

<b>Staffordshire University Academies Trust</b>		<b>Trust Policy Document</b>			
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## **Health and Safety & Wellbeing Policy**

**This is a generic policy which pertains to all of the academies in Staffordshire University Academies Trust.**

### **1. Success Indicators**

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

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

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

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

### **2. Overview**

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

### **Roles and Responsibilities within each academy**

The **Local Academy Council** will:

- Give strategic guidance
- Monitor and review health and safety issues
- Ensure adequate resources for health and safety are available
- Take steps to ensure plant, equipment and systems of work are safe

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- Ensure that the Academy provides adequate training, information, instruction, induction and supervision to enable everyone in the Academy to be safe
- Maintain the premises in a condition that is safe and without significant risk
- Provide a working environment that is safe and healthy
- Provide adequate welfare facilities for staff and pupils
- In their critical friend role, maintain an interest in all the health and safety matters
- Review and monitor the effectiveness of this policy

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

- Promote a positive, open health and safety culture in their Academy
- Report to LAC members on key health and safety issues
- Seek advice from other organisations or professionals, such as the Health and Safety Executive, safety advisers etc. as and when necessary
- Ensure that all staff co-operate with the policy
- Devise and implement safety procedures
- Ensure that risk assessments are reviewed on an annual basis
- Ensure relevant staff have access to appropriate training
- Meet with the Facilities Manager (or their equivalent) regularly to ensure that any building/grounds issues are dealt with in a timely manner

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

- Ensure risk assessments are accurate, suitable and reviewed annually
- Deal with any hazardous practices, equipment or building issues and report to the Principal/Head Teacher if they remain unresolved
- Provide a good example, guidance and support to staff on health and safety issues
- Carry out a health and safety induction for all staff and keep records of that induction
- Keep up to date with new developments in Health and Safety issues for their Academy
- Carry out investigations into accidents and produce reports / statements for any civil or criminal action which may arise
- Ensure any contractors on site are competent in health and safety matters
- Complete an annual health and safety report for the Local Academy Council, during the summer term, in conjunction with the Premises Manager

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

- Ensure that any work that has health and safety implications is prioritised
- 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

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

#### All Academy Staff will:

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

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

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

#### Employer responsibilities

The Trust is the direct employer of all of its staff and accordingly ensures that there is a Health and Safety Policy in place to comply with the Health and Safety at Work Act 1974.

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

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

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- Visit where necessary to give advice on all aspects of new and existing health and safety policies and procedures
- Advise on and facilitate (when necessary) staff safety training
- Draft and/or advise on procedures and guidance for health and safety
- Interpret and advise on new legislation impacting on the working environment
- Attend meetings to advise on occupational safety issues

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

### **Church Eaton Primary School**

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 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.

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>Tim Edwards</i>	<i>Simon Shaw</i>
<b>Chair of Local Academy Council Tim Edwards</b>	<b>Head Teacher Simon Shaw</b>
<i>September 2022</i>	<i>September 2022</i>

### C. 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>	<b>John Burdett</b> Staffordshire Health and Safety Team
<i>The contact details are:</i>	<b>07773 791520 (JB)</b>
<i>In an emergency we contact:</i>	<i>Hope Kirkham</i>

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## Monitoring Health and Safety

<i>Name of person(s) responsible for the overall monitoring of health and safety in the Academy:</i>	Simon Shaw
<i>Our arrangements for the monitoring of health and safety are (include here how performance is measured, reported upon when these are reported and how e.g. annual report to Local Academy Council):</i>	
<ul style="list-style-type: none"> <li>• 1 Annual health and safety checklist</li> <li>• 2 Annual self-audit</li> <li>• 3 Annual LAC report</li> <li>• 4 Annual risk assessment review</li> <li>• 5 SUAT annual audit</li> <li>• 6 SCC audit</li> </ul>	
<i>The Academy carries out formal evaluations and audits on the management of health and safety (frequency):</i>	
<ul style="list-style-type: none"> <li>• 1 Annual health and safety checklist</li> <li>• 2 Annual self-audit</li> <li>• 3 Annual LAC report</li> <li>• 4 Annual risk assessment review</li> <li>• 5 SUAT annual audit</li> <li>•</li> </ul>	
<i>The last audit took place:</i>	Date: February 2019 By: John Berdett
<i>Name of person responsible for monitoring the implementation of health and safety policies:</i>	Simon Shaw
<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>
Water hygiene	S Harris and IWS
Ladder logs	S Harris/ S Shaw
PE equipment	PE staff and external contractor
Kitchen equipment	Kitchen contractor
Premises inspection	S Harris/ S Shaw
Asbestos	Site team / SCC AMT
Fire alarm	S Harris/ Lantern
Intruder alarm	S Harris/ Chubb
Boiler and gas systems	External contractor
Emergency lighting	S Harris/ Lantern
PAT testing	S Harris
Fixed electrical testing	External contractor

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Gas line	NA
Outdoor play equipment	S Shaw/ S Harris/ external contractor
Fire extinguisher	S Harris/ Chubb
DSE	S Shaw
Classrooms and furniture	S Harris/ all staff
Water Hygiene	S Harris/ Hertrel

### Detailed Health and Safety Arrangements

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

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

<i>Our arrangements for recording and investigating:</i>
<i>Pupil accidents:</i> 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
<i>Staff accidents:</i> record in BI510, report on my health and safety, investigate if required and in accordance with policy and guidance
<i>Visitor accidents:</i> record in accident book, report on my health and safety, investigate if required and in accordance with policy and guidance
<i>The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is:</i> Staffordshire County Council through my health and safety system (reported by first aid team through my health and safety)
<i>Our arrangements for reporting to the Local Academy Council are:</i> Termly reporting, accident trends and analysis through the Headteacher's Report
<i>Our arrangements for reviewing accidents and identifying trends are:</i> Termly reporting, accident trends and analysis through the Headteacher's Report

#### 2. Asbestos

<i>Name of Premises Manager responsible for Managing Asbestos:</i>	<b>Simon Shaw</b>
<i>Location of the Asbestos Management Log or Record System:</i>	<b>Main office</b>

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*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.*

*Staff must be aware of the procedure for gaining approval for works of this nature, which is to inform the Headteacher Simon Shaw*

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

**Induction**

**Training as relevant**

**Asbestos plans and awareness**

**Staff briefings**

**Displaying asbestos floor plans**

*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.**

*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**

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

**Simon Shaw**

**Sharon Harris**

**Helen Bellamy**

*Staff must report damage to asbestos materials to:*

**Simon Shaw**

### 3. Communication

*Name of SLT member who is responsible for*

**Simon Shaw**



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<i>communicating with staff on health and safety matters:</i>	
<i>Our arrangements for inducting staff to health and safety within the academy are:</i>	
<ul style="list-style-type: none"> <li>Induction upon appointment using the SUAT H&amp;S induction form</li> <li>Signatures provided on the induction form</li> <li>Familiarisation with H&amp;S documents and practice</li> <li>Fire evacuation / Emergency evacuation practice</li> <li>Key stage inductions</li> <li>Communication of risk assessments</li> </ul>	
<i>Our arrangements for communicating about health and safety matters with all staff are:</i>	
<ul style="list-style-type: none"> <li>Induction upon appointment using the SUAT H&amp;S induction form</li> <li>Signatures provided on the induction form</li> <li>Familiarisation with H&amp;S documents and practice</li> <li>Fire evacuation / Emergency evacuation practice</li> <li>Key stage inductions</li> <li>Communication of risk assessments</li> </ul>	
<i>Staff can make suggestions for health and safety improvements by:</i>	
<ul style="list-style-type: none"> <li>Staff meetings</li> <li>Staff briefings</li> <li>Induction</li> <li>Line management meetings</li> <li>Email</li> <li>Training</li> </ul>	
<i>Staff can share risk management information by:</i>	
<ul style="list-style-type: none"> <li>Staff meetings</li> <li>Defect reporting</li> <li>Email</li> <li>Verbally – open door policy</li> </ul>	
<i>Staff can communicate areas for concern in the context of health and safety by:</i>	
<ul style="list-style-type: none"> <li>Staff meetings</li> <li>Defect reporting</li> <li>Risk assessment</li> <li>Health and Safety Folder on the Staff Shared Area</li> </ul>	

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

<i>Name of person coordinating any construction work / acting as the client for any construction project:</i>	Simon Shaw
<i>Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are:</i>	

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*Hazard exchange*

*Induction*

*Asbestos management*

*Email*

*Property services consultation*

*Landlord permission*

*Acquiring risk assessments/method statements from the contractor*

*(Duty holders will be identified and named as part of any construction project).*

*Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are:*

*Hazard exchange*

*Induction*

*Asbestos management*

*Intrusive works form*

*Hot works permits*

*Undertaken prior to work commencement.*

*Our arrangements for the induction of contractors are:*

*Hazard exchange*

*Induction*

*Asbestos management*

*Intrusive works form*

*Hot works permits*

*Undertaken prior to work commencement.*

*Staff should report concerns about contractors to:*

*Simon Shaw Headteacher*

*Helen Bellamy Office Services Manager*

*We will review any construction activities on the site by:*

*Review hazard exchange forms*

*Amend forms as required*

*Monitor and manager contractors*

*Property services support*

*Pre-planning meetings*

*Site inspections*

*Review risk assessments and method statements*

*Our arrangements for obtaining contractor risk management documents are:*

*Request by email*

*Risk assessments and method statements*

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*Hazard exchange documentation  
Property services consultation*

*Staff will be informed about construction projects by:  
Simon Shaw Headteacher*

## 5. Consultation

<i>Name of SLT member who is responsible for consulting with staff on health and safety matters:</i>	<i>Simon Shaw Headteacher</i>
<i>The name of the Trade Union Health and Safety Representative is:</i>	<i>NA</i>
<i>Our arrangements for consulting with staff on health and safety matters are: Staff briefings Staff meetings Emails</i>	
<i>Staff can raise issues of concern by: Staff briefings Staff meetings Emails Defect book Report to the main office</i>	

## 6. Contractor Management

<i>Name of person responsible for managing and monitoring contractor activity:</i>	<i>Simon Shaw Headteacher</i>
<i>Our arrangements for selecting competent contractors are (this should include verification of DBS data): Entrust Property Services Framework Confirmation of contractor competency in writing</i>	
<i>Our arrangements for the exchange of health and safety information / risk assessments / safe working arrangements / monitoring are: Hazard exchange Asbestos management Risk assessment On site monitoring review Contractor risk assessments and method statements Intrusive works form Verbal and written communication</i>	
<i>Our arrangements for the induction of contractors are:</i>	

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Hazard exchange Asbestos management Induction
<i>Staff should report concerns about contractors to: Simon Shaw</i>
<i>Our arrangements for notifying staff of contractor activity on site are: Staff briefings Staff meetings Emails Notice Board Walkie Talkie</i>
<i>Refer to the Managing Contractors Policy for further detail.</i>

## 7. Curriculum Areas – health and safety

<i>Name of person who has overall responsibility for the curriculum areas as follows: e.g. Science D&amp;T PE Art Catering Drama Forest School</i>	<i>Head of Dept. or Curriculum Lead Name S Shaw – Curriculum lead N Langan– EYFS D Anderson – ICT S Shaw – PE H Barrow– Art and D&amp;T N Langan - Science</i>
<i>Risk assessments for these curriculum areas are the responsibility of:</i>	<i>Name(s) S Shaw – Curriculum lead N Langan– EYFS, Music, Art and MFL D Anderson – Computing, Science and D&amp;T S Shaw – PE, H Barrow – Maths, PSHE and RE L Hands – English, Geography and History</i>
<i>These risk assessments are located:</i>	Staff Shared area

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

<i>The Academy assesses the risk of the use of computers/laptops by carrying out a DSE assessment for staff using this type of equipment continuously and regularly for over an hour.</i>	
<i>Our arrangements for carrying out DSE assessments are: DSE tests are undertaken biannually</i>	
<i>Name of person who has responsibility for</i>	Simon Shaw

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<i>carrying out Display Screen Equipment Assessments:</i>	
<i>DSE assessments are recorded and any control measures required to reduce risk are managed by:</i>	Simon Shaw

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

<i>Name of person who has overall responsibility for EYFS:</i>	Nina Langan
<i>Records of EYFS risk management (e.g. risk assessments and checklists) are located:</i>	Class 1/ Headteachers office
<i>Our arrangements for the safe management of EYFS (classroom and activities) are:</i>	
Supervision ratios Risk assessments Daily checklists	

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

<i>Name of person who has overall responsibility for Educational Visits:</i>	Simon Shaw
<i>The Educational Visits Coordinator is:</i>	Helen Bellamy
<i>Our arrangements for the safe management of educational visits are:</i>	
Pre visits (as required) Route planning Risk assessments for transport, venue/activities, individual pupils, emergency procedures, fire evacuation, supervision planning Consent from parents Risk management of individual pupil needs	
<i>Visit risk management information is communicated to visit attendees by:</i>	
Visit co-ordinator Parents letter Evolve	
<i>Refer to the Educational Visits Policy for more detail regarding managing the risks for educational visits.</i>	

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

<i>Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:</i>	Helen Bellamy
<i>Fixed electrical wiring test records are located:</i>	Maintenance Folder located in HT office Property Portal

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<i>All staff visually inspect electrical equipment before use: Personal electrical items are visually inspected by the HT prior to use. It is suggested that PAT tested is undertaken prior to 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 Simon Shaw and a valid and verified PAT test (within the last 12 months).</i>	
<i>Name of person responsible for arranging the testing of portable electrical equipment (PAT):</i>	Helen Bellamy
<i>Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:</i>	Helen Bellamy
<i>The academy's PAT testing will be undertaken to a frequency of: (e.g. annually)</i>	Annually
<i>Portable electrical equipment (PAT) testing records are located:</i>	Headteachers office
<i>Staff must take defective electrical equipment out of use and report to:</i>	Simon Shaw/ Helen Bellamy
<i>The portable electrical equipment on the Academy site owned and used by contractors is the responsibility of the contractor, who must provide records of this if requested.</i>	
<i>Refer to the Electrical Safety Policy for further details.</i>	

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

<i>Name of competent person responsible for undertaking &amp; reviewing fire risk assessment in addition to any associated action planning, such as the fire evacuation procedure:</i>	Simon Shaw
<i>NB. The fire risk assessment must be undertaken on an annual basis as a minimum, and upon changes to the building, fire safety practices and staffing.</i>	
<i>The Fire Risk Assessment is located:</i>	Headteacher's office/ staff shared area
<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>	Please detail procedure Helen Bellamy
<i>Name of person responsible for arranging and recording of fire drills:</i>	Simon Shaw
<i>Name of person responsible for creating and reviewing Fire Evacuation arrangements:</i>	Simon Shaw
<i>Our Fire Evacuation Arrangements are</i>	On the staff shared drive

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<i>published:</i>	<i>Internal rooms – classrooms, offices, staff room</i>
<i>Our Fire Marshals are listed:</i>	<i>Location Next to each call point</i>
<i>Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at:</i>	<i>Location Headteachers office/Staff shared area</i>
<i>Name of person responsible for training staff in fire procedures:</i>	<i>Simon Shaw</i>
<i>Name of the person trained in fire risk assessment:</i>	<i>Simon Shaw</i>
<i>Procedure for communicating fire safety and evacuation arrangements to visitors: Main office staff communicate this information upon visitor signing in</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. 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>Simon Shaw</i>
<i>The First Aid Assessment is located:</i>	<i>Staff Shared Area Health and Safety Folder HT office</i>
<i>First Aiders are listed:</i>	<i>Location Medical cupboard</i>
<i>Name of person responsible for arranging and monitoring First Aid Training:</i>	<i>Simon Shaw</i>
<i>Location of First Aid Boxes (including travel):</i>	<i>Main first aid room in Library / First Aid station / Class 1 Travel first aid kits in the Library</i>
<i>Name of person responsible for checking &amp; restocking first aid boxes:</i>	<i>Bridie Cooper</i>
<i>In an emergency staff are aware of how to summon an ambulance, through following the below procedure: Call 999 from main office Call for emergency service Give location Give Phone Number Outline issue Remain on Phone</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):</i>	

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<i>Pupils</i>	<i>Designated member of staff contacts parents/carers Designated member of staff accompanies the pupil to hospital until parents/carers arrive</i>
<i>Staff</i>	<i>Designated member of staff contacts the emergency contact Designated member of staff accompanies the injured/ill member of staff until emergency contact arrives (if needed)</i>
<i>Visitors</i>	<i>Designated member of staff contacts the emergency contact Visitor is accompanied to the hospital if required</i>
<i>Our arrangements for recording the use of First Aid are:</i>	
<i>Pupils – Bump note book in the Medical cupboard located in the Library, call home as required, My H&amp;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&amp;S.</i>	
<i>Our arrangements for monitoring and reporting on first aid and accidents are:</i>	
<i>Pupils – Bump note book in the Medical cupboard located in the Library, call home as required, My H&amp;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&amp;S.</i>	
<i>Our arrangements for identifying trends are:</i>	
<i>Termly accident trend analysis reported to LAC</i>	

#### 14. Forest School

<i>Name of person in the Academy who leads on Forest School activity:</i>	Simon Shaw
<i>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</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>



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<i>A glass and glazing assessment took place in (year) and the record can be found in the Headteacher's office</i>	<i>Monthly inspection Visually inspected on a daily basis. Premise Maintain folder in the HT office</i>
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#### 16. Hazardous Substances (COSHH)

<i>Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)</i>	<i>Simon Shaw</i>
<i>Hazardous substance risk management documentation is located:</i>	<i>Headteachers office/ Staff shared area</i>
<p><i>Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control, communication of hazardous substance assessments etc.) are:</i></p> <p><i>Develop and review of the substance register</i>  <i>Purchase approved substances in accordance with the substance register</i>  <i>Material safety data sheet is obtained</i>  <i>COSHH assessment is undertaken prior to product use</i>  <i>MSDS and COSHH are shared with relevant staff</i>  <i>Products are used and stored in line with the MSDS and COSHH</i>  <i>Staff use only approved products</i></p> <p><i>Further information can be found in the Hazardous Substances Policy.</i></p>	

#### 17. Health and Safety Law Poster

<i>The Health and Safety at Work poster is located:</i>	<i>Staff Room Kitchen Hall</i>
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#### 18. Housekeeping, cleaning & waste disposal

<i>All staff and pupils share the responsibility for keeping the Academy site clean, tidy and free from hazards.</i>	
<p><i>Our waste management arrangements are:</i></p> <p><i>General waste – outside bins, general waste bins in offices, classrooms, staffroom</i>  <i>Personal Hygiene Waste - Flip top bins in Class rooms</i>  <i>Recycling – blue bins in the compound, paper baskets in classrooms and offices</i>  <i>Hazardous waste – Yellow Hazard Bucket PHS</i>  <i>Sanitary waste – sanitary bins in toilets</i>  <i>Covid Related items – double bagged and store in outhouse located at front of school for 72 hours before been disposed of in general recycling bins.</i></p>	
<p><i>Our site housekeeping arrangements are:</i></p> <p><i>Paper baskets in each room, emptied weekly by the site team</i>  <i>Flip top bins emptied daily by Cleaning staff</i></p>	

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<i>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>	
<i>Site cleaning is provided by: In house cleaners OR External cleaning company</i>	<i>Name and contact details Hi Spec – external cleaning company</i>
<i>Cleaning staff have received appropriate information, instruction and training about the following and are competent:</i>	
<i>Work equipment</i>	
<i>Hazardous substances</i>	
<i>Waste (skips and bins are located away from the academy building)</i>	
<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 must be aware of the arrangements for disposing of waste and the location of waste bins and skips</i>	
<i>Staff in all depts. / work areas who generate waste (e.g. catering/cleaning/curriculum areas) must be aware of the risk assessments and control measures in place for their role. The risk management processes are as follows for each department / work area:</i>	
<b><i>Department/work area</i></b>	<b><i>Procedure</i></b>
<i>General waste</i>	<i>Into general waste bins – do not contaminate recycling</i>
<i>Recycling</i>	<i>Into recycling containers in classrooms and offices</i>
<i>Food waste</i>	<i>Into general waste bins – do not contaminate recycling</i>

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Sanitary waste	<i>Dispose of sanitary waste in the boxes provided in toilets</i>
Hazardous waste	<i>Dispose of hazardous waste in yellow bins</i>

## 19. Infection Control

<i>Name of person responsible for managing infection control:</i>	Simon Shaw
<p><i>Our infection control arrangements (including communicable diseases/hand hygiene standards) are:</i></p> <ul style="list-style-type: none"> <li><i>Anti-bacterial soap</i></li> <li><i>Hand gels (Outside main office Visitors signing in desk Individual classrooms and Teaching areas)</i></li> <li><i>Teaching pupils about correct hygiene</i></li> <li><i>Sinks in classrooms</i></li> <li><i>Washing hands before eating</i></li> <li><i>Adherence to infection control policy and risk assessment</i></li> <li><i>Requests for deep cleans as required</i></li> <li><i>Cleaning of touch points</i></li> <li><i>Reporting to appropriate authorities for increased absences</i></li> <li><i>Notifying staff about outbreaks</i></li> </ul>	
<p><i>Infection control standards and the effectiveness of risk management procedures will be monitored by:</i></p> <p>Simon Shaw</p>	
<p><i>We communicate infection control arrangements by:</i></p> <ul style="list-style-type: none"> <li><i>Email</i></li> <li><i>Training</i></li> <li><i>Documentation on the staff shared drive</i></li> <li><i>Staff meetings</i></li> <li><i>Staff briefings</i></li> </ul>	
<p><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></p> <p><i>Further information can be found in the Infection Control Policy and Risk Assessment.</i></p>	

## 20. Lettings

<i>Name of Premises Manager or member of Leadership team responsible for Lettings:</i>	Simon Shaw
<p><i>Our arrangements for managing Lettings of the Academy rooms or external premises are:</i></p> <p><i>All requests for lettings must be written</i></p>	

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*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 and recorded in the LAC minutes.*

*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:*

*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 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).*

*Lone working arrangements are communicated by:*

*Email  
Phone call  
Verbal communication*

*We monitor lone working arrangements by:*

*Review of risk assessments, policies, practice and accident/incident reporting and analysis*

*Lone workers are required to report any health information which may impact safety arrangements for lone working to the Headteacher Simon Shaw*

*[Refer to the Lone Working Policy for further details.](#)*

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

<p><i>NOTE Types of equipment to consider in this section: Ladders and steps, fume cupboards, other extraction systems, PE equipment, D&amp;T machines, lifts &amp; lifting equipment, pressure cookers, autoclaves, fire alarm and smoke detection, emergency lighting, fire extinguishers, sprinkler systems, automatic doors, automatic barriers, roller shutters, air conditioning. This section <b>must include</b> the arrangements for academy kitchens, science laboratories, design and technology rooms.</i></p>	
Name of person responsible for the selection, maintenance / inspection and testing of equipment:	Simon Shaw /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:	Name Simon Shaw /Helen Bellamy
<p><i>The equipment on the academy site owned and used by contractors is the responsibility of the contractor, who must provide records of testing , inspection and maintenance if requested:</i></p>	
<b>Type of equipment</b>	<b>Maintenance Regime Details</b>
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

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	<i>contractor</i>
<i>Early years resources</i>	<i>Daily check and record by internal staff in EY</i>

### 23. Manual Handling

<i>Name of competent person responsible for carrying out manual handling risk assessments</i>	<i>Simon Shaw</i>
<i>Our arrangements for managing manual handling activities are: Further information can be found in the Manual Handling Policy.</i>	
<i>Staff must be aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided. Our arrangements for communicating this requirement to staff are:</i>	
<i>Staff who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task.</i>	
<i>Staff are trained appropriately to carry out manual handling activities. Formally trained staff are:</i> <i>Names</i> Simon Shaw Sharon Harris Nina Langan Hannah Barrow Daniel Anderson Laura Hands Claire Pope Sue Massie Christine Brown	
<i>Where people handling takes place an Individual Manual Handling Plan must be in place and communicated to all parties (including where appropriate the young person/their parents/carers/support staff).</i>	
<i>Restrictive physical intervention training is arranged by:</i> <i>Simon Shaw</i> <i>Restrictive physical intervention risk management information is in line with the SUAT policy</i> <i>This information is located on the SUAT Website and in the Health and Safety Folder in the Headteacher's office</i>	

### 24. Medication

<i>Name of person(s) responsible for the management of and administration of medication to pupils in the academy:</i>	<i>Simon Shaw</i>
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<p><i>Our arrangements for the administration of medicines to pupils are:</i>  <i>Communication of manual handling risk assessments and manual handling policies</i>  <i>Review of risk assessments and policies</i>  <i>Purchase and maintenance of manual handling aids</i>  <i>Individual risk assessments as required</i>  <i>Monitoring of accident and incidents, subsequent investigations and absence analysis</i>  <i>Awareness of MSDs</i>  <i>Access to HSE guidance</i>  <i>Annual Training National College</i></p>	
<p><i>The names members of staff who are authorised to give / support pupils with medication are:</i></p>	<p>Helen Bellamy Simon Shaw</p>
<p><i>Medication is stored:</i></p>	<p>Reception Store Cupboard</p>
<p><i>A record of the administration of medication is located:</i></p>	<p>Reception Store Cupboard</p>
<p><i>Pupils who administer and/or manage their own medication in an academy are authorised to do so by (name/job role) and provided with a suitable private location to administer medication/store medication and equipment. Medication is stored in (location). By Simon Shaw Headteacher and provided with a suitable private location to administer medication/store medication and equipment. Medication is stored in Reception Store Cupboard</i></p>	
<p><i>Staff are trained to administer complex medication by the school nursing service when required. Trained staff are:</i></p> <p>As required</p>	
<p><i>Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are:</i>  <i>Staff are trained to administer in emergency situation</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:</i>  <i>Location 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.</i></p>	

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

*PPE is provided free of charge where a risk assessment identifies this is needed to control a risk and the risk cannot be controlled by another means.*

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<i>Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for academy staff.</i>	Simon Shaw
<i>Name of person responsible for the checking and maintenance of personal protective equipment provided for staff</i>	Simon Shaw
<i>PPE provided for use in curriculum lessons is not "personal" as it is provided by pupils in classroom situations.</i>	
<i>Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for pupils.</i>	Simon Shaw
<i>All PPE provided for use in a classroom environment is kept clean, free from defects and replaced as necessary.</i>	
<i>Name(s) of person responsible for cleaning and checking PPE.</i>	Simon Shaw
<i>Confirmation of any recorded checks to be provided:</i>	In Writing

## 26. Radiation (where applicable)

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

## 27. Reporting Hazards or Defects

<i>All staff and pupils must report any hazards, defects or dangerous situations they see at the Academy.</i>
<i>Our arrangements for the reporting of hazards and defects: For hazards and defects which require immediate attention, report directly to Simon Shaw / Helen Bellemy. Other hazards and defects, report via email to <a href="mailto:@suatrust.co.uk">@suatrust.co.uk</a> / utilise the email ticketing system.</i>

## 28. 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: Premises and grounds Curriculum activities and lessons Classrooms</i>



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*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*

*First aid needs*

*Infection control*

*Lone working*

*Working at height*

*Office and Reprographics*

*Lunch time arrangements*

*Educational visits*

*Control of contractors*

*Road safety*

*Use of skip*

*Security*

*Stress*

*Working from Home*

*COVID 19*

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

*Simon Shaw*

*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:*

*Risk Assessment folder in the HT office*

*Health and Safety Folder on the Staff shared area*

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

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

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

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*has occurred.*

*Further information is located in the Risk Assessment Policy.*

### 29. Smoking

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

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

<i>Name of Premises Manager or member of Leadership team responsible for Premises Management:</i>	Simon Shaw
<i>The academy premises are shared with another organisation (e.g. contract caterer/public leisure centre).</i>	Lettings Chartwells Catering Contractor Hispec Cleaning Contractor
<i>Our arrangements for managing health and safety, including the communication of safety and risk management information, in a shared workplace are: Communication of procedures and risk management information via email and verbally to ensure a safe working environment. Staff Meetings via office Teams Request of contractor and letting safety information.</i>	

### 31. Stress and Staff Wellbeing

<i>Name of person who has overall responsibility for the health and wellbeing of Academy staff:</i>	Simon Shaw
<i>Name of the person who leads on Academy Mental Health and Wellbeing:</i>	Simon Shaw
<i>Academy mental health first aid trained staff are:</i>	Simon Shaw / Nina Langan
<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: Implement Mental Health Training and arrangements implemented by school</i>	
<i>Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated.</i>	
<i>All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work.</i>	
<i>All staff have the opportunity to discuss mental health and wellbeing concerns confidentially.</i>	
<i>Individual stress risk assessments take place when a member of staff requires additional individual support. Staff can discuss individual risk assessments with.....</i>	
<i>A team stress risk assessment has been completed involving all staff and this is reviewed</i>	

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*regularly.*

*Date completed / reviewed. February 2022*

*Arrangements are in place to support pupil mental health and wellbeing. Detail surrounding these arrangements can be found (location)*

*School Web Site  
Staff shared area*

*Internet*

*PSHE Association web site*

*Staff can access support for pupils by:*

*Contacting Tracey Ward with a written request for support from Amy Hatfield*

*Resources to support pupil mental health and wellbeing can be found (location):*

*SUAT Web site*

*Staff Shared Area*

*PSHE Association web site*

*Internet*

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

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

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

NA

*Our arrangements for carrying out suitable swimming pool management (including minimum supervision standards, how to summon assistance in emergency, what to do if problem identified with pool water quality, supervision in changing areas, max numbers of swimmers, conditions of hire to outside organisations, first aid provision, training plant operators):*

*Staff operating the swimming pool have received appropriate training and information.*

*Emergency procedures are in place for the use of the swimming pool and all staff who supervise swimming activities are trained appropriately in these procedures.*

*The health and safety considerations within curriculum swimming must be planned, supervised and managed by staff who include in their lesson planning.*

### 33. Training and Development

*Name of person who has overall responsibility for the training and development of staff:*

Simon Shaw

*All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.*

*Our arrangements for carrying out suitable and sufficient health and safety training for all staff are:*

*Staff Induction and through staff training and CDP*

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<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). Annually</i>	
<i>Training records are retained and are located (state location) Headteacher's office</i>	
<i>Training and competency is monitored and measured by:</i>	<b>Simon Shaw</b>

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

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

### 35. Vehicle movement on site

<i>Name of Premises Manager or other staff member responsible for the management of vehicles on site:</i>	<b>Simon Shaw</b>
<i>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.):</i> <i>Only staff are allowed to park on the staff car park the gate to which will be locked between 8.30am and 3.30pm</i> <i>No Vehicles are allowed on site between 8.30am and 3.30pm.</i> <i>Deliveries are to park on the road now access to the staff car park is allowed only by Headteacher's Permission.</i> <i>Visitors are to park on the road at the front of the school.</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>
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<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 &amp; physical violence to:</i>	<i>Simon Shaw</i>
<i>Incidents of verbal &amp; physical violence are investigated by:</i>	<i>Simon Shaw</i>
<i>Name of person who has responsibility for site security:</i>	<i>Simon Shaw</i>
<i>Our arrangements for site security are: See Site Security Policy</i>	
<i>Refer to the Management of Violence and Aggression Policy for further information.</i>	

### 37. Water System Safety

<i>Name of Premises Manager or other member of staff responsible for managing water system safety:</i>	<i>Simon Shaw</i>
<i>Name of contractors who have undertaken a risk assessment of the water system and date the risk assessment was last completed:</i>	<i>Name IWS Date 23/3/2022</i>
<i>Name of contractors who carry out regular testing of the water system:</i>	<i>IWS</i>
<i>Location of the water system safety manual/testing log:</i>	<i>Main Office</i>
<i>Our arrangements to ensure contractors have information about water systems are: Hazard exchange Induction to the water safety manual Site induction</i>	
<i>Our arrangements to ensure all academy staff carrying out checks or testing or maintenance have information about the water system: Induction to the water safety manual Site induction Water hygiene training</i>	
<i>Refer to the Water System Safety Policy for further information.</i>	

### 38. Working at Height

<i>Name of person(s) responsible managing the risk of work at height on the premises:</i>	<i>Simon Shaw</i>
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<i>Date of the most recent working at height risk assessment:</i>	7 February 2022
<i>Work at height is avoided where possible.</i>	
<i>Our arrangements for managing work at height are: 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>	
<i>Appropriate equipment is provided for work at height where required.</i>	
<i>Staff who carry out work at height are trained to use the equipment provided.</i>	
<i>Work at height equipment is regularly inspected, maintained and records are kept (location) and last inspected on (date). Before use visual inspection Bi annual Ladder checks Headteachers office</i>	
<i>Name of person(s) responsible for inspecting and recording inspections:</i>	Simon Shaw

### 39. Work Experience

<i>Name of person who has overall responsibility for managing work experience and work placements for Academy pupils:</i>	Simon Shaw
<i>Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are: All students will receive a H&amp;S induction carried out by the HT prior to the start of any placement.</i>	
<i>The name of the person responsible for the health and safety of people on work experience in the academy premises:</i>	Simon Shaw
<i>Our arrangements for managing the health and safety of work experience students in the Academy are: All students will receive a H&amp;S induction carried out by the HT prior to the start of any placement.</i>	

### 40. Volunteers

<i>Name of person who has overall responsibility for managing/coordinating volunteers working within the academy:</i>	Simon Shaw/ Helen Bellamy
<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:*

*All Volunteers have a H&S induction and are provided with a Volunteer Hand book which must be read and signed prior to commencing any voluntary work within the school.*

#### 41. Gas Safety

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

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

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

##### *Academy KPI's*

<b>Aim</b>	<b>Initiatives</b>	<b>KPI</b>	<b>Target</b>	<b>Actual</b>
Continuous improvement in health and safety management performance.	Staff inducted in academy health and safety objectives and management at the beginning of each academic year. Communication is continual throughout the year to ensure	Reduction in the number of accidents.	No accidents or injuries which are reportable to the HSE under RIDDOR.	No accidents or injuries which are reportable to the HSE under RIDDOR OR the number of accidents or injuries reportable to the HSE.

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		General Public <input checked="" type="checkbox"/>			

	optimum performance.			
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The Health Safety and Wellbeing Service may also request feedback on certain KPIs; more details of these can be obtained from your Health and Safety Adviser.