

<b>Staffordshire University Academies Trust</b>		<b>Trust Policy Document</b>			
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# St Paul's CE (VC) First School

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# Health and Safety and Wellbeing Policy

Updated: November 2023



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## Health, Safety and Wellbeing Policy

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.

### 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 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

### 2. Overview

Every Academy must have a Health, Safety and Wellbeing Policy in place which complies with the Health and Safety at Work Act 1974.

All academies are required to have a Health, Safety and Wellbeing Policy in place which is updated at least annually, or upon any changes to the roles, responsibilities, practices or procedures that are detailed in the academies' customised version. The Trust is responsible for reviewing the policy template annually in June.

Tailored policies should be developed by the Head Teacher, Senior Leadership Team, Premises Manager and H&S Coordinator, in conjunction with staff. The tailored policy should be shared with and approved by the LAC during the autumn term, annually, and thereafter shall be monitored by the SLT and LAC.

The organisation and arrangements which support the Health, Safety and Wellbeing Policy (the day to day management of Health and Safety) are the responsibility of the Head Teacher and senior leadership team, as monitored by the LAC.

All academies have health and safety responsibilities as the occupier of the premises and therefore must take steps to ensure that the premises are managed effectively to reduce risk to those using, entering or accessing the premises at any time and for any reason.

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The health and safety management standards deployed by the academies and Trust 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 grounds, and safe equipment.
- Develop safety awareness, by appropriate training if necessary, amongst staff, pupils and others who help on SUAT premises.
- 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.

### 3. 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.
- Monitor plant, equipment and systems of work to ensure that they are safe.
- Ensure that the Academy provides adequate training, information, instruction, induction and supervision to enable everyone in the Academy to be safe.
- Ensure that the premises is maintained in a condition that is safe and without significant risk. This includes the health and safety of people on the premises or taking part in educational activities off site.
- 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.
- Provide a Link LAC member for Health and Safety.

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.

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- Meet with the Facilities Manager (or their equivalent) regularly to ensure that any building/grounds issues are dealt with in a timely manner.
- Ensure that non employees are not adversely affected by Academy activities.

**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
- Ensure that non employees are not adversely affected by Academy activities.

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

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- 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
- [Ensure that non employees are not adversely affected by Academy activities.](#)

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
- [Provide health and safety policies and procedures](#)
- Give strategic guidance, monitor and review health and safety issues
- Ensure adequate resources for health and safety are available
- Ensure that the premises is maintained in a condition that is safe and without significant risk to health. [This includes to health and safety of people on the premises or taking part in educational activities off site](#)

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## Health, Safety and Wellbeing Policy

### St. Paul's First School

The local policy has five parts;

**Part A** – Introduction

**Part B** - The Health and Safety Policy Statement

**Part C** - Management Arrangements

**Part D** - The detailed arrangements & procedures for Health, Safety and Wellbeing within the individual SUAT academy, as named above.

**Part E** - The Key Performance Indicators.

#### **A. Introduction**

This individual academy policy containing local arrangements for implementing and communicating health and arrangements will be utilised in conjunction with the SUAT Health, Safety and Wellbeing policy provided on pages one to four (inclusive). In each SUAT academy there will be a comprehensive database of key individuals.

#### **B. Policy Statement**

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





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- 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.

	
<b>Chair of Local Academy Council Jo Sawyer</b>	<b>Head Teacher Claire Richards</b>
29 <sup>th</sup> November 2023	20 <sup>th</sup> November 2023

### 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

<i>The academy obtains competent health and safety advice from:</i>	John Burdett
<i>The contact details are:</i>	07773 791520
<i>In an emergency we contact:</i>	01785355777

#### Monitoring Health and Safety

<i>Name of person(s) responsible for the overall monitoring of health and safety in the Academy:</i>	Claire Richards, Headteacher
<i>Our arrangements for the monitoring of health and safety are (include here how performance is measured, reported upon when these are reported and how e.g. annual report to Local Academy Council):</i>	
<ul style="list-style-type: none"> <li>• 1 – Termly reports to governors</li> </ul>	





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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.*

### 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</i>	

### 2. Asbestos

<i>Name of Premises Manager responsible for Managing Asbestos:</i>	<i>Claire Richards, Headteacher</i>
<i>Location of the Asbestos Management Log or Record System:</i>	<i>Main office in reception area</i>
<i>Staff must not drill or affix anything to walls, or undertake any kind of intrusive work to the fabric of the building without first obtaining approval from the Premises Manager or other trained member of SLT. The Asbestos Management Policy contains further information about managing asbestos on the premises. Staff must be aware of the procedure for gaining approval for works of this nature. Our arrangements to ensure that staff have information about asbestos risk upon employment with the academy are as follows: is Health and Safety induction.</i>	

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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.	
<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&amp;S board</i>	
<i>Staff who receive annual training in asbestos awareness are: Claire Richards, Jo Cole</i>	
<i>Staff must report damage to asbestos materials to:</i>	<i>Claire Richards</i>
<i>Guidance for managing asbestos in schools includes:</i>	<a href="https://www.gov.uk/guidance/asbestos-management-in-schools">https://www.gov.uk/guidance/asbestos-management-in-schools</a> <a href="https://www.hse.gov.uk/services/education/asbestos-faqs.htm">https://www.hse.gov.uk/services/education/asbestos-faqs.htm</a>

### 3. Communication

<i>Name of SLT member who is responsible for communicating with staff on health and safety matters:</i>	<i>Claire Richards</i>
<i>Our arrangements for inducting staff to health and safety within the academy are: Health and Safety induction booklet</i>	
<i>Our arrangements for communicating about health and safety matters with all staff are: 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&amp;S board, email, staff meetings</i>	
<i>Staff can communicate areas for concern in the context of health and safety by: verbal/email</i>	

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

<i>Name of person coordinating any construction work / acting as the client for any construction</i>	<i>Chris Bird</i>
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<i>project:</i>	
<i>Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are: Entrust – Chris Bird</i>	
<i>(Duty holders will be identified and named as part of any construction project). <a href="https://www.hse.gov.uk/construction/cdm/2015/index.htm">https://www.hse.gov.uk/construction/cdm/2015/index.htm</a></i>	
<i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: Chris Bird</i>	
<i>Our arrangements for the induction of contractors are: Chris Bird</i>	
<i>Staff should report concerns about contractors to: Claire Richards</i>	
<i>We will review any construction activities on the site by: inspections from Chris Bird and Claire Richards</i>	
<i>Our arrangements for obtaining contractor risk management documents are: through Entrust – Chris Bird</i>	
<i>Staff will be informed about construction projects by: Claire Richards</i>	

## 5. Consultation

<i>Name of SLT member who is responsible for consulting with staff on health and safety matters:</i>	<i>Claire Richards</i>
<i>The name of the Trade Union Health and Safety Representative is:</i>	<i>Jo Walsh</i>
<i>Our arrangements for consulting with staff on health and safety matters are: staff meetings</i>	
<i>Staff can raise issues of concern by: speaking with Claire Richards</i>	

## 6. Contractor Management

<i>Name of person responsible for managing and monitoring contractor activity:</i>	<i>Claire Richards</i>
<i>Our arrangements for selecting competent contractors are (this should include verification of DBS data): We use the SCC framework contractors</i>	
<i>Our arrangements for the exchange of health and safety information / risk assessments / safe working arrangements / monitoring are: Internal audits</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</i>	

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<i>code of conduct and what is expected on school site.</i>
<i>Staff should report concerns about contractors to: Claire Richards</i>
<i>Our arrangements for notifying staff of contractor activity on site are: email to confirm</i>
<i>Refer to the Managing Contractors Policy for further detail, which <a href="#">must be read by those who are responsible for building works and maintenance, and managing contractors.</a></i>

## 7. Curriculum Areas – health and safety

<i>Name of person who has overall responsibility for the curriculum areas as follows: e.g. Science D&amp;T PE Art</i>	<i>Head of Dept. or Curriculum Lead Name  Jodie Watts' Paula Hodgkins Joanne Walsh Paula Hodgkins</i>
<i>Risk assessments for these curriculum areas are the responsibility of:</i>	<i>Office staff review list of policies for review and ask relevant member of staff to review when required.</i>
<i>These risk assessments are located:</i>	<i>Shared staff drive</i>
<i>Risk assessments are reviewed:</i>	<i>E.g. annually or following a change in policy / procedure / following an accident or incident</i>

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

<i>The Academy assesses the risk of the use of computers/laptops by carrying out a DSE assessment for staff using this type of equipment continuously and regularly for over an hour.</i>	
<i>Our arrangements for carrying out DSE assessments are: Annual assessments for staff that work at their desks.</i>	
<i>Name of person who has responsibility for carrying out Display Screen Equipment Assessments:</i>	<i>Claire Richards</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>

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### 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:	
<p>Supervision ratios</p> <p>Risk assessments</p> <p>Daily checklists for indoor and outdoor area</p>	

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

Name of person who has overall responsibility for Educational Visits:	Claire Richards
The Educational Visits Coordinator is:	Louisa Griffiths
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 made if necessary.	
Visit risk management information is communicated to visit attendees by: Lead teacher running the trip	
<i>Educational visits must be risk managed on Evolve. Visits must not proceed if they have not been approved on Evolve.</i>	
Refer to the Educational Visits Policy for more detail regarding managing the risks for educational visits.	
<i>Evolve forms must be submitted by:</i>	
<p><i>E.g. 2 weeks before the visit for non adventurous visits.</i></p> <p><i>E.g. 6 weeks for adventurous activities and residentials.</i></p>	

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

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	Claire Richards
Fixed electrical wiring test records are located:	Claire Richards
All staff visually inspect electrical equipment before use.	
Our arrangements for bringing personal electrical items onto the academy site are:	

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<i>No personal electrical items are permitted on site without approval from SLT and a valid and verified PAT test takes place every two years.</i>	
<i>Name of person responsible for arranging the testing of portable electrical equipment (PAT):</i>	<i>School Office/Jo Cole</i>
<i>Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:</i>	<i>Jo Cole/Claire Richards</i>
<i>The academy's PAT testing will be undertaken to a frequency of: (e.g. annually)</i>	<i>Every two years</i>
<i>Portable electrical equipment (PAT) testing records are located:</i>	<i>School Office</i>
<i>Staff must take defective electrical equipment out of use and report to:</i>	<i>School Office and Claire Richards</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>	

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

<i>Name of competent person responsible for undertaking &amp; reviewing fire risk assessment in addition to any associated action planning, such as the fire evacuation procedure:</i>	<i>Claire Richards</i>
<i>NB. The fire risk assessment must be undertaken on an annual basis as a minimum, and upon changes to the building, fire safety practices and staffing.</i>	
<i>The Fire Risk Assessment is located:</i>	<i>Shared drive</i>
<i>When the fire alarm is raised the person responsible for calling the fire service is OR The site has a fire alarm which activates a response from (a 3rd party / listening service):</i>	<i>Please detail procedure Claire Richards 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 Claire Richards, Joanne Cole and Lou Griffiths</i>
<i>Name of person responsible for arranging and recording of fire drills:</i>	<i>Claire Richards</i>
<i>Name of person responsible for creating and reviewing Fire Evacuation arrangements:</i>	<i>Claire Richards</i>



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<i>Our Fire Evacuation Arrangements are published:</i>	<i>In each room of the school</i>
<i>Our Fire Marshals are listed:</i>	<i>Health and Safety Board</i>
<i>Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at:</i>	<i>Main Office</i>
<i>Name of person responsible for training staff in fire procedures:</i>	<i>Completed during H&amp;S Induction</i>
<i>Name of the person trained in fire risk assessment:</i>	<i>Claire Richards</i>
<i>Procedure for communicating fire safety and evacuation arrangements to visitors: Joanne Cole and Lou Griffiths are responsible for sharing this information.</i>	
<i>Procedure for communicating fire safety arrangements to contractors: Claire Richards</i>	
<i>All staff must be aware of the Fire Procedures in their Academy.</i>	
<i>Please see the Fire Safety Policy for further information.</i>	

### 13. First Aid \*see also Medication

<i>Name of person responsible for carrying out the First Aid Assessment:</i>	<i>Claire Richards</i>
<i>The First Aid Assessment is located:</i>	<i>First Aid Room</i>
<i>First Aiders are listed:</i>	<i>In every room</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>In every room</i>
<i>Name of person responsible for checking &amp; restocking first aid boxes:</i>	<i>Lou Griffiths</i>
<i>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 for 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>The parents would be called to collect</i>
<i>Staff</i>	<i>Claire Richards</i>
<i>Visitors</i>	<i>Claire Richards</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>	

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Our arrangements for monitoring and reporting on first aid and accidents are: 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
Date of training:	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.	

#### 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 will take place in Autumn 2023 and the record can be found:	Date and Location RA folder on the Shared drive

#### 16. Hazardous Substances (COSHH)

Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)	Claire Richards
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, review of assessments, etc.) are: Staff are not allowed to use any substance unless agreed by Claire Richard 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:	
<ul style="list-style-type: none"> <li>- The substance must be approved for use by a Senior Leader</li> <li>- The substance must COSHH assessed and a current material safety data sheet kept on file with the COSHH assessment</li> <li>- The substance must be added to the approved list</li> </ul>	
Bleach is not permitted for use on Academy sites unless it is being used in accordance	

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*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. Health and Safety Law Poster

<i>The Health and Safety at Work poster is located:</i>	<i>Outside the HT office</i>
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### 18. Housekeeping, cleaning & waste disposal

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

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<i>Staff in all depts. / work areas who generate waste (e.g. catering/cleaning/curriculum areas) must be aware of the risk assessments and control measures in place for their role. The risk management processes are as follows for each department / work area: 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.</i>	
<b>Department/work area</b>	<b>Procedure</b>

**19. Infection Control**

Name of person responsible for managing infection control:	Claire Richards
<i>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.</i>	
<i>Infection control standards and the effectiveness of risk management procedures will be monitored by: Claire Richards</i>	
<i>We communicate infection control arrangements by: Email/memos/meetings and H&amp;S board</i>	
<b><i>Infection control arrangements must be communicated to all occupants of the premises, as part of their induction to site and in accordance with their role and activities they conduct on site.</i></b>	
<i>Further information can be found in the Infection Control Policy and Risk Assessment.</i>	

**20. Lettings**

Name of Premises Manager or member of Leadership team responsible for Lettings:	Claire Richards
<i>Our arrangements for managing Lettings of the Academy rooms or external premises are: A meeting with Claire Richards, a lettings form is completed</i>	

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*The health and safety considerations for Lettings are considered and reviewed annually: Yes, by Claire Richards and Jo Cole*

*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 with Claire Richards*

## 21. Lone Working

*Our arrangements for managing lone working are: stated in our Lone Working Policy.*

*(Lone working is defined by the Health & Safety Executive (HSE) as **people who work by themselves without close or direct supervision**. This doesn't necessarily mean that the worker is physically alone; it means they are in a separate location to the rest of their team or manager).*

*Lone working arrangements are communicated by: Policy/meeting*

*We monitor lone working arrangements by: ensuring who will be on site when school is closed to pupils.*

*Lone workers are required to report any health information which may impact safety arrangements for lone working to their line manager / SLT.*

*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.*

<i>Name of person responsible for the selection,</i>	<i>Claire Richards – done through SLA</i>
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<i>maintenance / inspection and testing of equipment:</i>	
<i>Records of maintenance and inspection of equipment are retained and are located:</i>	<i>Main office/SLN</i>
<i>Staff report any broken or defective equipment to:</i>	<i>Claire Richards</i>
<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>	
<b>Type of equipment</b>	<b>Maintenance Regime Details</b>

### 23. Manual Handling

<i>Name of competent person responsible for carrying out manual handling risk assessments</i>	<i>Claire Richards</i>
<i>Our arrangements for managing manual handling activities are: staff, caretaker receive training for this.</i>	
<i>Further information can be found in the Manual Handling Policy.</i>	
<i>Staff must be aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided. Our arrangements for communicating this requirement to staff are: part of the induction process.</i>	
<i>Staff who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task.</i>	
<i>Staff are trained appropriately to carry out manual handling activities. Formally trained staff are: Vacancy – handy person</i>	
<i>Names</i>	
<i>Where people handling takes place an Individual Manual Handling Plan must be in place and communicated to all parties (including where appropriate the young person/their parents/carers/support staff).</i>	
<i>Restrictive physical intervention training is arranged by: Claire Richards</i>	
<i>Restrictive physical intervention risk management information is: on the shared staff drive</i>	
<i>This information is located: on the server</i>	



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## 24. Medication

Name of person(s) responsible for the management of and administration of medication to pupils in the academy:	Joanne Cole/Lou Griffiths
Our arrangements for the administration of medicines to pupils are: A medicine is form is completed by the parent/carer. Only medicine that is require 4 times a day is given at school. Medicine must be checked and given by two 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 (name/job role) and provided with a suitable private location to administer medication/store medication and equipment. Medication is stored in (location).	
Staff are trained to administer complex medication by the school nursing service when required. Trained staff are: N/A at the current time Names	
Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are: Staff have completed epipen and asthma training. All children with these medications have a care plan that is signed by the parent/carer to give consent for staff to help administer these medications.	
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 <a href="#">and Supporting Students with Medical Conditions Policy</a> .	

## 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
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<i>a risk and the risk cannot be controlled by another means.</i>	
Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for academy staff.	Claire Richards
Name of person responsible for the checking and maintenance of personal protective equipment provided for staff	Joanne Cole
<i>PPE provided for use in curriculum lessons is not "personal" as it is provided by pupils in classroom situations.</i>	
Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for pupils.	Claire Richards
<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>	
Name(s) of person responsible for cleaning and checking PPE.	Claire Richards
Confirmation of any recorded checks to be provided:	Claire Richards

#### 26. Radiation (where applicable)

Name of the academy Radiation Protection Supervisor (RPS)	N/A
Name of the Radiation Protection Adviser (RPA)	
<i>We manage radiation risks by:</i>	

#### 27. Reporting Hazards or Defects

<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: To inform Claire Richards ASAP.</i>

#### 28. Risk Assessments

<i>The academy has in place risk assessments for any identified significant risk. Control measures which are put in place to eliminate or reduce risk are communicated to staff, pupils and others who may be exposed to the risk.</i>
<i>Risk assessments are in place for the following areas: (examples, not an exhaustive list)</i> Premises and grounds Curriculum / classrooms

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<p><i>Hazardous activities or events</i>  <i>Lettings or contract work which may affect staff or pupils in the Academy</i>  <i>Fire Risk Assessment</i>  <i>Hazardous Substances</i>  <i>Work Equipment</i>  <i>Manual handling activities</i>  <i>Risks related to individuals e.g. health issues</i></p>	
<p><i>Name of person who has overall responsibility for the Academy risk assessment process and any associated action planning:</i></p>	<p><i>Claire Richards</i></p>
<p><i>Our arrangements for carrying out, recording, communicating and reviewing risk assessments are: Claire Richards review regular and update where required.</i></p>	
<p><i>The location in which the academy keeps risk assessments is: Main office/shared drive</i></p>	
<p><i>Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments.</i></p>	
<p><i>When an accident or incident occurs a post risk assessment takes place when a new hazard has been identified.</i></p>	
<p><i>Risk assessments are created or reviewed when something new is introduced or a change has occurred.</i></p>	
<p><i>Further information is located in the Risk Assessment Policy.</i></p>	

## 29. Smoking

<p><i>No smoking or vaping is permitted on site or in vehicles owned or operated by the academy.</i></p>
<p><i>Contractors, visitors, volunteers and temporary staff are informed that smoking and vaping is not permitted on site.</i></p>

## 30. Shared use of premises/shared workplace

<p><i>Name of Premises Manager or member of Leadership team responsible for Premises Management:</i></p>	<p><i>Claire Richards</i></p>
<p><i>The academy premises are shared with another organisation (e.g. contract caterer/public leisure centre).</i></p>	<p><i>N/A</i></p>
<p><i>Our arrangements for managing health and safety, including the communication of safety and risk management information, in a shared workplace are: in the school's H&amp;S Policy</i></p>	

## 31. Stress and Staff Wellbeing

<p><i>Name of person who has overall responsibility for the health and wellbeing of Academy staff:</i></p>	<p><i>Claire Richards</i></p>
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Name of the person who leads on Academy Mental Health and Wellbeing:	Amy Hatfield
Academy mental health first aid trained staff are:	Joanne Walsh
<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: 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 our staff Mental Wellbeing First Aider.</i>	
<i>Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated.</i>	
<i>All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work.</i>	
<i>All staff have the opportunity to discuss mental health and wellbeing concerns confidentially.</i>	
<i>Individual stress risk assessments take place when a member of staff requires additional individual support. Staff can discuss individual risk assessments with Claire Richards</i>	
<i>A team stress risk assessment has been completed involving all staff and this is reviewed regularly.</i>	
<i>This is planned for the Spring term 2024</i>	
<i>Arrangements are in place to support pupil mental health and wellbeing. Detail surrounding these arrangements can be found (location)</i>	
<i>Staff can access support for pupils by: contacting Amy Hatfield</i>	
<i>Resources to support pupil mental health and wellbeing can be found (location): on the shared drive and in the Wellbeing space located by the Year 1 classroom.</i>	
<i>The Mental Health and Wellbeing Policy contains further information.</i>	

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

Name of person who has overall responsibility for managing the swimming pool and its environment.	N/A
<i>Our arrangements for carrying out suitable swimming pool management (including minimum supervision standards, how to summon assistance in emergency, what to do if problem identified with pool water quality, supervision in changing areas, max numbers of swimmers, conditions of hire to outside organisations, first aid provision, training plant operators):</i> N/A	
<i>Staff operating the swimming pool have received appropriate training and information. N/A</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>	

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

### 33. Training and Development

Name of person who has overall responsibility for the training and development of staff:	Claire Richards
<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 the main office</i>	
Training and competency is monitored and measured by:	Claire Richards
<i>Staff can request training by:</i>	<i>Speaking with Claire Richards</i>

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

Name of person who has overall responsibility for the academy vehicles	N/A
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
Frequency of checks:	N/A
Name of person who arranges servicing and maintenance of the academy vehicles	N/A
Frequency of servicing and maintenance:	N/A
Person who arranges insurance:	N/A
Person who arranges vehicle tax:	N/A
<i>Our arrangements for the safe use of academy vehicles are: N/A</i>	
<i>Refer to the Vehicles Policy for further information. N/A</i>	

### 35. Vehicle movement on site

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

### **36. Violence and Aggression and Academy Security**

<i>The Academy provides a place of work which is designed and managed to minimise the risk of violence and aggression to staff, pupils and visitors.</i>	
<i>A risk assessment is carried out where staff are at increased risk of injury due to their work.</i>	
<i>Training, information and instruction is available to staff to help them manage the risk of violence and aggression where required.</i>	
<i>Staff and pupils must report all incidents of verbal &amp; physical violence to:</i>	<i>Claire Richards</i>
<i>Incidents of verbal &amp; physical violence are investigated by:</i>	<i>Claire Richards</i>
<i>Name of person who has responsibility for site security:</i>	<i>Claire Richards</i>
<i>Our arrangements for site security are: locked gates and pin coded doors.</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>	

### **37. Water System Safety**

<i>Name of Premises Manager or other member of staff responsible for managing water system safety:</i>	<i>Claire Richards</i>
<i>Name of contractors who have undertaken a risk assessment of the water system and date the risk assessment was last completed:</i>	<i>HSL</i> <i>Date 19<sup>th</sup> July 2023</i>
<i>Name of contractors who carry out regular testing of the water system:</i>	<i>HSL</i>
<i>Location of the water system safety manual/testing log:</i>	<i>Main Office</i>
<i>Person who reviews the water system safety log and contractor reports:</i>	<i>Claire Richards/Jo Cole</i>

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*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

<i>Name of person(s) responsible managing the risk of work at height on the premises:</i>	N/A
<i>Date of the most recent working at height risk assessment:</i>	
<i>Work at height is avoided where possible.</i>	
<i>Our arrangements for managing work at height are:</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).</i>	
<i>Name of person(s) responsible for inspecting and recording inspections:</i>	

### 39. Work Experience

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

### 40. Volunteers

<i>Name of person who has overall responsibility for managing/coordinating volunteers working within the academy:</i>	Claire Richards
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*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: a health and safety induction*

#### 41. Gas Safety

Name of person(s) responsible for managing the gas safety systems on the academy premises:	Claire Richards
Date of the most recent gas line test (5 yearly):	
Date of the most recent gas system test: E.g. Boilers Kitchen Equipment	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.

##### Key Performance Indicators

<u>KPI</u>	<u>Measure</u>	<u>Actions</u>	<u>Timescale</u>
All Academies have external audit results of level four and above.	External audits produce a result of a level four or above at each Academy's next external audit.  Each of the ten audit areas to achieve a level four as a minimum.	<ul style="list-style-type: none"> <li>Annual visit to review H&amp;S practice</li> <li>Support to prepare for audits, ensuring Academy access to audit criteria</li> <li>Ensuring access to H&amp;S templates and information on Teams</li> <li>Maintain SUAT</li> </ul>	At each Academy's next audit.



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		<p>H&amp;S Policies</p> <ul style="list-style-type: none"> <li>Centralised document sharing for verification</li> </ul>	
<p>All Academies have a live Team Stress Risk Assessment.</p>	<p>The Team Stress risk assessment is reviewed by each Academy regularly and risk assessment reviews shall not exceed 12 calendar months.</p> <p>There is evidence that the risk assessment has been informed by a staff stress and wellbeing survey.</p> <p>There is evidence of staff consultation regarding the control measures.</p>	<ul style="list-style-type: none"> <li>Access to team stress risk assessment template and guidance regarding its completion.</li> <li>Access to survey templates and information.</li> <li>Access to the HSE stress indicator tool and guidance.</li> <li>Team stress risk assessments to be shared via Teams.</li> </ul>	August 2024
<p>All Academies evidence a review process for health and safety practices, undertaken at least annually, and can evidence actions taken as a result of practice reviews.</p>	<p>Academies use the MRDP evaluation and checklist to review health and safety performance in the autumn term.</p> <p>The MRDP is shared with the Trust central team by 31<sup>st</sup> December annually. Common themes and actions are identified.</p> <p>Actions identified through the MRDP are undertaken and are recorded in the MRDP action plan. Actions identified are completed by the end of the summer term of progress towards completing the action is documented.</p> <p>Risk assessments, COSHH assessments and</p>	<ul style="list-style-type: none"> <li>Access to the MRDP template and action plan.</li> <li>Review the Health and Safety Policy template annually.</li> <li>Review risk assessments and procedures annually. Shared with staff and evidence reading and receipt.</li> <li>Risk assessment registers are used for tracking and to avoid review lapses.</li> <li>Example risk assessments accessible via the SLN and Teams.</li> <li>Risk assessments are in place for foreseeable risks</li> </ul>	August 2024

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	<p>procedures are reviewed annually or upon a change in practice, if/when an accident or incident occurs, or changes in personnel.</p> <p>The Health and Safety Policy is reviewed annually before 1<sup>st</sup> September and shared with staff. There is written evidence of staff receiving and reading the policy.</p>	<p>resulting from use of the premises, educational visits, the workplace (including stress and wellbeing), use of equipment and substances, and activities.</p> <ul style="list-style-type: none"> <li>• COSHH assessments are in place for all hazardous substances.</li> <li>• Health and safety documentation is communicated to staff on compilation and revision. Their involvement is sought and encouraged during reviews.</li> <li>• Internal reviews.</li> <li>• External audit.</li> </ul>	
<p>There is a managed statutory compliance regime in place for each premises, assets are managed and all defects are addressed within the designated time scale.</p>	<p>There are no defects outstanding beyond the designated time periods for action.</p> <p>All statutory compliance and planned preventative maintenance (both contracted and managed internally) is undertaken to the required timescales.</p>	<ul style="list-style-type: none"> <li>• Health and Safety and Premises Planner is used to document actions and plans in relation to statutory compliance regimes.</li> <li>• Certificates from inspections are retained on file locally and are uploaded to the Trust Teams platform.</li> <li>• Actions taken to address defects are maintained on record.</li> </ul>	<p>Ongoing.</p>

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		<ul style="list-style-type: none"> <li>Each Academy has an asset register which details which assets must be maintained.</li> <li>Maintain statutory compliance SLA.</li> <li>Maintain insurance Engineering Inspections.</li> <li>Internal audits.</li> <li>External audits.</li> <li>Centralised system for data collation, monitoring and reporting.</li> </ul>	
<p>Every contractor working on site receives the required safety information from their employer and the Academy.</p> <p>Contractor accidents and incidents are minimised.</p>	<p>Contractor accidents are minimised and minor if they occur.</p> <p>Documentation which is appropriate to the projects or works taking place on site is completed for every occasion where there is a contractor or contractors working on site.</p> <p>Only contractors which are appropriately trained, certified, insured, have the appropriate health and safety measures and financial stability shall work on Academy sites.</p>	<ul style="list-style-type: none"> <li>Access to contractor management information and templates.</li> <li>Annual update of the Contractor and Asbestos Management policies.</li> <li>Internal audits.</li> <li>External audits.</li> <li>Obtain contractor risk assessments and method statements as a minimum.</li> <li>Contractor vetting is undertaken.</li> </ul> <p>As a minimum, the documentation completed will include:</p> <ul style="list-style-type: none"> <li>Completion of the hazard exchange form with a signature from all</li> </ul>	<p>Ongoing. Annual review.</p>

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		<p>contractors working on site</p> <ul style="list-style-type: none"> <li>• A review of the asbestos register with all contractors working on site required to sign the declaration</li> <li>• Intrusive works shall be subject to an intrusive works form and consultation with the Asbestos Management Team</li> </ul> <p>Necessary surveys shall be undertaken for example, R&amp;D, structural, underground services.</p>	
There is an adequate training programme in place for all employees.	<p>Mandatory training does not lapse.</p> <p>Training requirements are met and continually reviewed.</p> <p>Each Academy ensures that staff are trained appropriately to fulfil their duties.</p>	<ul style="list-style-type: none"> <li>• Training is recorded and monitored via a training matrix.</li> <li>• Staff training certificates are retained on personnel files.</li> <li>• Training needs are identified on induction of new staff, changes in roles and responsibilities and training is arranged.</li> <li>• Training needs analysis identifies training needs.</li> <li>• Training matrix uploaded to the Trust Teams platform.</li> </ul>	Ongoing. Annual review.
There are	Each Academy has a	<ul style="list-style-type: none"> <li>• The business</li> </ul>	August 2024

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<p>robust business continuity plans in place across the Trust.</p>	<p>Business Continuity Plan which is updated for September annually.</p> <p>Each Academy has a Cyber Response Plan which is updated for September annually.</p> <p>Both plans are updated if there are changes to roles / responsibilities / procedures.</p> <p>Each Academy undertakes a desktop exercise to 'test' the actions that they would take in the event of an emergency.</p>	<p>continuity plan template is reviewed annually.</p> <ul style="list-style-type: none"> <li>• Academies undertake a desktop BCP exercise annually.</li> <li>• The cyber response plan template is reviewed annually.</li> <li>• Upload both documents to the Trust Teams platform.</li> <li>• Procedures are tested where possible e.g. fire evacuation, bomb threat evacuation, lock down.</li> <li>• Internal review.</li> <li>• External audit.</li> </ul>	
<p>Educational visits are subject to a risk benefit analysis, every visit has robust risk management and approval on Evolve prior to the visit departing.</p>	<p>Educational visit risk management information and documentation is robust and is shared with all parties attending the visit and points of contact at base for all visits.</p> <p>There is evidence that all visits are approved on Evolve before departure.</p> <p>There is evidence that all required risk management documentation has been uploaded to Evolve before visit approval.</p> <p>Visits are evaluated.</p> <p>Accidents and incidents during visits are</p>	<ul style="list-style-type: none"> <li>• No visit departs without the appropriate level of approval in Evolve.</li> <li>• Visits which do not take place are removed from Evolve.</li> <li>• Annual sampling.</li> <li>• Visit evaluation takes place in a timely manner.</li> <li>• Documents which are detailed as required on Evolve are uploaded for every visit.</li> <li>• Visit risk management documents are reviewed.</li> </ul>	<p>Ongoing. Annual review.</p>

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	minimised and minor if they occur.		
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