



Health, Safety and Wellbeing Policy 2025

Church Eaton Primary School

Last reviewed	July 2025
Reviewed by	Operations Director
Approved by	Trust Board
Date of approval	July 2025
Policy owner	Operations Director
Location	Website

This is a Health, Safety and Wellbeing Policy template, which is adopted by all academies within Staffordshire University Academies Trust. Each Academy will have a copy of this policy template on their website plus a customised version, specific to their arrangements, which will be readily accessible to all employees, volunteers, temporary staff and others who are required to read and be aware of this policy's contents. Everyone's health, safety and wellbeing matters.

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

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 Statement. In each SUAT academy there will be a comprehensive database of key individuals.

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

<i>Jo Kenny</i>	
<i>Jo Kenny, Chair of Local Academy Council</i>	<i>David Baker Principal/Head Teacher</i>
<i>14.07.25</i>	<i>14.07.25</i>
<i>Next date for policy ratification (autumn term LAC):</i>	<i>Sep 25</i>

Management Arrangements

The following procedures and arrangements have been established within Church Eaton Primary School to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

Competent Health and Safety Advice

<i>The academy obtains competent health and safety advice from:</i>	John Burdett Staffordshire Health and Safety Team
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Roles and Responsibilities Table

Leader / person responsible for reporting and investigating accidents and incidents:	David Baker
Premises Manager responsible for Managing Asbestos:	Joe Dudley/ David Baker
SLT member who is responsible for communicating with staff on health and safety matters:	David Baker
SLT member who is responsible for consulting with staff on health and safety matters (if different):	David Baker
Manager / responsible person for coordinating any construction work / acting as the client for any construction project:	David Baker
Manager / responsible person for managing and monitoring contractor activity:	David Baker
Person who has overall responsibility for the curriculum areas as follows: e.g. Science D&T PE Art Catering Drama Forest School	David Baker
Person who has responsibility for carrying out Display Screen Equipment Assessments:	David Baker
Person who has overall responsibility for EYFS:	Nina Langan
Person who has overall responsibility for Educational Visits:	Helen Bellamy
Person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	Helen Bellamy
Person responsible for arranging the testing of portable electrical equipment (PAT):	Helen Bellamy
SLT member who is responsible for developing and maintaining the school's response to major risks Business Continuity Plan (BCP):	Helen Bellamy
Competent person responsible for undertaking and reviewing the fire risk assessment in addition to any associated action planning, such as the fire evacuation procedure:	David Baker/ Laura Blackburn (support)
Person responsible for arranging and recording of fire drills:	David Baker
Person responsible for creating and reviewing Fire Evacuation arrangements:	David Baker/ Laura Blackburn (support)
Person responsible for training staff in fire procedures:	David Baker/ Laura Blackburn (support)
Person trained in fire risk assessment:	David Baker/ Laura Blackburn (support)
Person responsible for carrying out the First Aid Assessment:	David Baker/ Laura Blackburn (support)
Person responsible for checking & restocking first aid boxes:	Jane Scanlan
Person responsible for managing the gas safety systems on the academy premises:	n/a
Person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments):	David Baker

Person responsible for managing infection control:	David Baker
Premises Manager or member of Leadership team responsible for Lettings:	n/a
Premises Manager or member of Leadership team responsible for Lone Working:	David Baker
Person responsible for the selection, maintenance / inspection and testing of equipment:	Helen Bellamy
Competent person responsible for carrying out manual handling risk assessments:	David Baker
Person(s) responsible for the management of and administration of medication to pupils in the academy:	David Baker
Members of staff who are authorised to give / support pupils with medication are:	David Baker Helen Bellamy Reece Daniels Nina Langan Yanica Grech Jane Scanlan Michelle Hill Abigail Corcoran
Person responsible for selecting suitable personal protective equipment (PPE) for academy staff:	David Baker
Person responsible for the checking and maintenance of personal protective equipment provided for staff:	David Baker
Person who has overall responsibility for the academy's general risk assessment process and any associated action planning:	David Baker
Person who has overall responsibility for the academy's individual risk assessment process and any associated action planning:	David Baker
Premises Manager or member of Leadership team responsible for communicating with those who share the premises:	n/a
Person who has overall responsibility for the health and wellbeing of academy staff:	David Baker
Person who leads on Academy Mental Health and Wellbeing:	Hannah Millard
Person who has overall responsibility for managing the swimming pool and its environment:	n/a
Person who has overall responsibility for the training and development of staff:	David Baker
Training and use of new competency training / skills is monitored and measured by:	David Baker
Person who has overall responsibility for the academy vehicles:	n/a
Premises Manager or other staff member responsible for the management of vehicles on site:	David Baker
Premises Manager or other member of staff responsible for managing water system safety:	Joe Dudley
Person responsible managing the risk of work at height on the premises:	David Baker
Person who has overall responsibility for managing work experience and work placements for Academy pupils:	Helen Bellamy
Person who has overall responsibility for managing/coordinating volunteers working within the academy:	Helen Bellamy

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 along with the H&S Policy Statement.

Where specific responsibilities for health, safety and wellbeing are allocated to employees, these delegated responsibilities are detailed in responsibilities matrix above. 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>	
Pupil accidents: record in accident book, inform parents as required, report on my health and safety if required, investigate if required and in accordance with policy and guidance	
Staff accidents: record in BI510, report on my health and safety, investigate if required and in accordance with policy and guidance	
Visitor accidents: record in accident book, report on my health and safety, investigate if required and in accordance with policy and guidance	
The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: Staffordshire County Council through my health and safety system (reported by first aid team through my health and safety)	
Our arrangements for reporting to the Local Academy Council are: Termly reporting, accident trends and analysis through the Headteacher's Report	
Our arrangements for reviewing accidents and identifying trends are: Termly reporting, accident trends and analysis through the Headteacher's Report	
<i>All reporting should be made in accordance with the Accident and Incident Reporting Guidance.</i>	

2. Asbestos

<i>Location of the Asbestos Management Log or Record System:</i>	<i>Main Office</i>
<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><i>Staff must be aware of the procedure for gaining approval for works of this nature, which is to inform the headteacher David Baker who will then organise the appropriate paperwork and tests,</i></p> <p><i>Our arrangements to ensure that staff have information about asbestos risk upon employment with the academy are as follows: Induction, Training as relevant Joe Dudley and David Baker have attend managing asbestos training. Staff complete asbestos awareness using National College</i></p>	
<p>Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are: On Arrival the Headteacher/Office Manager will ask the contractor to review of the asbestos register to identify areas which contain asbestos. The contractor will sign the register prior to commencing any work. Hazard exchange forms will be completed and signed by the Headteacher and the contractor. A copy will be retained in the Management of contractor’s folder in the HT office.</p>	
<p>Our arrangements to ensure all academy staff such as class teachers or caretakers have information about asbestos risk on the premises: Induction upon appointment using the SUAT H&S induction form Signatures provided on the induction form Familiarisation with H&S documents and practice Fire evacuation / Emergency evacuation practice Key stage inductions Communication of risk assessments</p>	
<p><i>All staff must receive annual asbestos awareness training.</i></p> <p><i>Staff trained in the management of asbestos are: Joe Dudley David Baker</i></p>	
<p><i>Staff must report damage to asbestos materials to:</i></p>	<p><i>David Baker/ Helen Bellamy/ Joe Dudley</i></p>
<p><i>Our Asbestos Management Plan is located:</i></p>	<p><i>In the Office Manager’s room in the storage unit</i></p> <p><i>All staff must sign to confirm that they have read and understood the asbestos management plan, on an annual basis or upon changes to the plan.</i></p>
<p><i>Guidance for managing asbestos in schools includes:</i></p>	<p>https://www.gov.uk/guidance/asbestos-management-in-schools</p> <p>https://www.hse.gov.uk/services/education/asbestos-fqs.htm</p>

3. Communication

<p>Our arrangements for inducting staff to health and safety within the academy are: Induction upon appointment using the SUAT H&S induction form Signatures provided on the induction form Familiarisation with H&S documents and practice Fire evacuation / Emergency evacuation practice Key stage inductions</p>
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Communication of risk assessments	
Our arrangements for communicating about health and safety matters with all staff are: Induction upon appointment using the SUAT H&S induction form Signatures provided on the induction form Familiarisation with H&S documents and practice Fire evacuation / Emergency evacuation practice Key stage inductions Communication of risk assessments on staff share <i>Policies placed on My Concern</i> <i>Solution Circles</i>	
Staff can make suggestions for health and safety improvements by: <ul style="list-style-type: none"> • Staff meetings • Staff briefings/ Solution Circles • Induction • Email • Noticeboard in office 	
Staff can share risk management information by: <ul style="list-style-type: none"> • Staff meetings • Staff briefings/ Solution Circles • Induction • Email • Noticeboard in office 	
Staff can communicate areas for concern in the context of health and safety by: <ul style="list-style-type: none"> • Staff meetings • Defect reporting • Risk assessment • Health and Safety Folder on the Staff Shared Area 	
The name of the Trade Union Health and Safety Representative is:	Reece Daniels
Our arrangements for consulting with staff on health and safety matters are: regular solution circles with all staff, e mails	
Staff can raise issues of concern or make suggestions for improvement by: emails, solution circles, noticeboard in office, risk assessments	
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: Noticeboard in main office or report to Joe Dudley or Helenn Bellamy via e mail	

4. Construction Work and Contractor Management

<p>Our arrangements for managing construction projects and works within the scope of the Construction Design and Management Regulations are:</p> <p>Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are:</p> <ul style="list-style-type: none"> • Hazard exchange form completed • Induction form • Asbestos management • Email • Property services consultation
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<ul style="list-style-type: none"> • Acquiring risk assessments/method statements from the contractor <p>(Duty holders will be identified and named as part of any construction project). https://www.hse.gov.uk/construction/cdm/2015/index.htm (Duty holders will be identified and named as part of any construction project). https://www.hse.gov.uk/construction/cdm/2015/index.htm</p>
<p><i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are to complete and handover</i></p> <ul style="list-style-type: none"> • Hazard exchange • Asbestos management • Intrusive works form • Hot works permits
<p><i>Our arrangements for the induction of contractors are:</i></p> <ul style="list-style-type: none"> • Face to face meeting in which forms are completed and handed over
<p><i>Staff should report concerns about contractors to: David Baker Helen Bellamy Office Services Manager</i></p>
<p><i>We will review any construction and works activities on the site by:</i></p> <ul style="list-style-type: none"> • Review hazard exchange forms • Amend forms as required • Property services support • Pre-planning meetings • Site inspections • Review risk assessments and method statements
<p><i>Our arrangements for obtaining contractor risk management documents are:</i></p> <ul style="list-style-type: none"> • Request by email • Risk assessments and method statements • Hazard exchange documentation • Property services consultation
<p><i>Staff will be informed about construction projects by: describe process</i> David Baker Headteacher will inform the staff about the process via e mail and/ or solution circles.. Relevant documents will be posted on 'My Concern' so staff can access them. Follow up meetings will take place in Solution Circles.</p>
<p><i>Our arrangements for notifying staff of contractor activity on site are:</i> David Baker Headteacher will inform the staff about the process via e mail and/or solution circles. Relevant documents will be posted on 'My Concern' so staff can access them. Follow up meetings will take place in Solution Circles.</p>
<p><i>Our arrangements for selecting competent contractors are (this should include verification of DBS data):</i></p> <ul style="list-style-type: none"> • Use Trust vetting • Check DBS on site • Use Entrust Property Services Framework • Confirmation of contractor competency in writing
<p><i>Our arrangements for the exchange of health and safety information / risk assessments /</i></p>

safe working arrangements / monitoring are:

Face to face meeting to exchange documents to include :

- Hazard exchange
- Asbestos management
- Risk assessment
- On site monitoring review
- Contractor risk assessments and method statements
- Intrusive works form

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.

5. Curriculum Areas – health and safety

<i>Risk assessments for these curriculum areas are the responsibility of:</i>	<i>David Baker</i>
<i>These risk assessments are located:</i>	<i>Staff share</i>
<i>Risk assessments are reviewed:</i>	<i>Annually or following a change in policy / procedure / following an accident or incident</i>

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

<i>The Academy assesses the risk of the use of computers/laptops by carrying out a DSE assessment for staff using this type of equipment continuously and regularly for over an hour.</i>	
<i>Our arrangements for carrying out DSE assessments are: DSE tests are undertaken biannually</i>	
<i>DSE assessments are recorded and any control measures required to reduce risk are managed by:</i>	<i>David Baker Headteacher</i>
<i>DSE Assessments are reviewed:</i>	<i>Every two years or on a change to the work station / work location / home or remove working</i>
<i>The DSE Policy should be referred to for further information.</i>	

7. Early Years Foundation Stage (EYFS)

<i>Records of EYFS risk management (e.g. risk assessments and checklists) are located:</i>	<i>Staff share- Risk Assessment EYFS Class 1 Noticeboard</i>
<i>Our arrangements for the safe management of EYFS (classroom and activities) are:</i>	
<ul style="list-style-type: none"> • Supervision ratios checked daily • Risk assessments completed daily • Daily checklists of equipment and area 	

8. Educational visits / Off-Site Activities

<i>The Educational Visits Coordinator is:</i>	<i>Name Helen Bellamy</i>
<i>Our arrangements for the safe management of educational visits are:</i>	
<ul style="list-style-type: none"> • Pre visits (as required) • Route planning • Risk assessments for transport, venue/activities, individual pupils, emergency 	

<ul style="list-style-type: none"> procedures, fire evacuation, supervision planning • Consent from parents • Risk management of individual pupil needs • Evolve used to record preparation
<i>Our arrangements for managing Local Area Visits are: staff click local area visit on Evolve. All staff have read policy and signed (My Concern)</i>
<i>Visit risk management information is communicated to visit attendees by: Trip lead</i>
<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> <ul style="list-style-type: none"> • 2 weeks before the visit for non adventurous visits. • 6 weeks for adventurous activities and residential.

9. Electrical Equipment [fixed & portable]

<i>Fixed electrical wiring test records are located:</i>	<i>Office share/ office</i>
<i>Fixed electrical test defects must be actioned within the designated timescales:</i>	<i>D1: Immediate C1: 6 months C2: 2 years FI: further investigation required as soon as possible</i>
<i>All staff visually inspect electrical equipment before use:</i>	
<i>Our arrangements for bringing personal electrical items onto the academy site are: no personal electrical items are permitted on site without approval from HT and a valid and verified PAT test (within the last 12 months). When PAT testing is taking place, staff must ensure that equipment is accessible e.g. not locked away.</i>	
<i>Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:</i>	<i>Helen Bellamy</i>
<i>The academy's PAT testing will be undertaken to a frequency of: (e.g. annually)</i>	<i>Helen Bellamy</i>
<i>Portable electrical equipment (PAT) testing records are located:</i>	<i>Office share/ office</i>
<i>Staff must take defective electrical equipment out of use and report to:</i>	<i>Helen Bellamy/ Joe Dudley</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>	

10. Emergency Preparedness

<i>We test the BCP arrangements by:</i>	<i>Completing desktop exercises once a term</i>
<i>Our arrangements for communicating emergency arrangements to all employees are: e ,mails. Solution Circles – timetables H and S updates</i>	

<i>Our arrangements for communicating the BCP to the LAC are: Our arrangements for communicating the BCP to the LAC health and safety link governor meetings. Full lac meeting</i>	
<i>Our bomb threat and Invacuation procedures are updated: annually</i>	
<i>The person responsible for updating these procedures is: David Baker</i>	
<i>We communicate these procedures with building occupants by:</i>	
<ul style="list-style-type: none"> • <i>staff meeting and My concern.</i> • <i>Visitors pack on sign in.</i> • <i>Children are informed in assemblies.</i> • <i>Parents aware of procedure</i> 	
<i>We test the procedures by completing a drill with the children at least annually</i>	
<i>Name of person who has responsibility for site security:</i>	<i>Name David Baker</i>
<i>Our arrangements for site security are:</i>	
<i>Site security is inspected by: Joe Dudley</i>	
<i>Site security is inspected: (frequency) weekly</i>	
<i>Our site security risk assessment is located: office Share risk Aseessments</i>	
<i>Please see the Security Policy for further details.</i>	

11. Fire Precautions & Procedures

<i>The Fire Risk Assessment is located:</i>	<i>Office Share/ My Concern</i>
<i>All staff must read the fire risk assessment. 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>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>Helen Bellamy</i>
<i>Our Fire Evacuation Arrangements are published:</i>	
<i>Our Fire Marshals are listed:</i>	<i>Posters around school next to call points</i>
<i>Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Logbook located at:</i>	<i>Location: Storage Unit in Office</i>
<i>Procedure for communicating fire safety and evacuation arrangements to visitors: Visitor Sign In Pack</i>	

<i>Procedure for communicating fire safety arrangements to contractors: Communication must be made through hazard exchange and induction processes, by site staff</i>
<i>All staff must be aware of the Fire Procedures in their Academy. Employee awareness of the fire procedures in the academy is repeated: (state frequency)</i>
<i>Please see the Fire Safety Policy for further information.</i>
<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>

12. First Aid *see also Medication

<i>The First Aid Assessment is located:</i>	<i>Staff share- Risk Assessments</i>
<i>First Aiders are listed:</i>	<i>Posters around school</i>
<i>Name of person responsible for arranging and monitoring First Aid Training:</i>	<i>Helen Bellamy</i>
<i>Location of First Aid Boxes (including travel):</i>	<i>Main first aid – 3 Library / First Aid station / Class 1</i>
<i>Number of First Aid Boxes (including travel):</i>	<i>Travel first aid kits in the Library</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"> • Call 999 from main office • Call for emergency service • Give location • Give Phone Number • Outline issue • Remain on Phone 	
<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>	<ul style="list-style-type: none"> • Call 999 from main office • Call for emergency service • Give location • Give Phone Number • Outline issue • Remain on Phone • Contact parents • Member of staff who is first aid trained to accompany child
<i>Staff</i>	<ul style="list-style-type: none"> • Call 999 from main office • Call for emergency service • Give location • Give Phone Number • Outline issue • Remain on Phone • Call family

<i>Visitors</i>	<ul style="list-style-type: none"> • Member of staff to escort • Call 999 from main office • Call for emergency service • Give location • Give Phone Number • Outline issue • Remain on Phone • Call family/ company • Member of staff to escort
<p><i>Our arrangements for recording the use of First Aid are:</i> Pupils – Bump note book in the Medical cupboard located in the Library, call home as required, My H&S system reporting. Staff – record in the BI510 book and on the Staffordshire County Council My Health and Safety System. Investigate the accident if required. Visitor – upload to My H&S.</p>	
<p><i>Our arrangements for monitoring and reporting on first aid and accidents are:</i> Pupils – Bump note book in the Medical cupboard located in the Library, call home as required, My H&S system reporting. Staff – record in the BI510 book and on the Staffordshire County Council My Health and Safety System. Investigate the accident if required. Visitor – upload to My H&S.</p>	
<p><i>Our arrangements for identifying trends are:</i> Termly accident trend analysis reported to LAC</p>	
<p>The First Aid Policy contains further details.</p>	

13. Forest School

<i>Name of person in the Academy who leads on Forest School activity:</i>	External company: Educating Kids Outdoors (Alex Greenwood)
<i>Date of training:</i>	
<p>Our arrangements for developing, organising and running Forest School activity. Include here any details with regard to risk assessment, communication and supervision etc. All activities are carefully risked assessed prior to activities been carried out. These are shared with the HT by email</p>	

14. Gas Safety

<i>Date of the most recent gas line test (5 yearly):</i>	<i>n/a</i>
<i>Date of the most recent gas system test: E.g. Boilers Kitchen Equipment</i>	
<i>Our procedure in the event of a gas leak is:</i>	
<i>The Academy uses only gas safety registered contractors to work with gas systems on site.</i>	

15. Glass & Glazing

<i>All glass in doors and side panels are constructed of safety glass:</i>
<i>All replacement glass is of safety standard:</i>

<i>A glass and glazing assessment took place in (year) and the record can be found</i>	Monthly inspection by site manager (Joe Dudley) Visually inspected on a daily basis. Premiss manager e Maintain folder in the HT office
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16. Hazardous Substances (COSHH)

<i>Hazardous substance risk management documentation is located:</i>	Office share- Health and Safety Folder
<p><i>Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control, communication of hazardous substance assessments, review of assessments, etc.) are:</i></p> <p>Develop and review of the substance register Purchase approved substances in accordance with the substance register Material safety data sheet is obtained COSHH assessment is undertaken prior to product use MSDS and COSHH are shared with relevant staff Products are used and stored in line with the MSDS and COSHH Staff use only approved products</p> <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"> - <i>The substance must be approved for use by a Senior Leader</i> - <i>The substance must COSHH assessed and a current material safety data sheet kept on file with the COSHH assessment</i> - <i>The substance must be added to the approved list</i> 	
<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>	

17. 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"> • General waste – outside bins, general waste bins in offices, classrooms, staffroom • Personal Hygiene Waste - Flip top bins in Class rooms • Recycling – blue bins in the compound, • Hazardous waste – Yellow Hazard Bucket PHS • Sanitary waste – sanitary bins in toilets • Food Waster- Red bins 	
<p><i>Our site housekeeping arrangements are:</i></p> <ul style="list-style-type: none"> • Paper baskets in each room, emptied weekly by the site team 	

<ul style="list-style-type: none"> • Flip top bins emptied daily by Cleaning staff • General waste bins around the building, emptied daily by cleaning staff • Keep all loose items in storage and out of walkways • Ensure combustible materials are kept out of boiler houses and electrical cupboards 	
<i>Site cleaning is provided by: In house cleaners OR External cleaning company</i>	<i>Workplace External Cleaning company- Lisa who take responsibility for following sections</i>
<i>Cleaning staff have received appropriate information, instruction and training about the following and are competent:</i>	
<i>Work equipment (state machinery)</i>	
<i>Hazardous substances</i>	
<i>Waste (skips and bins are located away from the academy building)</i>	
<i>Our arrangements for disposing of waste and the location of waste bins and skips are communicated to employees and pupils: State how communicated</i>	
<i>Infection control</i>	
<i>Academy security</i>	
<i>Lone working- staff contact company via an app</i>	
<i>First aid and accident reporting</i>	
<i>Fire evacuation</i>	
<i>Management of asbestos</i>	
<i>All staff and pupils must be aware of the arrangements for disposing of waste and the location of waste bins and skips. Skips should be covered where possible and located at a suitable distance from the building based on risk assessment and the types of waste being disposed of e.g. skips containing flammable waste should be located further from the building.</i>	
<i>Staff in all depts. / work areas who generate waste (e.g. catering/cleaning/curriculum areas) must be aware of the risk assessments and control measures in place for their role. The risk management processes are as follows for each department / work area:</i>	
Department/work area	Procedure
General waste	Into general waste bins – do not contaminate recycling
Recycling	Into recycling containers in classrooms and offices
Food waste	Into red bins – do not contaminate recycling
Sanitary waste	Dispose of sanitary waste in the boxes provided in toilets
Hazardous waste	Dispose of hazardous waste in yellow bins

18. Infection Control

Our infection control arrangements (including communicable diseases/hand hygiene standards) are:

- Anti-bacterial soap
- Hand gels (Outside main office Visitors signing in desk Individual classrooms and Teaching areas)
- Teaching pupils about correct hygiene
- Sinks in classrooms
- Washing hands before eating
- Adherence to infection control policy and risk assessment
- Requests for deep cleans as required
- Cleaning of touch points
- Reporting to appropriate authorities for increased absences
- Notifying staff about outbreaks

Infection control standards and the effectiveness of risk management procedures will be monitored by: David Baker

We communicate infection control arrangements by:

- Adherence to infection control policy and risk assessment. All staff aware where risk assessments are kept
- Requests for deep cleans as required
- Cleaning of touch points
- Reporting to appropriate authorities for increased absences
- Notifying staff about outbreaks via e mail and Solution Circles

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.

Further information can be found in the Infection Control Policy and Risk Assessment.

19. Lettings (Church Eaton Primary School does not currently have any lettings)

Our arrangements for managing Lettings of the Academy rooms or external premises are:

All requests for lettings must be written

Lettings Policies is exchanged and a written risk assessment is produced and signed before the letting is permitted

Insurances and limited liabilities are check

A site induction is carried out including Health and Safety and Fire Procedures

The health and safety considerations for Lettings are considered and reviewed annually by the LAC

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:

20. Lone Working

<p><i>Our arrangements for managing lone working are:</i> Staff must inform the Headteacher if they intend to work alone and should be avoided whenever necessary. The headteacher must be informed of the times which the staff member is to be in school and ring an allocated member of staff to inform him when the staff member his leaving the school. (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).</p>
<p><i>Lone working arrangements are communicated by:</i> Email Phone call/ Whats App to D Baker or N Langan Verbal communication</p>
<p><i>We monitor lone working arrangements by:</i> Review of risk assessments, policies, practice and accident/incident reporting and analysis</p>
<p><i>Lone workers are required to report any health information which may impact safety arrangements for lone working to their line manager / SLT.</i></p>
<p><i>Refer to the Lone Working Policy for further details.</i></p>

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

<p><i>NOTE: Types of equipment to consider in this section:</i> <i>Ladders and steps, fume cupboards, other extraction systems, PE equipment, D&T machines, lifts & lifting equipment, pressure cookers, autoclaves, fire alarm and smoke detection, emergency lighting, fire extinguishers, sprinkler systems, automatic doors, automatic barriers, roller shutters, air conditioning.</i> <i>This section must include the arrangements for academy kitchens, science laboratories, design and technology rooms.</i></p>	
Name of person responsible for the selection, maintenance / inspection and testing of equipment:	David Baker /Helen Bellamy
Records of maintenance and inspection of equipment are retained and are located:	Location Main office
Staff report any broken or defective equipment to:	David Baker/ Helen Bellamy
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:	Maintenance Regime Details
Type of equipment	Maintenance Regime Details
Ladders and steps	Bi annual checks undertaken and recorded internally
Kitchen extraction	Annual clean booked with external contractor
PE equipment	Annual check booked with external contractor. Staff visually check prior to use
Outdoor equipment	Annual check booked with external contractor. Monthly internal checks recorded. Staff visual daily check

Emergency lighting	Quarterly check by external contractor. Monthly check internally undertaken and recorded
Fire extinguishers	Annual check booked with external contractor. Staff visually check
Fire alarm	Quarterly check booked with external contractor. Weekly internal checks recorded.
Intruder alarm	Bi annual check booked with external contractor
Portable appliances	Annual testing by internal staff. Staff must visually check electrical items prior to use
Boilers	Annual check booked with external contractor
Early years resources	Daily check and record by internal staff in EY

22. Manual Handling and Safety Interventions

<p><i>Our arrangements for managing manual handling activities are:</i></p> <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>
<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>Where people handling takes place an Individual Manual Handling Plan and risk assessment must be in place and communicated to all parties (including where appropriate the young person/their parents/carers/support staff).</i></p>
<p><i>Staff trained in supporting individuals are: David Baker , Jane Scanlan and Reece Daniels</i></p>
<p><i>Individuals formally trained in restrictive physical intervention and positive handling are: David Baker , Jane Scanlan and Reece Daniels</i></p> <p><i>Person responsible for undertaking individual safety intervention plans and risk assessments:</i></p> <p><i>Restrictive physical intervention and positive handling training is arranged by: David Baker</i></p> <p><i>Restrictive physical intervention and positive handling risk management information is:</i></p> <p><i>This information is located: Risk Assessments in staff share</i></p> <p><i>Training must be undertaken on a regular basis.</i></p> <p><i>Further details can be found in the Managing Safety Interventions Policy.</i></p>

23. Medication

<p>Our arrangements for the administration of medicines to pupils are:</p> <p>Communication of manual handling risk assessments and manual handling policies</p>
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<p>Review of risk assessments and policies Purchase and maintenance of manual handling aids Individual risk assessments as required Monitoring of accident and incidents, subsequent investigations and absence analysis Awareness of MSDs Access to HSE guidance Annual Training National College</p>	
<p>Where medication is provided, the records must be signed by the staff member providing the medication plus a witness.</p>	
Medication is stored:	Locked room by main Office Staff room fridge
A record of the administration of medication is located:	Locked room by main Office Staff room fridge
<p><i>Pupils who administer and/or manage their own medication in an academy are authorised to do so by David Baker and provided with a suitable private location to administer medication/store medication and equipment. This medication is stored instore room by main office.</i></p>	
<p><i>Staff are trained to administer complex medication by the school nursing service when required.</i></p>	
<p><i>Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are:</i></p>	
<p><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 Locked store room by the main office</i></p>	
<p><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></p>	
<p><i>Further information can be found in the Medication Policy / Supporting Students with Medical Conditions Policy.</i></p>	

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

<p>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.</p>	
Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for academy staff:	David Baker
Name of person responsible for the checking and maintenance of personal protective equipment provided for staff:	David Baker
<p>PPE provided for use in curriculum lessons is not "personal" as it is provided by pupils in classroom situations.</p>	
Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for pupils:	David Baker
<p>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.</p>	
Name(s) of person responsible for cleaning and checking PPE:	David Baker
Confirmation of any recorded checks to be provided:	In writing

25. Radiation (where applicable)

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

26. 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.	
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:	David Baker
Our arrangements for carrying out, recording, communicating and reviewing risk assessments are: Compile risk assessments Save to the staff shared drive Notify staff via email of new/revised risk assessments Remind during staff briefings as required Review annually or following accident/incident/change in procedure Save risk assessments to an archived file on the system, do not over write	
The location in which the academy keeps risk assessments is:	
Health and Safety Folder on the Staff shared area and office Share	
The process for developing new risk assessments is hazard identified, draft completed, staff consulted and risk assessment approved.	
Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments.	
When an accident or incident occurs a post risk assessment takes place when a new hazard has been identified and / or additional controls are required.	
Risk assessments are created or reviewed when something new is introduced or a change has occurred.	
Further information is located in the Risk Assessment Policy.	
Risk assessments are in place for the following areas:	

<p><i>(examples, not an exhaustive list)</i></p> <p><i>Premises and grounds</i></p> <p><i>Curriculum / classrooms</i></p> <p><i>Hazardous activities or events</i></p> <p><i>Lettings or contract work which may affect staff or pupils in the Academy</i></p> <p><i>Fire Risk Assessment</i></p> <p><i>Hazardous Substances</i></p> <p><i>Work Equipment</i></p> <p><i>Manual handling activities</i></p> <p><i>Risks related to individuals e.g. health issues (personal or work related, for staff and pupils)</i></p>
<p><i>Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments.</i></p>
<p><i>When an accident or incident occurs a post risk assessment takes place when a new hazard has been identified and / or additional controls are required.</i></p>
<p><i>Risk assessments are created or reviewed when something new is introduced or a change has occurred.</i></p>
<p><i>Further information is located in the Risk Assessment Policy.</i></p>

27. Shared use of Premises/Shared Workplace

<p><i>The academy premises are shared with another organisation (e.g. contract caterer/public leisure centre, childcare, school).</i></p>	<p><i>Workplace Cleaning Company</i></p> <p><i>Dolce Catering</i></p>
<p><i>Our arrangements for managing health and safety, including the communication of safety and risk management information, in a shared workplace are:</i></p>	
<p><i>Information shared with those on the same premises is:</i></p>	
<p><i>Fire evacuation procedure, fire risk assessment, asbestos management arrangements</i></p>	

28. Stress and Staff Wellbeing

<p><i>Academy mental health first aid trained staff are:</i></p>	<p><i>David Baker Hannah Millard</i></p>
<p><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></p>	
<p><i>Solutions to stress hazards and suggestions on how to minimise stress are identified, discussed and communicated.</i></p>	
<p><i>All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work by attending solution circles</i></p>	
<p><i>All staff have the opportunity to discuss mental health and wellbeing concerns confidentially.</i></p>	
<p><i>Individual stress risk assessments take place when a member of staff requires additional individual support. Staff can discuss individual risk assessments with.....</i></p>	
<p><i>A team stress risk assessment has been completed involving all staff and this is reviewed regularly.</i></p>	

<i>Date completed / reviewed.</i>
<i>Arrangements are in place to support pupil mental health and wellbeing. Detail surrounding these arrangements can be found (location)</i>
<i>Staff can access support for pupils by contacting Hannah Millard who will signpost the staff to the staff shared area where links have been provided</i>
<i>Resources to support pupil mental health and wellbeing can be found in the safeguarding and wellbeing section on staff share</i>
<i>The Mental Health and Wellbeing Policy contains further information.</i>

29. Swimming Pool Operating Procedures (where applicable – this includes ‘temporary / pop up’ pools) n/a

<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. Appropriate risk assessments must be in place for activities, supervision and safeguarding.</i>
<i>Contractors providing swimming provision / temporary pools are vetted by:</i>
<i>Name and procedure for vetting:</i>
<i>Swimming which takes place off site shall be managed in accordance with Educational Visits arrangements.</i>

30. Training and Development

<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: Staff Induction and through staff training and ongoing CDP</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 Office Share- training records</i>	
<i>Staff receive refresher H&S training:</i>	<i>Annually as part of a timetable of training. This can either be via the National College, Entrust of the SUAT training.</i>
<i>Staff can request training by:</i>	<i>Contacting David Baker</i>

31. Vehicles owned or operated by the academy (where applicable) and vehicle movement on site:

<i>The academy operates (no. of xx) minibuses/coaches/cars/other vehicles (e.g. quad</i>	<i>N/A</i>
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<i>bikes/ride on mowers).</i>	
<i>Name of person who manages the driver medical examinations and qualifications:</i>	
<i>Name of person who manages the vehicle license requirements:</i>	
<i>Name of person(s) who undertakes vehicle checks such as oil, water and routine roadworthiness:</i>	
<i>Frequency of checks:</i>	
<i>Name of person who arranges servicing and maintenance of the academy vehicles:</i>	
<i>Frequency of servicing and maintenance:</i>	
<i>Person who arranges insurance:</i>	
<i>Person who arranges vehicle tax:</i>	
<i>Our arrangements for the safe use of academy vehicles are:</i>	
<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> <p>Only staff are allowed to park on the staff car park unless permission has been granted by the headteacher. The gate to which will be locked between 8.40am and 3.30pm</p> <p>No Vehicles are allowed on site between 8.40am and 3.30pm.</p> <p>Deliveries are to park on the road now access to the staff car park is allowed only by Headteacher's Permission.</p> <p>Visitors are to park on the road at the front of the school.</p> <p><i>Refer to the Vehicles Policy for further information.</i></p>	

32. Violence and Aggression

<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 verbal and physical violence to:</i>	<i>David Baker</i>
<i>Incidents of verbal and physical violence are investigated by:</i>	<i>David Baker</i>
<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>	

33. Water System Safety

<i>Name of contractors who have undertaken a risk assessment of the water system and date the risk assessment was last completed:</i>	<i>Name HSL</i>
	<i>Date</i>
<i>Actions resulting from the risk assessment must be completed within the designated timescales:</i>	<i>D1: immediate</i> <i>C1: 6 months</i> <i>C2: 2 years</i>
<i>Name of contractors who carry out regular testing of the water system:</i>	<i>HSL</i>

<i>Location of the water system safety manual/testing log:</i>	<i>Office Cupboard</i>
<i>Person who reviews the water system safety log and contractor reports:</i>	<i>Joe Dudley</i>
<i>Person who undertakes water hygiene regimes in the academy:</i>	<i>Joe Dudley</i>
<i>Our arrangements to ensure contractors have information about water systems are:</i> Hazard exchange Induction to the water safety manual Site induction	
<i>Our arrangements to ensure all academy staff carrying out checks or testing or maintenance have information about the water system:</i> Induction to the water safety manual Site induction Water hygiene training	
<i>Refer to the Water System Safety Policy for further information.</i>	

34. Working at Height

<i>Date of the most recent working at height risk assessment:</i>	<i>09.09.24</i>
<i>Work at height is avoided where possible.</i>	
<i>Our arrangements for managing work at height are (include planning and risk assessment etc.):</i> All staff should avoid working at heights were ever possible. Step ladders and a foot stool is available if required and should be visually inspected before use. Refer to the Working at Height Policy for further information.	
<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 Office Share and last inspected on May 25.</i>	
<i>Name of person(s) responsible for inspecting and recording inspections:</i>	<i>Joe Dudley</i>

35. Work Experience

<i>Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are:</i>	
<i>The name of the person responsible for the health and safety of people on work experience in the academy premises:</i>	<i>Helen Bellamy</i>
<i>Our arrangements for managing the health and safety of work experience students in the academy are: All students will receive a H&S induction carried out by the HT prior to the start of any placement.</i>	

36. Volunteers

<i>Volunteers are considered as a member of staff and all health and safety arrangements</i>
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including induction and training must apply. Arrangements for the induction of volunteers are: Arrangements for the induction of volunteers are:
All Volunteers have a H&S induction which must be completed and signed prior to commencing any voluntary work within the school.