

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	March 2020	Review date:	As required
Policy Owner:	Operations Manager	Page: 1 of 5			
Audience:	Trustees <input checked="" type="checkbox"/> Parents <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy Council <input checked="" type="checkbox"/>	

Health and Safety & Wellbeing Policy (Academy Closure Addendum)

This addendum is to be utilised in conjunction with the academy Health, Safety and Wellbeing policy and provides the temporary arrangements for the management of health and safety pertaining to temporary closures.

Academy name Church Eaton Primary

Area of Health and Safety	Management Arrangements
Communication and Guidance	
Health and safety arrangements will be communicated by: (Include how arrangements will be communicated to staff, parents, pupils, contractors / visitors to site, lettings)	<ul style="list-style-type: none"> Email Dojo Phone calls Posters
Staff report health and safety issues to: (Please include the format for reporting e.g. email addresses).	<ul style="list-style-type: none"> Simon Shaw Headteacher headteacher@churcheton.staffs.sch.uk Helen Bellamy Office Services Manager office@church Eaton.staffs.sch.uk
Hazards / defects on the premises are reportable to: (Please include the format for reporting e.g. email addresses).	<ul style="list-style-type: none"> As above
The academy obtains health and safety advice from: (Please include their contact details).	<ul style="list-style-type: none"> John Burdett -07773791520 Hope Kirkham – 01782 969465 07519 106873
COVID-19 risk management guidance and resources are available from:	<ul style="list-style-type: none"> - Public Health England - DFE Coronavirus Helpline - NHS - World Health Organisation - SUAT and Academy Websites - Staffordshire Learning Net
Lone working is managed by:	<ul style="list-style-type: none"> - Academy lone working procedure is in line with SUAT Lone Working Policy - Lone working risk assessment - Individual risk assessment - Methods of communication which are Email – headteacher@churcheaton.staffs.sch.uk Phone 01785 823089 Ext 2 Mobile -

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Home Working

Our arrangements for risk managing home working are:	<ul style="list-style-type: none"> - Risk assessment, including display screen assessments - Maintained lines of communication - Individual risk assessments - Staff report concerns and encouraged to request support when needed - Taking breaks as required - Access to IT support, which can be requested by e-mailing link2ict@service-now.com - Assessment of workspace and suitability
Communication with home workers will be made and maintained by: (Include how homeworkers can report concerns / request support)	<ul style="list-style-type: none"> • Simon Shaw Headteacher • headteacher@churcheton.staffs.sch.uk • Helen Bellamy Office Services Manager office@church Eaton.staffs.sch.uk
Accidents, Incidents, First Aid	
The process for reporting, recording and investigating accidents and incidents is:	<ul style="list-style-type: none"> • By contacting the Headteacher/Office Services Manager
First aid arrangements are:	<ul style="list-style-type: none"> • Consider the provision of first aid trained staff on site, processes for reporting, calling an ambulance and accompaniment to hospital
Our process for checking and restocking first aid boxes are:	<ul style="list-style-type: none"> • Kerys Smith checks the First Aid boxes on a monthly bases and restocks as requires. Helen Bellamy orders requested items.
Our arrangements for the administration of medicines to pupils are:	<ul style="list-style-type: none"> • In accordance with SUAT Policy. • Parents are encouraged to give medicines before or after school. If this is not possible parents complete Medication Request Form which is kept in the Administration of Medicine folder locked storage area in the reception area.
The names members of staff who are authorised to give / support pupils with medication are:	<ul style="list-style-type: none"> • Helen Bellamy administers the Medicine in accordance to the instructions given by • parents on the completed request form.

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Premises

<p>Asbestos risks are managed by:</p>	<ul style="list-style-type: none"> - Asbestos register on site denoting the location of asbestos containing materials - Staff informed not to undertake any intrusive works - Contractors are managed and made aware of the locations of asbestos and how this affects their work on site. They are not permitted to undertake intrusive works as standard - Visitors and volunteers in the academy are inducted to academy arrangements with regards to the management of asbestos by Simon Shaw.
<p>Concerns relating to asbestos on the premises should be reported to: (Include means of contact).</p>	<ul style="list-style-type: none"> • Simon Shaw Headteacher • headteacher@churcheton.staffs.sch.uk • Helen Bellamy Office Services Manager • office@church Eaton.staffs.sch.uk

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<p>Our arrangements for managing contractors on site are: (Including the exchange of health and safety information / risk assessments/safe working arrangements/monitoring)</p>	<ul style="list-style-type: none"> - Hazard exchange form completed and shared with the contractor in advance of work commencement. This includes risk management measures in consideration of COVID-19 - The contractor provides risk assessments and method statements as necessary to the work - Contractor is inducted to site (PHE guidance is followed in relation to hygiene e.g. social distancing, handwashing, cleaning regimes) - Staff are informed of contractor attendance to site and the purpose for the visit - Contractors are monitored by a designated member of staff during their visit
<p>Our waste management arrangements are:</p>	<ul style="list-style-type: none"> - Follow infection control policy, infection control risk assessments and COVID-19 risk assessments - Follow PHE and NHS guidance - Disposal routes for waste are: Cleaning materials Suspected COVID-19 waste Combustible waste Hazardous waste
<p>Our site housekeeping arrangements are:</p>	<ul style="list-style-type: none"> - Methods and frequency of cleaning - Storage of combustible materials - Storage of cleaning items - Waste removal methods and frequencies - Management of deliveries - Management of electrical devices
<p>Site security arrangements are:</p>	<ul style="list-style-type: none"> - Intruder alarm checks - Site security inspections - Security risk assessment - Signing in and out procedures - Visitor and volunteer management
Fire Safety	
<p>Our fire evacuation arrangements are published:</p>	<ul style="list-style-type: none"> • Staff Shared Area
<p>When the fire alarm is raised the person responsible for calling the fire service is</p>	<ul style="list-style-type: none"> • Helen Bellamy – Office Services Manager

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The fire risk assessment is located:	<ul style="list-style-type: none"> Staff Shared Area in the Health and Safety Policy folder.
Risk Assessments	
New risk assessments relating to COVID-19 are: These can be found (location):	<ul style="list-style-type: none"> Staff Shared Area in the Health and Safety Policy folder.
Amended risk assessments relating to COVID-19 are: These can be found (location):	<ul style="list-style-type: none"> Staff Shared Area in the Health and Safety Policy folder.
Wellbeing	
Staff and pupil wellbeing is supported by:	<ul style="list-style-type: none"> SUAT Calm Space
Resources for mental health and wellbeing can be found:	<ul style="list-style-type: none"> Staff shared area SUAT Web Site

Statutory Compliance Maintenance and Inspections

Internal Academy Inspections	
Workplace inspections - type	Name of person who carries these out
Fire alarm	- Sharon Harris
Emergency lighting	- Sharon Harris
Intruder alarm	- Sharon Harris
Water temperature	- Sharon Harris
Water flushing	- Sharon Harris
Fire doors	- Sharon Harris
Fire extinguisher	- Sharon Harris
Ladder logs	- Simon Shaw
Playground equipment	- Simon Shaw
External equipment	- Simon Shaw
Site security inspections	- Simon Shaw
Full premises inspection	- Simon Shaw
Asbestos	- Simon Shaw

Location of records: Headteacher's Office

Contracted Inspections – Statutory Compliance	
Type of Inspection	Maintenance Regime Details
Fire alarm	- Lantern Fire & Security Services



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Intruder alarm	- CHUBB
Water hygiene	- HSL
Legionella risk assessment	- HSL
Boilers and plant equipment	- Sure Maintenance
Gas lines	- NA
Fixed electrical	- Entrust
Air conditioning	- NA
Emergency lights	- Lantern Fire and Security Service
Sewage treatment	- NA
Asbestos	- Entrust
CCTV	- Solar
Drain	- Bates Drain Services

Location of records: Headteacher's Office