monitoring First Aid Training:	Andrea Brough
Location of First Aid Boxes (including travel):	Main office, hall and each classroom. 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:	T Holland.
In an emergency staff are aware of how to summon an ambulance, through following the below procedure: Call 999 from main office	
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 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><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.</p>	
<p><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.</p>	



<p><i>Our arrangements for identifying trends are:</i></p> <p>Monitoring places, times and causes of accidents to identify trends also in relation to individual children as they have individual record</p>

15. Forest School

Name of person in the Academy who leads on Forest School activity:	Tara Clark
Date of training:	May - July 2024
<p><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></p> <p>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.</p>	

16. Gas Safety

Name of person(s) responsible for managing the gas safety systems on the academy premises:	Noreen Brain Caretaker
Date of the most recent gas line test (5 yearly):	
Date of the most recent gas system test: E.g. Boilers Kitchen Equipment	
<p><i>Our procedure in the event of a gas leak is:</i></p>	
<p><i>The Academy uses only gas safety registered contractors to work with gas systems on site.</i></p>	

17. 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	Date and Location: Office

18. Hazardous Substances (COSHH)

Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)	Elizabeth Pearce / Noreen Brain
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Hazardous substance risk management documentation is located:	Health and safety shared google drive – risk assessment folder.
<p><i>Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control, communication of hazardous substance assessments, review of assessments, etc.) are:</i></p> <p>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> <p>Further information can be found in the Hazardous Substances Policy.</p>	
<p>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:</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>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.</p> <p>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.</p>	

19. 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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20. Housekeeping, cleaning & waste disposal

All staff and pupils share the responsibility for keeping the Academy site clean, tidy and free from hazards.
Our waste management arrangements are: Bins collected by Lichfield District Council
<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.



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21. 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>Further information can be found in the Infection Control Policy and Risk Assessment.</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 washing procedures.</p> <p>Intelligent Workplace cleaning services can be contacted if a deep clean is needed.</p>	
Infection control standards and the effectiveness of risk management procedures will be monitored by: Elizabeth Pearce and SLT	
<p>We communicate infection control arrangements by:</p> <ul style="list-style-type: none"> Staff Meeting Shared documents on google drive Email Face to face Induction meetings 	
<p>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.</p> <p>Further information can be found in the Infection Control Policy and Risk Assessment.</p>	

22. Lettings

Name of Premises Manager or member of Leadership team responsible for Lettings:	Noreen Brain
<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 for Lettings are considered and reviewed annually:</i>
<i>Hirers have in place their own risk assessments, first aid arrangements/ fire procedures and emergency procedures:</i>
<i>Hirers are responsible for obtaining the necessary local authority licenses for their activities and these must be provided to the 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>

23. Lone Working

<p><i>Our arrangements for managing lone working are:</i></p> <p>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.</p> <p><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></p>
<p><i>Lone working arrangements are communicated by:</i></p> <p>Email Policy Face to face Staff meetings Individual risk assessments</p>
<p><i>We monitor lone working arrangements by:</i></p> <p>Review of risk assessments Individual meetings Staff and SLT discussions</p>
<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>



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

<p>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.</p>	
Name of person responsible for the selection, maintenance / inspection and testing of equipment:	Caretaker
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:	N Brain, A Brough or Caretaker
<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>	
Type of equipment	Maintenance Regime Details

25. Manual Handling

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



<i>Further information can be found in the Manual Handling Policy.</i>
<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>
<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>
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: Sarah Smith SENCO
Restrictive physical intervention risk management information is: Elizabeth Pearce / Sarah Smith
This information is located: Health and Safety Google Drive SEND Google Drive

26. Medication

<i>Name of person(s) responsible for the management of and administration of medication to pupils in the academy:</i>	Elizabeth Pearce Andrea Brough Deb Franks Allocated staff on offsite trips or residential as per risk assessment.
<i>Our arrangements for the administration of medicines to pupils are:</i>	Refer to medications policy which follows DFE guidelines. Parents 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.
<i>The names members of staff who are authorised to give / support pupils with medication are:</i>	Andrea Brough Deb Franks Allocated staff on offsite trips or residential as per risk assessment.
<i>Medication is stored:</i>	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 <i>(There may be multiple locations)</i>



	<i>depending on the type of medication)</i>
<i>A record of the administration of medication is located:</i>	<i>Location</i> 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.	
<i>Staff are trained to administer complex medication by the school nursing service when required.</i> Trained staff are: All staff Epi pen. No other complex medication currently.	
<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.	
<i>Staff who are taking medication must keep this personal medication in a secure area in a staff only location.</i> Secure locations are defined as: Locker / Safe / Main office Location Staff room / office area	
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.	
Further information can be found in the Medication Policy and Supporting Students with Medical Conditions Policy.	

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

<i>PPE is provided free of charge where a risk assessment identifies this is needed to control a risk and the risk cannot be controlled by another means.</i>	
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) for pupils:	Elizabeth Pearce Noreen Brain Andrea Brough
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.	
Name(s) of person responsible for cleaning and checking PPE:	Tracy Holland / Class Teachers / N Brain
Confirmation of any recorded checks to be	



provided:	
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28. Radiation (where applicable) N/A

Name of the academy Radiation Protection Supervisor (RPS)	
Name of the Radiation Protection Adviser (RPA)	
Our arrangements for managing any radon gas emissions due to the academy's location and local geology are:	
Radon is checked in the local area (frequency):	

29. Reporting Hazards or Defects

<i>All staff and pupils must report any hazards, defects or dangerous situations they see at the academy, in a timely manner.</i>
<p><i>Our arrangements for the reporting of hazards and defects:</i></p> <p>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</p> <p>Remedial works to be organised by Mrs Brain, Mrs Pearce, Mrs Brough and/or the caretaker depending on the nature of work identified.</p>

30. 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.	
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 Hazardous Substances Work Equipment Manual handling activities Risks related to individuals e.g. health issues (<i>personal or work related, for staff and pupils</i>)	
Name of person who has overall responsibility for the academy risk assessment process and any associated action planning:	Elizabeth Pearce and Noreen Brain
Our arrangements for carrying out, recording, communicating and reviewing risk assessments are: <ul style="list-style-type: none"> • Risk assessments are in place and reviewed annually. 	



<ul style="list-style-type: none"> • 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>The location in which the academy keeps risk assessments is:</i> Health and Safety Shared Google Drive</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></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>

31. Smoking

<p><i>No smoking or vaping is permitted on site or in vehicles owned or operated by the academy.</i></p>
<p><i>Contractors, visitors, volunteers and temporary staff are informed that smoking and vaping is not permitted on site.</i></p>
<p><i>Posters are displayed externally to confirm that the academy is a non-smoking site.</i></p>

32. Shared use of premises/shared workplace N/A

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



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33. 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:	Tara Clark
Academy mental health first aid trained staff are:	TBA
<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 and procedures in line with that Referral to Occupational Health if needed Signposting to available support if needed Referral to SUAT wellbeing Amy Hatfield</p>	
<p><i>Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated.</i></p>	
<p><i>All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work.</i></p>	
<p><i>All staff have the opportunity to discuss mental health and wellbeing concerns confidentially.</i></p>	
<p><i>Individual stress risk assessments take place when a member of staff requires additional individual support. Staff can discuss individual risk assessments with Elizabeth Pearce</i></p>	
<p><i>A team stress risk assessment has been completed involving all staff and this is reviewed regularly.</i></p>	
<p><i>Date completed / reviewed Spring Term 2024</i></p>	
<p>Arrangements are in place to support pupil mental health and wellbeing. Detail 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>	

34. Swimming Pool Operating Procedures N/A (where applicable – this includes ‘temporary / pop up’ pools)

Name of person who has overall responsibility	
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<i>for managing the swimming pool and its environment:</i>	
<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>	
<i>Staff operating the swimming pool have received appropriate training and information.</i>	
<i>Emergency procedures are in place for the use of the swimming pool and all staff who supervise swimming activities are trained appropriately in these procedures.</i>	
<i>The health and safety considerations within curriculum swimming must be planned, supervised and managed by staff who include in their lesson planning.</i>	
<i>Contractors providing swimming provision / temporary pools are vetted by:</i>	
<i>Name and procedure for vetting:</i>	

35. Training and Development

<i>Name of person who has overall responsibility for the training and development of staff:</i>	<i>Elizabeth Pearce</i>
<i>All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.</i>	
<i>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.</i>	
<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 google drive each term.</i>	
<i>Training records are retained and are located (state location).</i> <i>SSS Learning</i> <i>National College</i> <i>Shared drive</i>	
<i>Training and use of new competency training / skills is monitored and measured by:</i>	<i>Elizabeth Pearce</i>
<i>Staff can request training by:</i>	<i>Emailing or asking EPearce, N Brain or A Brough.</i>

36. Vehicles owned or operated by the academy (where applicable) N/A

<i>Name of person who has overall responsibility for the academy vehicles</i>	<i>Name</i>
<i>The academy operates (no. of xx) minibus/coaches/cars/other vehicles (e.g. quad</i>	<i>List</i>



<i>bikes/ride on mowers).</i>	
<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>	
<i>Refer to the Vehicles Policy for further information.</i>	

37. Vehicle movement on site

<i>Name of Premises Manager or other staff member responsible for the management of vehicles on site:</i>	<i>Elizabeth Pearce / Noreen Brain</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. One way system. Signage and reminders issued in newsletters. Monitored by staff. Speed limits segregation vehicles from pedestrian areas restrictions on reversing vehicle special arrangements for deliveries - only use the staff car park. 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.</p>	
<i>Our risk assessment for vehicle movement on site is located: Health and Safety google</i>	



drive - Risk assessments

38. 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 and physical violence to:

A member of SLT:
Anne-Louise Bamber
Noreen Brain
Elizabeth Pearce
Michelle Pincombe

Incidents of verbal and physical violence are investigated by:

Elizabeth Pearce

Name of person who has responsibility for site security:

Elizabeth Pearce
Noreen Brain
Caretaker

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
- Security and alarm system

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

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

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

39. 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: Dec 2023



Name of contractors who carry out regular testing of the water system:	Caretaker
Location of the water system safety manual/testing log:	Top of filing cabinet by staff pigeon holes.
Person who reviews the water system safety log and contractor reports:	Noreen Brain
<i>Person who undertakes water hygiene regimes in the academy:</i>	<i>Caretaker</i>
<i>Our arrangements to ensure contractors have information about water systems are:</i> Meetings with contractors Hazard exchange process	
<i>Our arrangements to ensure all academy staff carrying out checks or testing or maintenance have information about the water system:</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. 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> Person who reviews the water system safety log and contractor reports: N Brain / E Pearce	
<i>Refer to the Water System Safety Policy for further information.</i>	

40. 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:	Jan 2024
Work at height is avoided where possible.	
Our arrangements for managing work at height are (include planning and risk assessment etc.):	
<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 	



Refer to the Working at Height Policy for further information.	
Appropriate equipment is provided for work at height where required.	
Staff who carry out work at height are trained to work at height and to use the equipment provided.	
Work at height equipment is regularly inspected, maintained and records are kept (location) and last inspected on (date).	
Name of person(s) responsible for inspecting and recording inspections:	Caretaker

41. Work Experience

Name of person who has overall responsibility for managing work experience and work placements for Academy pupils:	N/A
Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are: N/A	
The name of the person responsible for the health and safety of people on work experience in the academy premises:	Elizabeth Pearce
<p>Our arrangements for managing the health and safety of work experience students in the academy are:</p> <p>Health and safety induction provided by E Pearce or A Brough.</p> <p>Work experience students supervised at all times.</p> <p>Requirements within their contracts met.</p> <p>The same for staff. Admin team and EP conduct H&S induction using the LA proforma and the SUAT proforma / presentation.</p>	

42. Volunteers

Name of person who has overall responsibility for managing/coordinating volunteers working within the academy:	Elizabeth Pearce
<p>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 and the SUAT proforma / presentation.</p>	

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.



Key Performance Indicators

KPI	Measure	Actions	Timescale
All Academies have external audit results of level four and above.	<p>External audits produce a result of a level four or above at each Academy's next external audit.</p> <p>Each of the ten audit areas to achieve a level four as a minimum.</p>	<ul style="list-style-type: none"> • Annual visit to review H&S practice • Support to prepare for audits, ensuring Academy access to audit criteria • Ensuring access to H&S templates and information on Teams • Maintain SUAT H&S Policies • Centralised document sharing for verification 	At each Academy's next audit.
All Academies have a live Team Stress Risk Assessment.	<p>The Team Stress risk assessment is reviewed by each Academy regularly and risk assessment reviews shall not exceed 12 calendar months.</p> <p>There is evidence that the risk assessment has been informed by a staff stress and wellbeing survey.</p> <p>There is evidence of staff consultation regarding the control measures.</p>	<ul style="list-style-type: none"> • Access to team stress risk assessment template and guidance regarding its completion. • Access to survey templates and information. • Access to the HSE stress indicator tool and guidance. • Team stress risk assessments to be shared via Teams. 	August 2024
All Academies evidence a review process for health and safety practices, undertaken at least annually, and can evidence actions taken as a result of practice	<p>Academies use the MRDP evaluation and checklist to review health and safety performance in the autumn term.</p> <p>The MRDP is shared with the Trust central team by 31st December annually. Common themes and actions are identified.</p> <p>Actions identified through</p>	<ul style="list-style-type: none"> • Access to the MRDP template and action plan. • Review the Health and Safety Policy template annually. • Review risk assessments and procedures annually. Shared with staff and evidence reading and receipt. 	August 2024



<p>reviews.</p>	<p>the MRDP are undertaken and are recorded in the MRDP action plan. Actions identified are completed by the end of the summer term of progress towards completing the action is documented.</p> <p>Risk assessments, COSHH assessments and procedures are reviewed annually or upon a change in practice, if/when an accident or incident occurs, or changes in personnel.</p> <p>The Health and Safety Policy is reviewed annually before 1st September and shared with staff. There is written evidence of staff receiving and reading the policy.</p>	<ul style="list-style-type: none"> ● Risk assessment registers are used for tracking and to avoid review lapses. ● Example risk assessments accessible via the SLN and Teams. ● Risk assessments are in place for foreseeable risks resulting from use of the premises, educational visits, the workplace (including stress and wellbeing), use of equipment and substances, and activities. ● COSHH assessments are in place for all hazardous substances. ● Health and safety documentation is communicated to staff on compilation and revision. Their involvement is sought and encouraged during reviews. ● Internal reviews. ● External audit. 	
<p>There is a managed statutory compliance regime in place for each premises, assets are managed and all defects are</p>	<p>There are no defects outstanding beyond the designated time periods for action.</p> <p>All statutory compliance and planned preventative maintenance (both contracted and managed internally) is undertaken to</p>	<ul style="list-style-type: none"> ● Health and Safety and Premises Planner is used to document actions and plans in relation to statutory compliance regimes. ● Certificates from inspections are 	<p>Ongoing.</p>



<p>addressed within the designated time scale.</p>	<p>the required timescales.</p>	<p>retained on file locally and are uploaded to the Trust Teams platform.</p> <ul style="list-style-type: none"> ● Actions taken to address defects are maintained on record. ● Each Academy has an asset register which details which assets must be maintained. ● Maintain statutory compliance SLA. ● Maintain insurance Engineering Inspections. ● Internal audits. ● External audits. ● Centralised system for data collation, monitoring and reporting. 	
<p>Every contractor working on site receives the required safety information from their employer and the Academy.</p> <p>Contractor accidents and incidents are minimised.</p>	<p>Contractor accidents are minimised and minor if they occur.</p> <p>Documentation which is appropriate to the projects or works taking place on site is completed for every occasion where there is a contractor or contractors working on site.</p> <p>Only contractors which are appropriately trained, certified, insured, have the appropriate health and safety measures and financial stability shall work on Academy sites.</p>	<ul style="list-style-type: none"> ● Access to contractor management information and templates. ● Annual update of the Contractor and Asbestos Management policies. ● Internal audits. ● External audits. ● Obtain contractor risk assessments and method statements as a minimum. ● Contractor vetting is undertaken. <p>As a minimum, the documentation completed will include:</p>	<p>Ongoing. Annual review.</p>



		<ul style="list-style-type: none"> • Completion of the hazard exchange form with a signature from all contractors working on site • A review of the asbestos register with all contractors working on site required to sign the declaration • Intrusive works shall be subject to an intrusive works form and consultation with the Asbestos Management Team <p>Necessary surveys shall be undertaken for example, R&D, structural, underground services.</p>	
<p>There is an adequate training programme in place for all employees.</p>	<p>Mandatory training does not lapse.</p> <p>Training requirements are met and continually reviewed.</p> <p>Each Academy ensures that staff are trained appropriately to fulfil their duties.</p>	<ul style="list-style-type: none"> • Training is recorded and monitored via a training matrix. • Staff training certificates are retained on personnel files. • Training needs are identified on induction of new staff, changes in roles and responsibilities and training is arranged. • Training needs analysis identifies training needs. • Training matrix uploaded to the Trust Teams platform. 	<p>Ongoing. Annual review.</p>



<p>There are robust business continuity plans in place across the Trust.</p>	<p>Each Academy has a Business Continuity Plan which is updated for September annually.</p> <p>Each Academy has a Cyber Response Plan which is updated for September annually.</p> <p>Both plans are updated if there are changes to roles / responsibilities / procedures.</p> <p>Each Academy undertakes a desktop exercise to 'test' the actions that they would take in the event of an emergency.</p>	<ul style="list-style-type: none"> ● The business continuity plan template is reviewed annually. ● Academies undertake a desktop BCP exercise annually. ● The cyber response plan template is reviewed annually. ● Upload both documents to the Trust Teams platform. ● Procedures are tested where possible e.g. fire evacuation, bomb threat evacuation, lock down. ● Internal review. ● External audit. 	<p>August 2024</p>
<p>Educational visits are subject to a risk benefit analysis, every visit has robust risk management and approval on Evolve prior to the visit departing.</p>	<p>Educational visit risk management information and documentation is robust and is shared with all parties attending the visit and points of contact at base for all visits.</p> <p>There is evidence that all visits are approved on Evolve before departure.</p> <p>There is evidence that all required risk management documentation has been uploaded to Evolve before visit approval.</p> <p>Visits are evaluated.</p> <p>Accidents and incidents during visits are minimised and minor if they occur.</p>	<ul style="list-style-type: none"> ● No visit departs without the appropriate level of approval in Evolve. ● Visits which do not take place are removed from Evolve. ● Annual sampling. ● Visit evaluation takes place in a timely manner. ● Documents which are detailed as required on Evolve are uploaded for every visit. ● Visit risk management documents are reviewed. 	<p>Ongoing. Annual review.</p>

