

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	June 2021	Review date:	June 2022
Policy Owner:	Operations Manager	Page: 1 of 24			
Audience:	Trustees <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy Council <input checked="" type="checkbox"/>	Parents <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 website plus a customised version, which is specific to their setting and will be found in the password protected policies section of that Academy's website and individual network.

1. Success Indicators

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

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

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

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

2. Overview

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

Roles and Responsibilities within each academy

The **Local Academy Council** will:

- Give strategic guidance

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	June 2021	Review date:	June 2022
Policy Owner:	Operations Manager	Page: 2 of 24			
Audience:	Trustees <input checked="" type="checkbox"/> Parents <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy Council <input checked="" type="checkbox"/>	

- 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

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	June 2021	Review date:	June 2022
Policy Owner:	Operations Manager	Page: 3 of 24			
Audience:	Trustees <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy Council <input checked="" type="checkbox"/>	Parents <input checked="" type="checkbox"/>
		General Public <input checked="" type="checkbox"/>			

- 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

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.

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

- Provide advice and guidance to help academies fulfil their health and safety responsibilities

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	June 2021	Review date:	June 2022
Policy Owner:	Operations Manager	Page: 4 of 24			
Audience:	Trustees <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy Council <input checked="" type="checkbox"/>	Parents <input checked="" type="checkbox"/>
		General Public <input checked="" type="checkbox"/>			

- 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 three (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:

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	June 2021	Review date:	June 2022
Policy Owner:	Operations Manager	Page: 5 of 24			
Audience:	Trustees <input checked="" type="checkbox"/> Parents <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy Council <input checked="" type="checkbox"/>	

- 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 (electronic sig)</i>	
Claire Keast, Chair of Local Academy Council	Jonathan Williams, Headteacher
Date: June 2021	Date: June 2021

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

<i>The academy obtains competent health and safety advice from:</i>	Staffordshire County Council's Health & Safety Advisory Team
<i>The contact details are:</i>	Jon Burdett 01785 278855
<i>In an emergency we contact:</i>	Jon Burdett

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	June 2021	Review date:	June 2022
Policy Owner:	Operations Manager		Page: 7 of 24		
Audience:	Trustees <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy Council <input checked="" type="checkbox"/>	Parents <input checked="" type="checkbox"/>

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

2. Asbestos

<i>Name of Premises Manager responsible for Managing Asbestos:</i>	<i>Moorgate Primary Academy has no asbestos contained in the building.</i>
<i>Location of the Asbestos Management Log or Record System:</i>	<i>N/A</i>
<i>Staff must not drill or affix anything to walls without first obtaining approval from the Premises Manager or other relevant person. Staff must be aware of the procedure for gaining approval for works of this nature.</i>	

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	June 2021	Review date:	June 2022
Policy Owner:	Operations Manager	Page: 8 of 24			
Audience:	Trustees <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy Council <input checked="" type="checkbox"/>	Parents <input checked="" type="checkbox"/>

<i>Our arrangements to ensure that staff have information about asbestos risk upon employment with the academy are as follows:</i> N/A	
<i>Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are:</i> N/A	
<i>Our arrangements to ensure all academy staff such as class teachers or caretakers have information about asbestos risk on the premises:</i> N/A	
<i>Staff who receive annual training in asbestos awareness are:</i> N/A	
<i>Staff must report damage to asbestos materials to:</i>	N/A

3. Communication

<i>Name of SLT member who is responsible for communicating with staff on health and safety matters:</i>	<i>Jonathan Williams/Val Swindell</i>
<i>Our arrangements for inducting staff to health and safety within the academy are:</i> <ul style="list-style-type: none"> <i>Completion of H & S induction document</i> <i>Informing staff where the H & S policy can be found</i> 	
<i>Our arrangements for communicating about health and safety matters with all staff are:</i> <ul style="list-style-type: none"> <i>Weekly briefing meetings</i> <i>Website</i> <i>Induction</i> <i>Noticeboard</i> <i>Email</i> 	
<i>Staff can make suggestions for health and safety improvements by:</i> <ul style="list-style-type: none"> <i>Staff briefings</i> <i>Emailing Headteacher/H & S Co Ordinator</i> 	
<i>Staff can share risk management information by:</i> <ul style="list-style-type: none"> <i>Email</i> <i>Communication with H & S Co Ordinator</i> 	

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	June 2021	Review date:	June 2022
Policy Owner:	Operations Manager	Page: 9 of 24			
Audience:	Trustees <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy Council <input checked="" type="checkbox"/>	Parents <input checked="" type="checkbox"/>

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

- Email to H & S Co Ordinator
- Verbal Communication

4. Construction Work *See also Contractor Management

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

5. Consultation

Name of SLT member who is responsible for consulting with staff on health and safety matters:	Jon Williams
The name of the Trade Union Health and Safety Representative is:	
Our arrangements for consulting with staff on health and safety matters are:	<ul style="list-style-type: none"> • Staff briefings • Face to face
Staff can raise issues of concern by:	

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	June 2021	Review date:	June 2022
Policy Owner:	Operations Manager	Page: 10 of 24			
Audience:	Trustees <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy Council <input checked="" type="checkbox"/>	Parents <input checked="" type="checkbox"/>

- Discussion with Jon Williams/Val Swindell/Scott Cartwright

6. Contractor Management

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

7. Curriculum Areas – health and safety

Name of person who has overall responsibility for the curriculum areas as follows: e.g. PE Forest School Maths English Art EYFS	Head of Dept. or Curriculum Lead Name Emily Morrin Fay Shaw Zoe Villers Gemma Larmour Annie Birtles Rachel Colloby
Risk assessments for these curriculum areas	Val Swindell/Individual Leaders

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	June 2021	Review date:	June 2022
Policy Owner:	Operations Manager	Page: 11 of 24			
Audience:	Trustees <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy Council <input checked="" type="checkbox"/>	Parents <input checked="" type="checkbox"/>
		General Public <input checked="" type="checkbox"/>			

are the responsibility of:	
These risk assessments are located:	Staff shared drive

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

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

9. Early Years Foundation Stage (EYFS)

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

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>	

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	June 2021	Review date:	June 2022
Policy Owner:	Operations Manager	Page: 12 of 24			
Audience:	Trustees <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy Council <input checked="" type="checkbox"/>	Parents <input checked="" type="checkbox"/>

- All visits are recorded on EVOLVE and all the relevant paperwork is scanned and attached

Visit risk management information is communicated to visit attendees by:

- Email
- All RA on staff shared drive
- All attendees given copy of RA before visit

11. Electrical Equipment [fixed & portable]

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	Scott Cartwright
Fixed electrical wiring test records are located:	Caretakers Office
All staff visually inspect electrical equipment before use:	<ul style="list-style-type: none"> • All staff to check equipment and report any defects to Val Swindel/Scott Cartwright
Our arrangements for bringing personal electrical items onto the academy site are:	<ul style="list-style-type: none"> • All electrical items must be PAT tested before use on the premises
Name of person responsible for arranging the testing of portable electrical equipment (PAT):	Scott Cartwright
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)	At least annually
Portable electrical equipment (PAT) testing records are located:	CaretakersOffice
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.	

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

Name of competent person responsible for undertaking & reviewing fire risk assessment in addition to any associated action planning, such as the fire evacuation procedure:	Jon Williams/Val Swindell
NB. The fire risk assessment must be undertaken on an annual basis as a minimum.	
The Fire Risk Assessment is located:	

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	June 2021	Review date:	June 2022
Policy Owner:	Operations Manager	Page: 13 of 24			
Audience:	Trustees <input checked="" type="checkbox"/> Parents <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy Council <input checked="" type="checkbox"/>	

	<i>Staff shared drive</i>
<i>When the fire alarm is raised the person responsible for calling the fire service is OR The site has a fire alarm which activates a response from (a 3rd party / listening service):</i>	<i>School office team</i>
<i>Name of person responsible for arranging and recording of fire drills:</i>	<i>Scott Cartwright</i>
<i>Name of person responsible for creating and reviewing Fire Evacuation arrangements:</i>	<i>Jon Williams/Val Swindell/Scott Cartwright</i>
<i>Our Fire Evacuation Arrangements are published:</i>	<i>Staff shared drive All around the building</i>
<i>Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at:</i>	<i>Main office</i>
<i>Name of person responsible for training staff in fire procedures:</i>	<i>Val Swindell</i>
<i>Procedure for communicating fire safety and evacuation arrangements to visitors:</i> <ul style="list-style-type: none"> <i>Fire evacuation notice when signing in</i> <i>Evacuation notices all around building</i> 	
<i>Procedure for communicating fire safety arrangements to contractors:</i> <ul style="list-style-type: none"> <i>At induction</i> <i>Fire evacuation notice when signing in</i> <i>Evacuation notices all around building</i> 	
<i>All staff must be aware of the Fire Procedures in their Academy</i>	

13. First Aid *see also Medication

<i>Name of person responsible for carrying out the First Aid Assessment:</i>	<i>Jon Williams/Val Swindell</i>
<i>The First Aid Assessment is located:</i>	<i>Staff shared drive</i>
<i>First Aiders are listed:</i>	<i>All around building/Teacher manual in classrooms</i>
<i>Name of person responsible for arranging and monitoring First Aid Training:</i>	<i>Val Swindell</i>
<i>Location of First Aid Boxes (including travel):</i>	<i>Hygiene Room (ground floor) Pod (first floor)</i>
<i>Name of person responsible for checking & restocking first aid boxes:</i>	<i>Penny Mitchell</i>
<i>In an emergency staff are aware of how to summon an ambulance, through following the below procedure:</i> <ul style="list-style-type: none"> <i>Office to ring 999</i> 	

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	June 2021	Review date:	June 2022
Policy Owner:	Operations Manager	Page: 14 of 24			
Audience:	Trustees <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy Council <input checked="" type="checkbox"/>	Parents <input checked="" type="checkbox"/>
					General Public <input checked="" type="checkbox"/>

<i>Our arrangements for dealing with an injured person who has to go to hospital are (who is contacted/ who accompanies staff or children to hospital):</i>	
<i>Pupils</i>	<i>Emergency contact is telephoned and arrangements made to meet at hospital. Member of staff to accompany in ambulance.</i>
<i>Staff</i>	<i>Emergency contact is contacted to meet at hospital. Member of staff to accompany in ambulance if needed.</i>
<i>Visitors</i>	<i>Emergency contact is telephoned to meet at hospital.</i>
<i>Our arrangements for recording the use of First Aid are:</i>	
<ul style="list-style-type: none"> <i>Recorded on first aid record sheet and filed in Hygiene room.</i> 	
<i>Our arrangements for monitoring and reporting on first aid and accidents are:</i>	
<ul style="list-style-type: none"> <i>Annual review</i> 	
<i>Our arrangements for identifying trends are:</i>	
<ul style="list-style-type: none"> <i>Annual review</i> 	

14. Forest School

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

15. Glass & Glazing

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

16. Hazardous Substances (COSHH)

<i>Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)</i>	<i>Val Swindell/Scott Cartwright</i>
---	--------------------------------------

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	June 2021	Review date:	June 2022
Policy Owner:	Operations Manager	Page: 15 of 24			
Audience:	Trustees <input checked="" type="checkbox"/> Parents <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy Council <input checked="" type="checkbox"/>	

<i>Hazardous substance risk management documentation is located:</i>	<i>Staff shared drive COSHH documents in classrooms</i>
<i>Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control, communication of hazardous substance assessments etc.) are:</i>	
<ul style="list-style-type: none"> • <i>Substances are stored in accordance with MSDS</i> • <i>MSDS downloaded and COSHH forms produced</i> • <i>All COSHH forms are in main office and copies in classrooms as appropriate</i> 	

17. Health and Safety Law Poster

<i>The Health and Safety at Work poster is located:</i>	<i>Main Office</i>
---	--------------------

18. Housekeeping, cleaning & waste disposal

<i>All staff and pupils share the responsibility for keeping the Academy site clean, tidy and free from hazards.</i>	
<i>Our waste management arrangements are:</i>	
<ul style="list-style-type: none"> • <i>Hazardous waste is collected by PHS/B Hygienic.</i> • <i>Litter removed regularly</i> • <i>Bins emptied regularly – at least twice daily</i> • <i>All bins are located in bin store away from building</i> 	
<i>Our site housekeeping arrangements are:</i>	
<ul style="list-style-type: none"> • <i>Caretaker carries out twice daily inspection of all areas</i> • <i>Litter removed regularly</i> • <i>Bins emptied regularly</i> • <i>Exits and fire evacuation areas kept clear at all times</i> • <i>No trailing cables</i> • <i>Spills cleared immediately</i> • <i>Deliveries sorted and put away asap</i> 	
<i>Site cleaning is provided by:</i>	<i>Hi Spec Services</i>
<i>External cleaning company</i>	
<i>Cleaning staff have received appropriate information, instruction and training about the following and are competent:</i>	
<i>Work equipment</i>	
<i>Hazardous substances</i>	
<i>Waste (skips and bins are located away from the academy building)</i>	

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	June 2021	Review date:	June 2022
Policy Owner:	Operations Manager	Page: 16 of 24			
Audience:	Trustees <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy Council <input checked="" type="checkbox"/>	Parents <input checked="" type="checkbox"/>

<i>Infection control</i>	
<i>Academy security</i>	
<i>Lone working</i>	
<i>First aid and accident reporting</i>	
<i>Fire evacuation</i>	
<i>All staff and pupils must be aware of the arrangements for disposing of waste and the location of waste bins and skips</i>	
<i>Staff in all depts. / work areas who generate waste (e.g. catering/cleaning/curriculum areas) must be aware of the risk assessments and control measures in place for their role. The risk management processes are as follows for each department / work area:</i>	
Department/work area	Procedure
<i>Sanitary bins provided in all staff toilets and also in KS2 girls toilets</i>	
<i>Yellow bin provided in Hygiene room</i>	<i>All hazardous waste to be placed in a yellow bag and disposed of in yellow bin</i>
<i>Sharps bins – One in Hygiene room</i>	<i>All diabetes trained persons aware of procedure</i>

19. Infection Control

<i>Name of person responsible for managing infection control:</i>	<i>Jon Williams/Val Swindell</i>
<i>Our infection control arrangements (including communicable diseases/hand hygiene standards) are:</i>	
<ul style="list-style-type: none"> • <i>Risk assessments to be followed</i> • <i>SCC to be informed of any disease outbreaks, which should be reported under RIDDOR</i> • <i>Cleaning staff informed of illnesses to ensure adequate cleaning of key areas</i> • <i>Handwashing encouraged at all times</i> 	
<i>Infection control standards and the effectiveness of risk management procedures will be</i>	

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	June 2021	Review date:	June 2022
Policy Owner:	Operations Manager	Page: 17 of 24			
Audience:	Trustees <input checked="" type="checkbox"/> Parents <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy Council <input checked="" type="checkbox"/>	

monitored by:

- Annual review

We communicate infection control arrangements by:

- Email
- Staff meetings

Infection control arrangements must be communicated to all occupants of the premises, as part of their induction to site and in accordance with their role and activities they conduct on site.

20. Lettings

Name of Premises Manager or member of Leadership team responsible for Lettings:	Val Swindell/Scott Cartwright
Our arrangements for managing Lettings of the Academy rooms or external premises are:	
<ul style="list-style-type: none"> • Hirers must have completed all paperwork • Hirers must have appropriate insurance • Hirers must provide a register of those present during a letting upon request. 	
The health and safety considerations for Lettings are considered and reviewed annually:	
Hirers have in place their own risk assessments, first aid arrangements/ fire procedures and emergency procedures:	
Hirers are responsible for obtaining the necessary local authority licenses for their activities and these must be provided to the Academy on request, prior to commencement of the letting.	
Hirers must provide a register of those present during a letting upon request:	
Hirers must have appropriate DBS clearances according to the nature of their letting and those in attendance of the letting.	
Hirers must have appropriate, valid and current insurances:	

21. Lone Working

Our arrangements for managing lone working are:
<ul style="list-style-type: none"> • Risk assessment • Regular communication • Emergency contact numbers available • Security arrangements upheld
Lone working arrangements are communicated by:
Val Swindell

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	June 2021	Review date:	June 2022
Policy Owner:	Operations Manager		Page: 18 of 24		
Audience:	Trustees <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy Council <input checked="" type="checkbox"/>	Parents <input checked="" type="checkbox"/>
		General Public <input checked="" type="checkbox"/>			

<p>We monitor lone working arrangements by:</p> <ul style="list-style-type: none"> • Annual review if needed

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

<p><i>NOTE Types of equipment to consider in this section: Ladders and steps, fume cupboards, other extraction systems, PE equipment, D&T machines, lifts & lifting equipment, pressure cookers, autoclaves, fire alarm and smoke detection, emergency lighting, fire extinguishers, sprinkler systems, automatic doors, automatic barriers, roller shutters, air conditioning. This section must include the arrangements for academy kitchens, science laboratories, Design and Technology rooms</i></p>	
<p><i>Name of person responsible for the selection, maintenance / inspection and testing of equipment:</i></p>	<p>Scott Cartwright</p>
<p><i>Records of maintenance and inspection of equipment are retained and are located:</i></p>	<p>Main Office</p>
<p><i>Staff report any broken or defective equipment to:</i></p>	<p>Scott Cartwright/Val Swindell</p>
<p><i>The equipment on the academy site owned and used by contractors is the responsibility of the contractor, who must provide records of testing , inspection and maintenance if requested:</i></p>	
Type of equipment	Maintenance Regime Details

23. Manual Handling

<p><i>Name of competent person responsible for carrying out manual handling risk assessments</i></p>	<p>Val Swindell/Scott Cartwright</p>
<p><i>Our arrangements for managing manual handling activities are:</i></p> <ul style="list-style-type: none"> • Risk assessments are carried out • All staff are made aware of the procedures for manual handling 	
<p><i>Staff must be aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided. Our arrangements for communicating</i></p>	

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	June 2021	Review date:	June 2022
Policy Owner:	Operations Manager	Page: 19 of 24			
Audience:	Trustees <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy Council <input checked="" type="checkbox"/>	Parents <input checked="" type="checkbox"/>
		General Public <input checked="" type="checkbox"/>			

this requirement to staff are:

- *Manual handling risk assessments/procedures are on staff shared drive*

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

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

Scott Cartwright/Michelle Carr/Penny Mitchell/Elaine Mason/Oliva Grant/Patrycja Ciszeka

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:Jon Williams

:

24. Medication

<i>Name of person(s) responsible for the management of and administration of medication to pupils in academy:</i>	<i>Penny Mitchell</i>
<i>Our arrangements for the administration of medicines to pupils are:</i>	
<ul style="list-style-type: none"> • <i>Only prescribed medication will be given when an administration of medicine form has been completed by a parent.</i> • <i>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.</i> • <i>All medication is kept in the hygiene room or fridge dependant on storage requirements.</i> 	
<i>The names members of staff who are authorised to give / support pupils with medication are:</i>	<i>Penny Mitchell</i>
<i>Medication is stored:</i>	<i>Hygiene room/fridge</i>
<i>A record of the administration of medication is located:</i>	<i>Main office</i>
<i>Staff are trained to administer complex medication by the school nursing service when required. Trained staff are:</i>	
<i>Penny Mitchell</i>	
<i>Elaine Mason</i>	
<i>Scott Cartwright</i>	
<i>Marie Trevelyan</i>	
<i>Vicki Eaglefield</i>	

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	June 2021	Review date:	June 2022
Policy Owner:	Operations Manager		Page: 20 of 24		
Audience:	Trustees <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy Council <input checked="" type="checkbox"/>	Parents <input checked="" type="checkbox"/>
		General Public <input checked="" type="checkbox"/>			

<i>Olivia Grant</i>
<p>Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are:</p> <ul style="list-style-type: none"> • Parents are asked to complete an information card for any child needing an inhaler and all teachers are aware of which children need an inhaler. • All relevant staff have had Epi Pen training
<p>Staff who are taking medication must keep this personal medication in a secure area in a staff only location. Secure locations are defined as:</p> <ul style="list-style-type: none"> • Lockers in staffroom
<p>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.</p>

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

<i>PPE is provided free of charge where a risk assessment identifies this is needed to control a risk and the risk cannot be controlled by another means.</i>	
<i>Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for academy staff.</i>	<i>Val Swindell</i>
<i>Name of person responsible for the checking and maintenance of personal protective equipment provided for staff</i>	<i>Val Swindell</i>
<i>PPE provided for use in curriculum lessons is not "personal" as it is provided by pupils in classroom situations.</i>	
<i>Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for pupils.</i>	<i>Class Teacher/Val Swindell</i>
<i>All PPE provided for use in a classroom environment is kept clean, free from defects and replaced as necessary.</i>	
<i>Name(s) of person responsible for cleaning and checking PPE.</i>	<i>Classroom staff</i>
<i>Confirmation of any recorded checks to be provided:</i>	

26. Radiation (where applicable)

<i>Name of the academy Radiation Protection Supervisor (RPS)</i>	<i>Jonathan Williams</i>
<i>Name of the Radiation Protection Adviser (RPA)</i>	<i>CLEAPSS</i>

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	June 2021	Review date:	June 2022
Policy Owner:	Operations Manager	Page: 21 of 24			
Audience:	Trustees <input checked="" type="checkbox"/> Parents <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy Council <input checked="" type="checkbox"/>	

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

28. Risk Assessments

The academy has in place risk assessments for any identified significant risk. Control measures which are put in place to eliminate or reduce risk are communicated to staff, pupils and others who may be exposed to the risk.

Risk assessments are in place for the following areas:

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:

Val Swindell

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 risk assessments are kept on the staff shared drive and also the management 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.

29. Smoking

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

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	June 2021	Review date:	June 2022
Policy Owner:	Operations Manager		Page: 22 of 24		
Audience:	Trustees <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy Council <input checked="" type="checkbox"/>	Parents <input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/>

academy.

30. Shared use of premises/shared workplace

Name of Premises Manager or member of Leadership team responsible for Premises Management:	Jon Williams/Val Swindell/Scott Cartwright
--	--

31. Stress and Staff Wellbeing

Name of person who has overall responsibility for the health and wellbeing of Academy staff:	Jon Williams/Vicki Eaglefield/Val Swindell
Name of the person who leads on Academy Mental Health and Wellbeing:	Jon Williams/Vicki Eaglefield/Val Swindell
Academy mental health first aid trained staff are:	<i>To be arranged</i>
<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:</p> <ul style="list-style-type: none"> • Wellbeing and staff stress risk assessments are in place • Individual staff risk assessments in place as required • Access to occupational Health and Thinkwell Services • Staff wellbeing initiatives in place 	
<p>Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated.</p>	
<p>All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work.</p>	
<p>All staff have the opportunity to discuss mental health and wellbeing concerns confidentially and access support.</p>	
<p>Individual stress risk assessments take place when a member of staff requires additional individual support.</p>	
<p>A team stress risk assessment has been completed involving all staff and this is reviewed regularly.</p>	
<p>Arrangements are in place to support pupil mental health and wellbeing. Academy uses outside agencies as follows:-</p> <ul style="list-style-type: none"> • Malaki • Local Support Team • CAMHS • Synergy • 	

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	June 2021	Review date:	June 2022
Policy Owner:	Operations Manager	Page: 23 of 24			
Audience:	Trustees <input checked="" type="checkbox"/> Parents <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy Council <input checked="" type="checkbox"/>	

Staff can access support for pupils by:

- Discussion with Fay Shaw – Early Help Leader
- Lego Therapy
- Draw and Talk

Resources to support pupil mental health and wellbeing can be found in Early Help Leader office.

32. Swimming Pool Operating Procedures (where applicable)

Name of person who has overall responsibility for managing the swimming pool and its environment.	N/A
Our arrangements for carrying out suitable swimming pool management (including minimum supervision standards, how to summon assistance in emergency, what to do if problem identified with pool water quality, supervision in changing areas, max numbers of swimmers, conditions of hire to outside organisations, first aid provision, training plant operators):	
Staff operating the swimming pool have received appropriate training and information.	
Emergency procedures are in place for the use of the swimming pool and all staff who supervise swimming activities are trained appropriately in these procedures.	
The health and safety considerations within curriculum swimming must be planned, supervised and managed by staff who include in their lesson planning.	

33. Training and Development

Name of person who has overall responsibility for the training and development of staff:	Jonathan Williams
All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.	
Our arrangements for carrying out suitable and sufficient health and safety training for all staff are:	
<ul style="list-style-type: none"> • Induction • Staff provided with training as required 	
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.	
Training records are retained and are located in the main office	
Training and competency is monitored and measured by:	Jon Williams

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

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	June 2021	Review date:	June 2022
Policy Owner:	Operations Manager	Page: 24 of 24			
Audience:	Trustees <input checked="" type="checkbox"/> Parents <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy Council <input checked="" type="checkbox"/>	

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

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 etc):	<ul style="list-style-type: none"> Gates closed at the beginning and end of school when pupil entering/leaving premises Barrier system in place making sure only permitted visitors and deliveries can gain access

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

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	June 2021	Review date:	June 2022
Policy Owner:	Operations Manager	Page: 25 of 24			
Audience:	Trustees <input checked="" type="checkbox"/> Parents <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy Council <input checked="" type="checkbox"/>	

Our arrangements for site security are:

- Magnetic lock system utilised at the front entrance
- Only authorised staff have access cards for access
- Intruder alarm system in place
- Risk Assessment in place
- All external doors are kept closed
- External gates are locked when pupils are in school

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 have undertaken a risk assessment of the water system and date the risk assessment was last completed:	IWS
Name of contractors who carry out regular testing of the water system:	IWS
Location of the water system safety manual/testing log:	Main Office
Our arrangements to ensure contractors have information about water systems are:	<ul style="list-style-type: none"> • Via log and manual
Our arrangements to ensure all academy staff carrying out checks or testing or maintenance have information about the water system:	

38. Working at Height

Name of person(s) responsible managing the risk of work at height on the premises:	Jon Williams/Val Swindell/Scott Cartwright
Date of the most recent working at height risk assessment:	14:11:2020
Work at height is avoided where possible.	
Our arrangements for managing work at height are:	<ul style="list-style-type: none"> • Risk assessments are in place and communicated to all staff • Reminders in briefings • Key staff have relevant training
Appropriate equipment is provided for work at height where required.	
Staff who carry out work at height are trained to use the equipment provided.	
Work at height equipment is regularly inspected, maintained and records are kept	

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	June 2021	Review date:	June 2022
Policy Owner:	Operations Manager	Page: 26 of 24			
Audience:	Trustees <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy Council <input checked="" type="checkbox"/>	Parents <input checked="" type="checkbox"/>
		General Public <input checked="" type="checkbox"/>			

<i>(location) and last inspected on (date).</i>	
Name of person(s) responsible for inspecting and recording inspections:	Scott Cartwright

39. Work Experience

Name of person who has overall responsibility for managing work experience and work placements for Academy pupils:	Jon Williams/Vicki Eaglefield
Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are: <ul style="list-style-type: none"> All arrangements are carried out ahead of placement once approved by Headteacher. All students are supervised by the class teacher. 	
The name of the person responsible for the health and safety of people on work experience in the academy premises:	Jon Williams/Val Swindell
Our arrangements for managing the health and safety of work experience students in the Academy are: <ul style="list-style-type: none"> 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"> DBS carried out where necessary Induction information given prior to start date ID documents checked 	

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
Date of the most recent gas system test:	17/03/2020

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	June 2021	Review date:	June 2022
Policy Owner:	Operations Manager	Page: 27 of 24			
Audience:	Trustees <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy Council <input checked="" type="checkbox"/>	Parents <input checked="" type="checkbox"/>
					General Public <input checked="" type="checkbox"/>

<i>E.g. Boilers Kitchen Equipment</i>	
<i>Our procedure in the event of a gas leak is:</i>	
<ul style="list-style-type: none"> <i>Report to supplier immediately</i> 	
<i>The Academy uses only gas safety registered contractors to work with gas systems on site.</i>	

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 & Safety policy/Statement reviewed/updated
- All risk assessments reviewed annually
- LAC representative meets regularly with H & S Co Ordinator and reports back to rest of LAC
- Health & Safety visits from Trust to support
- Annual H & S 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.