**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.

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

* Promote a positive, open health and safety culture in their Academy.
* Report to LAC members on key health and safety issues.
* Seek advice from other organisations or professionals, such as the Health and Safety Executive, safety advisers etc. as and when necessary.
* Ensure that all staff co-operate with the policy.
* Devise and implement safety procedures.
* Ensure that risk assessments are reviewed on an annual basis.
* Ensure relevant staff have access to appropriate training.
* Meet with the Facilities Manager (or their equivalent) regularly to ensure that any building/grounds issues are dealt with in a timely manner.
* Ensure that non employees are not adversely affected by Academy activities.

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

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

**Health, Safety and Wellbeing Policy**

**John Wheeldon Primary Academy**

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.

1. **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.

1. **Policy Statement**  
   The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Academy, John Wheeldon Primary Academy and 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.

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| --- | --- | --- |
| *[Signature]* |  | *[Signature]* |
| *Dr Lesley Rollason,* ***Chair of Local Academy Council*** |  | *Mr R Sutton,* ***Principal/Head Teacher*** |
| *September 2023* |  | *September 2023* |

1. **Management Arrangements**

The following procedures and *arrangements* have been established within John Wheeldon Primary Academy to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

**Competent Health and Safety Advice**

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| --- | --- |
| *The academy obtains competent health and safety advice from:* | *John Burdett, Staffordshire County Council*  *Hope Kirkham – SUAT*  *Laura Sharratt - JWPA* |
| *The contact details are:* | *John Burdett – 07773 791520*  *Laura Sharratt – 01785 594444 / 07880938027*  *Hope Kirkham – 07519 106873* |
| *In an emergency we contact:* | *John Burdett/ Richard Sutton / Laura Sharratt* |

**Monitoring Health and Safety**

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| *Name of person(s) responsible for the overall monitoring of health and safety in the Academy:* | *Mrs Richard Sutton*  *Mrs Laura Sharratt*  *Mr P Stephens* |
| *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):*   * *1 – Annual health and safety checklist* * *2 – Annual self-audit* * *3 – Annual LAC report* * *4 – SUAT annual audit* * *5 – SCC audit* | |
| *The Academy carries of out formal evaluations and audits on the management of health and safety (frequency):*   * *1 – Annual health and safety checklist* * *2 – Annual self-audit* * *3 – Annual LAC report* * *4 – Annual risk assessment review* * *5 – SUAT annual audit* | |
| *The last audit took place:* | *Date: February 2023*  *By: Staffordshire County Council* |
| *Name of person responsible for monitoring the implementation of health and safety policies:* | *Mr R Sutton*  *Mrs Laura Sharratt* |
| ***All staff are aware of the key performance indicators in part E and how they are achieved and monitored*** | |
|  | |
| ***Workplace inspections - type*** | ***Name of person who carries these out*** |
| *Water Hygiene* | *P Stephens and Concept Environmental* |
| *Ladder logs* | *P Stephens* |
| *PE Equipment* | *PE Staff and external contractor* |
| *Kitchen Equipment* | *Kitchen Contractor* |
| *Premises Inspection* | *P Stephens* |
| *Asbestos* | *Site team / SCC AMT* |
| *Fire Alarm* | *P Stephens/ Amalgamate* |
| *Intruder Alarm* | *P Stephens/ Chubb* |
| *Boiler and Gas Systems* | *Site team / external contractor* |
| *Emergency lighting* | *P Stephens / logic fire & security* |
| *PAT Testing* | *Ron Rock / P Stephens* |
| *Fixed Electrical Testing* | *External Contractor* |
| *Gas Line* | *KEYIS* |
| *Outdoor Play Equipment* | *P Stephens / external contractor* |
| *Fire Extinguisher* | *Logic Fire and Security* |
| *DSE* | *D Kerr* |
| *Defib* | *P Stephens* |
| *Classroom and furniture* | *P Stephens / All Staff* |
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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.**  
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*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**

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| *Our arrangements for recording and investigating:* |
| *Pupil accidents: record in accident book, inform parents as required, report on my health and safety if required and in accordance with policy and guidance.* |
| *Staff accidents: record in BI510, report on my health and safety, investigate if required and in accordance with policy and guidance.* |
| *Visitor accidents: record in accident book, report on my health and safety, investigate if required and in accordance with policy and guidance.* |
| *The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: Staffordshire County Council through my health and safety system (reported by first aid team through my health and safety)* |
| *Our arrangements for reporting to the Local Academy Council are: annual reporting, accident trends and analysis.* |
| *Our arrangements for reviewing accidents and identifying trends are: accident trend analysis, risk assessment review, investigation.* |

1. **Asbestos**

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| *Name of Premises Manager responsible for Managing Asbestos:* | | *P Stephens / L Sharratt* |
| *Location of the Asbestos Management Log or Record System:* | | *Main Office* |
| *Staff must not drill or affix anything to walls, or undertake any kind of intrusive work to the fabric of the building without first obtaining approval from the Premises Manager or other trained member of SLT. The Asbestos Management Policy contains further information about managing asbestos on the premises and must be read by those who are responsible for managing asbestos on the premises, working on the fabric of the building and those who manage contractors. The Asbestos Management Policy contains further information about managing asbestos on the premises.*  *Staff must be aware of the procedure for gaining approval for works of this nature, which is first obtain approval from the premises manager or SLT*  *Our arrangements to ensure that staff have information about asbestos risk upon employment with the academy are as follows:*  *Induction*  *Training as relevant*  *Asbestos plans and awareness*  *Staff briefings*  *Displaying asbestos floor plans* | | |
| *Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are:*  *Induction*  *Hazard exchange*  *Review of the asbestos register*  *Sign health and safety documentation*  *Intrusive works forms*  *Asbestos management team consultation* | | |
| *Our arrangements to ensure all academy staff such as class teachers or caretakers have information about asbestos risk on the premises:*  *Induction*  *Training as required*  *Familiarisation with locations of asbestos*  *Staff briefings*  *Ongoing Communication* | | |
| *Staff who receive annual training in asbestos awareness are:*  *P Stephens*  *L Sharratt*  *Ron Rock* | | |
| *Staff must report damage to asbestos materials to:* | *P Stephens / R Sutton / L Sharratt* | |
| *Guidance for managing asbestos in schools includes:* | [*https://www.gov.uk/guidance/asbestos-management-in-schools*](https://www.gov.uk/guidance/asbestos-management-in-schools)  [*https://www.hse.gov.uk/services/education/asbestos-faqs.htm*](https://www.hse.gov.uk/services/education/asbestos-faqs.htm) | |

1. **Communication**

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| *Name of SLT member who is responsible for communicating with staff on health and safety matters:* | *Mr R Sutton* |
| *Our arrangements for inducting staff to health and safety within the academy are:*  *Induction upon appointment using SUAT H&S Induction form*  *Signatures provided on the induction form*  *Familiarisation with H&S documents and practice*  *Fire evacuation / Emergency evacuation practice*  *Key stage inductions*  *Communication of risk assessments* | |
| *Our arrangements for communicating about health and safety matters with all staff are:*  *Staff meetings*  *Staff briefing / Bulletin*  *Induction*  *Line management meetings*  *Email*  *Training* | |
| *Staff can make suggestions for health and safety improvements by:*  *Staff meeting*  *Staff briefing*  *Line management meetings*  *Defect reporting*  *Email*  *Verbally – open door policy* | |
| *Staff can share risk management information by:*  *Defect reporting*  *Line management*  *Staff meetings*  *Staff briefing*  *Defect reporting*  *Risk assessment* | |
| *Staff can communicate areas for concern in the context of health and safety by:*  *Defect reporting*  *Email*  *Line management*  *Verbally – open door policy*  *Staff meetings and briefings*  *Main office / Defect report log* | |

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

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| *Name of person coordinating any construction work / acting as the client for any construction project:* | *L Sharratt / P Stephens* |
| *Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are:*  *Hazard exchange*  *Induction*  *Asbestos management*  *Email*  *Property Services consultation*  *Landlord permission*  *Acquiring risk assessment / method statements from the contractor*  *(Duty holders will be identified and named as part of any construction project).*  [*https://www.hse.gov.uk/construction/cdm/2015/index.htm*](https://www.hse.gov.uk/construction/cdm/2015/index.htm) | |
| *Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are:*  *Hazard exchange*  *Induction*  *Asbestos management*  *Intrusive works form*  *Email*  *Hot works permits* | |
| *Our arrangements for the induction of contractors are:*  *Hazard exchange*  *Induction*  *Asbestos management*  *Intrusive works form*  *Hot works permits*  *Undertaken prior to work commencement* | |
| *Staff should report concerns about contractors to:*  *L Sharratt / P Stephens / R Sutton* | |
| *We will review any construction activities on the site by:*  *Review hazard exchange forms*  *Amend forms as required*  *Monitor and manage contractors*  *Property services support*  *Pre-planning meetings*  *Site inspections*  *Review risk assessments and method statements* | |
| *Our arrangements for obtaining contractor risk management documents are:*  *Requested by email*  *Risk assessments and method statements*  *Hazard exchange documentation*  *Property services consultation* | |
| *Staff will be informed about construction projects by: L Sharratt / R Sutton* | |

1. **Consultation**

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| *Name of SLT member who is responsible for consulting with staff on health and safety matters:* | *Mr R Sutton* |
| *The name of the Trade Union Health and Safety Representative is:* | *Felicity Gardiner* |
| *Our arrangements for consulting with staff on health and safety matters are:*  *Staff Briefings*  *Staff meetings*  *Emails*  *Line management meetings* | |
| *Staff can raise issues of concern by:*  *Staff briefings*  *Staff meetings*  *Emails*  *Line management*  *Defect book*  *Report to the main office* | |

1. **Contractor Management**

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| *Name of person responsible for managing and monitoring contractor activity:* | *P Stephens / L Sharratt* |
| *Our arrangements for selecting competent contractors are (this should include verification of DBS data):*  *Entrust Property Services Framework*  *Confirmation of contractor competency in writing* | |
| *Our arrangements for the exchange of health and safety information / risk assessments / safe working arrangements / monitoring are:*  *Hazard Exchange*  *Asbestos management*  *Risk assessment*  *On-site monitoring review*  *Contractor risk assessments and method statements*  *Intrusive works form*  *Verbal and written communication* | |
| *Our arrangements for the induction of contractors are:*  *Hazard Exchange*  *Asbestos management*  *Induction* | |
| *Staff should report concerns about contractors to: L Sharratt / P Stephens / R Sutton* | |
| *Our arrangements for notifying staff of contractor activity on site are:*  *Email*  *Staff briefing*  *Staff meeting*  *Line management* | |
| *Refer to the Managing Contractors Policy for further detail, which must be read by those who are responsible for building works and maintenance, and managing contractors.* | |

1. **Curriculum Areas – health and safety**

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| *Name of person who has overall responsibility for the curriculum areas as follows:*  *e.g.*  *Science D&T*  *PE*  *Art*  *Catering*  *Drama*  *Forest School* | *Head of Dept. or Curriculum Lead Name*  *Miss J Robinson – Curriculum Lead*  *Mrs C Hall – EYFS Mr G Edensor – ICT*  *Miss L Witton – PE*  *Mrs G Stott – D&T*  *Mrs J Bostock – Science*  *Mr J Clarke – Forest School*  *Mr A Turner Elks – Maths*  *Miss C Jehan – PHSE*  *Miss Simmons – Writing*  *Mrs F Gardiner – Reading*  *Miss T Harwood – Mental Health and Wellbeing*  *Miss R Edwards - History* |
| *Risk assessments for these curriculum areas are the responsibility of:* | *The curriculum leads named above* |
| *These risk assessments are located:* | *Staff Drive > Health and Safety Folder > Risk Assessments > Risk Assessments 2023* |
| *Risk assessments are reviewed:* | *E.g. annually or following a change in policy / procedure / following an accident or incident* |

1. **Display Screen Equipment use (including PC’s, laptops and tablets)**

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| *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:*  *Identify DSE users*  *Complete online training*  *Complete DSE assessment form* | |
| *Name of person who has responsibility for carrying out Display Screen Equipment Assessments:* | *Mr D Kerr* |
| *DSE assessments are recorded and any control measures required to reduce risk are managed by:* | *Mr D Kerr* |
| *DSE Assessments are reviewed:* | *E.g. every two years or on a change to the work station / work location / home or remove working* |

1. **Early Years Foundation Stage (EYFS)**

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| *Name of person who has overall responsibility for EYFS:* | *Mrs C Hall* |
| *Records of EYFS risk management (e.g. risk assessments and checklists) are located:* | *Staff Drive > Health and Safety > Risk Assessments > Risk Assessments 2023* |
| *Our arrangements for the safe management of EYFS (classroom and activities) are:*  *Supervision ratios*  *Risk assessments*  *Daily classroom and learning space checks*  *Recorded checks*  *Staff induction* | |

1. **Educational visits / Off-Site Activities**

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| *Name of person who has overall responsibility for Educational Visits:* | *Mr R Sutton* |
| *The Educational Visits Coordinator is:* | *S Dillon/ K Keeling* |
| *Our arrangements for the safe management of educational visits are: Evolve* | |
| *Visit risk management information is communicated to visit attendees by:*  *Email*  *Staff briefing*  *Staff meeting*  *Line management*  *Evolve* | |
| *Educational visits must be risk managed on Evolve. Visits must not proceed if they have not been approved on Evolve.* | |
| *Refer to the Educational Visits Policy for more detail regarding managing the risks for educational visits.* | |
| *Evolve forms must be submitted by: The education visit lead 2 weeks before the visit for non adventurous visits and 4 weeks for adventurous activities and residential.* | |

1. **Electrical Equipment** [fixed & portable]

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| *Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:* | *P Stephens / L Sharratt* |
| *Fixed electrical wiring test records are located:* | *Site Office* |
| *All staff visually inspect electrical equipment before use: Yes* | |
| *Our arrangements for bringing personal electrical items onto the academy site are:*  *Personal electrical items are permitted on site unless they have been PAT tested prior to use. This can be arranged with the Site Team.* | |
| *Name of person responsible for arranging the testing of portable electrical equipment (PAT):* | *R Rock / R Stephens* |
| *Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:* | *R Rock / P Stephens* |
| *The academy’s PAT testing will be undertaken to a frequency of: (e.g. annually)* | *As required by inspector, stated in the inspectors register - 3 years for IT Equipment* |
| *Portable electrical equipment (PAT) testing records are located:* | *Site Office* |
| *Staff must take defective electrical equipment out of use and report to:* | *P Stephens / L Sharratt* |
| *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.*  *Refer to the Electrical Safety Policy for further details.* | |

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

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| *Name of competent person responsible for undertaking & reviewing fire risk assessment in 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.* | *L Sharratt* |
| *The Fire Risk Assessment is located:* | *Staff shared drive* |
| *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):* | *Depending who is on site at the time of the alarm activation – P Stephens / D Kerr / L Sharratt* |
| *Name of person responsible for arranging and recording of fire drills:* | *L Sharratt / P Stephens* |
| *Name of person responsible for creating and reviewing Fire Evacuation arrangements:* | *L Sharratt / P Stephens* |
| *Our Fire Evacuation Arrangements are published:* | *On the staff shared drive*  *Internal rooms – Classrooms, offices, staff room* |
| *Our Fire Marshals are listed:* | *Staff Shared Drive*  *Staff room* |
| *Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at:* | *Site office*  *Staff shared drive* |
| *Name of person responsible for training staff in fire procedures:* | *L Sharratt* |
| *Name of the person trained in fire risk assessment:* | *L Sharratt* |
| *Procedure for communicating fire safety and evacuation arrangements to visitors:*  *Main office staff communicate this information upon visitor signing in.* | |
| *Procedure for communicating fire safety arrangements to contractors:*  *Communication must be made through hazard exchange and induction processes, by site staff.* | |
| *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**

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| *Name of person responsible for carrying out the First Aid Assessment:* | *D Kerr* |
| *The First Aid Assessment is located:* | *Staff shared drive* |
| *First Aiders are listed:* | *Staff shared drive*  *First aid room* |
| *Name of person responsible for arranging and monitoring First Aid Training:* | *K Keeling / D Kerr* |
| *Location of First Aid Boxes (including travel):* | *Main first aid room Birch Building / First Aid station in Elm*  *Travel first and kits in birch building medical room* |
| *Name of person responsible for checking & restocking first aid boxes:* | *S Dillon / K Keeling / L Sharratt* |
| *In an emergency staff are aware of how to summon an ambulance, through following the below procedure:* | |
| *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* | *Designated members of staff contacts parents/carers*  *Designated member of staff accompanies the pupil to hospital until parents/carers arrive.* |
| *Staff* | *Designated member of staff contacts emergency contact*  *Designated member of staff accompanies the injured/ill member of staff until emergency contact arrives (if needed)* |
| *Visitors* | *Designated member of staff contacts the emergency contact*  *Visitor is accompanied to the hospital if required.* |
| *Our arrangements for recording the use of First Aid are:*  *Pupils – Bump note book in the birch building, call home as required, My H&S system reporting.*  *Staff – Record in B1510 book and on the Staffordshire County Council My H&S system. Investigate the accident if required.*  *Visitor – Upload to My H&S. Investigate if required* | |
| *Our arrangements for monitoring and reporting on first aid and accidents are:*  *Report through the use of the My Health & Safety system in accordance with SUAT ‘Reporting Accidents and Incidences Guidance.’*  *Investigate as required and amend risk assessments as deemed necessary.* | |
| *Our arrangements for identifying trends are:*  *Termly accident trend analysis.* | |

**14. Forest School**

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| *Name of person in the Academy who leads on Forest School activity:* | *J Clarke / S McCormick* |
| *Date of training:* | *J Clarke – May 2021*  *S McCormick - TBC* |
| *Our arrangements for developing, organising and running Forest School activity. Include here any details with regard to risk assessment, communication and supervision etc.*  *Forest school is not in place as yet* | |

**15. Glass & Glazing**

|  |  |
| --- | --- |
| *All glass in doors and side panels are constructed of safety glass: Yes* | |
| *All replacement glass is of safety standard: as standard when replacements are required* | |
| *A glass and glazing assessment took place in (year) and the record can be found ….* | *Annual Inspection*  *Premise log book* |

**16. Hazardous Substances (COSHH)**

|  |  |
| --- | --- |
| *Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)* | *L Sharratt / P Stephens* |
| *Hazardous substance risk management documentation is located:* | *Site Team* |
| *Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control, communication of hazardous substance assessments, review of assessments, etc.) are:*  *Develop and review of the substance register*  *Purchase approved substances in accordance with the substance register*  *Material safety data sheet is obtained*  *COSHH assessment is undertaken prior to product use*  *MSDS and COSHH are shared with relevant staff*  *Products are used and stored in line with the MSDS and COSHH*  *Staff use only approved products*  *Further information can be found in the Hazardous Substances Policy.* | |
| *Staff are not permitted to bring hazardous substances onto site. Substances must be ordered by the Academy and if the substance is not already in use, the following must be undertaken prior to use:*   * *The substance must be approved for use by a Senior Leader* * *The substance must COSHH assessed and a current material safety data sheet kept on file with the COSHH assessment* * *The substance must be added to the approved list* | |
| *Bleach is not permitted for use on Academy sites unless it is being used in accordance with UKHSA guidance to clean the premises following an outbreak of infection or during deep cleaning. Use must be when children are not present and the product must be taken off site following use.*  *It is absolutely essential that de-scaler does not come into any contact with bleach or bleach-based product because this reacts to liberate chlorine gas.* | |

**17. Health and Safety Law Poster**

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| --- | --- |
| *The Health and Safety at Work poster is located:* | *Main Offices – Birch Building*  *Staff room – Elm Building* |

**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:*  *General waste – outside bins, general waste bins in offices, classrooms, staffroom*  *Recycling – Blue bins in the compound, paper baskets in classrooms and offices*  *Hazardous waste – yellow bin in birch first aid room*  *Sanitary waste – sanitary bins in toilets* | | |
| *Our site housekeeping arrangements are:*  *Paper baskets in each room, emptied weekly by the site team*  *General waste bins around the building, emptied daily by cleaning staff*  *Keep all loose items in storage and out of walkways*  *Ensure combustible materials are kept out of boiler houses and electrical cupboards* | | |
| *Site cleaning is provided by:*  *In house cleaners*  *OR*  *External cleaning company* | *Workplace cleaning services* | |
| *Cleaning staff have received appropriate information, instruction and training about the following and are competent: Completed by Workplace Cleaning Services* | | |
| *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*** |
| *General waste* | | *Into general waste bins – do not contaminate recycling* |
| *Recycling* | | *Into recycling containers in classrooms and offices* |
| *Food waste* | | *Into general waste bins – do not contaminate recycling* |
| *Sanitary waste* | | *Dispose of sanitary waste in the boxes provided in toilets* |
| *Hazardous waste* | | *Dispose of hazardous waste in yellow bins* |
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1. **Infection Control**

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| --- | --- |
| *Name of person responsible for managing infection control:* | *Mr D Kerr* |
| *Our infection control arrangements (including communicable diseases/hand hygiene standards) are:*  *Anti-bacterial soap*  *Hand gels*  *Teaching pupils about correct hygiene*  *Sinks in classrooms*  *Washing hands before eating*  *Adherence to infection control policy and risk assessment*  *Requests for deep cleans as required*  *Cleaning of touch points*  *Reporting to appropriate authorities for increased absences*  *Notify staff about outbreaks* | |
| *Infection control standards and the effectiveness of risk management procedures will be monitored by: Mr D Kerr / Mrs L Sharratt* | |
| *We communicate infection control arrangements by:*  *Email*  *Training documentation on the staff shared drive*  *Staff meetings*  *Staff briefings* | |
| ***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.* | |

1. **Lettings**

|  |  |
| --- | --- |
| *Name of Premises Manager or member of Leadership team responsible for Lettings:* | *L Sharratt*  *P Stephens*  *Mrs K Keeling* |
| *Our arrangements for managing Lettings of the Academy rooms or external premises are:*  *Induction*  *Terms and conditions of use*  *Hazard exchange*  *Risk assessments*  *Obtain insurance documentation copies*  *Annual review* | |
| *The health and safety considerations for Lettings are considered and reviewed annually:*  *K Keeling* | |
| *Hirers have in place their own risk assessments, first aid arrangements/ fire procedures and emergency procedures:*  *This is confirmed for the academy and revised at least annually* | |
| *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.*  *Details emailed to Mrs K Keeling* | |
| *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:*  *Details emailed to Mrs K Keeling* | |

1. **Lone Working**

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| --- |
| *Our arrangements for managing lone working are:*  *(Lone working is defined by the Health & Safety Executive (HSE) as****people who work by themselves without close or direct supervision****. This doesn’t necessarily mean that the worker is physically alone; it means they are in a separate location to the rest of their team or manager).* |
| *Lone working arrangements are communicated by:*  *Email and staff briefing. Stored on the staff shared drive* |
| *We monitor lone working arrangements by:*  *Review of risk assessments, policies, practice and accident/incident reporting and analysis.* |
| *Lone workers are required to report any health information which may impact safety arrangements for lone working to their line manager / SLT.* |
| *Refer to the Lone Working Policy for further details.* |

1. **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:* | *P Stephens* | |
| *Records of maintenance and inspection of equipment are retained and are located:* | *Site Office – Birch Building* | |
| *Staff report any broken or defective equipment to:* | *L Sharratt / P Stephens* | |
| *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*** |
| *Ladders and steps* | | *Bi annual checks undertaken and recorded internally* |
| *Kitchen extraction* | | *Annual clean booked with external provider* |
| *PE Equipment* | | *Annual check booked with external contractor. Staff visually check prior to use* |
| *Outdoor equipment* | | *Annual check booked with external contractor. Monthly check internal checks recorded. Staff visual daily checks.* |
| *Emergency lighting* | | *Quarterly check by external contractor. Monthly check internally undertaken and recorded* |
| *Fire Extinguishers* | | *Annual check booked with external contractor. Monthly checked completed by site team and logged.* |
| *Fire alarm* | | *Quarterly check booked with external contractor. Weekly internal checks recorded* |
| *Intruder alarm* | | *Bi annual check booked with external contractor* |
| *Portable appliances* | | *Annual check booked with external contractor* |
| *Boilers* | | *Annual check booked with external contractor* |
| *Gas system* | | *Five yearly gas line test booked with external contractor – Completed June 2023* |
| *Power tools* | | *PAT tested gas line test booked with external contractor* |
| *Early years resources* | | *Daily check and record by internal staff in EY* |

1. **Manual Handling**

|  |  |
| --- | --- |
| *Name of competent person responsible for carrying out manual handling risk assessments* | *Mr P Stephens*  *Mrs L Sharratt* |
| *Our arrangements for managing manual handling activities are:*  *Communication of manual handling risk assessments and manual handling policies*  *Review of risk assessments and policies*  *Purchase and maintenance of manual handling aids*  *Individual risk assessments as required*  *Monitoring of accident and incidents, subsequent investigations and absence analysis*  *Awareness of MSDs*  *Access to HSE guidance*  *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:*  *Manual handling risk assessment*  *Manual handling policy*  *Staff briefings*  *Staff meetings*  *Training*  *Induction* | |
| *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: Mrs L Sharratt / Mr P Stephens* | |
| *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: Mrs C Clarke / Mrs K Keeling*  *Restrictive physical intervention risk management information is: Staff shared drive*  *This information is located:* | |

1. **Medication**

|  |  |
| --- | --- |
| *Name of person(s) responsible for the management of and administration of medication to pupils in the academy:* | *Main Office – short term care plans*  *N Firth – Long term care plans* |
| *Our arrangements for the administration of medicines to pupils are:*  *Main office – short term care plans*  *N Firth – long term care plans*  *Managed through the main office in the Birch building*  *Agreed with parental consents*  *Written care plans*  *Regular review* | |
| *The names members of staff who are authorised to give / support pupils with medication are:* | *Mr D Kerr*  *Mrs K Keeling*  *Mrs L Sharratt*  *Mrs S Dillon* |
| *Medication is stored:* | *Birch building medical room* |
| *A record of the administration of medication is located:* | *Birch building medical room* |
| *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 stored in Birch building medical room.* | |
| *Staff are trained to administer complex medication by the school nursing service when required. Trained staff are:*  *Mr D Kerr*  *Mrs K Keeling*  *Mrs L Sharratt*  *Mrs S Dillon*  *First aid trained staff* | |
| *Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are:*  *Stored in classrooms – labelled*  *Stored in office – labelled*  *Care plans in place* | |
| *Staff who are taking medication must keep this personal medication in a secure area in a staff only location. Secure locations are defined as:*  *Main office – Birch building* | |
| *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 and Supporting Students with Medical Conditions Policy.* | |

1. **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.* | *L Sharratt / P Stephens* |
| *Name of person responsible for the checking and maintenance of personal protective equipment provided for staff* | *L Sharratt / Mr P Stephens* |
| *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.* | *Phase leaders for curriculum* |
| *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.* | |
| *Name(s) of person responsible for cleaning and checking PPE.* | *Phase leaders*  *Teaching staff who require PPE as part of their safe lesson structures* |
| *Confirmation of any recorded checks to be provided:* | *In writing* |

1. **Radiation (where applicable)**

|  |  |
| --- | --- |
| *Name of the academy Radiation Protection Supervisor (RPS)* | *N/A* |
| *Name of the Radiation Protection Adviser (RPA)* | *N/A* |
| *We manage radiation risks by: N/A* |  |

1. **Reporting Hazards or Defects**

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| --- |
| *All staff and pupils must report any hazards, defects or dangerous situations they see at the Academy, in a timely manner.* |
| *Our arrangements for the reporting of hazards and defects:*  *For hazards and defects which require immediate attention, report directly to L Sharratt / P Stephens.*  *Other hazards and defects, report via email to facilities@johnwheeldon.staffs.sch.uk or utilise the email ticketing system.* |

1. **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 activities or events*  *Hazardous activities or events*  *Lettings or contract work which may affect staff or pupils in the Academy*  *Fire Risk Assessment*  *Hazardous Substances*  *Work Equipment*  *Manual handling activities*  *Risks related to individuals e.g. health issues*  *First aid needs*  *Infection control*  *Lone working*  *Working at height*  *Office and Reprographics*  *Lunch time arrangements*  *Educational visits*  *Control of contractors*  *Road safety*  *Use of skip*  *Security*  *Power tool use*  *Stress* | |
| *Name of person who has overall responsibility for the Academy risk assessment process and any associated action planning:* | *Mrs L Sharratt*  *Mr P Stephens*  *Mr R Sutton* |
| *Our arrangements for carrying out, recording, communicating and reviewing risk assessments are:*  *Compile risk assessments*  *Save to the staff shared drive*  *Notify staff via email of new/revised risk assessments*  *Remind during staff briefings as required*  *Review annually or following accident/incident/change in procedure*  *Sign to confirm receipt of risk assessments*  *Save risk assessments to an archived file on the system, do not over write* | |
| *The location in which the academy keeps risk assessments is: Staff shared drive – risk assessment folder* | |
| *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.* | |

1. **Smoking**

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| --- |
| *No smoking or vaping is permitted on site or in vehicles owned or operated by the academy.* |
| *Contractors, visitors, volunteers and temporary staff are informed that smoking and vaping is not permitted on site.* |

1. **Shared use of premises/shared workplace**

|  |  |
| --- | --- |
| *Name of Premises Manager or member of Leadership team responsible for Premises Management:* | *L Sharratt*  *Mr R Sutton* |
| *The academy premises are shared with another organisation (e.g. contract caterer/public leisure centre).* | *Lettings*  *Cleaning contractors* |
| *Our arrangements for managing health and safety, including the communication of safety and risk management information, in a shared workplace are:*  *Communication of procedures and risk management information via email and verbally to ensure a safe working environment.*  *Request of contractor and letting safety information* | |

1. **Stress and Staff Wellbeing**

|  |  |
| --- | --- |
| *Name of person who has overall responsibility for the health and wellbeing of Academy staff:* | *Mr R Sutton* |
| *Name of the person who leads on Academy Mental Health and Wellbeing:* | *Miss T Harwood* |
| *Academy mental health first aid trained staff are:* | *Miss T Harwood* |
| *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:*  *Team stress risk assessment*  *SUAT wellbeing working part meetings*  *Training and CPD*  *Inset days*  *OHU referrals and support*  *Thinkwell support*  *Staff absence insurance policies* | |
| *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.* | |
| *Individual stress risk assessments take place when a member of staff requires additional individual support. Staff can discuss individual risk assessments with: Mrs L Sharratt* | |
| *A team stress risk assessment has been completed involving all staff and this is reviewed regularly.*  *Annually* | |
| *Arrangements are in place to support pupil mental health and wellbeing. Detail surrounding these arrangements can be found on the H&S board in Birch building main corridor and H&S board in the staffroom, Elm building.*  *Staff can access support for pupils by: H Grundy / SLT / T Harwood*  *Resources to support pupil mental health and wellbeing can be found (location):*  *Through PHSE*  *Mental Health Practitioner*  *Mental Health provision maps*  *Amy Hatfield*  *SENCo*  *T Harwood*  *The Mental Health and Wellbeing Policy contains further information.* | |

1. **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. N/A* | |

1. **Training and Development**

|  |  |
| --- | --- |
| *Name of person who has overall responsibility for the training and development of staff:* | *Mr R Sutton*  *Mrs C Clarke* |
| *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:*  *Identifying needs for training through induction, risk assessment, training matrix*  *Ensuring adequate budgets are in place*  *Booking required training*  *Feedback* | |
| *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 a least an annual basis.* | |
| *Training records are retained and are located the staff shared drive / personal folder* | |
| *Training and competency is monitored and measured by:* | *Main office*  *SLT* |
| *Staff can request training by:* | *SLT* |

1. **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) minibus/coaches/cars/other vehicles (e.g. quad bikes/ride on mowers).* | *None* |
| *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* |
| *Our arrangements for the safe use of academy vehicles are: N/A* | |
| *Refer to the Vehicles Policy for further information.* | |

1. **Vehicle movement on site**

|  |  |
| --- | --- |
| *Name of Premises Manager or other staff member responsible for the management of vehicles on site:* | *L Sharratt / P Stephens* |
| *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.):*  *Restriction of vehicle movements at key times by closing the Corporation Street gates*  *Segregation of vehicles and pedestrians on Corporation Street*  *Risk Assessment*  *Pedestrian path from Oxford Gardens to the building* | |

1. **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:* | *Line Manager / Mr R Sutton / Mrs C Clarke / other members of the SLT* |
| *Incidents of verbal & physical violence are investigated by:* | *Mr R Sutton / Mrs C Clarke / other members of the pastoral support team* |
| *Name of person who has responsibility for site security:* | *Mr P Stephens / Mrs L Sharratt* |
| *Our arrangements for site security are:*  *Key coded locks to external doors/doors leading out of the building which must remain secure*  *Magnetic locks to the Birch main reception and Elm main reception areas – these are controlled by reception staff*  *Gates to the playground are locked during the day, only gates to car parks are left open for access arrangements of staff, emergency vehicles etc.*  *Visitors sign in and receive a visitor pass*  *Staff challenge unknown persons in the building*  *Intruder alarm in place and serviced bi-annually*  *Perimeter fencing is in place and inspected regularly by site staff. Checks are recorded*  *Site staff report any issues with the alarm for rectification ASAP*  *Staff have ease of access to a phone to be able to raise the alarm in the event of an emergency*  *Security risk assessment*  *Invacuation procedure in place*  *Evacuation procedure in place*  *Staff receive an induction inclusive of how to maintain site security* | |
| *Staff and others, as necessary, are appropriately debriefed following an incident.*  *Refer to the Management of Violence and Aggression Policy for further information.* | |

1. **Water System Safety**

|  |  |
| --- | --- |
| *Name of Premises Manager or other member of staff responsible for managing water system safety:* | *Mr P Stephens ‘ Mr R Rock* |
| *Name of contractors who have undertaken a risk assessment of the water system and date the risk assessment was last completed:* | *HSL Compliance Limited*  *July 2023* |
| *Name of contractors who carry out regular testing of the water system:* | *HSL Compliance Limited* |
| *Location of the water system safety manual/testing log:* | *Site office Birch building / Main office Birch building* |
| *Person who reviews the water system safety log and contractor reports:* | *Mr P Stephens*  *Mr R Rock* |
| *Our arrangements to ensure contractors have information about water systems are:*  *Hazard exchange*  *Induction to the water safety manual*  *Site induction* | |
| *Our arrangements to ensure all academy staff carrying out checks or testing or maintenance have information about the water system:*  *Induction to the water safety manual*  *Site induction*  *Water hygiene training* | |
| *Refer to the Water System Safety Policy for further information.* | |

1. **Working at Height**

|  |  |
| --- | --- |
| *Name of person(s) responsible managing the risk of work at height on the premises:* | *Mr P Stephens*  *L Sharratt* |
| *Date of the most recent working at height risk assessment:* | *15.09.2023* |
| *Work at height is avoided where possible.* | |
| *Our arrangements for managing work at height are:*  *Visual inspection of equipment prior to use*  *If equipment is deemed safe for use, use according to training, risk assessment and manufacturer’s instruction*  *Ensure ladders have been safety checked and the sticker confirming the checks is current, prior to use*  *Staff are reminded to use the steps provided and not stand on furniture for any work above ground level*  *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 work at height and to use the equipment provided.* | |
| *Work at height equipment is regularly inspected, maintained and records are kept Birch Office and last inspected bi-annually* | |
| *Name of person(s) responsible for inspecting and recording inspections:* | *P Stephens / R Rock* |

1. **Work Experience**

|  |  |
| --- | --- |
| *Name of person who has overall responsibility for managing work experience and work placements for Academy pupils:* | *Claire Clarke* |
| *Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are: NA* | |
| *The name of the person responsible for the health and safety of people on work experience in the academy premises:* | *Mrs C Clarke* |
| *Our arrangements for managing the health and safety of work experience students in the Academy are:*  *Induction*  *Line manager to support*  *Regular contact and support*  *Supervision* | |

1. **Volunteers**

|  |  |
| --- | --- |
| *Name of person who has overall responsibility for managing/coordinating volunteers working within the academy:* | *Mrs C Clarke* |
| *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:*  *Induction upon work commencement*  *Line manager to support*  *Regular contact and support*  *Supervision* | |

1. **Gas Safety**

|  |  |
| --- | --- |
| *Name of person(s) responsible for managing the gas safety systems on the academy premises:* | *Mr P Stephens / L Sharratt* |
| *Date of the most recent gas line test (5 yearly):* | *06.06.2023* |
| *Date of the most recent gas system test:*  *E.g. Boilers*  *Kitchen Equipment* | *Boilers – 26.06.2023*  *Kitchen – 26.06.2023* |
| *Our procedure in the event of a gas leak is:*  *Alert staff, pupils, lettings, contractors, visitors in the building to evacuate immediately*  *Isolate gas systems*  *Open windows where possible*  *Call the gad board*  *DO NOT:*  *Use electrical appliances*  *Touch electrical outlets*  *Smoke or use open flames*  *Use power equipment near the leak* | |
| *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**

|  |  |  |  |
| --- | --- | --- | --- |
| **KPI** | **Measure** | **Actions** | **Timescale** |
| 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. | * Annual visit to review H&S practice * Support to prepare for audits, ensuring Academy access to audit criteria * Ensuring access to H&S templates and information on Teams * Maintain SUAT H&S Policies * Centralised document sharing for verification | At each Academy’s next audit. |
| All Academies have a live Team Stress Risk Assessment. | The Team Stress risk assessment is reviewed by each Academy regularly and risk assessment reviews shall not exceed 12 calendar months.  There is evidence that the risk assessment has been informed by a staff stress and wellbeing survey.  There is evidence of staff consultation regarding the control measures. | * Access to team stress risk assessment template and guidance regarding its completion. * Access to survey templates and information. * Access to the HSE stress indicator tool and guidance. * Team stress risk assessments to be shared via Teams. | August 2024 |
| 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. | Academies use the MRDP evaluation and checklist to review health and safety performance in the autumn term.  The MRDP is shared with the Trust central team by 31st December annually. Common themes and actions are identified.  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.  Risk assessments, COSHH assessments and procedures are reviewed annually or upon a change in practice, if/when an accident or incident occurs, or changes in personnel.  The Health and Safety Policy is reviewed annually before 1st September and shared with staff. There is written evidence of staff receiving and reading the policy. | * Access to the MRDP template and action plan. * Review the Health and Safety Policy template annually. * Review risk assessments and procedures annually. Shared with staff and evidence reading and receipt. * Risk assessment registers are used for tracking and to avoid review lapses. * Example risk assessments accessible via the SLN and Teams. * Risk assessments are in place for foreseeable risks resulting from use of the premises, educational visits, the workplace (including stress and wellbeing), use of equipment and substances, and activities. * COSHH assessments are in place for all hazardous substances. * Health and safety documentation is communicated to staff on compilation and revision. Their involvement is sought and encouraged during reviews. * Internal reviews. * External audit. | August 2024 |
| 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. | There are no defects outstanding beyond the designated time periods for action.  All statutory compliance and planned preventative maintenance (both contracted and managed internally) is undertaken to the required timescales. | * Health and Safety and Premises Planner is used to document actions and plans in relation to statutory compliance regimes. * Certificates from inspections are retained on file locally and are uploaded to the Trust Teams platform. * Actions taken to address defects are maintained on record. * Each Academy has an asset register which details which assets must be maintained. * Maintain statutory compliance SLA. * Maintain insurance Engineering Inspections. * Internal audits. * External audits. * Centralised system for data collation, monitoring and reporting. | Ongoing. |
| Every contractor working on site receives the required safety information from their employer and the Academy.  Contractor accidents and incidents are minimised. | Contractor accidents are minimised and minor if they occur.  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.  Only contractors which are appropriately trained, certified, insured, have the appropriate health and safety measures and financial stability shall work on Academy sites. | * Access to contractor management information and templates. * Annual update of the Contractor and Asbestos Management policies. * Internal audits. * External audits. * Obtain contractor risk assessments and method statements as a minimum. * Contractor vetting is undertaken.   As a minimum, the documentation completed will include:   * Completion of the hazard exchange form with a signature from all contractors working on site * A review of the asbestos register with all contractors working on site required to sign the declaration * Intrusive works shall be subject to an intrusive works form and consultation with the Asbestos Management Team   Necessary surveys shall be undertaken for example, R&D, structural, underground services. | Ongoing.  Annual review. |
| There is an adequate training programme in place for all employees. | Mandatory training does not lapse.  Training requirements are met and continually reviewed.  Each Academy ensures that staff are trained appropriately to fulfil their duties. | * Training is recorded and monitored via a training matrix. * Staff training certificates are retained on personnel files. * Training needs are identified on induction of new staff, changes in roles and responsibilities and training is arranged. * Training needs analysis identifies training needs. * Training matrix uploaded to the Trust Teams platform. | Ongoing.  Annual review. |
| There are robust business continuity plans in place across the Trust. | Each Academy has a Business Continuity Plan which is updated for September annually.  Each Academy has a Cyber Response Plan which is updated for September annually.  Both plans are updated if there are changes to roles / responsibilities / procedures.  Each Academy undertakes a desktop exercise to ‘test’ the actions that they would take in the event of an emergency. | * The business continuity plan template is reviewed annually. * Academies undertake a desktop BCP exercise annually. * The cyber response plan template is reviewed annually. * Upload both documents to the Trust Teams platform. * Procedures are tested where possible e.g. fire evacuation, bomb threat evacuation, lock down. * Internal review. * External audit. | August 2024 |
| Educational visits are subject to a risk benefit analysis, every visit has robust risk management and approval on Evolve prior to the visit departing. | 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.  There is evidence that all visits are approved on Evolve before departure.  There is evidence that all required risk management documentation has been uploaded to Evolve before visit approval.  Visits are evaluated.  Accidents and incidents during visits are minimised and minor if they occur. | * No visit departs without the appropriate level of approval in Evolve. * Visits which do not take place are removed from Evolve. * Annual sampling. * Visit evaluation takes place in a timely manner. * Documents which are detailed as required on Evolve are uploaded for every visit. * Visit risk management documents are reviewed. | Ongoing.  Annual review. |