

Staffordshire University Academies Trust		Trust Policy Document			
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		General Public <input checked="" type="checkbox"/>			

## 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 web site plus a customised version, which is specific to their situation, and 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.**

### 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**

The **Local Academy Council** will:

- Give strategic guidance

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- 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
- 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

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- 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:

- 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:

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- 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**

### **Moorgate 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 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 Moorgate 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:

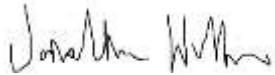
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- All places and premises where staff and pupils are required to work and engage in academy activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on the premises or taking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

<i>Claire Keast</i>	
<b>Claire Keast, Chair of Local Academy Council</b>	<b>Jonathan Williams, Head Teacher</b>
Date: 01/07/2023	Date: 01/07/2023

### C. Management Arrangements

The following procedures and arrangements have been established within (Moorgate 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:	Staffordshire County Council's Health & Safety Team
The contact details are:	Jon Burdett 01785 278855



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### 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

<i>Our arrangements for recording and investigating:</i>
<i>Pupil accidents:</i> Recorded on accident form. Accident investigation report as required. All headbumps have a call home and all pupil accidents have accident report sent home.
<i>Staff accidents:</i> Recorded in staff accident book. Accident investigation report if necessary
<i>Visitor accidents:</i> Recorded in accident book. Accident investigation report as necessary.
<i>The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is:</i> SCC Health & Safety Team. HFS40 forms completed and sent to SCC H & S Team. John Burdett inspects accident form and reports to HSE if required. Copies also sent to Hope Kirkham.
<i>Our arrangements for reporting to the Local Academy Council are:</i> H& S report given at all LAC meetings
<i>Our arrangements for reviewing accidents and identifying trends are:</i> Accident forms which need investigation are forwarded to John Burdett/Hope Kirkham and an annual review of accident trends is completed and reported to the LAC.

#### 2. Asbestos

<i>Name of Premises Manager responsible for Managing Asbestos:</i>	Moorgate Primary Academy has no asbestos contained in the building

#### 3. Communication

<i>Name of SLT member who is responsible for communicating with staff on health and safety matters:</i>	Jonathan Williams/Val Swindell
<i>Our arrangements for inducting staff to health and safety within the academy are:</i>	
<ul style="list-style-type: none"> <li>Completion of H &amp; S induction document</li> </ul>	



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<ul style="list-style-type: none"> <li>• <i>Informing staff where the H &amp; S policy can be found</i></li> </ul>
<p><i>Our arrangements for communicating about health and safety matters with all staff are:</i></p> <ul style="list-style-type: none"> <li>• Weekly briefing meetings</li> <li>• Website</li> <li>• Induction</li> <li>• Noticeboard</li> <li>• Email</li> </ul>
<p><i>Staff can make suggestions for health and safety improvements by:</i></p> <ul style="list-style-type: none"> <li>• Staff meetings/briefings</li> <li>• Emailing Headteacher/H &amp; S Co ordinator</li> </ul>
<p><i>Staff can share risk management information by:</i></p> <ul style="list-style-type: none"> <li>• Email</li> <li>• Communication with CoOrdinator</li> </ul>
<p><i>Staff can communicate areas for concern in the context of health and safety by:</i></p> <ul style="list-style-type: none"> <li>• Email to H &amp; S Co Ordinator</li> <li>• Verbal communication</li> </ul>

#### 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>Jon Williams/Val Swindell/Scott Cartwright</p>
<p><i>Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are:</i></p> <ul style="list-style-type: none"> <li>• Liaising with Hope Kirkham/Property Services</li> </ul> <p><i>(Duty holders will be identified and named as part of any construction project).</i></p>	
<p><i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are:</i></p> <ul style="list-style-type: none"> <li>• Hazzard exchange forms completed by all contractors + RAMS</li> </ul>	
<p><i>Our arrangements for the induction of contractors are:</i></p> <ul style="list-style-type: none"> <li>• Visit to site prior to works beginning, meeting with Caretaker, completion of Hazard Exchange forms.</li> </ul>	
<p><i>Staff should report concerns about contractors to:</i></p> <ul style="list-style-type: none"> <li>• Jon Williams/Val Swindell/Scott Cartwright</li> </ul>	
<p><i>We will review any construction activities on the site by:</i></p>	



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Discussion with Caretaker
<p><i>Our arrangements for obtaining contractor risk management documents are:</i></p> <ul style="list-style-type: none"> <li>Email requesting before job starts</li> </ul>
<p><i>Staff will be informed about construction projects by:</i></p> <ul style="list-style-type: none"> <li>Email</li> <li>Staff meetings/briefings</li> </ul>

### 5. Consultation

<i>Name of SLT member who is responsible for consulting with staff on health and safety matters:</i>	Jon Williams
<p><i>Our arrangements for consulting with staff on health and safety matters are:</i></p> <ul style="list-style-type: none"> <li>Staff meetings</li> <li>Face to face</li> </ul>	
<p><i>Staff can raise issues of concern by:</i></p> <ul style="list-style-type: none"> <li>Discussion with Jon Williams/Val Swindell/Scott Cartwright</li> </ul>	

### 6. Contractor Management

<i>Name of person responsible for managing and monitoring contractor activity:</i>	Scott Cartwright/Val Swindell
<p><i>Our arrangements for selecting competent contractors are (this should include verification of DBS data):</i></p> <ul style="list-style-type: none"> <li>DBS clearance</li> <li>LEA approved contractors where possible</li> <li>Recommendations from other SUA schools</li> </ul>	
<p><i>Our arrangements for the exchange of health and safety information / risk assessments / safe working arrangements / monitoring are:</i></p> <ul style="list-style-type: none"> <li>Induction</li> <li>Emails</li> <li>Constant monitoring by site staff</li> </ul>	
<p><i>Our arrangements for the induction of contractors are:</i></p> <ul style="list-style-type: none"> <li>Induction prior to work commencing</li> <li>Completion of Hazard Exchange</li> <li>Obtain RMS</li> </ul>	
<p><i>Staff should report concerns about contractors to:</i></p> <ul style="list-style-type: none"> <li>Jon Williams/Val Swindell/Scott Cartwright</li> </ul>	

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<p><i>Our arrangements for notifying staff of contractor activity on site are:</i></p> <ul style="list-style-type: none"> <li>• Emails</li> <li>• Staff briefings</li> <li>• Whatsapp group</li> </ul> <p><i>Refer to the Managing Contractors Policy for further detail.</i></p>
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## 7. Curriculum Areas – health and safety

<p><i>Name of person who has overall responsibility for the curriculum areas as follows:</i></p> <p>e.g. PE Art Forest School EYFS Maths English</p>	<p><i>Head of Dept. or Curriculum Lead Name</i></p> <p>Jonathan Williams Jonathan Williams Fay shaw Rachel Colloby Jordan Shipton Gemma Larmour</p>
<p><i>Risk assessments for these curriculum areas are the responsibility of:</i></p>	<p>Val Swindell/Individual leaders</p>
<p><i>These risk assessments are located:</i></p>	<p>Staff shared drive</p>

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

<p><i>The Academy assesses the risk of the use of computers/laptops by carrying out a DSE assessment for staff using this type of equipment continuously and regularly for over an hour.</i></p>	
<p><i>Our arrangements for carrying out DSE assessments are:</i></p> <ul style="list-style-type: none"> <li>• Identify staff who need to carry out assessment</li> <li>• Completion of DSE assessment signed by line manager</li> <li>• Assessments reviewed every 2 years</li> <li>• Any issues addressed</li> </ul>	
<p><i>Name of person who has responsibility for carrying out Display Screen Equipment Assessments:</i></p>	<p>Val Swindell/Jon Williams</p>
<p><i>DSE assessments are recorded and any control measures required to reduce risk are managed by:</i></p>	<p>Val Swindell/Jon Williams</p>

## 9. Early Years Foundation Stage (EYFS)

<p><i>Name of person who has overall responsibility for EYFS:</i></p>	<p>Rachel Colloby</p>
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<i>Records of EYFS risk management (e.g. risk assessments and checklists) are located:</i>	Staff shared drive/displayed In classroom
<i>Our arrangements for the safe management of EYFS (classroom and activities) are:</i>	
<ul style="list-style-type: none"> <li>Regular checks and risk assessments are carried out inside and outside on equipment and resources</li> <li>Key staff have Paediatric First Aid Certificate</li> <li>Children are reminded of the importance of regular handwashing</li> <li>Gloves and aprons are available for staff when needed to deal with first aid or toilet accidents</li> <li>Security is of paramount importance, doors have double handles and internal door have finger guards fitted.</li> </ul>	

#### 10. Educational visits / Off-Site Activities

<i>Name of person who has overall responsibility for Educational Visits:</i>	Jon Williams
<i>The Educational Visits Coordinator is:</i>	Val Swindell
<i>Our arrangements for the safe management of educational visits are:</i>	
<ul style="list-style-type: none"> <li>All visits are recorded on EVOLVE and all the relevant paperwork is scanned and attached</li> </ul>	
<i>Visit risk management information is communicated to visit attendees by:</i>	
<ul style="list-style-type: none"> <li>Email</li> <li>All RA on staf shared drive</li> <li>All attendees are given a copy of RA before visit</li> </ul>	
<i>Refer to the Educational Visits Policy for more detail regarding managing the risks for educational visits.</i>	

#### 11. Electrical Equipment [fixed & portable]

<i>Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:</i>	Scott Cartwright
<i>Fixed electrical wiring test records are located:</i>	Caretakers Office
<i>All staff visually inspect electrical equipment before use:</i>	
<ul style="list-style-type: none"> <li>All staff to check equipment and report any defects to Val Swindell/Scott Cartwright</li> </ul>	
<i>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).</i>	
<i>Name of person responsible for arranging the testing of portable electrical equipment (PAT):</i>	Scott Cartwright

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Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:	Scott Cartwright
The academy's PAT testing will be undertaken to a frequency of: (e.g. annually)	Annually
Portable electrical equipment (PAT) testing records are located:	Caretakers office
Staff must take defective electrical equipment out of use and report to:	Val Swindell/Scott Cartwright
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. Fire Precautions & Procedures [and other emergencies including 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, and upon changes to the building, fire safety practices and staffing.	Jon Williams/Val Swindell
The Fire Risk Assessment is located:	Staff shared drive
When the fire alarm is raised the person responsible for calling the fire service is	School office team
Name of person responsible for arranging and recording of fire drills:	Scott Cartwright
Name of person responsible for creating and reviewing Fire Evacuation arrangements:	Jon Williams/Val Swindell/Scott Cartwright
Our Fire Evacuation Arrangements are published:	Staff shared drive All around the building
Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at:	Main office
Name of person responsible for training staff in fire procedures:	Val Swindell
Name of the person trained in fire risk assessment:	Val Swindell
Procedure for communicating fire safety and evacuation arrangements to visitors: <ul style="list-style-type: none"> <li>• Fire evacuation notice when signing in</li> </ul>	

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<ul style="list-style-type: none"> <li>Evacuation Notices around building</li> </ul>
<p><i>Procedure for communicating fire safety arrangements to contractors:</i></p> <ul style="list-style-type: none"> <li>At induction</li> <li>Fire evacuation notice when signing in</li> <li>Evacuation notices around building</li> </ul>
<p><i>All staff must be aware of the Fire Procedures in their Academy.</i></p> <p><i>Please see the Fire Safety Policy for further information.</i></p>

**13. First Aid \*see also Medication**

<i>Name of person responsible for carrying out the First Aid Assessment:</i>	Jon Williams/Val Swindell
<i>The First Aid Assessment is located:</i>	Staff shared drive
<i>First Aiders are listed:</i>	All around building/Teacher manual in classrooms
<i>Name of person responsible for arranging and monitoring First Aid Training:</i>	Val Swindell
<i>Location of First Aid Boxes (including travel):</i>	<ul style="list-style-type: none"> <li>Hygiene room</li> <li>Pod – first floor</li> <li>Nursery classroom</li> </ul>
<i>Name of person responsible for checking &amp; restocking first aid boxes:</i>	<ul style="list-style-type: none"> <li>Penny Mitchell</li> </ul>
<p><i>In an emergency staff are aware of how to summon an ambulance, through following the below procedure:</i></p> <ul style="list-style-type: none"> <li>Office to ring 999</li> </ul>	
<p><i>Our arrangements for dealing with an injured person who has to go to hospital are (who is contacted/ who accompanies staff or children to hospital):</i></p>	
<i>Pupils</i>	Emergency contact is telephoned and arrangements made to meet at hospital . Member of staff to accompany pupil in ambulance.
<i>Staff</i>	Emergency contact is contacted to meet at hospital. Member of staff to accompany in ambulance if needed.
<i>Visitors</i>	Emergency contact is telephoned to meet at hospital.
<p><i>Our arrangements for recording the use of First Aid are:</i> Recorded on first aid record and filed in hygiene room</p>	
<p><i>Our arrangements for monitoring and reporting on first aid and accidents are:</i></p>	

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Our arrangements for identifying trends are:

- Annual review

#### 14. Forest School

Name of person in the Academy who leads on Forest School activity:	Fay Shaw
Our arrangements for developing, organising and running Forest School activity. Include here any details with regard to risk assessment, communication and supervision etc.	
<ul style="list-style-type: none"> <li>• Risk assessments are in place and communicated to all involved</li> <li>• At least 2 adults present at each session</li> <li>• Pupils educated in the safe use of equipment</li> </ul>	

#### 15. Glass & Glazing

All glass in doors and side panels are constructed of safety glass:	
All replacement glass is of safety standard:	
A glass and glazing assessment took place in (year) and the record can be found ....	Ongoing checks – Scott Cartwright

#### 16. Hazardous Substances (COSHH)

Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)	Val Swindell/Scott Cartwright
Hazardous substance risk management documentation is located:	Staff shared drive COSHH documents in classrooms
Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control, communication of hazardous substance assessments etc.) are:	
<ul style="list-style-type: none"> <li>• Substances are stored in accordance with MSDS</li> <li>• MSDS downloaded and COSHH forms produced</li> <li>• All COSHH forms are in main office and copies in classrooms as appropriate</li> </ul>	
Further information can be found in the Hazardous Substances Policy.	

#### 17. Health and Safety Law Poster

The Health and Safety at Work poster is located:	Main Office
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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><i>Our waste management arrangements are:</i></p> <ul style="list-style-type: none"> <li>• Hazardous waste is collected by PHS/B Hygienic</li> <li>• Litter removed regularly</li> <li>• Bins emptied at least twice daily</li> <li>• All bins are located in bin store away from building</li> </ul>	
<p><i>Our site housekeeping arrangements are:</i></p> <ul style="list-style-type: none"> <li>• Caretaker carries out twice daily inspection of all areas</li> <li>• Litter removed regularly</li> <li>• Bins emptied regularly</li> <li>• Exits and fire evacuation areas kept clear at all times</li> <li>• No trailing cables</li> <li>• Spills cleared immediately</li> <li>• Deliveries sorted and put away asap</li> </ul>	
<p><i>Site cleaning is provided by:</i> <i>External cleaning company</i></p>	<p><i>Workplace Cleaning Services</i></p>
<p><i>Cleaning staff have received appropriate information, instruction and training about the following and are competent:</i></p>	
<p><i>Work equipment</i></p>	
<p><i>Hazardous substances</i></p>	
<p><i>Waste (skips and bins are located away from the academy building)</i></p>	
<p><i>Infection control</i></p>	
<p><i>Academy security</i></p>	
<p><i>Lone working</i></p>	
<p><i>First aid and accident reporting</i></p>	
<p><i>Fire evacuation</i></p>	
<p><i>Management of asbestos</i></p>	
<p><i>All staff and pupils must be aware of the arrangements for disposing of waste and the location of waste bins and skips</i></p>	
<p><i>Staff in all depts. / work areas who generate waste (e.g. catering/cleaning/curriculum areas) must be aware of the risk assessments and control measures in place for their role.</i></p>	



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<i>The risk management processes are as follows for each department / work area:</i>	
<b>Department/work area</b>	<b>Procedure</b>
Sanitary bins provided in all staff toilets and also in KS2 girls toilets	
Yellow bin provided in Hygiene room	All hazardous waste to be placed in a yellow bag and disposed of in yellow bin
Sharps bins – Hygiene room	All diabetes trained staff aware of procedure

## 19. Infection Control

<i>Name of person responsible for managing infection control:</i>	Jon Williams/Val Swindell
<i>Our infection control arrangements (including communicable diseases/hand hygiene standards) are:</i>	
<ul style="list-style-type: none"> <li>• Risk assessment to be followed</li> <li>• SCC to be informed of any disease outbreaks, which should be reported under RIDDOR</li> <li>• Cleaning staff informed of illnesses to ensure adequate cleaning of key areas</li> <li>• Handwashing encouraged at all times</li> </ul>	
<i>Infection control standards and the effectiveness of risk management procedures will be monitored by:</i>	
<ul style="list-style-type: none"> <li>• Annual review</li> </ul>	
<i>We communicate infection control arrangements by:</i>	
<b><i>Infection control arrangements must be communicated to all occupants of the premises, as part of their induction to site and in accordance with their role and activities they conduct on site.</i></b>	
<ul style="list-style-type: none"> <li>• Email</li> <li>• Staff meetings/briefings</li> </ul>	
<i>Further information can be found in the Infection Control Policy and Risk Assessment.</i>	

## 20. Lettings

<i>Name of Premises Manager or member of Leadership team responsible for Lettings:</i>	Val Swindell/Scott Cartwright
<i>Our arrangements for managing Lettings of the Academy rooms or external premises are:</i>	

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<ul style="list-style-type: none"> <li>Hirers must complete all paperwork</li> <li>Hirers must have appropriate insurance</li> <li>Hirers must provide a register of those present during a letting upon request</li> <li>Hirers must undertake an induction</li> </ul>
<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>

**21. Lone Working**

<p><i>Our arrangements for managing lone working are:</i></p> <ul style="list-style-type: none"> <li>Risk assessment</li> <li>Regular communication</li> <li>Emergency contact numbers available</li> <li>Security arrangements upheld</li> </ul> <p><i>(Lone working is defined by the Health &amp; Safety Executive (HSE) as <b>people who work by themselves without close or direct supervision</b>. 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> Val Swindell</p> <p><i>We monitor lone working arrangements by:</i></p> <ul style="list-style-type: none"> <li>Annual review</li> </ul> <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><a href="#">Refer to the Lone Working Policy for further details.</a></i></p>
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**22. Maintenance / Inspection of Equipment (including selection of equipment)**

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*NOTE Types of equipment to consider in this section:*

*Ladders and steps, fume cupboards, other extraction systems, PE equipment, D&T machines, lifts & lifting equipment, pressure cookers, autoclaves, fire alarm and smoke detection, emergency lighting, fire extinguishers, sprinkler systems, automatic doors, automatic barriers, roller shutters, air conditioning.*

*This section **must include** the arrangements for academy kitchens, science laboratories, design and technology rooms.*

<i>Name of person responsible for the selection, maintenance / inspection and testing of equipment:</i>	Scott Cartwright
<i>Records of maintenance and inspection of equipment are retained and are located:</i>	Main Office
<i>Staff report any broken or defective equipment to:</i>	Val Swindell/Scott Cartwright

### 23. Manual Handling

<i>Name of competent person responsible for carrying out manual handling risk assessments</i>	Val Swindell/Scott Cartwright
<i>Our arrangements for managing manual handling activities are:</i>	
<ul style="list-style-type: none"> <li><i>Risk assessments are carried out</i></li> <li><i>All staff made aware of the procedures for manual handling</i></li> </ul>	
<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>	
<ul style="list-style-type: none"> <li><i>Risk assessment on shared drive</i></li> <li><i>Staff meetings/briefings</i></li> </ul>	
<i>Staff who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task.</i>	
<i>Staff are trained appropriately to carry out manual handling activities. Formally trained staff are:</i>	
Scott Cartwright/Fay Shaw/Penny Mitchell/Michelle Carr/Gemma Larmour/Elaine Mason	
<i>Where people handling takes place an Individual Manual Handling Plan must be in place and communicated to all parties (including where appropriate the young person/their parents/carers/support staff).</i>	
<i>Restrictive physical intervention training is arranged by:</i>	
<ul style="list-style-type: none"> <li><i>Jonathan Williams</i></li> </ul>	

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## 24. Medication

<i>Name of person(s) responsible for the management of and administration of medication to pupils in the academy:</i>	Penny Mitchell Diabetes trained staff
<i>Our arrangements for the administration of medicines to pupils are:</i>	<ul style="list-style-type: none"> <li>• Only prescribed medication will be given when an administration of medicine form has been completed by a parent</li> <li>• In each case the dose given and signature of the person administering the medication is recorded together with the date and time and countersigned by a second person</li> <li>• All medication is kept in the Hygiene room or fridge dependant on storage requirements</li> </ul>
<i>The names members of staff who are authorised to give / support pupils with medication are:</i>	Penny Mitchell
<i>Medication is stored:</i>	Hygiene room/fridge
<i>A record of the administration of medication is located:</i>	Main office
<i>Pupils who administer and/or manage their own medication in an academy are authorised to do so by (name/job role) and provided with a suitable private location to administer medication/store medication and equipment. Medication is stored in (location).</i>	
<i>Staff are trained to administer complex medication by the school nursing service when required. Trained staff are:</i> Penny Mitchell Elaine Mason Vicki Eaglefield Scott Cartwright Sophie Braker Kate Bennett Leeanne Derby	
<i>Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are:</i>	
<ul style="list-style-type: none"> <li>• Pupils administer inhalers themselves</li> <li>• No pupils require an epipen presently but staff who are first aiders have had training in this area.</li> </ul>	
<i>Staff who are taking medication must keep this personal medication in a secure area in a staff only location. Secure locations are defined as:</i>	
<ul style="list-style-type: none"> <li>• Staff lockers</li> </ul>	

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*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.*

## 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.*

Val Swindell

*Name of person responsible for the checking and maintenance of personal protective equipment provided for staff*

Val Swindell/Penny Mitchell

*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.*

Class Teacher/Val Swindell

*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.*

Classroom Staff

*Confirmation of any recorded checks to be provided:*

## 26. Radiation (where applicable)

*Name of the academy Radiation Protection Supervisor (RPS)*

Jon Williams

*Name of the Radiation Protection Adviser (RPA)*

CLEAPPS

## 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 Val Swindell/Scott Cartwright via email or face to face

## 28. Risk Assessments

*The academy has in place risk assessments for any identified significant risk. Control*

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*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:*

*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*

*Name of person who has overall responsibility for the Academy risk assessment process and any associated action planning:*

Jonathan Williams

*Our arrangements for carrying out, recording, communicating and reviewing risk assessments are:*

- Risk assessments are reviewed before the review date and updated

*The location in which the academy keeps risk assessments is:*

- All RA's are on the staff shared drive

*Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments.*

*When an accident or incident occurs a post risk assessment takes place when a new hazard has been identified.*

*Risk assessments are created or reviewed when something new is introduced or a change has occurred.*

*[Further information is located in the Risk Assessment Policy.](#)*

## 29. Smoking

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

## 30. Shared use of premises/shared workplace

*Name of Premises Manager or member of Leadership team responsible for Premises Management:*

Jonathan Williams/Val Swindell/Scott Cartwright

*Our arrangements for managing health and safety, including the communication of safety and risk management information, in a shared workplace are:*

- Information on school website

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- All RA's on staff shared drive
- Updates communicated at staff briefings/meetings

### 31. Stress and Staff Wellbeing

<i>Name of person who has overall responsibility for the health and wellbeing of Academy staff:</i>	Jonathan Williams
<i>Name of the person who leads on Academy Mental Health and Wellbeing:</i>	Jon Williams/Vicki Eaglefield/Val Swindell
<i>Academy mental health first aid trained staff are:</i>	Vicki Eaglefield
<i>All staff have responsibility to take care of their own health and wellbeing and the academy supports staff to do this by implementing the following arrangements:</i>	
<ul style="list-style-type: none"> <li>• Wellbeing and staff stress risk assessments are in place</li> <li>• Individual staff risk assessments in place as required</li> <li>• Access to Occupational Health and ThinkWell Service</li> <li>• Staff Wellbeing initiatives in place</li> <li>• Staff Wellbeing Committee meet regularly with members from all areas of staffing</li> </ul>	
<i>Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated.</i>	
<i>All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work.</i>	
<i>All staff have the opportunity to discuss mental health and wellbeing concerns confidentially.</i>	
<i>Individual stress risk assessments take place when a member of staff requires additional individual support. Staff can discuss individual risk assessments with.....</i>	
<i>A team stress risk assessment has been completed involving all staff and this is reviewed regularly.</i>	
<i>Arrangements are in place to support pupil mental health and wellbeing. Detail surrounding these arrangements can be found in Staffroom</i>	
<i>Staff can access support for pupils by:</i>	
<ul style="list-style-type: none"> <li>• Malaki</li> <li>• Local Support Team</li> <li>• CAMHS</li> <li>• Synergy</li> <li>• Discussion with Fay Shaw – Early Help Leader</li> <li>• Lego Therapy</li> <li>• Draw and Talk</li> </ul>	



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*Resources to support pupil mental health and wellbeing can be found around school and in Early Help |Leaders Office*

*The Mental Health and Wellbeing Policy contains further information.*

### 32. Swimming Pool Operating Procedures (where applicable)

- N/A

### 33. Training and Development

<i>Name of person who has overall responsibility for the training and development of staff:</i>	Jonathan Williams
<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:</i>	
<ul style="list-style-type: none"> <li>• Induction</li> <li>• Staff provided with training as required</li> </ul>	
<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 termly.</i>	
<i>Training records are retained and are located in main office</i>	
<i>Training and competency is monitored and measured by:</i>	Jon Williams

### 34. Vehicles owned or operated by the academy (where applicable)

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

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### 35. Vehicle movement on site

Name of Premises Manager or other staff member responsible for the management of vehicles on site:	Jonathan Williams/Scott Cartwright
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.):	
<ul style="list-style-type: none"> <li>Gates closed at the beginning and end of school when pupils entering/leaving premises</li> <li>Barrier system in place making sure only permitted visitors and deliveries can gain access</li> </ul>	

### 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:	Jon Williams
Incidents of verbal & physical violence are investigated by:	Jon Williams
Name of person who has responsibility for site security:	Jon Williams
Our arrangements for site security are:	
<ul style="list-style-type: none"> <li>Magnetic lock system utilised at the front entrance</li> <li>Only authorised staff have access cards for access</li> <li>Intruder alarm system in place</li> <li>Risk assessments in place</li> <li>All external doors are kept closed</li> <li>External gates are locked when pupils are in school</li> </ul>	
<a href="#">Refer to the Management of Violence and Aggression Policy for further information.</a>	

### 37. Water System Safety

Name of Premises Manager or other member of staff responsible for managing water system safety:	Scott Cartwright
Name of contractors who carry out regular testing of the water system:	IWS
Location of the water system safety manual/testing log:	Main office

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<p><i>Our arrangements to ensure contractors have information about water systems are:</i></p> <ul style="list-style-type: none"> <li>Via log and manual</li> </ul>
<p><i>Our arrangements to ensure all academy staff carrying out checks or testing or maintenance have information about the water system:</i></p> <ul style="list-style-type: none"> <li>Audit Checks are carried out to make sure all testing and checks are taking place and logged in the time required.</li> </ul>
<p><i>Refer to the Water System Safety Policy for further information.</i></p>

### 38. Working at Height

<i>Name of person(s) responsible managing the risk of work at height on the premises:</i>	Jon Williams/Val Swindell/Scott Cartwright
<i>Date of the most recent working at height risk assessment:</i>	08/10/22– reviewed annually
<i>Work at height is avoided where possible.</i>	
<p><i>Our arrangements for managing work at height are:</i></p> <ul style="list-style-type: none"> <li>Risk assessments are in place and communicated to all staff</li> <li>Reminders in staff briefings</li> <li>Key staff have relevant training</li> </ul>	
<i>Refer to the Working at Height Policy for further information.</i>	
<i>Appropriate equipment is provided for work at height where required.</i>	
<i>Staff who carry out work at height are trained to use the equipment provided.</i>	
<i>Work at height equipment is regularly inspected, maintained and records are kept .</i>	
<i>Name of person(s) responsible for inspecting and recording inspections:</i>	Scott Cartwright

### 39. Work Experience

<i>Name of person who has overall responsibility for managing work experience and work placements for Academy pupils:</i>	Jonathan Williams/Vicki Eaglefield
<p><i>Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are:</i></p> <ul style="list-style-type: none"> <li>All arrangements are made ahead of placement once approved by the Headteacher</li> <li>All students are supervised by the class teacher</li> </ul>	
<i>The name of the person responsible for the health and safety of people on work experience in the academy premises:</i>	Jonathan Williams/Val Swindell
<i>Our arrangements for managing the health and safety of work experience students in the</i>	

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Academy are:

- All arrangements are carried out ahead of work placements
- All paperwork is completed giving insurance details etc ahead of placement

#### 40. Volunteers

Name of person who has overall responsibility for managing/coordinating volunteers working within the academy:	Jon Williams/Vicki Eaglefield
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:	
<ul style="list-style-type: none"> <li>• DBS carried out where necessary</li> <li>• Induction information given prior to start date</li> <li>• ID documents checked</li> </ul>	

#### 41. Gas Safety

Name of person(s) responsible for managing the gas safety systems on the academy premises:	Scott Cartwright
Date of the most recent gas line test (5 yearly):	28/06/2019
Our procedure in the event of a gas leak is:	
<ul style="list-style-type: none"> <li>• Report to supplier immediately</li> </ul>	
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.

#### Moorgate Primary Academy Key Performance Indicators

- Health and Safety Policy/Statement reviewed/updated



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- All risk assessments reviewed annually and communicated to all staff
- LAC representative meets regularly with H & S co Ordinator and reports back to rest of LAC
- Health & Safety visits from Trust to support
- Annual Health & Safety internal Audit
- Fire Evacuations completed every term logging times and any issues
- Fire alarms tested weekly
- Health & Safety check list completed annually

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.