



Health, Safety and Wellbeing Policy 2025

John Wheeldon Primary Academy

Last reviewed	July 2025
Reviewed by	Operations Director
Approved by	Trust Board
Date of approval	July 2025
Policy owner	Operations Director
Location	Website

Competent Health and Safety Advice

The academy obtains competent health and safety advice from:	John Burdett, Staffordshire County Council Hope Brooks – SUAT Laura Blackburn – SUAT Paul Stephens - JWPA
The contact details are:	John Burdett – 07773 791520 Hope Brooks – 07519 106873 Laura Blackburn – 07880 938027 Paul Stephens – 07786 272203
In an emergency we contact:	John Burdett, Claire Clarke, Paul Stephens
The Health and Safety at Work poster is located:	Birch – Heads Corridor Elm - Staffroom

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Monitoring Health and Safety

Name of person(s) responsible for the overall monitoring of health and safety in the Academy:	Mrs Claire Clake Mr Paul 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):	<ul style="list-style-type: none"> • 1 – Annual H&S Checklist • 2 – Annual Self-Audit • 3 – Annual LAC Report • 4 – SUAT Annual Audit • 5 – SCC Audit
The Academy carries out formal evaluations and audits on the management of health and safety (frequency):	<ul style="list-style-type: none"> • 1 – Annual H&S Checklist • 2 – Annual Self-Audit • 3 – Annual LAC Report • 4 – Annual Risk Assessment Audit • 5 - SUAT Annual Audit
The last audit took place:	Date: February 2023 By: SCC
Name of person responsible for monitoring the implementation of health and safety policies:	Mrs Claire Clarke Mr Paul Stephens
All staff are aware of the key performance indicators in the Health, Safety and Wellbeing Policy Statement, and how they are achieved and monitored.	
Workplace inspections - type	Name of person who carries these out
Water Hygiene	P Stephens, HSL & Concept Environmental Solutions
Ladder Inspections	P Stephens
Kitchen Equipment	Court Catering
Premises Inspections	Paul Stephens

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<i>Asbestos</i>	<i>SCC AMT/ P Stephens</i>
<i>Fire Alarm</i>	<i>Lantern/ Site Team</i>
<i>Intruder Alarm</i>	<i>Chubb/ Site Team</i>
<i>Boiler & Gas System</i>	<i>Sureserv/ Paul Stephens</i>
<i>Portable Appliance Testing</i>	<i>Paul Stephens</i>
<i>Fixed Electrical Testing</i>	<i>External Contractor</i>
<i>Gas Line</i>	<i>KEYIS</i>
<i>Outdoor Play Equipment</i>	<i>Sportsafe/ Site Team</i>
<i>Fire Extinguishers</i>	<i>Site Team</i>
<i>DSE</i>	<i>Dave Kerr</i>
<i>AEDs</i>	<i>Paul Stephens</i>
<i>Classrooms & Furniture</i>	<i>Teaching Staff / Site Team</i>

Roles and Responsibilities Table

Leader / person responsible for reporting and investigating accidents and incidents;	Dave Kerr
Premises Manager responsible for Managing Asbestos;	Paul Stephens
SLT member who is responsible for communicating with staff on health and safety matters;	Claire Clarke
SLT member who is responsible for consulting with staff on health and safety matters (if different);	Claire Clarke
Manager / responsible person for coordinating any construction work / acting as the client for any construction project;	Paul Stephens
Manager / responsible person for managing and monitoring contractor activity;	Paul Stephens
Person who has overall responsibility for the curriculum areas as follows: e.g. Science D&T PE Art Catering Drama Forest School	<p>Head of Dept. or Curriculum Lead Name</p> <p><i>Curriculum Lead – Miss Jess Robertson</i></p> <p><i>EYFS – Mrs Felicity Gardiner</i></p> <p><i>ICT – Mr Gavin Edensor</i></p> <p><i>PE – Mrs Lauren Nicholls</i></p> <p><i>D&T – Mrs G Stott</i></p> <p><i>Science – Mr Jon Wilson</i></p> <p><i>Forest School – Miss Sharni McCormick</i></p> <p><i>Maths – Mr Alex Elks</i></p> <p><i>PHSE – Miss Charlotte Jehan</i></p> <p><i>Writing – SLT</i></p> <p><i>Reading – Mrs Felicity Gardiner</i></p> <p><i>Mental Health and Wellbeing – Miss Tash Firth</i></p> <p><i>History – Mrs Christine Saville</i></p> <p><i>MFL – Mr Jon Wilson</i></p> <p><i>Music – Mrs Andrea Stephens</i></p> <p><i>Phonics – Mrs Vicky Rigby</i></p> <p><i>RE – Mrs Jo Bryan</i></p> <p><i>Art – Miss Justine Jacobson</i></p>

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Person who has responsibility for carrying out Display Screen Equipment Assessments:	<u>Dave Kerr</u>	Formatted: Font: 11 pt
Person who has overall responsibility for EYFS:	<u>Felicity Gardiner</u>	Formatted: Font: 11 pt
Person who has overall responsibility for Educational Visits:	<u>Claire Clarke</u>	Formatted: Font: 11 pt
Person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	<u>Paul Stephens</u>	Formatted: Font: 11 pt
Person responsible for arranging the testing of portable electrical equipment (PAT):	<u>Paul Stephens</u>	Formatted: Font: 11 pt
SLT member who is responsible for developing and maintaining the school's response to major risks Business Continuity Plan (BCP):	<u>Paul Stephens</u>	Formatted: Font: 11 pt
Competent person responsible for undertaking and reviewing the fire risk assessment in addition to any associated action planning, such as the fire evacuation procedure:	<u>Paul Stephens</u>	Formatted: Font: 11 pt
Person responsible for arranging and recording of fire drills:	<u>Paul Stephens</u>	Formatted: Font: 11 pt
Person responsible for creating and reviewing Fire Evacuation arrangements:	<u>Paul Stephens</u>	Formatted: Font: 11 pt
Person responsible for training staff in fire procedures:	<u>Paul Stephens</u>	Formatted: Font: 11 pt
Person trained in fire risk assessment:	<u>Paul Stephens</u>	Formatted: Font: 11 pt
Person responsible for carrying out the First Aid Assessment:	<u>Paul Stephens</u>	Formatted: Font: 11 pt
Person responsible for checking & restocking first aid boxes:	<u>Paul Stephens</u>	Formatted: Font: 11 pt
Person responsible for managing the gas safety systems on the academy premises:	<u>Paul Stephens</u>	Formatted: Font: 11 pt
Person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments):	<u>Paul Stephens</u>	Formatted: Font: 11 pt
Person responsible for managing infection control:	<u>Dave Kerr</u>	Formatted: Font: 11 pt
Premises Manager or member of Leadership team responsible for Lettings:	<u>Dave Kerr</u>	Formatted: Font: 11 pt
Premises Manager or member of Leadership team responsible for Lone Working:	<u>Paul Stephens</u>	Formatted: Font: 11 pt
Person responsible for the selection, maintenance / inspection and testing of equipment:	<u>Paul Stephens</u> <u>Dave Kerr</u>	Formatted: Font: 11 pt
Competent person responsible for carrying out manual handling risk assessments:	<u>Paul Stephens</u>	Formatted: Font: 11 pt
Person(s) responsible for the management of and administration of medication to pupils in the academy:	<u>Dave Kerr</u>	Formatted: Font: 11 pt
Members of staff who are authorised to give / support pupils with medication are:	<u>Dave Kerr</u> <u>Hannah Burgess</u> <u>Colette Darcy</u> <u>Sarah Dillion</u>	Formatted: Font: 11 pt
Person responsible for selecting suitable personal protective equipment (PPE) for academy staff:	<u>Paul Stephens</u>	Formatted: Font: 11 pt
Person responsible for the checking and maintenance of personal protective equipment provided for staff:	<u>Paul Stephens</u>	Formatted: Font: 11 pt
Person who has overall responsibility for the academy's general risk assessment process and any associated action planning:	<u>Claire Clarke</u>	Formatted: Font: 11 pt

Person who has overall responsibility for the academy's individual risk assessment process and any associated action planning:	<u>Dave Kerr</u> <u>Tash Firth</u>
Premises Manager or member of Leadership team responsible for communicating with those who share the premises:	<u>Dave Kerr</u>
Person who has overall responsibility for the health and wellbeing of academy staff:	<u>Claire Clarke</u>
Person who leads on Academy Mental Health and Wellbeing:	<u>Tash Firth</u>
Person who has overall responsibility for managing the swimming pool and its environment:	<u>N/A</u>
Person who has overall responsibility for the training and development of staff:	<u>Claire Clarke</u>
Training and use of new competency training / skills is monitored and measured by:	<u>Claire Clarke</u>
Person who has overall responsibility for the academy vehicles:	<u>N/A</u>
Premises Manager or other staff member responsible for the management of vehicles on site:	<u>Paul Stephens</u>
Premises Manager or other member of staff responsible for managing water system safety:	<u>Paul Stephens</u>
Person responsible managing the risk of work at height on the premises:	<u>Paul Stephens</u>
Person who has overall responsibility for managing work experience and work placements for Academy pupils:	<u>Claire Clarke</u>
Person who has overall responsibility for managing/coordinating volunteers working within the academy:	<u>Claire Clarke</u>

Detailed Health and Safety Arrangements

This list of arrangements is customised by each Academy in a manner appropriate to that Academy.

This health and safety policy will be shared with all staff members, including staff working on a temporary or volunteer basis. Each staff member will be required to confirm in writing that they have read, understood and will adhere to this policy document along with the H&S Policy Statement.

Where specific responsibilities for health, safety and wellbeing are allocated to employees, these delegated responsibilities are detailed in responsibilities matrix above. The following procedures and arrangements have been established within the Academy to eliminate or reduce health and safety risks to an acceptable level and to comply with legal requirements.

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1. Accident Reporting, Recording & Investigation

Our arrangements for recording and investigating:
Pupil accidents: <i>Bump note Book in Birch Building, call home as required, My H&S system reporting</i>
Staff accidents: <i>Record in B1510 Book and My H&S system, Investigate the accident if required</i>
Visitor accidents: <i>Upload to My H&S, Investigate if required</i>
The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: <i>Dave Kerr</i>
Our arrangements for reporting to the Local Academy Council are: <i>My H&S</i>
Our arrangements for reviewing accidents and identifying trends are: <i>My H&S</i>
<i>All reporting should be made in accordance with the Accident and Incident Reporting Guidance.</i>

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2. Asbestos

Location of the Asbestos Management Log or Record System:	<i>Birch G0028 Office</i>
<p>Staff must not drill or affix anything to walls, or undertake any kind of intrusive work to the fabric of the building without first obtaining approval from the Premises Manager or other trained member of SLT. The Asbestos Management Policy contains further information about managing asbestos on the premises 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.</p> <p>Staff must be aware of the procedure for gaining approval for works of this nature, which is</p> <ul style="list-style-type: none"> • <i>Identify requirements and need of the task</i> • <i>Speak to Paul Stephens</i> • <i>Check asbestos register for work area</i> • <i>Fill in HSG 45 Intrusive works form</i> • <i>Complete work</i> <p>Our arrangements to ensure that staff have information about asbestos risk upon employment with the academy are as follows:</p> <ul style="list-style-type: none"> • <i>Workplace induction</i> • <i>Complete SCC Asbestos Power Point</i> • <i>Receive Asbestos brief on overview of asbestos register, location and detailed brief on Classroom/working areas.</i> • <i>Sign employee asbestos sheet.</i> 	

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<p>Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are:</p> <ul style="list-style-type: none"> • Check asbestos register based on work need. • Fill out HSG 46, Hazard exchange form and HSG 45 Intrusive works forms and e-mail to contractors, prior to work starting. • Contractors to check and sign Asbestos register upon arrival. 	
<p>Our arrangements to ensure all academy staff such as class teachers or caretakers have information about asbestos risk on the premises:</p> <ul style="list-style-type: none"> • Complete annual SCC Asbestos Power Point. • Receive Asbestos brief on overview of asbestos register, location and detailed brief on Classroom/working areas. • Sign employee asbestos sheet. 	
<p>All staff must receive annual asbestos awareness training.</p> <p>Staff trained in the management of asbestos are:</p> <p>Claire Clarke Paul Stephens Jess Robertson</p>	
Staff must report damage to asbestos materials to:	Paul Stephens
Our Asbestos Management Plan is located:	In the Asbestos Register
Guidance for managing asbestos in schools includes:	<p>All staff must sign to confirm that they have read and understood the asbestos management plan, on an annual basis or upon changes to the plan.</p> <p>https://www.gov.uk/guidance/asbestos-management-in-schools</p> <p>https://www.hse.gov.uk/services/education/asbestos-faqs.htm</p>

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3. Communication

<p>Our arrangements for inducting staff to health and safety within the academy are:</p> <p>Site Induction upon arrival H&S Induction Sheet to be completed by Line manager with new started</p>
<p>Our arrangements for communicating about health and safety matters with all staff are:</p> <p>Via E-mail Staff Meetings</p>

Staff can make suggestions for health and safety improvements by: <i>E-mailing or contacting SLT or Paul Stephens</i>	
Staff can share risk management information by: <i>E-mailing or contacting SLT</i>	
Staff can communicate areas for concern in the context of health and safety by: <i>E-mailing or contacting SLT or Paul Stephens</i>	
The name of the Trade Union Health and Safety Representative is:	<i>Felicity Gardiner</i>
Our arrangements for consulting with staff on health and safety matters are: <i>Via E-mail Staff Meetings</i>	
Staff can raise issues of concern or make suggestions for improvement by: <i>E-mailing or contacting SLT or Paul Stephens</i>	
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: <i>E-mail Paul Stephens Fault report sheet in Staffroom Verbal report to Paul Stephens via radio or face to face. Report to the Main Office.</i>	

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4. Construction Work and Contractor Management

Our arrangements for managing construction projects and works within the scope of the Construction Design and Management Regulations are: (Duty holders will be identified and named as part of any construction project). 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: <i>HSG 46 Hazard exchange form</i>
Our arrangements for the induction of contractors are: <i>Hazard exchange form and full site induction</i>
Staff should report concerns about contractors to: <i>Paul Stephens/Dave Kerr/SLT</i>

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<p>We will review any construction and works activities on the site by:</p> <p><i>Review hazard exchange forms</i> <i>Amend forms as required</i> <i>Monitor and manage contractors</i> <i>Property services support</i> <i>Pre-planning meetings</i> <i>Site inspections</i> <i>Review risk assessments and method statements</i></p>
<p>Our arrangements for obtaining contractor risk management documents are: <i>Via e-mail before works starts</i></p>
<p>Staff will be informed about construction projects by: describe process</p> <p><i>Whole staff e-mail and verbal confirmation with staff involved.</i></p>
<p>Our arrangements for notifying staff of contractor activity on site are:</p> <p><i>Whole staff e-mail and verbal confirmation with staff involved.</i></p>
<p>Our arrangements for selecting competent contractors are (this should include verification of DBS data): <i>Use of SUAT Approved contractor list</i></p>
<p>Our arrangements for the exchange of health and safety information / risk assessments / safe working arrangements / monitoring are: <i>HSG 46 Hazard exchange form and e-mails</i></p>
<p>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.</p>

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5. Curriculum Areas – health and safety

<p>Risk assessments for these curriculum areas are the responsibility of:</p>	<p><i>Curriculum leads</i></p>
<p>These risk assessments are located:</p>	<p><i>Staff Drive > Health and Safety Folder > Risk Assessments > Risk Assessments 2025 - 2026</i></p>
<p>Risk assessments are reviewed:</p>	<p><i>Annually or following a change in policy / procedure / following an accident or incident</i></p>

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

The Academy assesses the risk of the use of computers/laptops by carrying out a DSE assessment for staff using this type of equipment continuously and regularly for over an hour.	
Our arrangements for carrying out DSE assessments are:	
<ul style="list-style-type: none"> All staff using IT equipment complete DSE assessment training on-line every 24 months Users complete own DSE assessment, overseen by Dave Kerr Assessments are reviewed every 12 months or after any changes to work station 	
DSE assessments are recorded and any control measures required to reduce risk are managed by:	Dave Kerr
DSE Assessments are reviewed:	Every 24 months or after any changes to work station
The DSE Policy should be referred to for further information.	

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7. Early Years Foundation Stage (EYFS)

Records of EYFS risk management (e.g. risk assessments and checklists) are located:	<p>Felicity Gardiner</p> <p>Staff Drive > Health and Safety Folder > Risk Assessments > Risk Assessments 2025 - 2026</p>
Our arrangements for the safe management of EYFS (classroom and activities) are:	
<p>Supervision ratios</p> <p>Risk assessments</p> <p>Daily classroom and learning space checks</p> <p>Recorded checks</p> <p>Staff induction</p>	

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8. Educational visits / Off-Site Activities

The Educational Visits Coordinator is:	Name Mrs Sarah Dillon
Our arrangements for the safe management of educational visits are: Evolve	
Our arrangements for managing Local Area Visits are: Evolve	
Visit risk management information is communicated to visit attendees by:	
<p>Email</p> <p>Staff briefing</p> <p>Staff meeting</p> <p>Line management</p> <p>Evolve</p>	

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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 and Local Area Visits Policy for more detail regarding managing the risks for educational visits.
Evolve forms must be submitted by: E.g. 2 weeks before the visit for non adventurous visits. E.g. 6 weeks for adventurous activities and residential.

9. Electrical Equipment [fixed & portable]

Fixed electrical wiring test records are located:	<i>Birch G0028 Office</i>
Fixed electrical test defects must be actioned within the designated timescales:	<i>D1: Immediate C1: 6 months C2: 2 years FI: further investigation required as soon as possible</i>
All staff visually inspect electrical equipment before use:	
Our arrangements for bringing personal electrical items onto the academy site are: <i>Inform Paul Stephens who will test the appliance before it is used</i>	
When PAT testing is taking place, staff must ensure that equipment is accessible e.g. not locked away.	
Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:	<i>Paul Stephens</i>
The academy's PAT testing will be undertaken to a frequency of: (e.g. annually)	<i>IT equipment 24 months All other appliances 12 months</i>
Portable electrical equipment (PAT) testing records are located:	<i>Birch G0028 Office</i>
Staff must take defective electrical equipment out of use and report to:	<i>Paul Stephens</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. Refer to the Electrical Safety Policy for further details.	

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10. Emergency Preparedness

We test the BCP arrangements by:	<i>Annually by conducting a table top exercise.</i>
Our arrangements for communicating emergency arrangements to all employees are: <i>On-line policy's, E-mails & Staff meetings</i>	
Our arrangements for communicating the BCP to the LAC are: <i>First meeting in the academic year</i>	

Our bomb threat, lock down and invacuation procedures are updated: **12 Monthly or If changes are required after a practice/Incident or Audit.**

The person responsible for updating these procedures is: **Paul Stephens**

We communicate these procedures with building occupants by: **Senso and key words over the radio safety net**

We test the procedures by: **An annual evacuation practice**

We provide training on our emergency procedures by: **Staff meetings**

Name of person who has responsibility for site security:	Name Paul Stephens
Our arrangements for site security are:	
Site security is inspected by: Paul Stephens	
Site security is inspected: Monthly	
Our site security risk assessment is located: Staff Shared Drive > Health and Safety > Risk Assessments > Risk Assessments 2025-2026	
Please see the Security Policy for further details.	

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11. Fire Precautions & Procedures

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The Fire Risk Assessment is located:	Birch G0028 Office, Fire Diary
All staff must read the fire risk assessment. NB. The fire risk assessment must be undertaken on an annual basis as a minimum, and upon changes to the building, fire safety practices and staffing.	
When the fire alarm is raised the person responsible for calling the fire service is:	Office Staff after site team have located the fire.
Our Fire Evacuation Arrangements are published:	On-line and in the Fire Diary
Our Fire Marshals are listed:	Birch H&S Notice board Elm H&S Notice board
Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Logbook located at:	Birch G0028 Office, Fire Diary
Procedure for communicating fire safety and evacuation arrangements to visitors:	Verbal instruction upon arrival & procedure on the Safeguarding & H&S Leaflet
Procedure for communicating fire safety arrangements to contractors:	On the Hazard exchange form and verbal as part of the site induction

All staff must be aware of the Fire Procedures in their Academy. Employee awareness of the fire procedures in the academy is repeated: <i>Annually or if changes accrue to the procedures</i>
Please see the Fire Safety Policy for further information.
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.
Posters are displayed externally to confirm that the academy is a non-smoking site.

12. First Aid *see also Medication

The First Aid Assessment is located:	<i>On-line</i>
First Aiders are listed:	<i>Birch H&S Notice board Elm H&S Notice board</i>
Name of person responsible for arranging and monitoring First Aid Training:	<i>Dave Kerr</i>
Location of First Aid Boxes (including travel):	<u>First Aid Points</u> Med Room - Ask at reception Birch Nurture Room - Burns Kit EY - Large First Aid Kit Main Kitchen - Medium First Aid Kit & Burns Kit Lunch Time Supervisors - Bum Bags Yr5 - Swimming Bum Bag Walking Bus - Bum Bag <u>AED Locations</u> Med Room - Adults Pads Elm Kitchen Red Doors - Children's Pads Oxford Gardens - Adult Pads <u>Major Incident Kits/Trauma Kits</u> Med Room Elm Kitchen Red Doors
Number of First Aid Boxes (including travel):	<i>22 Kits</i>

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<i>In an emergency staff are aware of how to summon an ambulance, through following the below procedure:</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>Designated members of staff contacts parents/carers Designated member of staff accompanies the pupil to hospital until parents/carers arrive.</i>
<i>Staff</i>	<i>Designated members of staff contacts emergency contact Designated member of staff accompanies the staff member to hospital until emergency contact arrives if required.</i>
<i>Visitors</i>	<i>Designated members of staff contacts emergency contact Designated member of staff accompanies the visitor to hospital if required.</i>
<i>Our arrangements for recording the use of First Aid are: Bump note for children, B1510 and My H&S as required</i>	
<i>Our arrangements for monitoring and reporting on first aid and accidents are: Bump note for children, B1510 and My H&S as required</i>	
<i>Our arrangements for identifying trends are: My H&S</i>	
<i>The First Aid Policy contains further details.</i>	

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13. Forest School

<i>Name of person in the Academy who leads on Forest School activity:</i>	<i>Miss Sharni McCormick</i>
<i>Date of training:</i>	<i>2023</i>
<i>Our arrangements for developing, organising and running Forest School activity. Include here any details with regard to risk assessment, communication and supervision etc.</i>	
<i>Risk assessments are in place for all areas of forest school, details are shared via email to all staff. Appropriate supervision is in place at all times and walkie talkies are taken to the forest school so contact can be main with the main office and SLT in case of an emergency.</i>	

14. Gas Safety

<i>Date of the most recent gas line test (5 yearly):</i>	<i>6-Jun-23</i>
<i>Date of the most recent gas system test: E.g. Boilers Kitchen Equipment Science Labs</i>	<i>Boilers - Jun 25 Kitchen - Aug 25</i>

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<p><i>Our procedure in the event of a gas leak is:</i></p> <p><i>Alert staff, pupils, lettings, contractors, visitors in the building to evacuate immediately.</i></p> <p><i>Isolate gas systems</i> <i>Open windows where possible</i> <i>Call the gas board</i></p> <p>DO NOT:</p> <p><i>Use electrical appliances</i> <i>Touch electrical outlets</i> <i>Smoke or use open flames</i> <i>Use power equipment near the leak</i></p>
<p><i>The Academy uses only gas safety registered contractors to work with gas systems on site.</i></p>

15. Glass & Glazing

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

16. Hazardous Substances (COSHH)

<i>Hazardous substance risk management documentation is located:</i>	<i>Hard Copy - G0028 Office</i> <i>Electronic - Staff Shared Drive > Health and Safety > Risk Assessments > COSHH Risk Assessments</i>
<p><i>Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control, communication of hazardous substance assessments, review of assessments, etc.) are:</i></p> <p><i>Develop and review of the substance register</i> <i>Purchase approved substances in accordance with the substance register</i> <i>Material safety data sheet is obtained</i> <i>COSHH assessment is undertaken prior to product use</i> <i>MSDS and COSHH are shared with relevant staff</i> <i>Products are used and stored in line with the MSDS and COSHH</i> <i>Staff use only approved products</i></p> <p><i>Further information can be found in the Hazardous Substances Policy.</i></p>	

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

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

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

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

17. Housekeeping, Cleaning & waste disposal

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

Our waste management arrangements are (including recycling and food waste collection):

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Site waste collection is through Biffa

General waste 4 x 1100l bins, collection Wednesdays
 Recycling 2 x 1100l bins, collection Mondays
 Food waste 3 x 240l bins, collection Mondays

General waste – Outside bins in the compound, Red general waste bins in offices, classrooms
 Recycling – Outside bins in the compound, Blue recycle bins in classrooms and offices
 Food waste - Outside bins in the compound, Green bins in classrooms and offices
 Hazardous waste – yellow bin in birch first aid room
 Sanitary waste – sanitary bins in toilets

Our site housekeeping arrangements are:

All waste bins in the buildings, 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:	Name and contact details
OR External cleaning company	Workplace cleaning services – Lisa Jones

Cleaning staff have received appropriate information, instruction and training about the following and are competent: **Completed by Workplace Cleaning Services**

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Work equipment (state machinery)

<i>Hazardous substances</i>	
<i>Waste (skips and bins are located away from the academy building)</i>	
<i>Our arrangements for disposing of waste and the location of waste bins and skips are communicated to employees and pupils: Upon induction for staff and verbal instructions to pupils by staff</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. Skips should be covered where possible and located at a suitable distance from the building based on risk assessment and the types of waste being disposed of e.g. skips containing flammable waste should be located further from the building.</i>	
<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:</i>	
Department/work area	Procedure
<i>General waste</i>	<i>Into general waste bins – do not contaminate other bins</i>
<i>Recycling</i>	<i>Into recycle waste bins – do not contaminate other bins</i>
<i>Food waste</i>	<i>Into food waste bins – do not contaminate other bins</i>
<i>Sanitary waste</i>	<i>Dispose of sanitary waste in the boxes provided in toilets</i>
<i>Hazardous waste</i>	<i>Dispose of hazardous waste in yellow bins</i>

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18. Infection Control

<p><i>Our infection control arrangements (including communicable diseases/hand hygiene standards) are:</i></p> <ul style="list-style-type: none"> <i>Anti-bacterial soap</i> <i>Hand gels</i> <i>Teaching pupils about correct hygiene</i> <i>Sinks in classrooms</i> <i>Washing hands before eating</i> <i>Adherence to infection control policy and risk assessment</i> <i>Requests for deep cleans as required</i> <i>Cleaning of touch points</i> <i>Reporting to appropriate authorities for increased absences</i> <i>Notify staff about outbreaks</i>
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<p>Infection control standards and the effectiveness of risk management procedures will be monitored by: <i>Dave Kerr</i></p>
<p>We communicate infection control arrangements by:</p> <p><i>Email</i> <i>Training documentation on the staff shared drive</i> <i>Staff meetings</i> <i>Staff briefings</i></p>
<p>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.</p> <p>Further information can be found in the Infection Control Policy and Risk Assessment.</p>

19. Lettings

<p>Our arrangements for managing Lettings of the Academy rooms or external premises are:</p> <p><i>Induction</i> <i>Terms and conditions of use</i> <i>Hazard exchange</i> <i>Risk assessments</i> <i>Obtain insurance documentation copies</i> <i>Annual review</i></p>
<p>The health and safety considerations and documentation for Lettings are reviewed annually: <i>Emailed to Dave Kerr</i></p>
<p>Hirers have in place their own risk assessments, first aid arrangements/ fire procedures and emergency procedures: <i>Emailed to Dave Kerr</i></p>
<p>Hirers are responsible for obtaining the necessary local authority licenses for their activities and these must be provided to the Academy on request, prior to commencement of the letting. <i>Emailed to Dave Kerr</i></p>
<p>Hirers must provide a register of those present during a letting upon request: <i>Emailed to Dave Kerr</i></p>
<p>Hirers must have appropriate DBS clearances according to the nature of their letting and those in attendance of the letting. <i>Emailed to Dave Kerr</i></p>
<p>Hirers must have appropriate, valid and current insurances: <i>Emailed to Dave Kerr</i></p>

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20. Lone Working

<p>Our arrangements for managing lone working are:</p> <p>(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).</p>
<p>Lone working arrangements are communicated by:</p> <p><u>Email and staff briefing. Stored on the staff shared drive</u></p>
<p>We monitor lone working arrangements by:</p> <p><u>Review of risk assessments, policies, practice and accident/incident reporting and analysis.</u></p>
<p>Lone workers are required to report any health information which may impact safety arrangements for lone working to their line manager / SLT.</p>
<p>Refer to the Lone Working Policy for further details.</p>

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21. 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.

Records of maintenance and inspection of equipment are retained and are located:	Location <u>G0028 Office</u>
Staff report any broken or defective equipment to:	Name <u>Paul Stephens</u>
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
<u>Ladders and steps</u>	<u>Bi annual checks undertaken and recorded internally</u>
<u>Kitchen extraction</u>	<u>Annual clean booked with external provider.</u>
<u>Kitchen Appliances</u>	<u>Annual inspection booked with external provider.</u>
<u>PE Equipment</u>	<u>Annual check booked with external contractor. Monthly inspection carried out by site team, checks recorded Staff visually check prior to use</u>

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<u>Outdoor equipment</u>	<u>Annual check booked with external contractor. Monthly check carried out by site team, checks recorded. Staff visual daily checks.</u>
<u>Emergency lighting</u>	<u>Quarterly check by external contractor. Monthly check internally undertaken and recorded</u>
<u>Fire Extinguishers</u>	<u>Annual inspections & Monthly checks completed by site team and logged.</u>
<u>Fire alarm</u>	<u>Quarterly check booked with external contractor. Weekly internal checks recorded</u>
<u>Intruder alarm</u>	<u>Bi annual check booked with external contractor</u>
<u>Portable appliances</u>	<u>PAT carried out as required by Paul Stephens</u>
<u>Boilers</u>	<u>Annual check booked with external contractor</u>
<u>Gas system</u>	<u>Five yearly gas line test booked with external contractor – Completed June 2023</u>
<u>Early years resources</u>	<u>Daily check and record by internal staff in EY</u>

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22. Manual Handling and Safety Interventions

<p>Our arrangements for managing manual handling activities are:</p> <p><u>Communication of manual handling risk assessments and manual handling policies</u> <u>Review of risk assessments and policies</u> <u>Purchase and maintenance of manual handling aids</u> <u>Individual risk assessments as required</u> <u>Monitoring of accident and incidents, subsequent investigations and absence analysis</u> <u>Awareness of MSDs</u> <u>Access to HSE guidance</u></p> <p>▼</p> <p>Further information can be found in the Manual Handling Policy.</p> <p>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:</p> <p><u>Manual handling risk assessment</u> <u>Manual handling policy</u> <u>Staff briefings</u> <u>Staff meetings</u> <u>Training</u> <u>Induction</u></p> <p>▲</p> <p>▼</p>	<ul style="list-style-type: none"> Formatted: Font colour: Red Deleted: ¶ Formatted: Font colour: Red Formatted: Font colour: Red Deleted: ¶
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<p>Staff who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task.</p> <p>Staff are trained appropriately to carry out manual handling activities. Formally trained staff are:</p> <p>Names</p> <p><u>Paul Stephens</u></p> <p><u>Valentine Marshall</u></p>	
<p>Name of competent person responsible for undertaking risk assessments for supporting individuals: <u>Tash Firth</u></p>	
<p>Where people handling takes place an Individual Manual Handling Plan and risk assessment must be in place and communicated to all parties (including where appropriate the young person/their parents/carers/support staff).</p>	
<p>Staff trained in supporting individuals are:</p> <p><u>Staff training took place in July 24, list held in office</u></p>	
<p>Individuals formally trained in restrictive physical intervention and positive handling are:</p> <p><u>Staff training took place in July 24, list held in office</u></p>	
<p>Person responsible for undertaking individual safety intervention plans and risk assessments: <u>Tash Firth</u></p>	
<p>Restrictive physical intervention and positive handling training is arranged by:</p> <p><u>Jess Robertson & Dave Kerr</u></p>	
<p>Restrictive physical intervention and positive handling risk management information is:</p> <p>This information is located: <u>Staff Shared Drive</u></p>	
<p>Training must be undertaken on a regular basis.</p> <p>Further details can be found in the Managing Safety Interventions Policy.</p>	

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23. Medication

<p>Our arrangements for the administration of medicines to pupils are:</p> <p><u>Information provided on Med care plan by parent/career with medication to office</u></p> <p><u>Medication held in Office or Early years</u></p> <p><u>Pupils details added to Med board.</u></p> <p><u>If medication is used, record usage on form and inform parent/career</u></p> <p><u>All medication expiry dates to be checked Monthly and before use.</u></p> <p>Where medication is provided, the records must be signed by the staff member providing the medication plus a witness.</p>	
Medication is stored:	Location
	<u>Early Years, Med room & Office fridge,</u>
A record of the administration of medication is	Location

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located:	<u>Early Years and Reception Office</u>
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. <u>N/A</u>	
Staff are trained to administer complex medication by the school nursing service when required. Trained staff are: Names <u>Mr D Kerr</u> <u>Mrs S Dillon</u> <u>First aid trained staff</u>	
Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are: <u>Information provided on Med care plan, by parent/career with medication to office</u> <u>Medication held in Office or Early years</u> <u>Pupils teacher informed of conditions and medication required</u> <u>If medication is used, record usage on form and inform parent/career</u> <u>Medication to go with pupil on trips, held by teacher.</u> <u>All medication expiry dates to be checked Monthly and before use.</u>	
Staff who are taking medication must keep this personal medication in a secure area in a staff only location. Secure locations are defined as: <u>Location Med room</u>	
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 / Supporting Students with Medical Conditions Policy.	

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24. 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.	
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:	<u>Phase leaders for curriculum & Paul Stephens</u>
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:	<u>Site Team</u>
Confirmation of any recorded checks to be provided:	<u>Before use & Monthly checks recorded</u>

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25. Radiation (where applicable)

Name of the academy Radiation Protection Supervisor (RPS)	<i>N/A</i>
Name of the Radiation Protection Adviser (RPA)	<i>N/A</i>
Our arrangements for managing any radon gas emissions due to the academy's location and local geology are:	<i>N/A</i>
Radon is checked in the local area (frequency):	

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26. Risk Assessments

<p>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.</p> <p><u>Premises and grounds</u> <u>Curriculum activities or events</u> <u>Hazardous activities or events</u> <u>Lettings or contract work which may affect staff or pupils in the Academy</u> <u>Fire Risk Assessment</u> <u>Hazardous Substances</u> <u>Work Equipment</u> <u>Manual handling activities</u> <u>Risks related to individuals e.g. health issues</u> <u>First aid needs</u> <u>Infection control</u> <u>Lone working</u> <u>Working at height</u> <u>Office and Reprographics</u> <u>Lunch time arrangements</u> <u>Educational visits</u> <u>Control of contractors</u> <u>Road safety</u> <u>Use of skip</u> <u>Security</u> <u>Power tool use</u> <u>Stress</u></p> <p>Our arrangements for carrying out, recording, communicating and reviewing general risk assessments are:</p> <p><u>Identify a need</u> <u>Complete a hazard survey</u> <u>Complete risk assessments</u> <u>Save to the staff shared drive</u> <u>Notify staff via email of new/revised risk assessments</u> <u>Remind during staff briefings as required</u> <u>Review annually or following accident/incident/change in procedure</u> <u>Sign to confirm receipt of risk assessments</u> <u>Save risk assessments to an archived file on the system, do not over write</u></p>

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 (examples, not an exhaustive list)
 Premises and grounds ¶
 Curriculum / classrooms ¶
 Hazardous activities or events ¶
 Lettings or contract work which may affect staff or pupils in the Academy ¶
 Fire Risk Assessment ¶
 Hazardous Substances ¶
 Work Equipment ¶
 Manual handling activities ¶
 Risks related to individuals e.g. health issues (personal or work related, for staff and pupils) ¶

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<p>Our arrangements for carrying out, recording, communicating and reviewing individual risk assessments are:</p> <p><i>If a child displays challenging behaviours that put themselves or others at risk the triggers are logged and identified and then a risk assessment is put in place. This is accessible to staff working with the child after it has been seen and signed by parents. Strategies are also implemented to try and prevent the behaviours from taking place. These documents are kept updated and reviewed as new triggers are identified or the behaviours of the child change.</i></p> <p>Individual risk assessments must be retained as confidential, not kept in general risk assessment files and shared on a need to know basis.</p> <p>The location in which the academy keeps risk assessments is:</p> <p><u>General - Staff Shared Drive > Health and Safety > Risk Assessments > Risk Assessments 2025-2026</u></p> <p><u>Individual -</u></p> <p><i>Pupils - risk assessments are uploaded to the child's personal Insight Tracking account under the notes section. This means they are accessible to all staff that work with the child.</i></p> <p><i>Staff – Risk assessments located in restricted access F-Drive</i></p> <p>(Risk assessments must be easily accessible to all staff and those who need to read the information contained within them)</p> <p>The process for developing new risk assessments is:</p> <p><i>Identify a need after an incident, a change to the site or introducing new equipment</i> <i>Complete a hazard survey</i> <i>Complete risk assessments</i> <i>To be signed off by Claire Clarke and Hope Brooks where appropriate.</i></p> <p>Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments.</p> <p>When an accident or incident occurs a post risk assessment takes place when a new hazard has been identified and / or additional controls are required.</p> <p>Risk assessments are created or reviewed when something new is introduced or a change has occurred.</p> <p>Further information is located in the Risk Assessment Policy.</p>	
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27. Shared use of Premises/Shared Workplace

<p>The academy premises are shared with another organisation (e.g. contract caterer/public leisure centre, childcare, school).</p> <p>Our arrangements for managing health and safety, including the communication of safety and risk management information, in a shared workplace are:</p> <p><u>Communication of procedures and risk management information via email and verbally to</u></p>	<p><u>Lettings</u></p> <p><u>Cleaning contractors</u></p>
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ensure a safe working environment.

Request of contractor and letting safety information

Information shared with those on the same premises is:

Fire evacuation procedure,

Fire risk assessment,

Asbestos management arrangements,

Bomb threat/Invacuation procedures

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28. Stress and Staff Wellbeing

Academy mental health first aid trained staff are:	<u>Miss Tash Firth</u>
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:	
<p><u>Team stress risk assessment</u></p> <p><u>SUAT wellbeing working part meetings</u></p> <p><u>Training and CPD</u></p> <p><u>Inset days</u></p> <p><u>OHU referrals and support</u></p> <p><u>Thinkwell support</u></p> <p><u>Staff absence insurance policies</u></p>	
Solutions to stress hazards and suggestions on how to minimise stress are identified, discussed and communicated.	
All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work by:	
<u>Speaking to Tash Firth or SLT</u>	
All staff have the opportunity to discuss mental health and wellbeing concerns confidentially. Staff can access support by: <u>Speaking to Tash Firth</u> <u>Or through a health care professional</u>	
Individual stress risk assessments take place when a member of staff requires additional individual support. Staff can discuss individual risk assessments with <u>Dave Kerr,</u>	
A team stress risk assessment has been completed involving all staff and this is reviewed regularly.	
Date completed / reviewed. <u>September 2025</u>	
Arrangements are in place to support pupil mental health and wellbeing. Detail surrounding these arrangements can be found <u>through</u>	
<u>Helen Grundy</u>	
<u>SLT,</u>	
<u>Tash Firth,</u>	
Staff can access support for pupils by:	

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Through PHSE
Mental Health Practitioner
Mental Health provision maps
Amy Hatfield
SENCo
Tash Firth

Resources to support pupil mental health and wellbeing can be found (location): Tash Firths office

The Mental Health and Wellbeing Policy contains further information.

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

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. 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.

The health and safety considerations within curriculum swimming must be planned, supervised and managed by staff who include in their lesson planning. Appropriate risk assessments must be in place for activities, supervision and safeguarding.

Contractors providing swimming provision / temporary pools are vetted by:

Name and procedure for vetting: N/A

Swimming which takes place off site shall be managed in accordance with Educational Visits arrangements.

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30. Training and Development

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 monthly basis or when required. Training records are retained and are located in reception office. Training certificates are kept in the individuals training record.

Staff receive refresher H&S training: <u>Annually</u>	Detail when and by what means <u>on-line through National Collage</u>
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Staff can request training by:	<u>Speaking to SLT</u>
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31. Vehicles owned or operated by the academy (where applicable) and vehicle movement on site:

The academy operates (no. of xx) minibuses/coaches/cars/other vehicles (e.g. quad bikes/ride on mowers).	<u>N/A</u>
Name of person who manages the driver medical examinations and qualifications:	<u>N/A</u>
Name of person who manages the vehicle license requirements:	<u>N/A</u>
Name of person(s) who undertakes vehicle checks such as oil, water and routine roadworthiness:	<u>N/A</u>
Frequency of checks:	<u>N/A</u>
Name of person who arranges servicing and maintenance of the academy vehicles:	<u>N/A</u>
Frequency of servicing and maintenance:	<u>N/A</u>
Person who arranges insurance:	<u>N/A</u>
Person who arranges vehicle tax:	<u>N/A</u>
Our arrangements for the safe use of academy vehicles are:	<u>N/A</u>
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.):	
<u>Restriction of vehicle movements at key times by closing the Corporation Street gates</u> <u>Segregation of vehicles and pedestrians on Corporation Street</u> <u>Risk Assessment</u> <u>Pedestrian path from Oxford Gardens to the building</u>	
Refer to the Vehicles Policy for further information.	

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32. Violence and Aggression

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 and physical violence to:	<u>Line Manager / Mrs Claire Clarke / Miss Jess Robertson/ other members of the SLT</u>
Incidents of verbal and physical violence are investigated by:	<u>Mrs Claire Clarke / Miss Jess Robertson / other members of the pastoral support team</u>
Staff and others, as necessary, are appropriately debriefed following an incident.	
Refer to the Management of Violence and Aggression Policy for further information.	

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33. Water System Safety

Name of contractors who have undertaken a risk assessment of the water system and date the risk assessment was last completed:	<u>Name Concept Environmental Solutions</u> <u>Date 13 Aug 25</u>
Actions resulting from the risk assessment must be completed within the designated timescales:	<u>D1: immediate</u> <u>C1: 6 months</u> <u>C2: 2 years</u>
Name of contractors who carry out regular testing of the water system:	<u>HSL every 6 Months</u>
Location of the water system safety manual/testing log:	<u>G0028 Office</u>
Person who reviews the water system safety log and contractor reports:	<u>Claire Clarke</u>
Person who undertakes water hygiene regimes in the academy:	<u>Paul Stephens</u>
Our arrangements to ensure contractors have information about water systems are: <u>Hazard exchange form</u> <u>Site induction</u>	
Our arrangements to ensure all academy staff carrying out checks or testing or maintenance have information about the water system: <u>Induction to the water safety manual</u> <u>Water hygiene training</u>	
Refer to the Water System Safety Policy for further information.	

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34. Working at Height

Date of the most recent working at height risk assessment:	<u>Sep 25</u>
Work at height is avoided where possible. Our arrangements for managing work at height are (include planning and risk assessment etc.): <u>Visual inspection of equipment prior to use</u> <u>If equipment is deemed safe for use, use according to training, risk assessment and manufacturer's instruction</u> <u>Ensure ladders have been safety checked and the inspection plate is fitted and in date, prior to use</u> <u>Staff are reminded to use the steps provided and not stand on furniture for any work above ground level</u>	
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 <u>G0028 Office</u> , and last inspected on <u>Sep 25</u> .	
Name of person(s) responsible for inspecting and recording inspections:	<u>Paul Stephens</u>

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35. Work Experience

<p><i>Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are:</i></p> <p><u>Assigned mentor is responsible for supervision of students on work placement.</u></p>	
<p><i>The name of the person responsible for the health and safety of people on work experience in the academy premises:</i></p>	<p><u>Claire Clarke, Paul Stephens</u></p>
<p><i>Our arrangements for managing the health and safety of work experience students in the academy are:</i></p> <p><u>Induction</u> <u>Line manager to support</u> <u>Regular contact and support</u> <u>Supervision</u></p>	

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36. Volunteers

<p><i>Volunteers are considered as a member of staff and all health and safety arrangements including induction and training must apply. Arrangements for the induction of volunteers are:</i></p> <p><u>Induction</u> <u>Line manager to support</u> <u>Regular contact and support</u> <u>Supervision</u></p>

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