



Health, Safety and Wellbeing Policy 2025

St. Paul's First 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 St. Paul's First 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.

 [Signature]	 [Signature]
[Name], Chair of Local Academy Council Jo Sawyer	[Name], Principal/Head Teacher Claire Richards
12.11.2025	12.11.2025
Next date for policy ratification (autumn term LAC): 12 th November 2025	26 th September 2025

Management Arrangements

The following procedures and arrangements have been established within St. Paul's First School to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

Roles and Responsibilities Table

Leader / person responsible for reporting and investigating accidents and incidents:	Claire Richards
Premises Manager responsible for Managing Asbestos:	Claire Richards
SLT member who is responsible for communicating with staff on health and safety matters:	Claire Richards
SLT member who is responsible for consulting with staff on health and safety matters (if different):	
Manager / responsible person for coordinating any construction work / acting as the client for any construction project:	Claire Richards/Jo Cole
Manager / responsible person for managing and monitoring contractor activity:	Claire Richards/Jo Cole
Person who has overall responsibility for the curriculum areas as follows: e.g. Science D&T PE Art Catering Drama Forest School	Charlotte Woodgate Paula Hodgkins Isobelle Evans
Person who has responsibility for carrying out Display Screen Equipment Assessments:	Claire Richards
Person who has overall responsibility for EYFS:	Jo Walsh
Person who has overall responsibility for Educational Visits:	Louisa Griffiths
Person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	Jo Cole
Person responsible for arranging the testing of portable electrical equipment (PAT):	Jo Cole
SLT member who is responsible for developing and maintaining the school's response to major risks Business Continuity Plan (BCP):	<u>Claire Richards</u>
Competent person responsible for undertaking and reviewing the fire risk assessment in addition to any associated action planning, such as the fire evacuation procedure:	Claire Richards
Person responsible for arranging and recording of fire drills:	Claire Richards
Person responsible for creating and reviewing Fire Evacuation arrangements:	Claire Richards

Person responsible for training staff in fire procedures:	Claire Richards
Person trained in fire risk assessment:	Claire Richards
Person responsible for carrying out the First Aid Assessment:	Claire Richards
Person responsible for checking & restocking first aid boxes:	Louisa Griffiths
Person responsible for managing the gas safety systems on the academy premises:	Claire Richards
Person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments):	Claire Richards
Person responsible for managing infection control:	Claire Richards
Premises Manager or member of Leadership team responsible for Lettings:	Claire Richards
Premises Manager or member of Leadership team responsible for Lone Working:	Claire Richards
Person responsible for the selection, maintenance / inspection and testing of equipment:	Jo Cole
Competent person responsible for carrying out manual handling risk assessments:	Claire Richards
Person(s) responsible for the management of and administration of medication to pupils in the academy:	Louisa Griffiths
Members of staff who are authorised to give / support pupils with medication are:	All staff except: Claire Richards, Paula Hodgkins, Katrina Clews
Person responsible for selecting suitable personal protective equipment (PPE) for academy staff:	Louisa Griffiths
Person responsible for the checking and maintenance of personal protective equipment provided for staff:	Louisa Griffiths
Person who has overall responsibility for the academy's general risk assessment process and any associated action planning:	Claire Richards
Person who has overall responsibility for the academy's individual risk assessment process and any associated action planning:	Claire Richards
Premises Manager or member of Leadership team responsible for communicating with those who share the premises:	Claire Richards
Person who has overall responsibility for the health and wellbeing of academy staff:	Claire Richards
Person who leads on Academy Mental Health and Wellbeing:	Charlotte Woodgate
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:	Claire Richards
Training and use of new competency training / skills is monitored and measured by:	Claire Richards
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:	Claire Richards/Jo Cole
Premises Manager or other member of staff responsible for managing water system safety:	Claire Richards
Person responsible managing the risk of work at height on the premises:	Claire Richards
Person who has overall responsibility for managing work experience and work placements for Academy pupils:	Claire Richards/Jo Cole
Person who has overall responsibility for managing/coordinating	Jo Cole

volunteers working within the academy:	
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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>
<i>Pupil accidents: Health, Safety and Wellbeing Service incident reporting system</i>
<i>Staff accidents: Health, Safety and Wellbeing Service incident reporting system</i>
<i>Visitor accidents: Health, Safety and Wellbeing Service incident reporting system</i>
<i>The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: Claire Richards</i>
<i>Our arrangements for reporting to the Local Academy Council are: Claire Richards</i>
<i>Our arrangements for reviewing accidents and identifying trends are: Claire Richards looks at the data provided by the office and then reviews where the trends are and acts accordingly e.g changing arrangements and procedures</i>
<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>School Office</i>
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<p><i>Staff must not drill or affix anything to walls, or undertake any kind of intrusive work to the fabric of the building without first obtaining approval from the Premises Manager or other trained member of SLT. The Asbestos Management Policy contains further information about managing asbestos on the premises and must be read by those who are responsible for managing asbestos on the premises, working on the fabric of the building and those who manage contractors.</i></p> <p><i>Staff must be aware of the procedure for gaining approval for works of this nature.</i></p> <p><i>Our arrangements to ensure that staff have information about asbestos risk upon employment with the academy are as follows: a Health and Safety Induction</i></p>	
<p><i>Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are: Hazard Exchange forms are completed with the office staff prior to work and the asbestos register is given to them to check and sign.</i></p>	
<p><i>Our arrangements to ensure all academy staff such as class teachers or caretakers have information about asbestos risk on the premises: Health and Safety induction, reminders in staff meetings and H & S board. All staff are required to read the Asbestos Register and to sign to confirm this.</i></p>	
<p>All staff must receive annual asbestos awareness training.</p> <p><i>Staff trained in the management of asbestos are: Claire Richards/ Jo Cole</i></p>	
<p><i>Staff must report damage to asbestos materials to:</i></p>	<p><i>Claire Richards, Jo Cole</i></p>
<p><i>Our Asbestos Management Plan is located:</i></p>	<p><i>The School Office in the Asbestos Management file and on the server on the F drive.</i> <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-faqs.htm</p>

3. Communication

<p><i>Name of SLT member who is responsible for communicating with staff on health and safety matters:</i></p>	<p><i>Claire Richards</i></p>
<p><i>Our arrangements for inducting staff to health and safety within the academy are: Health and Safety induction booklet</i></p>	
<p><i>Our arrangements for communicating about health and safety matters with all staff are:</i></p>	

<i>staff meetings, emails, memos, notice board</i>	
<i>Staff can make suggestions for health and safety improvements by: speaking with Claire Richards, Headteacher</i>	
<i>Staff can share risk management information by: using the H & S board, email, staff meetings</i>	
<i>Staff can communicate areas for concern in the context of health and safety by: verbal/email</i>	
<i>The name of the Trade Union Health and Safety Representative is:</i>	
<i>Our arrangements for consulting with staff on health and safety matters are through staff meetings, briefings and email.</i>	
<i>Staff can raise issues of concern or make suggestions for improvement by speaking directly with the HT or school office.</i>	
<i>All staff and pupils must report any hazards, defects or dangerous situations they see at the academy, in a timely manner.</i>	
<i>Our arrangements for the reporting of hazards and defects are to directly inform the office or the headteacher.</i>	

4. Construction Work and Contractor Management

<i>Our arrangements for managing construction projects and works within the scope of the Construction Design and Management Regulations are:</i>
<i>(Duty holders will be identified and named as part of any construction project). https://www.hse.gov.uk/construction/cdm/2015/index.htm</i>
<i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: We use SCC framework contractors</i>
<i>Our arrangements for the induction of contractors are: Claire Richards going through hazard exchange/asbestos register/give them the contractors sheet and talk through the code of conduct and what is expected on site</i>
<i>Staff should report concerns about contractors to the school office or HT.</i>
<i>We will review any construction and works activities on the site by observation and by checking work regularly.</i>
<i>Our arrangements for obtaining contractor risk management documents are:</i>
<i>Staff will be informed about construction projects by: describe process</i>
<i>Our arrangements for notifying staff of contractor activity on site are through briefings, staff meetings and email.</i>

<i>Our arrangements for selecting competent contractors are (this should include verification of DBS data) by consulting with the Trust and SCC. DBS checks are completed.</i>
<i>Our arrangements for the exchange of health and safety information / risk assessments / safe working arrangements / monitoring are: This forms part of the induction of contractors and is completed by either Claire Richards or Jo Cole</i>
<i>Refer to the Managing Contractors Policy for further detail, which must be read by those who are responsible for building works and maintenance and managing contractors.</i>

5. Curriculum Areas – health and safety

<i>Risk assessments for these curriculum areas are the responsibility of:</i>	<i>Name(s) Claire Richards</i>
<i>These risk assessments are located:</i>	<i>In a folder kept in the cupboard by the office. On the staff shared drive</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: Annual assessments for staff that work at their desks</i>	
<i>DSE assessments are recorded and any control measures required to reduce risk are managed by:</i>	<i>Claire Richards</i>
<i>DSE Assessments are reviewed:</i>	<i>E.g. 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>In the classroom Past ones are kept in the EYFS cupboard</i>
<i>Our arrangements for the safe management of EYFS (classroom and activities) are: Supervision ratios Risk assessments Daily checklists Up-to-date training</i>	

8. Educational visits / Off-Site Activities

<i>The Educational Visits Coordinator is:</i>	<i>Louisa Griffiths</i>
<i>Our arrangements for the safe management of educational visits are: Staff to complete a risk assessment on Evolve at least two weeks prior to the trip taking place. Louisa Griffiths then reviews the risk assessment and accompanying paper work and any changes are</i>	

<i>made if necessary.</i>
<i>Our arrangements for managing Local Area Visits are: All parents complete a local walk consent as part of the induction to school process. Claire Richards completes RAs for whole school local area visits whilst class teachers do it for their class.</i>
<i>Visit risk management information is communicated to visit attendees by: Lead teacher running the trip</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>
<i>2 weeks before the visit for non adventurous visits. 6 weeks for adventurous activities and residential.</i>

9. Electrical Equipment [fixed & portable]

<i>Fixed electrical wiring test records are located:</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: E.g. no personal electrical items are permitted on site without approval from SLT 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>Jo Cole</i>
<i>The academy's PAT testing will be undertaken to a frequency of: (e.g. annually)</i>	<i>Annually</i>
<i>Portable electrical equipment (PAT) testing records are located:</i>	<i>In the school office</i>
<i>Staff must take defective electrical equipment out of use and report to:</i>	<i>The school office</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>Our arrangements for communicating emergency arrangements to all employees are:</i>	
<i>Our arrangements for communicating the BCP to the LAC are:</i>	

<p><i>Our bomb threat, lock down and invacuation procedures are updated: annually</i></p> <p><i>The person responsible for updating these procedures is: Claire Richards</i></p> <p><i>We communicate these procedures with building occupants by: staff meeting/briefings</i></p> <p><i>We test the procedures by: having an annual practice</i></p> <p><i>We provide training on our emergency procedures by meeting with staff to review procedures and practices and sharing updates.</i></p>	
<p><i>Name of person who has responsibility for site security:</i></p>	<p><i>Claire Richards</i></p>
<p><i>Our arrangements for site security are:</i></p> <p><i>Site security is inspected by Ruth Barrow</i></p> <p><i>Site security is inspected: Daily</i></p> <p><i>Our site security risk assessment is located in the Risk Assessment folder kept in the cupboard by the school office and on the staff shared drive.</i></p> <p><i>Please see the Security Policy for further details.</i></p>	

11. Fire Precautions & Procedures

<p><i>The Fire Risk Assessment is located:</i></p> <p><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></p>	<p><i>It is located in the Risk Assessment folder kept in the cupboard by the school office and on the staff shared drive. Staff read and sign to confirm this annually.</i></p>
<p><i>When the fire alarm is raised the person responsible for calling the fire service is:</i> OR <i>The site has a fire alarm which activates a response from (a 3rd party / listening service):</i></p>	<p><i>Claire Richards and Jo Cole both take their mobile phones out when evacuating. Claire Richards will call the fire service. In the event of her not being in school, Jo Cole will call the fire service.</i></p>
<p><i>Our Fire Evacuation Arrangements are published:</i></p>	<p><i>In each room of the school</i></p>
<p><i>Our Fire Marshals are listed:</i></p>	<p><i>In the staffroom and by fire extinguishers</i></p>
<p><i>Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Logbook located at:</i></p>	<p><i>Cupboard next to the school office</i></p>
<p><i>Procedure for communicating fire safety and evacuation arrangements to visitors: If an event is taking place, visitors are told where the evacuation points are and that a long bell will sound. This is done by the staff member introducing the event. Other visitors are told of this practice when signing in.</i></p>	
<p><i>Procedure for communicating fire safety arrangements to contractors: Jo Cole and Lou</i></p>	

<i>Griffiths are responsibly for sharing this information</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: Termly</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>First Aid Room</i>
<i>First Aiders are listed:</i>	<i>In photocopying room, school office, all classrooms, hall, staffroom</i>
<i>Name of person responsible for arranging and monitoring First Aid Training:</i>	<i>Claire Richards</i>
<i>Location of First Aid Boxes (including travel):</i>	<i>All classrooms</i>
<i>Number of First Aid Boxes (including travel):</i>	<i>6 First Aid bags and all lunchtime supervisors have an additional small bag which they have around their waists.</i>
<i>In an emergency staff are aware of how to summon an ambulance, through following the below procedure: A TA will be asked to go to Mrs Cole who will call an ambulance</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>	
<i>Pupils</i>	<i>School office call parents and advise them that the child needs to go to hospital and ambulance will also be called. If there is a significant delay in either parents or an ambulance getting to school, staff will seek advice from 999 and follow instructions on whether to take the injured person directly to hospital. The two members of staff will be Claire Richards/Charlotte Woodgate driving, Lou Griffiths or Jo Cole second adult – this will only be the case if advised directly to do so by the emergency services.</i>
<i>Staff</i>	<i>The office will call the emergency services followed by the emergency contact and request that they come to school as soon as possible If there is a significant delay in either the family contact or an ambulance getting to school, staff will seek advice from 999 and follow instructions on whether to</i>

	<i>take the injured person directly to hospital. Either Claire Richards or Charlotte Woodgate will drive the person to A&E. Depending on the issue then another staff member may also be asked to accompany.</i>
<i>Visitors</i>	<i>The office will call the emergency services followed by the emergency contact and request that they come to school as soon as possible. If there is a significant delay in either the family contact or an ambulance getting to school, staff will seek advice from 999 and follow instructions on whether to take the injured person directly to hospital. Either Claire Richards or Charlotte Woodgate will drive the person to A&E. Depending on the issue then another staff member may also be asked to accompany.</i>
<i>Our arrangements for recording the use of First Aid are: First Aid book, Bromcom, Health and Safety incident reporting site, Jo Cole collates a report to governors termly</i>	
<i>Our arrangements for monitoring and reporting on first aid and accidents are: all data is analysed termly and reported to the LAC. More serious accidents and first aid issues are reported on the My Health and Safety portal where they are reviewed and relevant measures put in place in response.</i>	
<i>Our arrangements for identifying trends are: all data is analysed termly and where there is a trend, measures are put in place to reduce e.g. lunchtime arrangements are reviewed and amended accordingly.</i>	
<i>The First Aid Policy contains further details.</i>	

13. Forest School

<i>Name of person in the Academy who leads on Forest School activity:</i>	<i>Isobelle Evans</i>
<i>Date of training:</i>	<i>No training has yet been undertaken since school is awaiting fencing to be erected so that the area for forest schools can be adapted.</i>
<i>Our arrangements for developing, organising and running Forest School activity. Include here any details with regard to risk assessment, communication and supervision etc.</i>	

14. Gas Safety

<i>Date of the most recent gas line test (5 yearly):</i>	<i>19th May 2025 completed by KEYIS</i>
<i>Date of the most recent gas system test: E.g. Boilers Kitchen Equipment</i>	<i>25th February 2025</i>
<i>Our procedure in the event of a gas leak is: Claire Richards and Jo Cole would ask all class to evacuate the building and walk to the memorial hall. The AHT would lead with her class. TAs, teachers and other staff/adults in the building would all walk in convoy to the</i>	

hall where registers would be taken. They would remain here until the building was deemed safe or parents would be called to collect. Meanwhile a call would be made to both the emergency services and Corona Energy.

The Academy uses only gas safety registered contractors to work with gas systems on site.

15. Glass & Glazing

All glass in doors and side panels are constructed of safety glass: Yes

All replacement glass is of safety standard: Yes

A glass and glazing assessment took place in (year) and the record can be found

March 2025

The record can be found in the school office.

16. Hazardous Substances (COSHH)

Hazardous substance risk management documentation is located:

In the cupboard next to the school office

Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control, communication of hazardous substance assessments, review of assessments, etc.) are: Staff are not allowed to use any substance unless agreed by Claire Richards and she has created a RA and data sheet for the substance

Further information can be found in the Hazardous Substances Policy.

Staff are not permitted to bring hazardous substances onto site. Substances must be ordered by the academy and if the substance is not already in use, the following must be undertaken prior to use:

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

Bleach is not permitted for use on academy sites unless it is being used in accordance with UKHSA guidance to clean the premises following an outbreak of infection or during deep cleaning. Use must be when children are not present and the product must be taken off site following use.

It is absolutely essential that de-scaler does not come into any contact with bleach or bleach-based product because this reacts to liberate chlorine gas.

17. Housekeeping, Cleaning & waste disposal

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

Our waste management arrangements are: Biffa waste

Recycling is collected in classrooms and offices before being placed in blue bags for the bi-weekly collection.

Food waste is put in specific waste bins and collected by Biffa waste

Our site housekeeping arrangements are: All staff are responsible for the housekeeping arrangements in their classrooms and around school. A cleaning company is employed to carry out cleaning both before and after school.

<p>Site cleaning is provided by: In house cleaners OR External cleaning company</p>	<p>Workplace Solutions, Karen Bennett</p>
<p>Cleaning staff have received appropriate information, instruction and training about the following and are competent:</p>	
<p>Work equipment (state machinery)</p>	
<p>Hazardous substances</p>	
<p>Waste (skips and bins are located away from the academy building)</p>	
<p>Our arrangements for disposing of waste and the location of waste bins and skips are communicated to employees and pupils: State how communicated</p>	
<p>Infection control</p>	
<p>Academy security</p>	
<p>Lone working</p>	
<p>First aid and accident reporting</p>	
<p>Fire evacuation</p>	
<p>Management of asbestos</p>	
<p>All staff and pupils must be aware of the arrangements for disposing of waste and the location of waste bins and skips. 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.</p>	
<p>Staff in all depts. / work areas who generate waste (e.g. catering/cleaning/curriculum areas) must be aware of the risk assessments and control measures in place for their role. The risk management processes are as follows for each department / work area:</p>	
<p>Department/work area</p>	<p>Procedure</p>

18. Infection Control

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

<i>Infection control standards and the effectiveness of risk management procedures will be monitored by:</i>
<i>We communicate infection control arrangements by:</i>
<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>
<i>Further information can be found in the Infection Control Policy and Risk Assessment.</i>

19. Lettings

<i>Our arrangements for managing Lettings of the Academy rooms or external premises are: A meeting with Claire Richards and Jo Cole, a lettings form is completed.</i>
<i>The health and safety considerations and documentation for Lettings are reviewed annually by Claire Richards and Jo Cole.</i>
<i>Hirers have in place their own risk assessments, first aid arrangements/ fire procedures and emergency procedures:</i>
<i>Hirers are responsible for obtaining the necessary local authority licenses for their activities and these must be provided to the Academy on request, prior to commencement of the letting.</i>
<i>Hirers must provide a register of those present during a letting upon request:</i>
<i>Hirers must have appropriate DBS clearances according to the nature of their letting and those in attendance of the letting.</i>
<i>Hirers must have appropriate, valid and current insurances:</i>

20. Lone Working

<i>Our arrangements for managing lone working are: There are always at least two members of staff on site between the times of 7:00 and 5:40pm during term-time. Ruth Barrow is alone when opening and closing but is aware of potential risks and both the school and her emergency contact are aware of these visits to school and the expected timings. During school holidays, when school is open, staff are advised to ensure that their emergency contact knows that they are in school and the timings.</i>
<i>(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).</i>
<i>Lone working arrangements are communicated by: Claire Richards</i>
<i>We monitor lone working arrangements by: Staff have to sign in and out. Ruth Barrow completes a site walk round at the end of the school day.</i>
<i>Lone workers are required to report any health information which may impact safety arrangements for lone working to their line manager / SLT.</i>
<i>Refer to the Lone Working Policy for further details.</i>

21. 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&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. This section must include the arrangements for academy kitchens, science laboratories, design and technology rooms.</i></p>	
<p><i>Records of maintenance and inspection of equipment are retained and are located:</i></p>	<p><i>Cupboard next to the school office</i></p>
<p><i>Staff report any broken or defective equipment to:</i></p>	<p><i>School office (Jo Cole or Louisa Griffiths)</i></p>
<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>	
<p>Type of equipment</p>	<p>Maintenance Regime Details</p>

22. Manual Handling and Safety Interventions

<p><i>Our arrangements for managing manual handling activities are: All staff have completed training on manual handling.</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: All staff have completed training on manual handling.</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>Staff are trained appropriately to carry out manual handling activities. Formally trained staff are: All staff have been required to complete manual handling training via National College.</i></p>
<p><i>Name of competent person responsible for undertaking risk assessments for supporting individuals: Claire Richards</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: All staff have completed training on manual handling. The production of Ras will be overseen by Claire Richards</i></p>
<p><i>Individuals formally trained in restrictive physical intervention and positive handling are: Claire Richards</i></p>

Charlotte Woodgate
 Joanne Walsh
 Erin Ball
 Trudy Clemson
 Heather Beason
 Paula Hodgkins
 Amy Pope
 Joanne Cole
 Louisa Griffiths
 Debbie Guest
 Ruth Barrow
 Karen Leadbeater
 Fiona Roden
 Amie Morgan
 Leah Moogan

Person responsible for undertaking individual safety intervention plans and risk assessments: Claire Richards

Restrictive physical intervention and positive handling training is arranged by:

Restrictive physical intervention and positive handling risk management information is:

This information is located:

Training must be undertaken on a regular basis.

Further details can be found in the Managing Safety Interventions Policy.

23. Medication

Our arrangements for the administration of medicines to pupils are: A medicine form is completed by the parent/carer. Only medicine that is required 4 times a day is given at school. Medicine must be checked and given by two members of staff. Forms are then completed to not the name, dosage and time given and who witnessed it.

Where medication is provided, the records must be signed by the staff member providing the medication plus a witness.

Medication is stored:

In the First Aid Room
 Medicines requiring to be kept in a fridge are put in the fridge in the former staffroom

A record of the administration of medication is located:

In the First Aid Room

Pupils who administer and/or manage their own medication in an academy are authorised to do so by Claire Richards, Headteacher and provided with a suitable private location to administer medication/store medication and equipment. This medication is stored in First Aid room

Staff are trained to administer complex medication by the school nursing service when required. Trained staff are: Claire Richards and Amy Pope (insulin)

Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are: These are kept in the classroom when the children are in there but are in a medical bag which is taken wherever the children are e.g. hall or playground.

<i>There is an emergency inhaler and an emergency Epi pen in the medical room.</i>
<i>Staff who are taking medication must keep this personal medication in a secure area in a staff only location. Secure locations are defined as: First Aid room</i>
<i>Staff must advise the academy leaders if they are taking any medication which might impair their ability to carry out their normal work. Risk assessments must be undertaken for individual members of staff if deemed as being required.</i>
<i>Further information can be found in the Medication Policy / Supporting Students with Medical Conditions Policy.</i>

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

<i>PPE is provided free of charge where a risk assessment identifies this is needed to control a risk and the risk cannot be controlled by another means.</i>	
<i>PPE provided for use in curriculum lessons is not "personal" as it is provided by pupils in classroom situations.</i>	
<i>Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for pupils:</i>	<i>Claire Richards</i>
<i>All PPE provided for use in a classroom environment is kept clean, free from defects and replaced as necessary. Defects to PPE must be reported and the PPE must not be used.</i>	
<i>Name(s) of person responsible for cleaning and checking PPE:</i>	<i>Class teachers</i>
<i>Confirmation of any recorded checks to be provided:</i>	

25. Radiation (where applicable)

<i>Name of the academy Radiation Protection Supervisor (RPS)</i>	<i>N/A</i>
<i>Name of the Radiation Protection Adviser (RPA)</i>	<i>N/A</i>
<i>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):</i>	<i>Radon in the area is checked annually by Claire Richards</i>

26. Risk Assessments

<i>The academy has in place risk assessments for any identified significant risk. Control measures which are put in place to eliminate or reduce risk are communicated to staff, pupils and others who may be exposed to the risk.</i>
<i>Risk assessments are in place for the following areas: (examples, 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</i>

<i>Risks related to individuals e.g. health issues (personal or work related, for staff and pupils)</i>	
<i>Our arrangements for carrying out, recording, communicating and reviewing general risk assessments are: Where a need is identified a risk assessment is carried out. This is then shared to staff via email, staff briefing or staff meeting. All staff are requested to read the Ras annually or when a new one has been added. The complete a forms link to record this and to provide any additional feedback if necessary. Risk assessments are reviewed annually or sooner depending on need.</i>	
<i>Our arrangements for carrying out, recording, communicating and reviewing individual risk assessments are: Where there is an identified need e.g. illness, disability, pregnancy then an individual RA will be completed. These are then reviewed and amended at least monthly. Pupil individual risk assessments are completed where there is an identified need, for behaviour and for school visits.</i>	
<i>Individual risk assessments must be retained as confidential, not kept in general risk assessment files and shared on a need to know basis.</i>	
<i>The location in which the academy keeps risk assessments is:</i>	
<i>General risk assessments are kept in a folder in the cupboard by the school office, on the shared drive and on one drive. Individual risk assessments are kept on the office drive and provided to individuals. Pupil ones are kept in SEND folders within classrooms.</i>	
<i>(Risk assessments must be easily accessible to all staff and those who need to read the information contained within them)</i>	
<i>The process for developing new risk assessments is: A risk is identified and a risk assessment is then completed.</i>	
<i>Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments.</i>	
<i>When an accident or incident occurs a post risk assessment takes place when a new hazard has been identified and / or additional controls are required.</i>	
<i>Risk assessments are created or reviewed when something new is introduced or a change has occurred.</i>	
<i>Further information is located in the Risk Assessment Policy.</i>	

27. Shared use of Premises/Shared Workplace

<i>The academy premises are shared with another organisation (e.g. contract caterer/public leisure centre, childcare, school).</i>	<i>Dolce Catering</i>
<i>Our arrangements for managing health and safety, including the communication of safety and risk management information, in a shared workplace are in the schools Health and Safety Policy and on the school website. School also meet with staff from other agencies and share health and safety protocols.</i>	
<i>Information shared with those on the same premises is: fire evacuation procedure, fire risk assessment, asbestos management arrangements</i>	

28. Stress and Staff Wellbeing

Academy mental health first aid trained staff are:	Charlotte Woodgate
<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: Ensuring that workload is reviewed regularly, Wellbeing Days termly, Golden ticket day annually for all members of staff, Wellbeing programme via staff insurance as well as through the TRUST.</i>	
<i>Solutions to stress hazards and suggestions on how to minimise stress are identified, discussed and communicated.</i>	
<i>All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work by: sharing with SLT and adding the suggestion box. An annual wellbeing survey is also completed yearly.</i> <i>All staff have the opportunity to discuss mental health and wellbeing concerns confidentially. Staff can access support by: using Thinkwell</i>	
<i>Individual stress risk assessments take place when a member of staff requires additional individual support. Staff can discuss individual risk assessments with Claire Richards or Charlotte Woodgate.</i>	
<i>A team stress risk assessment has been completed involving all staff and this is reviewed regularly.</i>	
<i>Completed March 2025, due to be reviewed in December 2025</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: speaking with Claire Richards or Charlotte Woodgate</i> <i>Resources to support pupil mental health and wellbeing can be found (location):</i> <i>The Mental Health and Wellbeing Policy contains further information. Arrangements are in place to support pupil mental health and wellbeing. Detail surrounding these arrangements can be found on the Shared Drive.</i>	

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

<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): N/A</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: N/A Name and procedure for vetting: N/A (School has not hired a temporary swimming pool to date)</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: arranged with staff as required.</i>	
<i>The Academy has a health and safety training matrix to help in the planning of essential and development training for staff which is updated on (state regularity of updates).</i>	
<i>Training records are retained and are located in a folder in the cupboard by the school office</i>	
<i>Training certificates are kept in a folder in the cupboard by the school office</i>	
<i>Staff receive refresher H&S training:</i>	<i>See training record</i>
<i>Staff can request training by:</i>	<i>Speaking directly to Claire Richards</i>

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

<i>The academy operates (no. of xx) minibus/coaches/cars/other vehicles (e.g. quad bikes/ride on mowers).</i>	<i>List</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>	
<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>Refer to the Vehicles Policy for further information.</i>	

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>Claire Richards</i>

<i>Incidents of verbal and physical violence are investigated by:</i>	<i>Claire Richards and/or Charlotte Woodgate</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>Concept Environment Solutions 9th July 2025</i>
<i>Actions resulting from the risk assessment must be completed within the designated timescales:</i>	<i>D1: immediate C1: 6 months C2: 2 years</i>
<i>Name of contractors who carry out regular testing of the water system:</i>	<i>HSL Monthly, quarterly and bi-annually</i>
<i>Location of the water system safety manual/testing log:</i>	<i>Cupboard next to the school office</i>
<i>Person who reviews the water system safety log and contractor reports:</i>	<i>Claire Richards/Jo Cole</i>
<i>Person who undertakes water hygiene regimes in the academy:</i>	<i>Claire Richards/Jo Cole</i>
<i>Our arrangements to ensure contractors have information about water systems are: During completion of works paperwork, relevant documentation is shared.</i>	
<i>Our arrangements to ensure all academy staff carrying out checks or testing or maintenance have information about the water system: provide them with the manual</i>	
<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>September 2025</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.): This is kept to a minimum and all staff have completed working at height training via the National College. The only working at height that takes place involves creating displays. All staff know to use a ladder and where this is located. Risk assessments have been completed for displays.</i>	
<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 (location) and last inspected on (date). The only equipment is a low-level ladder and this is inspected every time it is used.</i>	
<i>Name of person(s) responsible for inspecting and recording inspections:</i>	<i>Staff check the low-level ladder prior to using it.</i>

35. Work Experience

<i>Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are: Claire Richards</i>	
<i>The name of the person responsible for the health and safety of people on work experience in the academy premises:</i>	<i>Claire Richards</i>
<i>Our arrangements for managing the health and safety of work experience students in the academy are: an induction is completed prior to the placement starting</i>	

36. Volunteers

<i>Volunteers are considered as a member of staff and all health and safety arrangements including induction and training must apply. Arrangements for the induction of volunteers are: All volunteers receive an induction by either Claire Richards or Jo Cole. Health and Safety matters form an integral part of this.</i>
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