

St Paul's CE (VC) First School

Coven



Health, Safety & Wellbeing Policy
Updated September 2022



St Paul's First School, Coven
Health, Safety and Wellbeing Policy

Comments:	Annual Review
Signed:	<p align="center"><u>L. E. Jones</u></p> <p align="right">17th October 2017</p>
Reviewed:	<p align="center"><u>L. E. Jones</u></p> <p align="right">19th October 2018</p>
Reviewed:	<p align="center"><u>J. Hyatt</u></p> <p align="right">27th January 2020</p>
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Reviewed:	<p align="center"><u>A. J. Knight</u></p> <p align="right">14th March 2022</p>
Reviewed:	<p align="center"><u>A. J. Knight</u></p> <p align="right">4th October 2022</p>

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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. Each academy will have this policy on their web site plus a customised version, which is specific to their situation, and 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.

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
- 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 **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 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
- 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
- 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

St Paul's First School, Coven

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 three (inclusive). In each SUAT academy there will be a comprehensive database of key individuals.

B. Policy Statement

The requirement to provide a safe and healthy working environment for all employees is acknowledged and the St 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.

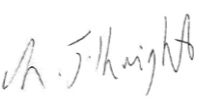

The Local Academy Council will ensure so far as is reasonably practicable that:

- 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 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.

	
Luke Knight, Chair of Local Academy Council	Karen Roberts, Head Teacher
4 th October 2022	4 th October 2022

C. 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:

Competent Health and Safety Advice

The academy obtains competent health and safety advice from:	John Burdett, SCC
The contact details are:	07773 791520
In an emergency we contact:	01785 355777

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

Our arrangements for recording and investigating:	
Pupil accidents: Health, Safety and Wellbeing Service incident reporting system.	
Staff accidents: Health, Safety and Wellbeing Service incident reporting system.	
Visitor accidents: Health, Safety and Wellbeing Service incident reporting system.	
The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: Karen Roberts	
Our arrangements for reporting to the Local Academy Council are: Karen Roberts	
Our arrangements for reviewing accidents and identifying trends are: Karen Roberts	

2. Asbestos

Name of Premises Manager responsible for Managing Asbestos:	Karen Roberts, Headteacher
Location of the Asbestos Management Log or Record System:	The main office in reception
<p>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.</p> <p>Staff must be aware of the procedure for gaining approval for works of this nature.</p> <p>Our arrangements to ensure that staff have information about asbestos risk upon employment with the academy are as follows: is Health and Safety induction.</p>	
Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are: Hazard Exchange form are completed with the office staff prior to work and the asbestos register is given to them to check and sign.	
Our arrangements to ensure all academy staff such as class teachers or caretakers have information about asbestos risk on the premises: Health & Safety induction, reminders in staff meetings and H&S board	
Staff who receive annual training in asbestos awareness are: Karen Roberts, Office Staff	
Staff must report damage to asbestos materials to:	Karen Roberts, Headteacher

3. Communication

Name of SLT member who is responsible for communicating with staff on health and safety matters:	Karen Roberts, Headteacher
Our arrangements for inducting staff to health and safety within the academy are: Health and Safety induction booklet.	
Our arrangements for communicating about health and safety matters with all staff are: staff meetings, emails, memos, notice board	
Staff can make suggestions for health and safety improvements by: speaking with Karen Roberts, Headteacher.	
Staff can share risk management information by: using the H&S board, email, staff meetings	
Staff can communicate areas for concern in the context of health and safety by: verbal/email	

4. Construction Work *See also Contractor Management

Name of person coordinating any construction work / acting as the client for any construction project:	Lisa Donohoe - Entrust
Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are: Entrust – Lisa	
(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: Lisa Donohoe	
Our arrangements for the induction of contractors are: Lisa Donohoe	
Staff should report concerns about contractors to: Karen Roberts	
We will review any construction activities on the site by: inspections from Lisa Donohoe and Karen Roberts	
Our arrangements for obtaining contractor risk management documents are: through Entrust – Lisa Donohoe	

5. Consultation

Name of SLT member who is responsible for consulting with staff on health and safety matters:	Karen Roberts
The name of the Trade Union Health and Safety Representative is:	Abbie Jones
Our arrangements for consulting with staff on health and safety matters are: staff meetings	
Staff can raise issues of concern by: speaking with Karen Roberts	

6. Contractor Management

Name of person responsible for managing and monitoring contractor activity:	Karen Roberts
Our arrangements for selecting competent contractors are: We use the SCC framework contractors	
Our arrangements for the exchange of health and safety information / risk assessments / safe working arrangements / monitoring are: Internal Audits	

Our arrangements for the induction of contractors are: Karen Roberts going through hazard exchange/asbestos register/give them the contractors sheet and talk through the code of conduct and what is expected on school site
Staff should report concerns about contractors to: Karen Roberts
Our arrangements for notifying staff of contractor activity on site are: Email to confirm
Refer to the Managing Contractors Policy for further detail.

7. Curriculum Areas – health and safety

Name of person who has overall responsibility for the curriculum areas as follows: e.g. Science D&T PE Art	Head of Dept. or Curriculum Lead Name Abbie Jones Paula Hodgkins Joanne Walsh Paula Hodgkins
Risk assessments for these curriculum areas are the responsibility of:	Name(s) Office staff review list of policies for review and ask relevant member of staff to review when required.
These risk assessments are located:	Shared staff drive

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

The Academy assesses the risk of the use of computers/laptops by carrying out a DSE assessment for staff using this type of equipment continuously and regularly for over an hour.	
Our arrangements for carrying out DSE assessments are: Annual assessments for staff that work in at their desks.	
Name of person who has responsibility for carrying out Display Screen Equipment Assessments:	Karen Roberts
DSE assessments are recorded and any control measures required to reduce risk are managed by:	Karen Roberts

9. Early Years Foundation Stage (EYFS)

Name of person who has overall responsibility for EYFS:	Joanne Walsh
Records of EYFS risk management (e.g. risk assessments and checklists) are located:	Shared drive/folder in classroom
Our arrangements for the safe management of EYFS (classroom and activities) are: Supervision ratios Risk assessments Daily safety checklists or indoor and outdoor area	

10. Educational visits / Off-Site Activities

Name of person who has overall responsibility for Educational Visits:	Karen Roberts
The Educational Visits Coordinator is:	Claire Richards
Our arrangements for the safe management of educational visits are: Staff to complete a risk assessment on Evolve at least one week prior to the trip taking place, and at least two weeks prior to residential trips. Claire Richards then reviews the risk assessment and accompanying paperwork and any changes are made, if necessary. All visitors, e.g. parent helpers or lunchtime staff, who are helping on trips, meet the day before the trip with the lead member of staff to go through the risk assessment and arrangements.	
Visit risk management information is communicated to visit attendees by: Lead teacher running the trip	
Refer to the Educational Visits Policy for more detail regarding managing the risks for educational visits.	

11. Electrical Equipment [fixed & portable]

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	Karen Roberts
Fixed electrical wiring test records are located:	School office/SLN
All staff visually inspect electrical equipment before use: yes, this is in the health and safety induction.	
Our arrangements for bringing personal electrical items onto the academy site are: We ask that only brand new items that have never been used can be brought in. Otherwise, we arrange a Pat test before use. Refer to the Electrical Safety Policy for further details.	
Name of person responsible for arranging the testing of portable electrical equipment (PAT):	Karen Roberts
Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:	Karen Roberts
The academy's PAT testing will be undertaken to a frequency of: (e.g. annually)	Every 2 years
Portable electrical equipment (PAT) testing records are located:	School Office/SLN
Staff must take defective electrical equipment out of use and report to:	Karen Roberts
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.	

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

Name of competent person responsible for undertaking & reviewing fire risk assessment in	Karen Roberts
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addition to any associated action planning, such as the fire evacuation procedure: NB. The fire risk assessment must be undertaken on an annual basis as a minimum, and upon changes to the building, fire safety, practices and staffing.	
The Fire Risk Assessment is located:	Shared drive
When the fire alarm is raised the person responsible for calling the fire service is	Please detail procedure Karen Roberts and Jo Cole take one half of the school each, walking through and checking to ensure everyone is out. They then take liaison with the staff/pupils and check numbers, ensuring that all doors are closed at they leave the school. Karen Roberts would call the fire service if required. Fire wardens are Karen Roberts, Claire Richards and Joanne Cole.
Name of person responsible for arranging and recording of fire drills:	Karen Roberts
Name of person responsible for creating and reviewing Fire Evacuation arrangements:	Karen Roberts
Our Fire Evacuation Arrangements are published:	In each room of the school
Our Fire Marshals are listed:	Health & Safety Board
Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at:	Main office
Name of person responsible for training staff in fire procedures:	Done during health and safety induction.
Name of the person trained in fire risk assessment:	Karen Roberts
Procedure for communicating fire safety and evacuation arrangements to visitors: Maryann Edge and Joanne Cole	
Procedure for communicating fire safety arrangements to contractors: Karen Roberts	
All staff must be aware of the Fire Procedures in their Academy	
Please see the Fire Safety Policy for further information.	

13. First Aid *see also Medication

Name of person responsible for carrying out the First Aid Assessment:	Karen Roberts
The First Aid Assessment is located:	First Aid Room
First Aiders are listed:	In every room

Name of person responsible for arranging and monitoring First Aid Training:	Karen Roberts
Location of First Aid Boxes (including travel):	In every classroom and first aid room.
Name of person responsible for checking & restocking first aid boxes:	Joanne Cole
In an emergency staff are aware of how to summon an ambulance, through following the below procedure: Call for Assistance on the walkie talkie and Mrs Cole will call for ambulance	
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):	
Pupils	The parents would be called to collect
Staff	Karen Roberts
Visitors	Karen Roberts
Our arrangements for recording the use of First Aid are: First Aid book	
Our arrangements for monitoring and reporting on first aid and accidents are: First aid book, SIMS. Jo Cole collates a report to governors termly.	
Our arrangements for identifying trends are: Jo Cole collates a report to governors termly.	

14. Forest School

Name of person in the Academy who leads on Forest School activity:	N/A
Our arrangements for developing, organising and running Forest School activity. Include here any details with regard to risk assessment, communication and supervision etc.	
N/A	

15. Glass & Glazing

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

16. Hazardous Substances (COSHH)

Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)	Maryann Edge
Hazardous substance risk management documentation is located:	Main office and First Aid Room and shared staff drive under COSSH folder
Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control, communication of hazardous substance assessments etc.) are: Staff are not allowed to use any substance unless agreed by Karen Roberts and she has created a RA and data sheet for the substance.	

All substances bought by Karen Roberts for use in the school have COSHH assessments and data sheets.
Further information can be found in the Hazardous Substances Policy.

17. Health and Safety Law Poster

The Health and Safety at Work poster is located:	Outside headteacher's office.
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18. Housekeeping, cleaning & waste disposal

All staff and pupils share the responsibility for keeping the Academy site clean, tidy and free from hazards.	
Our waste management arrangements are: BIFFA	
Our site housekeeping arrangements are:	
Site cleaning is provided by: External cleaning company	Name and contact details Chartwells Deb Crahm
Cleaning staff have received appropriate information, instruction and training about the following and are competent:	
Work equipment	
Hazardous substances	
Waste (skips and bins are located away from the academy building)	
Infection control	
Academy security	
Lone working	
First aid and accident reporting	
Fire evacuation	
Management of asbestos	
All staff and pupils must be aware of the arrangements for disposing of waste and the location of waste bins and skips	
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:	

Department/work area	Procedure

19. Infection Control

Name of person responsible for managing infection control:	Karen Roberts
Our infection control arrangements (including communicable diseases/hand hygiene standards) are: communicated to staff through their induction and shared with visitors on their entry to school.	
Infection control standards and the effectiveness of risk management procedures will be monitored by: Karen Roberts	
We communicate infection control arrangements by: Email/memos/meetings/H&S board	
Infection control arrangements must be communicated to all occupants of the premises, as part of their induction to site and in accordance with their role and activities they conduct on site.	
Further information can be found in the Infection Control Policy and Risk Assessment.	

20. Lettings

Name of Premises Manager or member of Leadership team responsible for Lettings:	Karen Roberts
Our arrangements for managing Lettings of the Academy rooms or external premises are: A meeting with Karen Roberts, a lettings form is completed.	
The health and safety considerations for Lettings are considered and reviewed annually: Yes, by Maryann Edge.	
Hirers have in place their own risk assessments, first aid arrangements/ fire procedures and emergency procedures: yes	
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: confirmed during meeting.	

21. Lone Working

Our arrangements for managing lone working are: stated in our work alone policy.
Lone working arrangements are communicated by: Policy/meeting
We monitor lone working arrangements by: ensuring who will be on site when school is closed to pupils.
Refer to the Lone Working Policy for further details.

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

NOTE Types of equipment to consider in this section: Ladders and steps, fume cupboards, other extraction systems, PE equipment, D&T 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	
Name of person responsible for the selection, maintenance / inspection and testing of equipment:	Karen Roberts – done through SLA
Records of maintenance and inspection of equipment are retained and are located:	Main office/SLN
Staff report any broken or defective equipment to:	Karen Roberts
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:	
Type of equipment	Maintenance Regime Details

23. Manual Handling

Name of competent person responsible for carrying out manual handling risk assessments	Karen Roberts
Our arrangements for managing manual handling activities are: staff, e.g. caretaker, receive training for this. Further information can be found in the Manual Handling Policy.	
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: part of the induction process	
Staff who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task.	

Staff are trained appropriately to carry out manual handling activities. Formally trained staff are: Vacancy - caretaker
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).
Restrictive physical intervention training is arranged by: Karen Roberts
Restrictive physical intervention risk management information is: on the shared staff drive
This information is located: on the server

24. Medication

Name of person(s) responsible for the management of and administration of medication to pupils in academy:	Joanne Cole
Our arrangements for the administration of medicines to pupils are: A medicine form completed by the parent/carer. Only medicine that is required 4 times a days is given at school. Medicine must be checked and given by 2 members of staff. Forms are then filled in to note the name, dosage and time given and who witnessed it.	
The names members of staff who are authorised to give / support pupils with medication are:	Joanne Cole
Medication is stored:	First aid room in either a locked fridge or the locked cabinet.
A record of the administration of medication is located:	First aid room in the locked cupboard.
Pupils who administer and/or manage their own medication in an academy are authorised to do so by the Headteacher and Office Staff and provided with a suitable private location to administer medication/store medication and equipment. Medication is stored in First Aid Room.	
Staff are trained to administer complex medication by the school nursing service when required. Trained staff are: NA at the moment	
Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are: We currently have non one on site who requires an epipen. All children with asthma have a care plan that is signed by the parent/carer to give consent to use the school inhaler if required.	
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 in either the locked fridge or the locked cupboard.	
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.	
Further information can be found in the Medication Policy.	

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

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

26. Radiation (where applicable)

Name of the academy Radiation Protection Supervisor (RPS)	NA
Name of the Radiation Protection Adviser (RPA)	

27. Reporting Hazards or Defects

All staff and pupils must report any hazards, defects or dangerous situations they see at the Academy.
Our arrangements for the reporting of hazards and defects: To inform Karen Roberts ASAP.

28. Risk Assessments

The academy has in place risk assessments for any identified significant risk. Control measures which are put in place to eliminate or reduce risk are communicated to staff, pupils and others who may be exposed to the risk.	
Risk assessments are in place for the following areas: 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 Individual Risk Assessments for health issues	
Name of person who has overall responsibility for the Academy risk assessment process and any associated action planning:	Karen Roberts
Our arrangements for carrying out, recording, communicating and reviewing risk assessments are: Karen Roberts review regular and update where required.	

The location in which the academy keeps risk assessments is: Main office/shared drive
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 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.
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30. Shared use of premises/shared workplace

Name of Premises Manager or member of Leadership team responsible for Premises Management:	Karen Roberts
The academy premises are shared with another organisation (e.g. contract caterer/public leisure centre).	Name of the organisation(s)
Our arrangements for managing health and safety, including the communication of safety and risk management information, in a shared workplace are: in the school's H&S policy.	

31. Stress and Staff Wellbeing

Name of person who has overall responsibility for the health and wellbeing of Academy staff:	Karen Roberts
Name of the person who leads on Academy Mental Health and Wellbeing:	Joanne Walsh
Academy mental health first aid trained staff are:	Joanne Walsh
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: Ensure that work load is reviewed. Offer the Wellbeing programme that we have through our Staff Insurance as well as the one in place through our TRUST. Joanne Walsh is also out staff Mental wellbeing First Aider.	
Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated.	
All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work.	
All staff have the opportunity to discuss mental health and wellbeing concerns confidentially and access support.	
Individual stress risk assessments take place when a member of staff requires additional individual support.	
A team stress risk assessment has been completed involving all staff and this is reviewed regularly.	

Date completed / reviewed: March 2020
Arrangements are in place to support pupil mental health and wellbeing. Detail surrounding these arrangements can be found (location)
Staff can access support for pupils by: contacting Joanne Walsh
Resources to support pupil mental health and wellbeing can be found (location): on the staff drive
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.	N/A
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	
Staff operating the swimming pool have received appropriate training and information.	
N/A	
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.	
N/A	
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:	Karen Roberts
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: arranged with staff as required.	
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).	
Training records are retained and are located (state location): main office	
Training and competency is monitored and measured by:	Name Karen Roberts

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

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

35. Vehicle movement on site

Name of Premises Manager or other staff member responsible for the management of vehicles on site:	Karen Roberts
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 etc): The car park cannot be used during the times that children/parents may be moving on site. The gate is locked to ensure this.	

36. Violence and Aggression and Academy Security

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.	
A risk assessment is carried out where staff are at increased risk of injury due to their work.	
Training, information and instruction is available to staff to help them manage the risk of violence and aggression where required.	
Staff and pupils must report all incidents of verbal & physical violence to:	Name Karen Roberts
Incidents of verbal & physical violence are investigated by:	Name Karen Roberts
Name of person who has responsibility for site security:	Name Karen Roberts
Our arrangements for site security are: locked gates and pin coded doors.	
Refer to the Management of Violence and Aggression Policy for further information.	

37. Water System Safety

Name of Premises Manager or other member of staff responsible for managing water system safety:	Karen Roberts
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Name of contractors who have undertaken a risk assessment of the water system and date the risk assessment was last completed:	Name HSL Date 29/04/2021
Name of contractors who carry out regular testing of the water system:	HSL
Location of the water system safety manual/testing log:	Main Office
Our arrangements to ensure contractors have information about water systems are: provide them with the manual.	
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.	
Refer to the Water System Safety Policy for further information.	

38. Working at Height

Name of person(s) responsible managing the risk of work at height on the premises:	NA
Date of the most recent working at height risk assessment:	
Work at height is avoided where possible.	
Our arrangements for managing work at height are: Refer to the Working at Height Policy for further information.	
Appropriate equipment is provided for work at height where required.	
Staff who carry out work at height are trained to use the equipment provided.	
Work at height equipment is regularly inspected, maintained and records are kept (location) and last inspected on (date).	
Name of person(s) responsible for inspecting and recording inspections:	

39. Work Experience

Name of person who has overall responsibility for managing work experience and work placements for Academy pupils:	Karen Roberts
Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are: induction prior to placement starting	
The name of the person responsible for the health and safety of people on work experience in the academy premises:	Karen Roberts
Our arrangements for managing the health and safety of work experience students in the Academy are: a health and safety induction.	

40. Volunteers

Name of person who has overall responsibility for managing/coordinating volunteers working within the academy:	Karen Roberts
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: Karen Roberts/Maryann Edge	

41. Gas Safety

Name of person(s) responsible for managing the gas safety systems on the academy premises:	Karen Roberts
Date of the most recent gas line test (5 yearly):	
Date of the most recent gas system test:	Boiler – September 2022
Our procedure in the event of a gas leak is: evacuation of the building and to the memorial hall.	
The Academy uses only gas safety registered contractors to work with gas systems on site.	

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

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

Aim	Initiatives	KPI	Target	Actual
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 is ...

	optimum performance			

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.