

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

**ST LUKE'S CE ACADEMY**  
**Health, Safety and Wellbeing Policy**



<b><u>Adopted:</u></b>	<b><u>September 2023</u></b>
<b><u>Co-ordinator:</u></b>	<b><u>Mrs P Elliott</u></b>
<b><u>Chair of LAC:</u></b>	<b><u>Mrs S Gibbons</u></b>
<b><u>Next Review Date</u></b>	<b><u>September 2024</u></b>

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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.

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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.

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- 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.
- [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 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 maintenance and other buildings / grounds issues. They will:

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

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

#### All Academy Staff will:

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

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

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

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## Health, Safety and Wellbeing Policy

### St Luke's CE Academy

The local policy has five parts;

**Part A** – Introduction

**Part B** - The Health and Safety Policy Statement

**Part C** - Management Arrangements

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

**Part E** - The Key Performance Indicators.

#### **A. Introduction**

This individual academy policy containing local arrangements for implementing and communicating health and arrangements will be utilised in conjunction with the SUAT Health, Safety and Wellbeing policy provided on pages one to four (inclusive). In each SUAT academy there will be a comprehensive database of key individuals.

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

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

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

- All places and premises where staff and pupils are required to work and engage in academy activities are maintained in a condition which is safe and without risk to

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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>[Signature]</i>	<i>[Signature]</i>
<b>Sue Gibbson, Chair of Local Academy Council</b>	<b>Nicola Danylyk, Head Teacher</b>

### C. Management Arrangements

The following procedures and arrangements have been established within St Luke's 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>	<i>John Burdett Staffordshire County Council</i>
<i>The contact details are:</i>	<i>01785 845121</i>
<i>In an emergency we contact:</i>	<i>Critical Incident 07659 599209</i>

#### Monitoring Health and Safety

<i>Name of person(s) responsible for the overall</i>	<i>Nicola Danylyk</i>
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<i>monitoring of health and safety in the Academy:</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):	
<ul style="list-style-type: none"> <li>Engage with the H&amp;S Self-Evaluation each year</li> <li>Annotate subsequent Health and Safety Action Plan half termly</li> <li>Report to Governors termly</li> <li>Discussion as a standing agenda item at weekly staff meetings.</li> <li>Attend CPD events organised through the SUAT.</li> </ul>	
The Academy carries out formal evaluations and audits on the management of health and safety (frequency):	
<ul style="list-style-type: none"> <li>Termly self assessment via Monitor, Review and Development Plan (MRDP) submitted to the Trust</li> <li>Annual audit undertaken by the Trust Operation Manager.</li> <li>Evaluation undertaken after each significant accident or near miss.</li> <li>External Audit undertaken in line with the score of previous audit.</li> </ul>	
The last audit took place:	Date: 26th February 2019 By: John Burdett (Staffs CC)
Name of person responsible for monitoring the implementation of health and safety policies:	Nicola Danylyk
<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>
Daily site inspections	Glyn Davies
Weekly Site inspections	Glyn Davies
Fire alarm test	Glyn Davies
Classroom checklist (annual)	One person per classroom
Monthly Water Temperature	Approved Contractor
Annual Asbestos visual check	Entrust
Annual Boiler Inspection	Approved Contractor
Annual PAT testing	Approved Contractor
Fixed Electrical testing	Approved Contractor

### Detailed Health and Safety Arrangements

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



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*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.*

## 1. Accident Reporting, Recording & Investigation

<i>Our arrangements for recording and investigating:</i>
<i>Pupil accidents are recorded in the pupil accident book which is kept in the medical room. Analysis of these are undertaken and reported the LAC termly. More serious accidents resulting in hospital treatment are recorded on the SCC Accident reporting portal.</i>
<i>Staff accidents are recorded in the accident book which is located in the main office. All staff incident, irrespective of the severity, are also reported on the SCC on the SCC Accident reporting portal.</i>
<i>Visitor accidents are recorded in the accident book which is located in the main office. All adult incidents, irrespective of the severity, are also recorded on the SCC Accident reporting portal</i>
<i>The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: Paula Elliott. Accidents are investigated by Paula Elliott and Nicola Danylyk .</i>
<i>Our arrangements for reporting to the Local Academy Council are: Termly</i>
<i>Our arrangements for reviewing accidents and identifying trends are: Termly unless it is a more serious incident then it is reviewed on a case by case basis and shared with Staff.</i>

## 2. Asbestos

<i>Name of Premises Manager responsible for Managing Asbestos:</i>	<i>Nicola Danylyk</i>
<i>Location of the Asbestos Management Log or Record System:</i>	<i>Locked in office cupboard</i>
<i>Our arrangements to ensure that staff have information about asbestos risk upon employment with the academy are as follows: 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.</i>	
<i>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>	

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

*Forms part of discussion at staff meetings on an annual basis to remind staff of the location and dangers of disturbing asbestos. The location map showing asbestos is shared at induction, a copy is in each class room and pinned up in the staffroom.*

*Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are: Contractors are asked to examine and sign the Asbestos register which is located in the office cupboard. Office staff know not to admit contractors without doing so. For larger more substantial contracts – this forms part of the hazard exchange process carried out by Chris Johnson/Paula Elliott or Entrust Property Services and the contractors will be asked to note the location and sign the register at this time*

*Our arrangements to ensure all academy staff such as class teachers or caretakers have information about asbestos risk on the premises:*

*Caretakers, headteacher and Office Manager review the SCC asbestos awareness powerpoint.*

*As indicated previously a reminder of the location and dangers of the asbestos and disturbing it is discussed at the staff meetings. Suat also produce monthly H & S Focus newsletters to highlight particular areas of H&S and these are circulated to staff.*

*Staff who receive annual training in asbestos awareness are:*

*Nicola Danylyk  
Paula Elliott  
Glyn Davies*

*Staff must report damage to asbestos materials to:*

*Nicola Danylyk*

*Guidance for managing asbestos in schools includes:*

<https://www.gov.uk/guidance/asbestos-management-in-schools>

<https://www.hse.gov.uk/services/education/asbestos-fags.htm>

### 3. Communication

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

*Nicola Danylyk*

*Our arrangements for inducting staff to health and safety within the academy are: A comprehensive induction document which details responsibility of the employee and employer.*

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*Our arrangements for communicating about health and safety matters with all staff are: Health and Safety matters are a standing agenda item at the staff meeting every week. Emails for everyday updates and for serious incidents/changes, a special meeting/training will be undertaken. One staff meeting a year is dedicated to H & S.*

*Staff can make suggestions for health and safety improvements by: using the standing agenda item at the staff meeting or speaking directly to the headteacher, site technician or office staff. There is a defects reporting book, located in the school office, for staff to write their concerns and/or defects in and around school.*

*Staff can share risk management information by: taking responsibility for their own areas and minoring any areas for which they pass through. They are expected to communicate issues with the headteacher, site technician or office staff as well as rectify any issue they come across in and around school, which is easily rectify i.e. removal of obstruction of fire exits.*

*Staff can communicate areas for concern in the context of health and safety by: speaking with the headteacher, site technician or office staff.*

#### **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>Nicola Danylyk assisted by Paul Elliott For larger projects – this is managed by a surveyor Entrust on our behalf</i>
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*Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are:*

*Duty holders will be identified and named as part of any Construction project.  
<https://www.hse.gov.uk/construction/cdm/2015/index.htm>*

*Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are undertaken prior to works commencing by Paula Elliott and Nicola Danylyk using SUAT's prescribed forms for hazard exchange, asbestos, hot works, intrusive works form etc*

*Our arrangements for the induction of contractors are through the hazard exchange, intrusive works etc carried out by Tom Mycock prior to works being commenced following the Managing Contractor Management Policy.*

*Staff should report concerns about contractors to: Nicola Danylyk or Paula Elliott*

*We will review any construction activities on the site by: following the contractors induction process, hazard exchange, hot works and intrusive works processes.*

*Our arrangements for obtaining contractor risk management documents are: Through the hazards exchange process, intrusive works permit and contractors induction process.*

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*Staff will be informed about construction projects by: staff meetings/briefings and email.*

## 5. Consultation

<i>The name of the Trade Union Health and Safety Representative is:</i>	<i>Don't have one on site</i>
<i>Our arrangements for consulting with staff on health and safety matters are: Via a standing agenda item each week at the staff meeting. Disseminating any changes in legislation and policy as and when it occurs through training/inset days or Staff meeting. Refreshers for the H &amp; S Policy and other safety procedures (evacuation/invasion bomb threat) are delivered at the Inset day in September.</i>	
<i>Staff can raise issues of concern by: Reporting to Nicola Danylyk or Paula Elliott.</i>	

## 6. Contractor Management

<b>7.</b> <i>Name of person responsible for managing and monitoring contractor activity:</i>	<i>Paula Elliott and Glyn Davies</i>
<i>Our arrangements for selecting competent contractors are (this should include verification of DBS data): The SCC property Services Department – the academy has an SLA with them to deliver procurement on our behalf to ensure compliance and competency as part a tender process</i>	
<i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: Through the Hazard Exchange and Contractor Management checklists which are undertaken before works are undertaken.</i>	
<i>Our arrangements for the induction of contractors are: Through an indication checklist undertaken before works commence on site.</i>	
<i>Staff should report concerns about contractors to: Nicola Danylyk or Paula Elliott</i>	
<i>Our arrangements for notifying staff of contractor activity on site are: through the standing agenda item at the staff meeting for planned contractor activity. For emergency contractor activity Paula Elliott and/or Glyn Davies will inform in person.</i>	
<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>	

## 8. Curriculum Areas – health and safety

<b>9.</b> <i>Name of person who has overall</i>	<i>Nicola Danylyk overall</i>
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responsibility for the curriculum areas as follows:	PE – Jason Stokes EYFS – Kate Harrison Science and DT – Paul Mason Art – Jenny Micklewright
10. e.g.	
11. Science	
D&T	
12. PE	
13. Art	
14.	
Risk assessments for these curriculum areas are the responsibility of:	Nicola Danylyk with the support of teaching staff.
These risk assessments are located:	In the office cupboard
Risk assessments are reviewed:	Annually or following a change in policy / procedure Following an accident or incident

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

The academy assesses the risk of the use of computers/laptops by carrying out a DSE assessment for staff using this type of equipment continuously and regularly for over an hour.	
Our arrangements for carrying out DSE assessments are: Self assessment tool for staff to carry out annually.	
Name of person who has responsibility for carrying out Display Screen Equipment Assessments:	Paula Elliott
DSE assessments are recorded and any control measures required to reduce risk are managed by:	Paula Elliott
DSE Assessments are reviewed:	Every two years or on a change to the work station / work location / home or remove working

#### 16. Early Years Foundation Stage (EYFS)

17. Name of person who has overall responsibility for EYFS:	Kate Harrison
Records of EYFS risk management (e.g. risk assessments and checklists) are located:	In the school office
Our arrangements for the safe management of EYFS (classroom and activities) are:	
Ensuring supervision ratios are compliant and adequate Risk assessments for activities and environment are undertaken and reviewed annually or as an when an accident or near miss occurs Daily checklists to ensure equipment and the environment are safe and are not defective	

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

Name of person who has overall responsibility for Educational Visits:	Nicola Danylyk
The Educational Visits Coordinator is:	Paula Elliott
<p>Our arrangements for the safe management of educational visits are: contained within the Trust's Education Visits Policy and the completion of the associated documents pertaining to managing risks are carried out prior to the visit going ahead. The academy invests in the SCC Evolve Education Visits Service. This provides guidance and visit preparation process. It is the sole vehicle for staff to share risk assessments and face a 3 stage check: EVC, Headteacher County Advisor. The Trust's Operations Manager has access to all risk assessments submitted to EVOLVE and the SCC EVC will also approve/give guidance to those Education Visits involving adventurous activities and/or residential elements.</p>	
<p>Visit risk management information is communicated to visit attendees by: The visit leader pre-visit and copies of the risk assessment and the supervision plan is given to each of person supporting the visit. Children are reminded of basic safety on the coach, at the venue and in case of emergency.</p>	
<p>Educational visits must be risk managed on Evolve. Visits must not proceed if they have not been approved on Evolve.</p>	
<p>Refer to the Educational Visits Policy for more detail regarding managing the risks for educational visits.</p>	
<p>Evolve forms must be submitted to the EVC by no later than:</p> <p>2 weeks before the visit for local and regular visits – local area walks/visits to high school            5 weeks before for local and additional risk visits – those with activities which have a higher risk of injury or have seasonal challenges            6 weeks before for visits which are residential and/or adventurous activities            10 weeks before for those visits taking place overseas.</p>	

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

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	Paula Elliott
Fixed electrical wiring test records are located:	In school office cupboard
<p>All staff visually inspect electrical equipment before use:</p>	
<p>Our arrangements for bringing personal electrical items onto the academy site are:            The academy does not permit the bringing of personal electrical items are permitted on</p>	



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site without approval from SLT. If a valid need is identified for a particular appliance then the school will purchase it.

Name of person responsible for arranging the testing of portable electrical equipment (PAT): Paula Elliott

Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing: Paula Elliott

The academy's PAT testing will be undertaken to a frequency of: (e.g. annually) Annually

Portable electrical equipment (PAT) testing records are located: In the office

Staff must take defective electrical equipment out of use and report to: Paula Elliott/Glyn Johnson

The portable electrical equipment on the Academy site owned and used by contractors is the responsibility of the contractor, who must provide records of this if requested.

Refer to the Electrical Safety Policy for further details.

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

Name of competent person responsible for undertaking & reviewing fire risk assessment in addition to any associated action planning, such as the fire evacuation procedure:  NB. The fire risk assessment must be undertaken on an annual basis as a minimum.	Paula Elliott and Chris Johnson
The Fire Risk Assessment is located:	In the office
When the fire alarm is raised the person responsible for calling the fire service is	Nicola Danylyk
Name of person responsible for arranging and recording of fire drills:	Glyn Davies
Name of person responsible for creating and reviewing Fire Evacuation arrangements:	Nicola Danylyk with assistance from Paula Elliott
Our Fire Evacuation Arrangements are published:	In each Classroom or shared teaching space
Our Fire Marshals are listed:	2 in Hall 1 in reception above the fire alarm 1 outside Y6 above the fire alarm 1 at back door above fire alarm 1 in staff room 1 in office



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	<i>1 in fast club room above the fire alarm 1 in each classroom</i>
<i>Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at:</i>	<i>The Office Store cupboard</i>
<i>Name of person responsible for training staff in fire procedures:</i>	<i>Nicola Danylyk and Paula Elliott</i>
<i>Procedure for communicating fire safety and evacuation arrangements to visitors: We would inform visitors of planned fire alarms taking place whilst on site and therefore advise if the alarm sound that it is real and to make their way to the nearest fire exit and to meet on the far side of the field.</i>	
<i>Procedure for communicating fire safety arrangements to contractors: This is communicated as part of the contractors induction</i>	
<i>All staff must be aware of the Fire Procedures in their academy Please see the Fire Safety Policy for further information.</i>	

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

<i>Name of person responsible for carrying out the First Aid Assessment:</i>	<i>Nicola Danylyk</i>
<i>The First Aid Assessment is located:</i>	<i>School Office</i>
<i>First Aiders are listed:</i>	<i>The Office, Medical Room, each classroom has a copy also</i>
<i>Name of person responsible for arranging and monitoring First Aid Training:</i>	<i>Paula Elliott</i>
<i>Location of First Aid Boxes (including travel):</i>	<i>Medical Room. Lunchtime staff carry a small bag on the playgrounds and each Ed Visit there is a back pack with the first aider who is on the visit.</i>
<i>Name of person responsible for checking &amp; restocking first aid boxes:</i>	<i>Katie Hambleton/Paula Elliott</i>
<i>In an emergency staff are aware of how to summon an ambulance, through following the below procedure: The member of staff called to apply first aid will advise the headteacher that an ambulance should be called. The message will be relayed to the head via other member of staff and they will dial 999. The child's parents will also be called at the same time.</i>	
<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): The ambulance is called at the same time the parents/carers are called and advised to meet them at the hospital. The headteacher or deputy head (in the absence of the headteacher) will accompany the child to hospital in the ambulance.</i>	
<i>Pupils</i>	<i>Office staff contact next of kin/parents</i>

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	<i>and office staff member will accompany</i>
<i>Staff</i>	<i>As above</i>
<i>Visitors</i>	<i>As above</i>
<i>Our arrangements for recording the use of First Aid are: An incident journal is completed and a duplicate remains in school.</i>	
<i>Our arrangements for monitoring and reporting on first aid and accidents are: through the incident journal or accident form. If the incident requires hospital treatment or admission to hospital, an accident investigation is undertaken by Paula Elliott and is reported to MyHealth and Safety portal for a member of the SCC team to examine and provide feedback and guidance for prevention.</i>	
<i>Our arrangements for identifying trends are: termly analysis of incident journal</i>	

#### 14. 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>2018 and can be found in the office</i>

#### 16. Hazardous Substances (COSHH)

<i>Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)</i>	<i>Paula Elliott Cleaning Company for substances used for the cleaning of the academy</i>
<i>Hazardous substance risk management documentation is located:</i>	<ul style="list-style-type: none"> <li>• <i>For whole school risk assessments are located in the school office cupboard</i></li> <li>• <i>Classroom specific risk assessments are located in the staffroom</i></li> <li>• <i>Fast Club risk assessments are located in the Fast Club kitchen.</i></li> </ul> <i>Cleaning Contractor risk assessments a copy in the office cupboard on one in the cleaning contractor's cupboard</i>
<i>Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control, communication of hazardous substance assessments, review of assessments, etc.) are: Each item is risk assessed before it comes onto school premises. A COSHH sheet is produced from the Safety Data Sheet which comes with the chemical and areas to minimise the risk and what action to taken if exposed on the risk assessment. Classroom</i>	

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*COSHH items and their risk assessment is located in the staff room and all staff have read and signed that they understand each risk assessment.*

*Cleaning contractor provides their own COSHH and risk assessment documentation. Their cleaning chemicals are located in a locked cupboard in school. The contractor undertakes the cleaning in the morning prior to class starts.*

*For other substances in school (those which are not used for educational purposes) there is a comprehensive COSHH and risk assessments are located in the school office.*

*It is prohibited for members of staff to bring in any substance into school without consulting the headteacher and site technician as to the need to use the substance. If the substance is deemed necessary for use in school, then the academy would look to provide it and undertake the necessary COSHH and Risk Basement documents*

*Further information can be found in the Hazardous Substances Policy.*

*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:*

- *The substance must be approved for use by a Senior Leader*
- *The substance must COSHH assessed and a current material safety data sheet kept on file with the COSHH assessment*
- *The substance must be added to the approved list*

*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.*

*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.*

### 17. Health and Safety Law Poster

<i>The Health and Safety at Work poster is located:</i>	<i>In the staffroom</i>
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### 18. Housekeeping, cleaning & waste disposal

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

*Our waste management arrangements are: carried out by the local authority*

*Our site housekeeping arrangements are: All staff are required to clean behind themselves or "as seen".*

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<i>Site cleaning is provided by: External cleaning company</i>	<i>Workplace Solutions Ltd</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>	
<i>Infection control</i>	
<i>Academy security</i>	
<i>Lone working</i>	
<i>First aid and accident reporting</i>	
<i>Fire evacuation</i>	
<i>Management of asbestos</i>	
<i>All staff and pupils are aware of the arrangements for disposing of waste and the location of waste bins and skips</i>	
<i>Staff in all work areas who generate waste (e.g. catering/cleaning/curriculum areas) are 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>	
<i>Department/work area</i>	<i>Procedure</i>
<i>Classroom/curriculum areas</i>	<i>Paper products to be disposed of in the recycling bin and all other material, including used tissues, handtowels to go into a separate bin – site technician will empty recycling as and when required and the contract cleaners will empty No hot material is NOT to be disposed of in the classroom bins. This material will be cooled and disposed of in the outside refuse container. Blood – from injury and/nosebleeds</i>

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	<p><i>should be disposed of in yellow bio hazardous bags and placed in the sanitary disposal units on site. Vomit will be disposed of using disposable gloves, in the biohazard yellow bags. This will be double bagged and taken to the outside bin. Any other rubbish will be disposed</i></p>
Office	As above
Kitchen	<p><i>Food to be disposed of in the designated bin and held in a black plastic bagged. This will be disposed of at the end of each service in the large waste bins outside. No food to be left in the kitchen overnight.</i></p>
Hall (during lunchtimes)	As above
Staff room	As above
Fast Club	<p><i>Paper products to be disposed of in the recycling bin and all other material, including used tissues, handtowels to go into a separate bin – site technician will empty recycling as and when required and the contract cleaners will empty</i></p> <p><i>No hot material is NOT to be disposed of in the classroom bins. This material will be cooled and disposed of in the outside refuse container.</i></p> <p><i>Blood – from injury and/nosebleeds will, using disposable gloves, be disposed of in yellow bio hazardous bags, and placed in the sanitary disposal units on site.</i></p> <p><i>Vomit will be disposed of using disposable gloves, in the biohazard yellow bags. This will be double bagged and taken to the outside bin.</i></p>
Medical Room	<p><i>Blood – from injury and/nosebleeds will, using disposable gloves, be disposed of in yellow bio hazardous bags, and placed in the sanitary disposal units on site.</i></p>

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	<i>Vomit will be disposed of using disposable gloves, in the biohazard yellow bags. This will be double bagged and taken to the outside bin. Any other rubbish will be disposed of in the bin in the room. Bins will be emptied by cleaning staff daily.</i>
<i>EYFS specific</i>	<i>Blood – from injury and/nosebleeds will, using disposable gloves, be disposed of in yellow bio hazardous bags, and placed in the sanitary disposal units on site. Vomit, faeces and urine will be disposed of using disposable gloves, in the biohazard yellow bags. This will be double bagged and taken to the outside bin.</i>

## 19. Infection Control

Name of person responsible for managing infection control:	Nicola Danylyk
<i>Our infection control arrangements (including communicable diseases/hand hygiene standards) are: contained in the policy for infection control and/or the School Nursing service or via reference to the Public Health website. Furthermore, the Trust produces monthly health and safety newsletters which are circulated to staff via email and physically posted on the staff room wall. This policy will be used as a subject matter for the monthly newsletter at least once a year or as a reminded as and when appropriate/necessary.</i>	
<i>Infection control standards and the effectiveness of risk management procedures will be monitored by: Paula Elliott</i>	
<i>We communicate infection control arrangements by: Staff meetings and reminded as appropriate throughout the academic year.</i>	
<b><i>Infection control arrangements must be communicated to all occupants of the premises, as part of their induction to site and in accordance with their role and activities they conduct on site.</i></b>	
<i>Further information can be found in the Infection Control Policy and Risk Assessment.</i>	

## 20. Lettings

Name of Premises Manager or member of Leadership team responsible for Lettings:	Nicola Danylyk and Paula Elliott
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*Our arrangements for managing Lettings of the academy rooms or external premises are: See the lettings policy and associated documentation.*

*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:*

*(Lone As per the Trust's lone working is defined by the Health & Safety Executive (HSE) as **people who work by themselves without close or direct supervision**. This doesn't necessarily mean that the worker is physically alone; it means they are in a separate location to the rest of their team or manager).policy*

*Lone working arrangements are communicated by: Via staff meetings and reminders at holiday time.*

*Lone workers are required to report any health information which may impact safety arrangements for lone working to their line manager / SLT. We monitor lone working arrangements by: Lone working is discouraged but it is acknowledged that there may be a reason for staff to be alone at school. In this instance the staff member is obliged to inform the senior leadership team and/or another person and make arrangements to keep in communication with a buddy within the trust or at home.*

*Refer to the Lone Working Policy for further details.*

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

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

*Ladders and steps, fume cupboards, other extraction systems, PE equipment, D&T*



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<i>machines, lifts &amp; lifting equipment, pressure cookers, autoclaves, fire alarm and smoke detection, emergency lighting, fire extinguishers.</i>	
<i>This section <b>must include</b> the arrangements for school/academy kitchens, science laboratories, design or Design and Technology rooms.</i>	
<i>Name of person responsible for the selection, maintenance / inspection and testing of equipment:</i>	<i>Glyn Davies</i>
<i>Records of maintenance and inspection of equipment are retained and are located:</i>	<i>The office cupboard</i>
<i>Staff report any broken or defective equipment to:</i>	<i>Paula Elliott/Glyn Davies</i>
<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>	
<b>Type of equipment</b>	<b>Maintenance Regime Details</b>
<i>Ladders and steps</i>	<i>6 month checks</i>
<i>PE Equipment</i>	<i>Annual</i>
<i>Outdoor Equipment</i>	<i>Annual</i>
<i>Fire Alarm, Smoke Detection</i>	<i>6 months</i>
<i>Fire extinguishers</i>	<i>Annual</i>
<i>Emergency Lighting</i>	<i>6 months</i>
<i>Kitchen Extractor</i>	<i>Annual Deep clean from approved contractor</i>
<i>Catering equipment</i>	<i>Annual</i>

### 23. Manual Handling

<i>Name of competent person responsible for carrying out manual handling risk assessments</i>	<i>Nicola Danylyk</i>
<i>Our arrangements for managing manual handling activities are:</i>	
<i>Staff must aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided. Our arrangements for communicating this requirement to staff are:</i>	
<i>Staff who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task.</i>	
<i>Staff are trained appropriately to carry out manual handling activities. Formally trained staff are: Glyn Johnson</i>	
<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>	

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*Restrictive physical intervention training is arranged by: Nicola Danylyk*

## 24. Medication

<i>Name of person(s) responsible for the management of and administration of medication to pupils in the academy:</i>	<i>Paula Elliott/Sharon Johnson/Debbie Tatton</i>
<i>Our arrangements for the administration of medicines to pupils are: Parents must complete a medication form. The medication is then administered as per the instruction and observed by an additional adult. This time and dose is recorded and countersigned. Children with on-going conditions will be subject of a care plan which is shared with all necessary parties.</i>	
<i>The names members of staff who are authorised to give / support pupils with medication are:</i>	<i>All staff</i>
<i>Medication is stored:</i>	<i>Top drawer of end filing cabinet or Fridge in staff room. Emergency medication – Epipen or inhalers are stored in the individual’s classroom for ease of use in an emergency. The academy has an emergency inhaler and emergency Epipen should it be required in the event of personal emergency devices failing.</i>
<i>A record of the administration of medication is located:</i>	<i>Medical file in the office cupboard</i>
<i>Pupils who administer and/or manage their own medication in an academy are authorised to do so by a parent and provided with a suitable private location to administer medication/store medication and equipment. Medication is stored in their respective classrooms</i>	
<i>Staff are trained to administer complex medication by the school nursing service when required. Trained staff are:</i>	
<i>All staff are trained to administer epilepsy, Epipen and asthma medication.</i>	
<i>Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are:</i>	
<i>All staff are trained to administer emergency medication and termly checks are made to ensure that the medication is still in date.</i>	
<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: a lockable drawer in the classroom.</i>	
<i>Staff must advise the academy leaders if they are taking any medication which might</i>	

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*impair their ability to carry out their normal work. Risk assessments must be undertaken for individual members of staff if deemed as being required.*

*Further information can be found in the Medication Policy and Supporting Students with Medical Conditions Policy.*

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

**26.** *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.*

**27.**

*Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for academy staff.*

*Nicola Danylyk*

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

*Paula Elliott/Glyn Davies*

*PPE provided for use in curriculum lessons is not "personal" as it is provided by pupils in classroom situations.*

*Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for pupils.*

*Nicola Danylyk*

*All PPE provided for use in a classroom environment is kept clean, free from defects and replaced as necessary. Defects to PPE must be reported and the PPE must not be used.*

*Name(s) of person responsible for cleaning and checking pupil PPE.*

*The class teacher prior to use.*

*Confirmation of any recorded checks to be provided:*

*Provided Paula Elliott*

## 28. Radiation (where applicable)

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

*n/a*

*Name of the Radiation Protection Adviser (RPA)*

*n/a*

*We manage radiation risks by:*

*n/a*

## 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: recorded in the site supervisors reporting book (located in the staff room) or during staff meetings under the standing agenda item.*

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### 30. Risk Assessments

<i>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.</i>	
<i>Risk assessments are in place for the following areas: (examples) Premises and grounds Curriculum / classrooms Hazardous activities or events Lettings or contract work which may affect staff or pupils in the academy Fire Risk Assessment Hazardous Substances Work Equipment Manual handling activities Risks related to individuals e.g. health issues</i>	
<i>Name of person who has overall responsibility for the academy risk assessment process and any associated action planning:</i>	<i>Nicola Danylyk</i>
<i>Our arrangements for carrying out, recording, communicating and reviewing risk assessments are: Annual review, shared with staff concerned – logged and stored in the school office</i>	
<i>The location in which the academy keeps risk assessments is: School Office Cupboard</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.</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>

### 32. Stress and Staff Wellbeing

<i>Name of the person who leads on Academy Mental Health and Wellbeing:</i>	<i>Nicola Danylyk</i>
<i>Academy mental health first aid trained staff are:</i>	<i>Nicola Danylyk Anna Elkin</i>

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*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:*

*The academy buys into Health, Safety and Wellbeing SLA, Occupational Health SLA and following a Staff Well-being Policy that helps to create a sensible work life balance.*

*The academy has produced a resources document which is available on our website to enable staff and the community to access information which sign posts individual to organisations who may be able to help.*

*Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated.*

*All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work.*

*All staff have the opportunity to discuss mental health and wellbeing concerns confidentially and access support.*

*Individual stress risk assessments take place when a member of staff requires additional individual support.*

*A team stress risk assessment has been completed involving all staff and this is reviewed regularly.*

*Date Completed October 2016, reviewed annually – last review was October 2022*

*Arrangements are in place to support pupil mental health and wellbeing. Detail surrounding these arrangements can be found: in the staff room and online through the Thinkwell service*

*Staff can access support for pupils by: making the headteacher aware and referral, in a collaborative manner with teacher, head and parents, made to the appropriate agency.*

*Resources to support pupil mental health and wellbeing can be found: Headteacher's office and the dedicated ELSA room*

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

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

*The Sports Coach company is responsible for aspects of the maintenance of the temporary swimming pool which is erected on site in Spring term.*

*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): Sports Coach Company and outside contractor*

*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*

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*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.*

### 34. Training and Development

Name of person who has overall responsibility for the training and development of staff:	Nicola Danylyk
<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>	
<i>Following an annual Self Audit needs are assessed and addressed.</i>	
<i>The academy has a health and safety training matrix to help in the planning of essential and development training for staff which is updated on (state regularity of updates).</i>	
<i>Training records are retained and are located in the school office</i>	
<i>Training and competency is monitored and measured by:</i>	Nicola Danylyk
<i>Staff can request training anytime by making a request to Nicola Danylyk.</i>	

### 35. Vehicle movement on site

Name of Premises Manager or other staff member responsible for the management of vehicles on site:	Nicola Danylyk
<i>Our arrangements for the safe access and movement of vehicles on site are (include risk assessment) restriction on vehicle movement at certain times, speed limits, segregation vehicles from pedestrian areas, restrictions on reversing vehicles, special arrangements for deliveries etc.</i>	
<i>Only Staff and visitors are permitted to use the school car park. Spaces are clearly demarcated and the footpath through the car park protected by bollards.</i>	

### 36. Violence and Aggression and Academy Security

<i>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.</i>	
<i>A risk assessment is carried out where staff are at increased risk of injury due to their work.</i>	
<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</i>	Nicola Danylyk



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verbal & physical violence to:	
Incidents of verbal & physical violence are investigated by:	Nicola Danylyk
Name of person who has responsibility for site security:	Nicola Danylyk and Glyn Davies
<p>Our arrangements for site security are: Each of the front and back door have a combination pad maglock in place and the combination is regularly changed (i.e. when member of staff leaves employment, children learn the code) At the very least the code is changed each academic year. All visitors must report to the main reception to sign in and out of the building. They will be accompanied at all times on site with the person they are visiting. They are not privy to the maglocked door codes. The office has a glass sliding, lockable hatch which is kept locked unless a visitor is present. There is an alarm in the office and one in the hall which is used for lock down purposes. The site is secured, locked and alarmed every evening at 6pm (or if there's an event it will be later) by the site manager or headteacher).</p>	
Staff and others, as necessary, are appropriately debriefed following an incident.	
Refer to the Management of Violence and Aggression Policy for further information.	

### 37. Water System Safety

Name of Premises Manager or other member of staff responsible for managing water system safety.	Paula Elliott/Glyn Davies
Name of contractors who have undertaken a risk assessment of the water system and date the risk assessment was last completed:	Name Integrated Water Systems Date September 2023
Name of contractors who carry out regular testing of the water system:	Integrated Water Systems
Location of the water system safety manual/testing log:	School Office
Our arrangements to ensure contractors have information about water systems are: met by Paula Elliott for induction.	
Our arrangements to ensure all academy staff carrying out checks or testing or maintenance have information about the water system: for larger project through the hazard exchange process or upon signing into the building the contractor would review the water log.	
Person who reviews the water system safety log and contractor reports:	Paula Elliott
Refer to the Water System Safety Policy for further information.	

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### 38. Working at Height

Name of person(s) responsible managing the risk of work at height on the premises:	Nicola Danylyk
Date of the most recent working at height risk assessment:	01/09/2021
<i>Work at height is avoided where possible.</i>	
<i>Our arrangements for managing work at height are: following procedure as outlined in the working at height training.</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 school office and last inspected on 14/7/2023</i>	
Name of person(s) responsible for inspecting and recording inspections:	Glyn Davies

### 39. Work Experience

Name of person who has overall responsibility for managing work experience and work placements for academy pupils:	Nicola Danylyk
<i>Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are: There is an initial interview, prior to offer of placement. The Academy works alongside Staffs University and Keele University to select students for placement.</i>	
The name of the person responsible for the health and safety of people on work experience in the academy premises:	Nicola Danylyk
<i>Our arrangements for managing the health and safety of work experience students in the academy are: Conduct induction process and provide a point of contact (either Nicola Danylyk or Paula Elliott) if difficulties or problems arise.</i>	

### 40. Volunteers

Name of person who has overall responsibility for managing/coordinating volunteers working within the academy:	Nicola Danylyk
<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: Conduct induction process and provide a point of contact (either Nicola Danylyk or Paula Elliott) if difficulties or problems arise.</i>	

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#### 41. Gas Safety

Name of person(s) responsible for managing the gas safety systems on the academy premises:	Glyn Davies
Date of the most recent gas line test (5 yearly):	September 2022
Date of the most recent gas system test: E.g. Boilers Kitchen Equipment	Boiler September 2023 Kitchen Equipment April 2023
Our procedure in the event of a gas leak is: Alert the headteacher and evacuate the building – as per emergency evacuation procedure. Head teacher will cut the supply to the building off and report the leak.	
The academy uses only gas safety registered contractors to work with gas systems on site.	

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

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

#### Key Performance Indicators

KPI	Measure	Actions	Timescale
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</li> </ul>	At each Academy's next audit.

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		for verification	
All Academies have a live Team Stress Risk Assessment.	<p>The Team Stress risk assessment is reviewed by each Academy regularly and risk assessment reviews shall not exceed 12 calendar months.</p> <p>There is evidence that the risk assessment has been informed by a staff stress and wellbeing survey.</p> <p>There is evidence of staff consultation regarding the control measures.</p>	<ul style="list-style-type: none"> <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>	August 2024
All Academies evidence a review process for health and safety practices, undertaken at least annually, and can evidence actions taken as a result of practice reviews.	<p>Academies use the MRDP evaluation and checklist to review health and safety performance in the autumn term.</p> <p>The MRDP is shared with the Trust central team by 31<sup>st</sup> December annually. Common themes and 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,</p>	<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 with staff and evidence reading and receipt.</li> <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,</li> </ul>	August 2024

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	<p>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>the workplace (including stress and wellbeing), use of equipment and substances, and activities.</p> <ul style="list-style-type: none"> <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 within the designated time scale.</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 timescales.</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 locally and are uploaded to the Trust Teams platform.</li> <li>• Actions taken to address defects are maintained on record.</li> <li>• Each Academy has an asset register which details which</li> </ul>	<p>Ongoing.</p>

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		<p>assets must be maintained.</p> <ul style="list-style-type: none"> <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 contractors working on site</li> <li>• A review of the</li> </ul>	<p>Ongoing. Annual review.</p>

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		<p>asbestos register with all contractors working on site required to sign the declaration</p> <ul style="list-style-type: none"> <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>	
There is an adequate training programme in place for all employees.	<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>	Ongoing. Annual review.
There are robust business continuity	Each Academy has a Business Continuity Plan which is updated for September annually.	<ul style="list-style-type: none"> <li>The business continuity plan template is reviewed annually.</li> </ul>	August 2024



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<p>plans in place across the Trust.</p>	<p>Each Academy has a Cyber Response Plan which is updated for September annually.</p> <p>Both plans are updated if there are changes to roles / responsibilities / procedures.</p> <p>Each Academy undertakes a desktop exercise to 'test' the actions that they would take in the event of an emergency.</p>	<ul style="list-style-type: none"> <li>Academies undertake a desktop BCP exercise annually.</li> <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>