



# **SUAT Model Policy**

## **Health, Safety and Wellbeing Policy**

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

**This is a Health, Safety and Wellbeing Policy template, which is adopted by all academies within Staffordshire University Academies Trust.**

**Each Academy will have a copy of this policy template on their website plus a customised version, specific to their arrangements, which will be readily accessible to all employees, volunteers, temporary staff and others who are required to read and be aware of this policy's contents. Everyone's health, safety and wellbeing matters.**

### **1. Success Indicators**

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

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

### **2. Overview**

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

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

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

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

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

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

The health and safety management standards deployed by the academies and Trust aim to:

- Ensure that all reasonable steps are taken to ensure the health, safety and welfare of users of the premises and all participants in school visits.

- Establish and maintain safe working procedures for staff and pupils.
- To provide and maintain safe Academy buildings and grounds, and safe equipment.
- Develop safety awareness, by appropriate training if necessary, amongst staff, pupils and others who help on SUAT premises.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.
- Investigate accidents and take steps to prevent a re-occurrence.
- Take proactive measures to prevent accidents and incidents of a dangerous nature, which could be hazardous to health.

### **3. Roles and Responsibilities within each Academy**

The **Local Academy Council** will:

- Give strategic guidance.
- Monitor and review health and safety issues.
- Ensure adequate resources for health and safety are available.
- Monitor plant, equipment and systems of work to ensure that they are safe.
- Ensure that the Academy provides adequate training, information, instruction, induction and supervision to enable everyone in the Academy to be safe.
- Ensure that the premises is maintained in a condition that is safe and without significant risk. This includes the health and safety of people on the premises or taking part in educational activities off site.
- Provide a working environment that is safe and healthy.
- Provide adequate welfare facilities for staff and pupils.
- In their critical friend role, maintain an interest in all the health and safety matters.
- Review and monitor the effectiveness of this policy.
- Provide a Link LAC member for Health and Safety.

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

- Promote a positive, open health and safety culture in their Academy.
- Report to LAC members on key health and safety issues.
- Seek advice from other organisations or professionals, such as the Health and Safety Executive, safety advisers etc. as and when necessary.
- Ensure that all staff co-operate with the policy.
- Devise and implement safety procedures.
- Ensure that staff and others occupying the premises adhere to health and safety policies, procedures and risk assessments.
- Ensure that risk management documentation is appropriate, accurate and adequate.
- Ensure that risk assessments are reviewed at least on an annual basis.
- Ensure that staff have access to appropriate training.
- Appoint appropriate persons with areas of responsibility within the school to implement this policy.
- Meet with the Facilities Manager (or their equivalent) regularly to ensure that any building/grounds issues are dealt with in a timely manner.
- Ensure that non employees are not adversely affected by Academy activities.

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

- Ensure risk assessments are accurate, suitable and reviewed at least annually.
- Deal with any hazardous practices, equipment or building issues and report to the Principal/Head Teacher if they remain unresolved.
- Provide a good example, guidance and support to staff on health and safety issues.
- Carry out a health and safety induction for all staff and keep records of that induction.
- Keep up to date with new developments in Health and Safety issues for their Academy.
- Carry out investigations into accidents and produce reports / statements for any civil or criminal action which may arise.
- Ensure any contractors on site are competent in health and safety matters.
- Complete an annual health and safety report for the Local Academy Council, during the summer term, in conjunction with the Premises Manager.
- Ensure that non employees are not adversely affected by Academy activities.

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

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

**Heads of Curriculum/Department Leads** will within their area(s) of responsibility:

- Identify and control hazards.
- Ensure risk assessments are carried out, reviewed at least annually and communicated to employees and pupils.
- Instigate and ensure that safety procedures are developed and adhered ensuring that these are in line with curriculum best practice e.g. Science, Design Technology, PE, etc.
- Maintain current knowledge of specific health and safety legislation and official guidance relevant to the safe delivery of their specialism.
- Ensure equipment, including personal protection equipment, is maintained in a safe condition and that substances hazardous to health are secured in a safe place.
- Ensure that all incidents (including near misses) are reported promptly and investigated.
- Notify the Headteacher/Senior Leaders of any proposed or impending changes affecting health, safety, and wellbeing such as in room allocation or usage, change of materials/equipment, new activities etc.

**Teachers will:**

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

**All Academy Staff will:**

- Read the Health and Safety Policy.
- Comply with the academy's health and safety arrangements, including the adherence to risk assessments, health and safety procedures and policies.
- Take reasonable care of their own and other people's health and safety.
- Leave the classroom / playground / office in a reasonably tidy and safe condition.
- Follow safety instructions when using equipment.
- Supervise students/pupils and advise them on how to use equipment safely.
- Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate member of staff.
- Follow the accident reporting procedure (which is a separate document).
- Contribute to and highlight any gaps in the academy's risk assessments and health and safety procedures.
- Ensure that non-employees are not adversely affected by Academy activities.

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

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

**Employer responsibilities**

The Trust is the direct employer of all of its staff and accordingly ensures that there is a Health and Safety Policy in place to comply with the Health and Safety at Work Act 1974. [The](#) Governing Body will comply with all relevant health and safety legislation and ensure so far as is reasonably practicable that:

- All places and premises where employees and pupils are required to work and engage in school activities are maintained in a condition which is safe and without risk to health; this includes the health and safety of persons on the premises or taking part in educational activities elsewhere.
- All plant and equipment are safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
- Appropriate safe systems of work exist and are maintained.
- Sufficient information, instruction, training, and supervision is available and provided to ensure that employees and pupils can avoid hazards and contribute in a positive manner towards their own and others health, safety and wellbeing.
- A healthy working environment is maintained including adequate welfare facilities.

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

- Provide advice and guidance to help academies fulfil their health and safety responsibilities
- Answer queries from staff on health and safety issues

- Visit, where necessary, to give advice on all aspects of new and existing health and safety policies and procedures
- Advise on and facilitate (when necessary) staff safety training
- Draft and/or advise on procedures and guidance for health and safety
- Interpret and advise on new legislation impacting on the working environment
- Attend meetings to advise on occupational safety issues
- Provide health and safety policies and procedures
- Give strategic guidance, monitor and review health and safety issues
- Ensure adequate resources for health and safety are available
- Ensure that the premises is maintained in a condition that is safe and without significant risk to health. This includes to health and safety of people on the premises or taking part in educational activities off site

## **Health, Safety and Wellbeing Policy**

### **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 five (inclusive). In each SUAT academy there will be a comprehensive database of key individuals.

#### **B. Policy Statement**

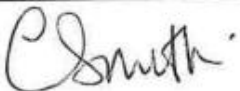
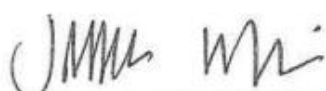
The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Moorgate Primary Academy Local Academy Council recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc. Act 1974.

In addition to the above the SUAT academies ensure that, so far as is reasonably practicable, the health and safety of other non-employees is not adversely affected by their activities.

Employee and pupil involvement is an important part of managing safely, and consultation on health and safety with employees, employee representatives and students/pupils (where relevant) forms part of this policy.

This policy statement and the accompanying organisational arrangements supersede any previously issued. The Headteacher will draw this policy to the attention of all employees, and review at least annually.

*and review at least annually.*

[Signature] 	[Signature] 
<b>Claire Smith, Chair of Local Academy Council</b>	<b>Jonathan Williams, Executive Head Teacher</b>
[Insert date] 19.12.24	[Insert date] 19.12.24
Next date for policy ratification (autumn term LAC): SEP 2025	[Insert date] 19.12.24

### 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 Health & Safety Advisory Team
<i>The contact details are:</i>	Jon Burdett 01785 278855
<i>In an emergency we contact:</i>	Jon Burdett

#### Monitoring Health and Safety

<i>Name of person(s) responsible for the overall monitoring of health and safety in the Academy:</i>	Jon Williams/Kate Bennett
<i>Our arrangements for the monitoring of health and safety are (include here how performance is measured, reported upon when these are reported and how e.g. annual report to Local Academy Council):</i>	
<ul style="list-style-type: none"> <li>• Annual Health &amp; Safety Advice</li> <li>• Audit</li> <li>• Accident investigation reports for identification of reoccurring issues/possible defects</li> <li>• Staff meetings</li> <li>• Premises tours with LAC members</li> <li>• Staff communications</li> <li>• Risk assessment reviews</li> </ul>	
<i>The Academy carries out formal evaluations and audits on the management of health</i>	

<i>and safety (frequency):</i>	
<i>The last audit took place:</i>	<i>Date:</i> <i>By:</i>
<i>Name of person responsible for monitoring the implementation of health and safety policies:</i>	<i>Jonathan Williams/Kate Bennett</i>
<b>All staff are aware of the key performance indicators in part E and how they are achieved and monitored</b>	
<b>Workplace inspections - type</b>	<b>Name of person who carries these out</b>
<i>External grounds</i>	<i>Scott Cartwright</i>
<i>Portable Appliances</i>	<i>Scott Cartwright</i>
<i>ICT Equipment</i>	<i>Staffs Tech</i>
<i>Electrical cupboard/plant rooms</i>	<i>Scott Cartwright</i>

#### **D. Detailed Health and Safety Arrangements**

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

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

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

##### **1. Accident Reporting, Recording & Investigation**

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

## 2. Asbestos

<p><i>Name of Premises Manager responsible for Managing Asbestos:</i></p>	<p>Moorgate Primary Academy has no asbestos contained in the building</p>
<p><i>Location of the Asbestos Management Log or Record System:</i></p>	<p>N/A</p>
<p><i>Staff must not drill or affix anything to walls or undertake any kind of intrusive work to the fabric of the building without first obtaining approval from the Premises Manager or other trained member of SLT. The Asbestos Management Policy contains further information about managing asbestos on the premises and must be read by those who are responsible for managing asbestos on the premises, working on the fabric of the building and those who manage contractors.</i></p> <p><i>Staff must be aware of the procedure for gaining approval for works of this nature, which is..... N/A</i></p> <p><i>Our arrangements to ensure that staff have information about asbestos risk upon employment with the academy are as follows: N/A</i></p>	
<p><i>Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are:</i> N/A</p>	
<p><i>Our arrangements to ensure all academy staff such as class teachers or caretakers have information about asbestos risk on the premises: N/A</i></p>	

<i>Staff who receive annual training in asbestos awareness are: N/A</i>	
<i>Staff must report damage to asbestos materials to:</i>	<i>N/A</i>
<i>Our Asbestos Management Plan is located:</i>	<i>N/A</i>
<i>Guidance for managing asbestos in schools includes:</i>	<i><a href="https://www.gov.uk/guidance/asbestos-management-in-schools">https://www.gov.uk/guidance/asbestos-management-in-schools</a></i> <i><a href="https://www.hse.gov.uk/services/education/asbestos-fags.htm">https://www.hse.gov.uk/services/education/asbestos-fags.htm</a></i>

### 3. Communication

<i>Name of SLT member who is responsible for communicating with staff on health and safety matters:</i>	<i>Jonathan Williams/Kate Bennett</i>
<i>Our arrangements for inducting staff to health and safety within the academy are:</i>	
<ul style="list-style-type: none"> <li>• <i>Completion of H&amp;S induction document</i></li> <li>• <i>Informing staff where the H&amp;S policy can be found</i></li> </ul>	
<i>Our arrangements for communicating about health and safety matters with all staff are:</i>	
<ul style="list-style-type: none"> <li>• <i>Weekly briefing meetings</i></li> <li>• <i>Website</i></li> <li>• <i>Induction</i></li> <li>• <i>Noticeboard</i></li> <li>• <i>Email</i></li> </ul>	
<i>Staff can make suggestions for health and safety improvements by:</i>	
<ul style="list-style-type: none"> <li>• <i>Discussing at staff briefings</i></li> <li>• <i>Emailing headteacher/H&amp;S Coordinator</i></li> </ul>	
<i>Staff can share risk management information by:</i>	
<ul style="list-style-type: none"> <li>• <i>Email</i></li> <li>• <i>Verbal communication</i></li> </ul>	
<i>Staff can communicate areas for concern in the context of health and safety by:</i>	
<ul style="list-style-type: none"> <li>• <i>Email</i></li> <li>• <i>Verbal communication</i></li> </ul>	

### 4. Construction Work \*See also Contractor Management

<i>Name of person coordinating any construction work / acting as the client for any construction project:</i>	<i>Jonathan Williams/Scott Cartwright/Kate Bennett</i>
<i>Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are:</i>	
<ul style="list-style-type: none"> <li>• <i>Liaising with Hope Brooks</i></li> </ul>	

<i>(Duty holders will be identified and named as part of any construction project). <a href="https://www.hse.gov.uk/construction/cdm/2015/index.htm">https://www.hse.gov.uk/construction/cdm/2015/index.htm</a></i>
<i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are:</i> <ul style="list-style-type: none"> <li><i>Hazard exchange forms completed by all contractors + RAMS forms</i></li> </ul>
<i>Our arrangements for the induction of contractors are:</i> <ul style="list-style-type: none"> <li><i>Visit to site prior to works beginning, meeting with caretaker, completion of Hazard exchange forms.</i></li> </ul>
<i>Staff should report concerns about contractors to: Jonathan Williams/Scott Cartwright/Kate Bennett</i>
<i>We will review any construction activities on the site by:</i> <ul style="list-style-type: none"> <li><i>Discussion with caretaker</i></li> </ul>
<i>Our arrangements for obtaining contractor risk management documents are:</i> <ul style="list-style-type: none"> <li><i>Email</i></li> </ul>
<i>Staff will be informed about construction projects by:</i> <ul style="list-style-type: none"> <li><i>Weekly meetings – any construction projects will be discussed in full with all staff.</i></li> <li><i>Email</i></li> </ul>

## 5. Consultation

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

## 6. Contractor Management

<i>Name of person responsible for managing and monitoring contractor activity:</i>	<i>Kate Bennett/Scott Cartwright</i>
<i>Our arrangements for selecting competent contractors are (this should include verification of DBS data):</i> <ul style="list-style-type: none"> <li><i>DBS clearance</i></li> <li><i>LEA approved contractors where possible</i></li> <li><i>Recommendations from other SUAT schools</i></li> </ul>	
<i>Our arrangements for the exchange of health and safety information / risk assessments / safe working arrangements / monitoring are:</i> <ul style="list-style-type: none"> <li><i>Induction</i></li> <li><i>Emails</i></li> </ul>	

<ul style="list-style-type: none"> <li>• <i>Constant monitoring of site staff</i></li> </ul>
<p><i>Our arrangements for the induction of contractors are:</i></p> <ul style="list-style-type: none"> <li>• <i>Induction prior to work commencing</i></li> <li>• <i>Completion of Hazard exchange form</i></li> <li>• <i>Obtain contractor RAMS</i></li> </ul>
<p><i>Staff should report concerns about contractors to:</i>  <i>Jonathan Williams/Scott Cartwright/Kate Bennett</i></p>
<p><i>Our arrangements for notifying staff of contractor activity on site are:</i></p> <ul style="list-style-type: none"> <li>• <i>Staff briefings</i></li> <li>• <i>Email</i></li> <li>• <i>Work Whatsapp group</i></li> </ul>
<p><i>Refer to the Managing Contractors Policy for further detail, which must be read by those who are responsible for building works and maintenance and managing contractors.</i></p>

**7. Curriculum Areas – health and safety**

<p><i>Name of person who has overall responsibility for the curriculum areas as follows:</i>  <i>PE – Emily James</i>  <i>Maths – Jordan Shipton</i>  <i>English – Gemma Larmour</i>  <i>Forest School- Fay Shaw</i>  <i>EYFS – Rachel Colloby</i></p>	<p><i>Head of Dept. or Curriculum Lead Name</i></p>
<p><i>Risk assessments for these curriculum areas are the responsibility of:</i></p>	<p><i>Kate Bennett/Individual leaders</i></p>
<p><i>These risk assessments are located:</i></p>	<p><i>Staff share drive</i></p>
<p><i>Risk assessments are reviewed:</i></p>	<p><i>Annually or following a change in policy / procedure / following an accident or incident</i></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>• <i>Identify staff who need to carry out an assessment</i></li> <li>• <i>Completion of DSE assessment signed by line manager</i></li> <li>• <i>Assessments reviewed every 2 years</i></li> <li>• <i>Any issues addressed</i></li> </ul>	
<p><i>Name of person who has responsibility for carrying out Display Screen Equipment Assessments:</i></p>	<p><i>Kate Bennett/Jonathan Williams</i></p>
<p><i>DSE assessments are recorded and any control measures required to reduce risk are managed by:</i></p>	<p><i>Kate Bennett/Jonathan Williams</i></p>

<i>DSE Assessments are reviewed:</i>	<i>Every two years or on a change to the work station / work location / home or remote working</i>
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### 9. Early Years Foundation Stage (EYFS)

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

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

<i>Name of person who has overall responsibility for Educational Visits:</i>	<i>Jonathan Williams</i>
<i>The Educational Visits Coordinator is:</i>	<i>Vicki Eaglefield/Penny Mitchell</i>
<i>Our arrangements for the safe management of educational visits are:</i>	
<ul style="list-style-type: none"> <li>• <i>All visits are recorded on EVOLVE system and all the relevant paperwork is scanned and attached.</i></li> </ul>	
<i>Our arrangements for managing Local Area Visits are:</i>	
<ul style="list-style-type: none"> <li>• <i>Email</i></li> <li>• <i>All risk assessments on staff shared drive</i></li> <li>• <i>All attendees given a copy of the risk assessments before visit takes place</i></li> </ul>	
<i>Visit risk management information is communicated to visit attendees by:</i>	
<ul style="list-style-type: none"> <li>• <i>Email</i></li> <li>• <i>All risk assessments on staff shared drive</i></li> <li>• <i>All attendees given a copy of the risk assessments before the visit takes place</i></li> </ul>	
<i>Educational visits must be risk managed on Evolve. Visits must not proceed if they have not been approved on Evolve.</i>	
<i>Refer to the Educational Visits Policy and Local Area Visits Policy for more detail regarding managing the risks for educational visits.</i>	
<i>Evolve forms must be submitted by:</i>	
<i>E.g. 2 weeks before the visit for non adventurous visits.</i>	
<i>E.g. 6 weeks for adventurous activities and residentials.</i>	

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

<i>Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:</i>	<i>Scott Cartwright</i>
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<i>Fixed electrical wiring test records are located:</i>	<i>Caretakers office</i>
<i>All staff visually inspect electrical equipment before use:</i>	
<ul style="list-style-type: none"> <li><i>All staff to check equipment and report any defects to Kate Bennett/Scott Cartwright</i></li> </ul>	
<i>Our arrangements for bringing personal electrical items onto the academy site are:</i>	
<ul style="list-style-type: none"> <li><i>All electrical items must be PAT tested before use on the premises.</i></li> </ul>	
<i>Name of person responsible for arranging the testing of portable electrical equipment (PAT):</i>	<i>Scott Cartwright</i>
<i>Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:</i>	<i>Scott Cartwright</i>
<i>The academy's PAT testing will be undertaken to a frequency of: (e.g. annually)</i>	<i>At least every 12 months</i>
<i>Portable electrical equipment (PAT) testing records are located:</i>	<i>Caretaker's office</i>
<i>Staff must take defective electrical equipment out of use and report to:</i>	<i>Kate Bennett/Scott Cartwright</i>
<i>The portable electrical equipment on the Academy site owned and used by contractors is the responsibility of the contractor, who must provide records of this if requested.</i>	
<i>Refer to the Electrical Safety Policy for further details.</i>	

## 12. Emergency Preparedness

<i>Name of SLT member who is responsible for developing and maintaining the school's response to major risks Business Continuity Plan (BCP).</i>	<i>Jonathan Williams</i>
<i>We test the BCP arrangements by:</i>	
<i>Our arrangements for communicating emergency arrangements to all employees are:</i>	
<i>Our arrangements for communicating the BCP to the LAC are:</i>	
<i>Our bomb threat and invacuation procedures are updated annually</i>	
<i>The person responsible for updating these procedures is: Jonathan Williams</i>	
<i>We communicate these procedures with building occupants by: Staff briefings/meetings, posters in staff areas, online shared area</i>	
<i>We test the procedures by: regular whole school evacuations/invacuations/lockdown practices</i>	

## 13. Fire Precautions & Procedures

<i>Name of competent person responsible for undertaking &amp; reviewing fire risk assessment in addition to any associated action planning, such as the fire evacuation procedure:</i>	<i>Jonathan Williams/Kate Bennett</i>
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<i>NB. The fire risk assessment must be undertaken on an annual basis as a minimum, and upon changes to the building, fire safety practices and staffing.</i>	
<i>The Fire Risk Assessment is located:</i>	<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>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>Jonathan Williams/Scott Cartwright/Kate Bennett</i>
<i>Our Fire Evacuation Arrangements are published:</i>	<i>Staff shared drive All around building</i>
<i>Our Fire Marshals are listed:</i>	<i>Main office &amp; Staff room</i>
<i>Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Logbook located at:</i>	<i>Caretakers Office</i>
<i>Name of person responsible for training staff in fire procedures:</i>	<i>Kate Bennett</i>
<i>Name of the person trained in fire risk assessment:</i>	<i>Kate Bennett/ Scott Cartwright</i>
<i>Procedure for communicating fire safety and evacuation arrangements to visitors:</i>	
<ul style="list-style-type: none"> <li>• <i>Fire evacuation notice when signing in</i></li> <li>• <i>Evacuation notices all around the building</i></li> </ul>	
<i>Procedure for communicating fire safety arrangements to contractors:</i>	
<ul style="list-style-type: none"> <li>• <i>Induction</i></li> <li>• <i>Fire evacuation notice when signing in</i></li> <li>• <i>Evacuation notices around building</i></li> </ul>	
<i>All staff must be aware of the Fire Procedures in their Academy. Employee awareness of the fire procedures in the academy is repeated termly</i>	
<i>Please see the Fire Safety Policy for further information.</i>	

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

<i>Name of person responsible for carrying out the First Aid Assessment:</i>	<i>Jonathan Williams/Kate Bennett</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>Kate Bennett</i>
<i>Location of First Aid Boxes (including travel):</i>	<i>Hygiene room (ground floor) Nursery</i>

	<i>Staffroom</i>
<i>Name of person responsible for checking &amp; 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"> <li><i>Office to call 999</i></li> </ul>	
<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 called to meet at hospital. Member of staff to accompany in ambulance if needed.</i>
<i>Visitors</i>	<i>Emergency contact is called to meet at hospital</i>
<i>Our arrangements for recording the use of First Aid are:</i>	
<ul style="list-style-type: none"> <li><i>Recorded on first aid record sheet and filed in hygiene room</i></li> </ul>	
<i>Our arrangements for monitoring and reporting on first aid and accidents are:</i>	
<ul style="list-style-type: none"> <li><i>Annual review</i></li> </ul>	
<i>Our arrangements for identifying trends are:</i>	
<ul style="list-style-type: none"> <li><i>Annual review</i></li> </ul>	

### 15. Forest School

<i>Name of person in the Academy who leads on Forest School activity:</i>	<i>Fay Shaw</i>
<i>Date of training:</i>	<i>18.08.2017</i>
<i>Our arrangements for developing, organising and running Forest School activity.</i>	
<ul style="list-style-type: none"> <li><i>Risk assessments are in place and communicated to all involved</i></li> <li><i>At least 2 adults are present at each session</i></li> <li><i>Pupils educated in the safe use of equipment</i></li> </ul>	

### 16. Gas Safety

<i>Name of person(s) responsible for managing the gas safety systems on the academy premises:</i>	<i>Scott Cartwright</i>
<i>Date of the most recent gas line test (5 yearly):</i>	<i>02.07.2024</i>
<i>Date of the most recent gas system test: E.g. Boilers Kitchen Equipment</i>	<i>29.02.2024</i>
<i>Our procedure in the event of a gas leak is:</i>	
<ul style="list-style-type: none"> <li><i>Report to supplier immediately</i></li> </ul>	
<i>The Academy uses only gas safety registered contractors to work with gas systems on site.</i>	



### 17. 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 by caretaker</i>

### 18. Hazardous Substances (COSHH)

<i>Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)</i>	<i>Scott Cartwright/Kate Bennett</i>
<i>Hazardous substance risk management documentation is located:</i>	<i>Staff shared drive COSHH documents in classrooms</i>
<p><i>Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control, communication of hazardous substance assessments, review of assessments, etc.) are:</i></p> <ul style="list-style-type: none"> <li><i>• Substances are stored in accordance with MSDS</i></li> <li><i>• MSDS downloaded and COSHH forms produced</i></li> <li><i>• All COSHH forms are in the main office and copies in classrooms as appropriate</i></li> </ul> <p><i>Further information can be found in the Hazardous Substances Policy.</i></p> <p><i>Staff are not permitted to bring hazardous substances onto site. Substances must be ordered by the academy and if the substance is not already in use, the following must be undertaken prior to use:</i></p> <ul style="list-style-type: none"> <li><i>- The substance must be approved for use by a Senior Leader</i></li> <li><i>- The substance must COSHH assessed and a current material safety data sheet kept on file with the COSHH assessment</i></li> <li><i>- The substance must be added to the approved list</i></li> </ul> <p><i>Bleach is not permitted for use on academy sites unless it is being used in accordance with UKHSA guidance to clean the premises following an outbreak of infection or during deep cleaning. Use must be when children are not present and the product must be taken off site following use.</i></p> <p><i>It is absolutely essential that de-scaler does not come into any contact with bleach or bleach-based product because this reacts to liberate chlorine gas.</i></p>	

### 19. Health and Safety Law Poster

<i>The Health and Safety at Work poster is located:</i>	<i>Main office</i>
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### 20. Housekeeping, cleaning & waste disposal

<i>All staff and pupils share the responsibility for keeping the Academy site clean, tidy and free from hazards.</i>
<p><i>Our waste management arrangements are:</i></p> <ul style="list-style-type: none"> <li><i>• Hazardous waste is collected by PHS/ B Hygienic</i></li> <li><i>• Litter removed regularly (Twice daily)</i></li> <li><i>• Bins emptied regularly</i></li> </ul>

<ul style="list-style-type: none"> <li>All bins are located in bin store away from the building</li> </ul>					
<p>Our site housekeeping arrangements are:</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>Exit and fire evacuation areas kept clear at all times</li> <li>No trailing cables</li> <li>Spills cleared up immediately</li> <li>Deliveries sorted and put away asap</li> </ul>					
<p>Site cleaning is provided by: In house cleaners OR External cleaning company</p>	<p>Workplace cleaning 08445611760</p>				
<p>Cleaning staff have received appropriate information, instruction and training about the following and are competent:</p>					
<p>Work equipment – Hoover</p>					
<p>Hazardous substances</p>					
<p>Waste (skips and bins are located away from the academy building)</p>					
<p>Our arrangements for disposing of waste and the location of waste bins and skips are communicated to employees and pupils :Risk assessments in place. External cleaning company to remove daily waste and are aware of procedures. Caretaker to remove recycling daily and is aware of procedures.</p>					
<p>Infection control</p>					
<p>Academy security</p>					
<p>Lone working</p>					
<p>First aid and accident reporting</p>					
<p>Fire evacuation</p>					
<p>Management of asbestos</p>					
<p>All staff and pupils must be aware of the arrangements for disposing of waste and the location of waste bins and skips</p>					
<p>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:</p>					
<table border="1"> <thead> <tr> <th>Department/work area</th> <th>Procedure</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>		Department/work area	Procedure		
Department/work area	Procedure				

<b>Sanitary bins provided in all staff toilets and also in KS2 girls toilets</b>	
Yellow bin provided in Hygiene room	All hazardous waste to be placed in a yellow bag and disposed of in yellow bin
Sharps bin - Hygiene room	All diabetes trained persons are aware of procedure

## 21. Infection Control

Name of person responsible for managing infection control:	Jonathan Williams/Kate Bennett
Our infection control arrangements (including communicable diseases/hand hygiene standards) are: Risk assessment in place for all infection control	
Infection control standards and the effectiveness of risk management procedures will be monitored by: <ul style="list-style-type: none"> <li>Annual review of procedures</li> </ul>	
We communicate infection control arrangements by: <ul style="list-style-type: none"> <li>Staff briefings</li> <li>Email</li> <li>Notices around school</li> </ul>	
<p><b>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.</b></p> <ul style="list-style-type: none"> <li><b>Risk assessments to be followed</b></li> <li><b>SCC to be informed of any disease outbreaks which should be reported under RIDDOR</b></li> <li><b>Cleaning staff informed of illnesses to ensure adequate cleaning of key areas</b></li> <li><b>Handwashing encourages at all times</b></li> </ul> <p>Further information can be found in the Infection Control Policy and Risk Assessment.</p>	

## 22. Lettings

Name of Premises Manager or member of Leadership team responsible for Lettings:	Kate Bennett/Scott Cartwright
Our arrangements for managing Lettings of the Academy rooms or external premises are: <ul style="list-style-type: none"> <li>All hirers must have completed 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> </ul>	
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:	

<i>Hirers are responsible for obtaining the necessary local authority licenses for their activities and these must be provided to the Academy on request, prior to commencement of the letting.</i>
<i>Hirers must provide a register of those present during a letting upon request:</i>
<i>Hirers must have appropriate DBS clearances according to the nature of their letting and those in attendance of the letting.</i>
<i>Hirers must have appropriate, valid and current insurances:</i>

### 23. Lone Working

<p><i>Our arrangements for managing lone working are:</i></p> <ul style="list-style-type: none"> <li>• <i>Risk assessment</i></li> <li>• <i>Regular communication</i></li> <li>• <i>Emergency contact numbers available</i></li> <li>• <i>Security arrangements upheld</i></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></p> <ul style="list-style-type: none"> <li>• <i>Verbal communication</i></li> <li>• <i>Lone working policy</i></li> </ul>
<p><i>We monitor lone working arrangements by:</i></p> <ul style="list-style-type: none"> <li>• <i>Annual review</i></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>Refer to the Lone Working Policy for further details.</i></p>

### 24. 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&amp;T machines, lifts &amp; 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 <b>must include</b> the arrangements for academy kitchens, science laboratories, design and technology rooms.</i></p>	
<i>Name of person responsible for the selection, maintenance / inspection and testing of equipment:</i>	<i>Scott Cartwright</i>
<i>Records of maintenance and inspection of equipment are retained and are located:</i>	<i>Caretaker office</i>
<i>Staff report any broken or defective equipment to:</i>	<i>Kate Bennett/Scott Cartwright</i>
<p><i>The equipment on the academy site owned and used by contractors is the responsibility of</i></p>	

<i>the contractor, who must provide records of testing, inspection and maintenance if requested.</i>	
<b>Type of equipment</b>	<b>Maintenance Regime Details</b>
<b>Ladders</b>	<b>Inspected termly and report log kept by caretaker</b>

## 25. Manual Handling

<i>Name of competent person responsible for carrying out manual handling risk assessments</i>	<i>Kate Bennett/Scott Cartwright</i>
<p><i>Our arrangements for managing manual handling activities are:</i></p> <ul style="list-style-type: none"> <li>• <i>Risk assessments are carried out</i></li> <li>• <i>All staff are made aware of the procedures for manual handling</i></li> <li>• <i>Staff take part in manual handling training as needed</i></li> </ul> <p><i>Further information can be found in the Manual Handling Policy.</i></p>	
<p><i>Staff must be aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided. Our arrangements for communicating this requirement to staff are:</i></p> <ul style="list-style-type: none"> <li>• <i>Manual handling risk assessments/procedures are on staff shared drive</i></li> </ul>	
<p><i>Staff who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task.</i></p>	
<p><i>Staff are trained appropriately to carry out manual handling activities. Formally trained staff are:</i> <i>Scott Cartwright/Michelle Carr/Penny Mitchell/Patrycja Ciszicka/Gemma Larmour</i></p>	
<p><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></p>	
<p><i>Restrictive physical intervention training is arranged by: Jonathan Williams</i></p>	
<p><i>This information is located: Staff shared drive</i></p>	

## 26. Medication

<i>Name of person(s) responsible for the management of and administration of medication to pupils in the academy:</i>	<i>Penny Mitchell</i>
<p><i>Our arrangements for the administration of medicines to pupils are:</i></p> <ul style="list-style-type: none"> <li>• <i>Only prescribed medication will be given when an administration of medicine form has been completed and signed by a parent</i></li> <li>• <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 member of staff</i></li> <li>• <i>All medication is kept in the hygiene room or fridge dependant on storage</i></li> </ul>	

<i>requirements</i>	
<i>The names members of staff who are authorised to give / support pupils with medication are:</i>	<i>Penny Mitchell/Kate Bennett/Scott Cartwright/Rachel Colloby/Claire Wright</i>
<i>Medication is stored:</i>	<i>Hygiene room/fridge/nursery fridge</i>
<i>A record of the administration of medication is located:</i>	<i>Main office</i>
<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. This medication is stored in (location). Not applicable for our Academy</i>	
<i>Staff are trained to administer complex medication by the school nursing service when required. Trained staff are: Penny Mitchell/Kate Bennett/Scott Cartwright/Leeanne Derby/Vicki Eaglefield/Sophie Braker</i>	
<i>Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are:</i> <ul style="list-style-type: none"> <li>• <i>Parents are asked to complete an information card for any pupil needing an inhaler</i></li> <li>• <i>All first aiders have Epi pen training</i></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>• <i>Staff lockers</i></li> </ul>	
<i>Staff must advise the academy leaders if they are taking any medication which might impair their ability to carry out their normal work. Risk assessments must be undertaken for individual members of staff if deemed as being required.</i>	
<i>Further information can be found in the Medication Policy and Supporting Students with Medical Conditions Policy.</i>	

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

<i>PPE is provided free of charge where a risk assessment identifies this is needed to control a risk and the risk cannot be controlled by another means.</i>	
<i>Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for academy staff:</i>	<i>Kate Bennett</i>
<i>Name of person responsible for the checking and maintenance of personal protective equipment provided for staff:</i>	<i>Kate Bennett/Penny Mitchell</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 / Kate Bennett</i>
<i>All PPE provided for use in a classroom environment is kept clean, free from defects and replaced as necessary. Defects to PPE must be reported and the PPE must not be used.</i>	
<i>Name(s) of person responsible for cleaning and checking PPE:</i>	<i>Classroom staff</i>

Confirmation of any recorded checks to be provided:	
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**28. Radiation (where applicable)**

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

**29. Reporting Hazards or Defects**

All staff and pupils must report any hazards, defects or dangerous situations they see at the academy, in a timely manner.
Our arrangements for the reporting of hazards and defects: <ul style="list-style-type: none"> <li>Report to Scott Cartwright / Kate Bennett via email, face to face or recording in defects book in main office</li> </ul>

**30. Risk Assessments**

The academy has in place risk assessments for any identified significant risk. Control measures which are put in place to eliminate or reduce risk are communicated to staff, pupils and others who may be exposed to the risk.	
Risk assessments are in place for the following areas: (examples, not an exhaustive list) 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 (personal or work related, for staff and pupils)	
Name of person who has overall responsibility for the academy risk assessment process and any associated action planning:	Kate Bennett / Jonathan Williams
Our arrangements for carrying out, recording, communicating and reviewing risk assessments are: <ul style="list-style-type: none"> <li>Risk assessments are reviewed before the review date and communicated to all staff and saved to staff share drive</li> </ul>	
The location in which the academy keeps risk assessments is: <ul style="list-style-type: none"> <li>Staff share drive and management drive</li> </ul> (Risk assessments must be easily accessible to all staff and those who need to read the	

<i>information contained within them)</i>
<i>The process for developing new risk assessments is: Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments.</i>
<i>Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments.</i>
<i>When an accident or incident occurs a post risk assessment takes place when a new hazard has been identified and / or additional controls are required.</i>
<i>Risk assessments are created or reviewed when something new is introduced or a change has occurred.</i>
<i>Further information is located in the Risk Assessment Policy.</i>

### 31. Smoking

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

### 32. Shared use of premises/shared workplace

<i>Name of Premises Manager or member of Leadership team responsible for Premises Management:</i>	<i>Jonathan Williams/Kate Bennett/ Scott Cartwright</i>
<i>The academy premises are shared with another organisation (e.g. contract caterer/public leisure centre, childcare, school).</i>	<i>No applicable to our Academy</i>
<i>Our arrangements for managing health and safety, including the communication of safety and risk management information, in a shared workplace are: Staff briefings/meetings, shared area, work Whats app.</i>	

### 33. Stress and Staff Wellbeing

<i>Name of person who has overall responsibility for the health and wellbeing of academy staff:</i>	<i>Jonathan Williams/Vicki Eaglefield/Kate Bennett</i>
<i>Name of the person who leads on Academy Mental Health and Wellbeing:</i>	<i>Vicki Eaglefield/Rachel Colloby</i>
<i>Academy mental health first aid trained staff are:</i>	<i>Vicki Eaglefield</i>
<i>All staff have responsibility to take care of their own health and wellbeing and the academy supports staff to do this by implementing the following arrangements:</i>	
<ul style="list-style-type: none"> <li><i>• Wellbeing and staff stress risk assessments are in place</i></li> <li><i>• Individual staff risk assessments in place as required</i></li> <li><i>• Access to occupational Health and Thinkwell Services</i></li> <li><i>• Staff wellbeing initiatives in place</i></li> <li><i>• Wellbeing meetings</i></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 Vicki Eaglefield</i>
<i>A team stress risk assessment has been completed involving all staff and this is reviewed regularly.</i>
<i>Date completed / reviewed. December 2024</i>
<i>Arrangements are in place to support pupil mental health and wellbeing. Detail surrounding these arrangements can be discussed with Fay Shaw – Early Help Leader</i>
<i>Staff can access support for pupils by:</i> <ul style="list-style-type: none"> <li>• <i>Discussion with Fay Shaw – Early Help Leader</i></li> </ul>
<i>Resources to support pupil mental health and wellbeing can be found in all classes.</i>
<i>The Mental Health and Wellbeing Policy contains further information.</i>

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

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

**35. Training and Development**

<i>Name of person who has overall responsibility for the training and development of staff:</i>	<i>Jonathan Williams</i>
<i>All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.</i>	
<i>Our arrangements for carrying out suitable and sufficient health and safety training for all staff are:</i>	

<ul style="list-style-type: none"> <li>• Induction</li> <li>• Staff provided with training as required</li> </ul>	
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 personnel files	
Training and use of new competency training / skills is monitored and measured by:	Jonathan Williams
Staff can request training by:	Speaking with the Headteacher

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

Name of person who has overall responsibility for the academy vehicles	N/A
The academy operates (no. of xx) minibus/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
Frequency of checks:	N/A
Name of person who arranges servicing and maintenance of the academy vehicles	N/A
Frequency of servicing and maintenance:	N/A
Person who arranges insurance:	N/A
Person who arranges vehicle tax:	N/A
Our arrangements for the safe use of academy vehicles are: N/A	
Refer to the Vehicles Policy for further information. N/A	

**37. Vehicle movement on site**

Name of Premises Manager or other staff member responsible for the management of vehicles on site:	Scott Cartwright
<p>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.):</p> <ul style="list-style-type: none"> <li>• Gates are closed and operated by a secure entry system for both pedestrians and vehicles</li> </ul>	
Our risk assessment for vehicle movement on site is located: Staff share drive	

**38. Violence and Aggression and Academy Security**

The Academy provides a place of work which is designed and managed to minimise the risk of violence and aggression to staff, pupils and visitors.
A risk assessment is carried out where staff are at increased risk of injury due to their work.

<i>Training, information and instruction is available to staff to help them manage the risk of violence and aggression where required.</i>	
<i>Staff and pupils must report all incidents of verbal and physical violence to:</i>	<i>Jonathan Williams/Vicki Eaglefield</i>
<i>Incidents of verbal and physical violence are investigated by:</i>	<i>Jonathan Williams / Vicki Eaglefield</i>
<i>Name of person who has responsibility for site security:</i>	<i>Jonathan Williams</i>
<p><i>Our arrangements for site security are:</i></p> <ul style="list-style-type: none"> <li>• <i>Auto access control on front gates</i></li> <li>• <i>Magnetic lock system utilised at the front entrance</i></li> <li>• <i>Only authorised staff have access cards to front entrance</i></li> <li>• <i>Intruder alarm in place</i></li> <li>• <i>Risk assessment in place</i></li> <li>• <i>Access control on main external doors</i></li> <li>• <i>Lock down alarm fitted</i></li> <li>• </li> </ul> <p><i>Our site security risk assessment is located: Staff share drive</i></p>	
<i>Staff and others, as necessary, are appropriately debriefed following an incident.</i>	
<i>Refer to the Management of Violence and Aggression Policy for further information.</i>	

### **39. Water System Safety**

<i>Name of Premises Manager or other member of staff responsible for managing water system safety:</i>	<i>Scott Cartwright</i>
<i>Name of contractors who have undertaken a risk assessment of the water system and date the risk assessment was last completed:</i>	<i>IWS</i>
<i>Name of contractors who carry out regular testing of the water system:</i>	<i>IWS</i>
<i>Location of the water system safety manual/testing log:</i>	<i>Main Office</i>
<i>Person who reviews the water system safety log and contractor reports:</i>	<i>Jon Burgett H&amp;S Officer</i>
<i>Person who undertakes water hygiene regimes in the academy:</i>	<i>Scott Cartwright</i>
<p><i>Our arrangements to ensure contractors have information about water systems are:</i></p> <ul style="list-style-type: none"> <li>• <i>Via log and manuals</i></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>• <i>Training</i></li> </ul>	
<i>Refer to the Water System Safety Policy for further information.</i>	

### **40. Working at Height**

<i>Name of person(s) responsible managing the</i>	<i>Jonathan Williams/Scott</i>
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<i>risk of work at height on the premises:</i>	<i>Cartwright/Kate Bennett</i>
<i>Date of the most recent working at height risk assessment:</i>	<i>31.08.2024</i>
<i>Work at height is avoided where possible.</i>	
<i>Our arrangements for managing work at height are:</i>	
<ul style="list-style-type: none"> <li>• <i>Risk assessments</i></li> <li>• <i>Reminders in staff briefings</i></li> <li>• <i>Key staff have relevant training</i></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 work at height and to use the equipment provided.</i>	
<i>Work at height equipment is regularly inspected, maintained and records are kept in the Caretakers office</i>	
<i>Name of person(s) responsible for inspecting and recording inspections:</i>	<i>Scott Cartwright</i>

#### **41. Work Experience**

<i>Name of person who has overall responsibility for managing work experience and work placements for Academy pupils:</i>	<i>Jonathan Williams/Vicki Eaglefield</i>
<i>Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are:</i>	
<ul style="list-style-type: none"> <li>• <i>All arrangements are carried out ahead of placement once approved by headteacher</i></li> <li>• <i>All students are supervised by the class teacher</i></li> </ul>	
<i>The name of the person responsible for the health and safety of people on work experience in the academy premises:</i>	<i>Jonathan Williams/Kate Bennett</i>
<i>Our arrangements for managing the health and safety of work experience students in the academy are:</i>	
<ul style="list-style-type: none"> <li>• <i>All arrangements are carried out ahead of work placement</i></li> <li>• <i>All paperwork is completed giving insurance details etc, ahead of placement</i></li> </ul>	

#### **42. Volunteers**

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

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

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

### Key Performance Indicators

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

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

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

		<p>contractors working on site</p> <ul style="list-style-type: none"> <li>• A review of the asbestos register with all contractors working on site required to sign the declaration</li> <li>• Intrusive works shall be subject to an intrusive works form and consultation with the Asbestos Management Team</li> </ul> <p>Necessary surveys shall be undertaken for example, R&amp;D, structural, underground services.</p>	
<p>There is an adequate training programme in place for all employees.</p>	<p>Mandatory training does not lapse.</p> <p>Training requirements are met and continually reviewed.</p> <p>Each Academy ensures that staff are trained appropriately to fulfil their duties.</p>	<ul style="list-style-type: none"> <li>• Training is recorded and monitored via a training matrix.</li> <li>• Staff training certificates are retained on personnel files.</li> <li>• Training needs are identified on induction of new staff, changes in roles and responsibilities and training is arranged.</li> <li>• Training needs analysis identifies training needs.</li> <li>• Training matrix uploaded to the Trust Teams platform.</li> </ul>	<p>Ongoing. Annual review.</p>
<p>There are robust business continuity plans in place across the Trust.</p>	<p>Each Academy has a Business Continuity Plan which is updated for September annually.</p> <p>Each Academy has a Cyber Response Plan which is updated for</p>	<ul style="list-style-type: none"> <li>• The business continuity plan template is reviewed annually.</li> <li>• Academies undertake a desktop BCP exercise annually.</li> </ul>	<p>August 2024</p>



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