SUAT Model Policy
Health, Safety and Wellbeing Policy

Last reviewed	**June 2026**
Reviewed by	**Estates and Compliance Manager**
Approved by	**Trust Board**
Date of approval	**5th July 2026**
Policy owner	**SLT**
Location	**Internal**

This is a Health, Safety and Wellbeing Policy template, which is adopted by all academies within Staffordshire University Academies Trust.

The 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 the Trust
- Is monitored and reviewed regularly by senior leaders at Trust level.

The Leadership Team of SUAT are committed to ensuring the Health and Safety of everybody involved in the Trust. They aim to:

- Ensure that all reasonable steps are taken to ensure the health, safety and welfare of users of the premises
- Establish and maintain safe working procedures for staff
- To provide and maintain safe buildings and safe equipment for use
- Develop safety awareness, by appropriate training if necessary, amongst staff and others who help
- Formulate and implement effective procedures for use in the event of fire and other emergencies
- Investigate accidents and take steps to prevent a re-occurrence
- Take proactive measures to prevent accidents and incidents of a dangerous nature, which could be hazardous to health.

2. Overview

The Trust 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, Martyn's Law (Prevent Duty) Lead 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. In the case of the Trust central team, the policy is tailored by the Academy in conjunction with staff and the Senior Leadership Team,and is shared with the Trust Board.

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 and senior leadership team, as monitored by the LAC.

All settings 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 Trust requires all of its academies to have a Health, Safety and Wellbeing Policy in place.

The Trust's Health, Safety and Wellbeing Policy template is a generic policy that has been developed by the Trust Board.

Roles and Responsibilities

The **Trust Board** 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 adequate training, information, instruction, induction and supervision is provided to enable everyone in the trust to be safe
- Maintain the premises 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 work 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

The **CEO** is responsible for the day to day running of the trust. They will:

- Promote a positive, open health and safety culture
- Ensure that key health and safety issues are reported to Board Members
- 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 Operations Director (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 Trust activities.

Senior Leaders within the trust will support the CEO 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 CEO 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 the trust
- 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 health and safety reports and information for the Trust Board
- Ensure that any work that has health and safety implications is prioritised
- Report any concerns regarding unresolved hazards
- Ensure that all work under their control is undertaken in a safe manner
- 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
- Ensure that non employees are not adversely affected by Trust activities.

Martyn's Law (Protect Duty)

The Trust designates a Martyn's Law (Protect Duty) Lead to coordinate the consideration of proportionate site security arrangements across Academies, in line with Martyn's Law (Protect Duty) principles. All Academies must have their own Martyn's Law (Prevent Duty) Lead.

This includes oversight of site security risk assessment considerations, emergency preparedness arrangements and staff awareness, appropriate to the size, nature and use of the premises. Operational delivery of control measures remains the responsibility of relevant staff and contractor.

All Trust Staff will:

- Read the Health and Safety Policy
- Comply with the Trust'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 site / office in a reasonably tidy and safe condition
- Follow safety instructions when using equipment
- 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 Trust's risk assessments and health and safety procedures
- Carry out a daily check of the offices and grounds to spot any disrepair or other hazards
- Ensure that non employees are not adversely affected by Trust activities.

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 H&S and Compliance Associate 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

Staffordshire University Academy Trust

The local policy has five parts;

Part A – Introduction

Part B - The Health and Safety Policy Statement

Part C - Management Arrangements

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

Part E - The Key Performance Indicators.

A. Introduction

This individual Academy policy containing local arrangements for implementing and communicating health and arrangements will be utilised in conjunction with the SUAT

Health, Safety and Wellbeing policy provided on pages one to five (inclusive). In each SUAT academy there will be a comprehensive database of key individuals.

B. Policy Statement

The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Staffordshire University Academy Trust and the Trust Board recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc. Act 1974.

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. The CEO will draw this policy to the attention of all employees, and review at least annually.

L Hood		R Willington
Chair of LAC		**Headteacher**
[Insert date]		09/09/26
Next date for policy ratification (autumn term Trust Board):		24/11/26

C. Management Arrangements

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

Competent Health and Safety Advice

The Trust obtains competent health and safety advice from:	Staffordshire County Council
The contact details are:	John Burdett – 07773 791520 (SCC)
In an emergency we contact:	01785 355777 (Duty Officer)

Monitoring Health and Safety

Name of person(s) responsible for the overall monitoring of health and safety in the Academy:	R Willington (supported by J Cooper)
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 the LAC):	

- Accident investigation reports for identification of reoccurring issues/possible defects
- Management meetings
- Premises tours
- Communication with staff verbally and via email
- Staff reporting H&S concerns and premise defects
- Risk assessment reviews
- Document reviews e.g., policies and procedures
- Reports to the Trust Board
- Health and safety documentation reviews
- Annual health and safety checklist
- Annual health and safety audit
- Termly reports to LAC

The Academy carries of out formal evaluations and audits on the management of health and safety:

- Internal audit
- Annual health and safety monitor, review, development plan
- Annual health and safety planner
- Termly review of the health and safety action plan
- SCC external audit

The last audit took place:	External Date: 27/11/23 John Burdett (SCC) Internal Date: 07/04/25 SUAT Personnel
Name of person responsible for monitoring the implementation of health and safety policies:	R Willington H Kirkham J Burdett J Cooper

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***
Premises	Mr P Jupp
Grounds	Mr P Jupp
Emergency lighting – external contractors	Lantern
Emergency lighting	Mr P Jupp
Fire Alarm Testing	Mr P Jupp
Fire Extinguishers	Mr P Jupp/Chubb
Fire Doors	Mr P Jupp
Fire Alarm maintenance - external contractors	Lantern
Asbestos Monitoring – external contractors	Stuart Cresswell (Entrust)
Risk Assessments	Ms R Willlington
Fixed Wire Testing	Via SCC
Gas Safety	Via SCC
Tree Inspection - Annually	Croppers
Water monitoring – bi-annually	HSL
Kitchen machinery	Mr P Jupp

Intruder Alarm	Chubb
PAT Testing	Mr P Jupp
Roof Spaces	Mr P Jupp

D. Detailed Health and Safety Arrangements

This list of arrangements is customised by the Academy Name in a manner appropriate to that Trust.

.

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.

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

1. Accident Reporting, Recording & Investigation

Our arrangements for recording and investigating: All accidents are recorded in the Academy's accident book that is located in the medical room. Only very minor injuries will be dealt with by any member of staff. All injuries of a more serious nature are dealt with by one of the Academy's recognized First Aiders. Names of the Academy's First Aiders are displayed in the Medical Room. All head injuries must be reported to one of the Academy's First Aiders, who is then responsible for carrying out an examination/ first aid treatment and recording the incident in the Academy accident book. Parents will be informed by phone or in person about every head bump. All accidents occurring to children are reported to parents via the reporting sheets. Should hospital treatment be necessary the Headteacher or Office Manager are responsible for contacting parents/calling an ambulance. Where any accident results in medical treatment other than first aid an accident report form is completed and returned to the Health and Safety Team at the County Council and the Property Manager of SUAT. This is the responsibility of the HT or Office Manager.
Pupil accidents: See above.
Staff and Visitor accidents: Staff and visitor accidents are recorded in the BI510 accident book, and reported on the My Health and Safety System.
The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: R Willington/J Cooper
Our arrangements for reporting to the Local Academy Council are: Under Health and Safety at LAC Meetings. More serious accidents to be reported directly to the Chair of the LAC and SUAT Property Services Manager.
Our arrangements for reviewing accidents and identifying trends are: Regular analysis by designated person (Mrs Potter), supervised by HT.
Our arrangements for recording and investigating: All accidents are recorded in the Academy's accident book that is located in the medical room. Only very minor injuries will be dealt with by any member of staff. All injuries of a more serious nature are dealt with by one of the Academy's recognized First Aiders. Names of the Academy's First Aiders are displayed in the Medical Room. All head injuries must be reported to one of the Academy's First Aiders, who is then responsible for carrying out an examination/ first aid treatment and recording the incident in the Academy accident book. Parents will be informed by phone or in person about every head bump. All accidents occurring to children are reported to parents via the reporting sheets. Should hospital

treatment be necessary the Headteacher or Office Manager are responsible for contacting parents/calling an ambulance. Where any accident results in medical treatment other than first aid an accident report form is completed and returned to the Health and Safety Team at the County Council and the Property Manager of SUAT. This is the responsibility of the HT or Office Manager.

2. Asbestos

Name of Premises Manager responsible for Managing Asbestos:	R Willington (supported by J Cooper)
Location of the Asbestos Management Log or Record System:	Main Office – Red Log Book
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. Staff must be aware of the procedure for gaining approval for works of this nature, which is to seek approval from HT beforehand. **Our arrangements to ensure that staff have information about asbestos risk upon employment with the academy are as follows:** Through Health and Safety Induction and regular updates in staff meetings.	
Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are: HEF Forms/Checking and Signing of Log Book.	
Our arrangements to ensure all academy staff such as class teachers or caretakers have information about asbestos risk on the premises: Care Taker training regularly and Health and Safety as a standing item on Staff Meetings.	
All staff receive annual training in asbestos awareness. *Staff who receive training in asbestos management are:* R Willington J Cooper P Jupp	
Staff must report damage to asbestos materials to:	R Willington/J Cooper
Our Asbestos Management Plan is located:	*Staff Server. HT Office.* *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.*
Guidance for managing asbestos in schools includes:	*https://www.gov.uk/guidance/asbestos-management-in-schools* *https://www.hse.gov.uk/services/education/asbestos-faqs.htm*

3. Communication

Name of staff member who is responsible for communicating with staff on health and safety matters:	R Willington/J Cooper
Our arrangements for inducting staff to health and safety within the academy are: Formal Health and Safety Induction Training.	
Our arrangements for communicating about health and safety matters with all staff are: Staff Meetings; Teams Platform; Health & Safety Information Board; Emails.	
Staff can make suggestions for health and safety improvements by: Communication with the HT and filling in the Log Book (staff room).	
Staff can share risk management information by: Informing the HT/JC directly.	
Staff can communicate areas for concern in the context of health and safety by: Informing the HT who will arrange the appropriate action. Completing the Site Technician's book	

4. Construction Work *See also Contractor Management

Name of person coordinating any construction work / acting as the client for any construction project:	J Cooper
Our arrangements for managing construction projects and works within the scope of the Construction Design and Management Regulations are: The Academy may follow the advice of the LA's Building Surveyor with regard to the selection of contractors, but also uses its own known specialists for other minor works. Where approved contractors are directly engaged by the Academy, safe-working arrangements will be agreed with the HT prior to the commencement of the work. In such instances the HT is also responsible for monitoring contractors working methods, however the Site Technician is responsible for the induction of contractors, the exchange of health and safety information, agreeing safe working arrangements, risk assessments and liaison meetings. Where contractors are engaged by the Property and Estates Division the responsibility for safe working arrangements is that of the County Building Inspector. This will be done in close consultation with the HTl. The building inspector is also responsible for monitoring the work in progress. Any concerns which members of staff have regarding contractors working on site should be reported to the HT/JC. *(Duty holders will be identified and named as part of any construction project).* *https://www.hse.gov.uk/construction/cdm/2015/index.htm* *Any commissioned works will be through the landlord.*	
Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: Completion of hazard Exchange Form	
Our arrangements for the induction of contractors are: The Office Manager, supported by the Site Technician is responsible for the induction of contractors, the exchange of health and safety information, agreeing safe working arrangements, risk assessments and liaison meetings. Where contractors are engaged by the Property and Estates Division the responsibility for safe working arrangements is that of the County Building Inspector. This will be done in close consultation with the HT/JC. The building inspector is also responsible for monitoring the work in progress.	
Staff should report concerns about contractors to: R Willington	
We will review any construction and works activities on the site by:	

The building inspector or the HT is also responsible for monitoring the work in progress.
Our arrangements for obtaining contractor risk management documents are: Through Hazard Exchange Meetings
Staff will be informed about construction projects by: R Willington through staff meetings/Teams platform.

5. Consultation

Name of Staff member who is responsible for consulting with staff on health and safety matters:	R Willington (J Cooper)
The name of the Trade Union Health and Safety Representative is:	-
Our arrangements for consulting with staff on health and safety matters are: Staff meetings; Team Platforms; individual conversations as required.	
Staff can raise issues of concern by: In person, by email, on Teams Platform, Mr Jupp's Log Book.	

6. Contractor Management

Name of person responsible for managing and monitoring contractor activity:	J Cooper (supported by P Jupp)
Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: See above.	
Our arrangements for the induction of contractors are: See above.	
Our arrangements for the induction of contractors are: See above.	
Staff should report concerns about contractors to: See above.	
Our arrangements for notifying staff of contractor activity on site are: See above.	
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.	

7. Curriculum Areas – health and safety

Name of person who has overall responsibility for the curriculum areas as follows:	L Potter – PE, Computing L Clayton – Art, D&T D Dunn – Forest School C Lugg – Science H Price - Music
Risk assessments for these curriculum areas are the responsibility of:	Staff above, supported by RW.
These risk assessments are located:	Teams folder; Risk assessment folder in the staffroom.
Risk assessments are reviewed:	Annually or as required.

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

The Trust 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: Identification of staff who meet the criteria for requiring the completion of a DSE assessment upon appointment Completion of DSE assessment by member of staff DSE assessments reviewed upon change of working conditions i.e., change of furniture, movement of furniture, chance of office DSE assessments reviewed every two years Rectification of any issues is made	
Name of person who has responsibility for carrying out Display Screen Equipment Assessments:	R Willington
DSE assessments are recorded and any control measures required to reduce risk are managed by:	R Willington (supported by JC)
DSE Assessments are reviewed:	Every two years or on a change to the work station / work location / home or remove working.

9. Early Years Foundation Stage (EYFS)

Name of person who has overall responsibility for EYFS:	Z Gaut
Records of EYFS risk management (e.g. risk assessments and checklists) are located:	Staff Server/Reception/Nursery Classrooms
Our arrangements for the safe management of EYFS (classroom and activities) are: Regular checks and risk assessments will be carried out on the building, resources and equipment on a daily basis by the Class Teacher/Room Leader or Supporting Staff if directed. Food storage, preparation, serving, allergy procedures will be carried out as per Food and Drink Policy with all staff holding a food and hygiene certificate to handle food. All support staff are supported to obtain a first aid certificate on joining the school and the training officer will ensure these are kept up to date. EYFS first aid training requirements are adhered to. Accident and Incident books are completed by Staff and follow whole school policy. Parents are informed verbally of any head bumps and more serious incidents; for smaller incidents, a written note will be passed to the parent/carer. Medication is stored and administered as per the procedure stated in the Administration of Medicines policy. A stocked First Aid box is available at all times. At induction and during regular meetings, staff will be reminded of the importance of maintaining high standards of cleanliness and hygiene. Staff will be positive role models in hygiene practices. Children are educated as part of the session routines in the importance of regular hand washing after messy play, toilet and before eating. Staff and children are use separate toilet facilities. Daily checks/risk assessments are carried out on the environment (both inside and outside) reported using a Google Form and in line with reporting procedures. Consideration is given by staff to the layout of rooms to ensure the safety and enjoyment	

of all the children. Special arrangements and equipment will be provided for children with Special Educational Needs. Parents/Carers and especially children will be familiarised with the school premises. Children are regularly reminded about safe handling of equipment, safety procedures and responsible play. Staff are expected to undertake daily visual checks and remove broken or damaged toys and equipment from the area immediately and report to the Class Teacher or Site Technician. Security is of paramount importance and all exits and gates from the building are kept locked during session times, other than during arrival and departure times. The child's Parent/Carer will be contacted to seek permission to release the child into the care of an unknown collecting adult. Children will never be left alone and will always be in sight of an adult. Adequate adult/child ratios will be adhered to at all times. There will be two adults in any setting at all times. Up to date and accurate attendance registers are kept.

10. Educational visits / Off-Site Activities

Name of person who has overall responsibility for Educational Visits:	R Willington
The Educational Visits Coordinator is:	R Willington & J Cooper
Our arrangements for the safe management of educational visits are: All visits out of the academy require a risk assessment to be completed and information to be uploaded to EVOLVE. The HT is the joint Educational Visits Coordinator for the academy, along with the Office Manager. The HT authorizes all visits. Please refer to the separate Educational Visits Policy for further detail.	
Our arrangements for managing Local Area Visits are: All visits out of the academy require a risk assessment to be completed which is approved by the HT. Please refer to the separate Educational Visits Policy for further detail.	
Visit risk management information is communicated to visit attendees by: The Team Leader shared copies of the Risk Assessment/s with all adults taking part in the visit, prior to the visit itself.	
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: 2 weeks before the visit for non-adventurous visits. 4 weeks for adventurous activities and residentials.	

11. In-service Electrical Equipment Testing (EET) (formerly known as PAT testing)

Name of the staff member responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	J Cooper
Fixed electrical wiring test records are located:	Office Manager's Office
All staff visually inspect electrical equipment before use. *No personal electrical items are permitted on site without approval from SLT and evidence*	

of appropriate In-service Electrical Equipment Testing (EET), where required

Our arrangements for bringing personal electrical items onto the academy site are: *No personal electrical items are permitted on site without approval from SLT and a valid and verified PAT test (within the last 12 months).* Electrical items must be portable appliance tested prior to use on the premises. *When PAT testing is taking place, staff must ensure that equipment is accessible e.g., not locked away.*	
Name of person responsible for arranging the testing of in-service electrical equipment testing (EET)	J Cooper
Name of person responsible for defining the frequency of in-service electrical equipment testing (EET)	J Cooper
The Trust's PAT testing will be undertaken to a frequency of: (e.g. annually)	Annually
In-service electrical equipment testing (EET) records are located:	Site Technician's Office
Staff must take defective electrical equipment out of use and report to:	R Willington/J Cooper/P Jupp
The portable electrical equipment on the Trust 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. Emergency Preparedness

Name of SLT member who is responsible for developing and maintaining the school's response to major risks Business Continuity Plan (BCP). *The Martyn's Law (Protect Duty) Lead supports the coordination of site security and emergency preparedness considerations within the Business Continuity Plan.*	R Willington (HT) J Cooper
We test the BCP arrangements by:	SLT scenarios Staff meeting scenarios Practising emergency procedures
Our arrangements for communicating emergency arrangements which includes planning for medical emergencies such as severe allergic reactions (anaphylaxis) to all employees are: Policy documents and appendices Staff meeting training Teams Platforms *Our arrangements for communicating the BCP to staff and LAC are:* Copy shared with Chair and Vice Chair and saved on Governor Hub.	
Our bomb threat and invacuation procedures are updated: annually	

The person responsible for updating these procedures is: R Willington *We communicate these procedures with building occupants by:* staff training/sharing policies and associated documents on Teams and printed copies in the staffroom. *We test the procedures by:* Completing fire drills with pupils/staff termly. Practising invacuation scenarios/drills with staff. *We test the procedures by:* annual training and role play/scenarios. *This includes planning for cyber-related incidents which may impact IT systems or access to critical information.*

13. Fire Precautions & Procedures

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.*	J Cooper
The Fire Risk Assessment is located:	Staff Shared area of Server/ Printer in staffroom folder. Fire Log Book.
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):*	R Willington or delegated to Officer Staff; the site has a fire alarm which activities a response from a 3rd party.
Name of person responsible for arranging and recording of fire drills:	J Cooper
Name of person responsible for creating and reviewing Fire Evacuation arrangements:	J Cooper
Our Fire Evacuation Arrangements are published:	In all rooms/communal areas
Our Fire Marshals are listed:	In all rooms/communal areas
Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Logbook located at:	Site Technician's Office
Name of person responsible for training staff in fire procedures:	R Willington
Name of the person trained in fire risk assessment:	J Cooper
Procedure for communicating fire safety and evacuation arrangements to visitors: Fire Procedures are covered at start of each parent assembly/performance. Displayed for visitors on entry to the Academy. Displayed around the Academy building.	
Procedure for communicating fire safety arrangements to contractors: No visitors are left alone on site. Hazard Exchange Meetings.	
All staff must be aware of the Fire Procedures in the Trust. Employee awareness of the	

fire procedures in the Trust is repeated: September Inset (Annually) *Please see the Fire Safety Policy for further information.*

14. First Aid *see also Medication

Name of person responsible for carrying out the First Aid Assessment:	*J Potter*
The First Aid Assessment is located:	Staff Shared Area of the Server/printed copy in Folder in Staffroom.
First Aiders are listed:	Medical Room
Name of person responsible for arranging and monitoring First Aid Training:	P Pickerill
Location of First Aid Boxes (including travel):	Medical Room KS1/KS2 Cloakrooms Nursery Foxes Room
Name of person responsible for checking & restocking first aid boxes:	J Potter
In an emergency staff are aware of how to summon an ambulance, through following the below procedure: A representative is sent to the office for the administrator to call the ambulance. The member of staff who witnessed the accident stays with the child/adult. Academy First Aider to attend the child whilst awaiting the ambulance.	
Our arrangements for dealing with an injured person who has to go to hospital are (who is contacted/ who accompanies staff or children to hospital):	
Pupils	Parent/HT/Pastoral Lead
Staff	HT/SLT/Next of Kin
Visitors	HT/SLT/Next of Kin
Our arrangements for recording the use of First Aid are: accident book (BI510) completed by the first aider, Medical Tracker completed for each incident.	
Our arrangements for monitoring and reporting on first aid and accidents are: Medical Tracker record completed by first aider, investigation reports, trend identification. First aider informs J Cooper to complete investigation.	
Our arrangements for identifying trends are: Half-termly analysis of location/type/nature of injury. Reported to Governors Termly.	

15. Allergies and Anaphylaxis

Name of person in the Academy who leads on Allergies and Anaphylaxis:	J Potter
The Trust recognises that allergies, including life-threatening anaphylaxis, present a significant health and safety risk to pupils, staff and visitors. Arrangements are in place to identify and manage risks associated with allergies, including risk assessment, individual healthcare planning and emergency response procedures.	
The Trust maintains a separate Allergy Safety Policy, which sets out the detailed arrangements for: • *Identification and management of pupils with allergies* • *Staff training and awareness, including recognition of allergic reactions and use of*	

adrenaline auto-injectors • *Emergency procedures and access to medication* • *Communication with parents, carers and relevant professionals*
All staff must be familiar with and follow the arrangements set out in the Allergy Safety Policy. Emergency arrangements include responding to severe allergic reactions (anaphylaxis) in accordance with training and established procedures.

16. Forest School

Name of person who leads on Forest School activity:	D Dunn
Date of training:	July 2023 Completion
Our arrangements for developing, organising and running Forest School activity: Relevant Risk Assessment/s completed. Mr Dunn trained to Level 3 Forest Schools Practitioner. Miss Hansson is Level 2 Forest School trained. Additional TAs accompany sessions. Walkie-Talkies always in use during sessions. First Aid taken during sessions/Mr Dunn is First Aid Trained.	

17. Gas Safety

Name of person(s) responsible for managing the gas safety systems on the premises:	J Cooper
Date of the most recent gas line test (5 yearly):	June 2020
Date of the most recent gas system test: *E.g. Boilers* *Kitchen Equipment*	Feb 2024 – Boiler Service Feb 2024 – Kitchen Equipment
Our procedure in the event of a gas leak is: • *Evacuate the premises immediately – open windows if possible* • *Turn off electrical items* • *Notify the landlord immediately* • *Notify the gas board immediately - **0800 111 999***	
The Trust uses only gas safety registered contractors to work with gas systems on site.	

18. Glass & Glazing

All glass in doors and side panels are constructed of safety glass: As far as possible. Glazing meets building regs to our knowledge. This is the responsibility of the landlord.	
All replacement glass is of safety standard: As far as possible. Glazing meets building regs to our knowledge and is the responsibility of the landlord.	
A glass and glazing assessment took place in (year) and the record can be found ….	Building Condition Survey

19. Hazardous Substances (COSHH)

Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)	J Cooper

Hazardous substance risk management documentation is located:	Office Manager's Office/Admin Server
Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control, communication of hazardous substance assessments, review of assessments, etc.) are: It is the policy of Boney Hay Primary Academy that wherever possible the use of any hazardous substance shall be avoided. Substances not supplied in original containers must never be used on Academy premises. Before any substance is used staff must read labels and instructions for safe use of contents. Children must not use any substances that are marked with a hazardous substance symbol. No hazardous substance must be used on Academy premises unless technical data sheets are available on site for the product and a written risk assessment has been completed for the intended use. Storage of hazardous substances on Academy premises will be kept to a minimum and products of a hazardous nature must be kept in secure storerooms when not in use. Access to these areas is only to be by approved key holders – Site Supervisor, Senior Cleaner, HT or DHT. COSHH Assessments should be reviewed annually and when a rarely used substance is being used following again. *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.*	

20. Health and Safety Law Poster

The Health and Safety at Work poster is located:	Staff Room

21. Housekeeping, cleaning & waste disposal

All staff and pupils share the responsibility for keeping the Academy site clean, tidy and free from hazards. Wet floor signs are used in areas that need to be wet floor cleaned and following on from spillages. Snow shifting is the responsibility of the Site Supervisor who is also supplied with a supply of snow grit. Areas immediately adjacent to external entrances into the Academy will be cleared as a 1st priority. 2nd priority is the sloping pathway and Academy drive adjacent to the Academy driveway. A grit bin is provided.
Our waste management arrangements are (including recycling and food waste collection): All internal waste bins will be cleared of waste on a daily basis. Collected waste will then

be deposited in the outdoor waste skips located to the rear of the Academy. Glass and other sharp objects must not be placed in the internal waste bins. When glass and sharp objects need to be disposed of the Headteacher or Site Supervisor should be informed. They will then arrange for the items to be packaged and disposed of directly into the outside skip bins. Combustible waste materials will not be allowed to accumulate in the building where it presents a fire and safety risk. Waste will also not be allowed to accumulate around outside skip bins. Skip bins are securely padlocked at a distance away from the buildings. They can only be unlocked when Lichfield District Council undertakes the weekly collection of waste. The Site Supervisor, HT and DHT have access to the waste skip keys. Food waste collection is organised in line with legal requirements. Nappy waste collection is organised in line with legal requirements.	
Our site housekeeping arrangements are: Internal waste bins will be cleared of waste on a daily basis. Collected waste will then be deposited in the outdoor waste skips located to the rear of the Academy	
Site cleaning is provided by: Workplace	*Name and contact details:* Workplace 0844 561 1760 helpme@workplace.co.uk
Cleaning staff have received appropriate information, instruction and training about the following and are competent: through the landlord's induction and training process.	
Work equipment	
Hazardous substances	
Waste (skips and bins are located away from the building)	
Our arrangements for disposing of waste and the location of waste bins and skips are communicated to employees and pupils.	
Infection control	
Trust security	
Lone working *Landlord*	
First aid and accident reporting – see above	
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	Black
Paper Waste	Blue
Food Bin	Blue
Infectious Waste	Medical Bin/s
Nappy waste	Yellow
Curriculum	As above
Catering	As above
Cleaning	As above

22. Infection Control

Name of person responsible for managing infection control:	J Cooper
Our infection control arrangements (including communicable diseases/hand hygiene standards) are: Further information can be found in the Infection Control Policy. *Visits to the Trust may not be permitted where there are known infection outbreaks.*	
Infection control standards and the effectiveness of risk management procedures will be monitored by: email, induction, website, teams	
We communicate infection control arrangements by: • *Risk assessment reviews* • *Policy reviews* • *Staff to report concerns to J Cooper*	
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.*	

23. Lettings

Name of Premises Manager or member of Leadership team responsible for Lettings:	J Cooper
Our arrangements for managing Lettings of the Trust rooms or external premises are: • *All lettings sign the terms and conditions of use* • *Letting insurance certification obtained prior to letting commencement and upon insurance renewal annually* • *No access to the building out of hours – lettings are not permitted to have access cards or keys* • *Lettings manage their own first aid responsibilities* • *Lettings manage their own registers and are accountable for their own evacuations* • *Letting induction / hazard exchange completed with the letting prior to letting commencement*	
The health and safety considerations for Lettings are considered and reviewed annually: • *Terms and conditions of use* • *Risk assessment arrangements* • *Fire safety arrangements* • *Insurances*	
Hirers have in place their own risk assessments, first aid arrangements/ fire procedures and emergency procedures.	
Hirers are responsible for obtaining the necessary local authority licenses for their activities and these must be provided to the Trust.	
Hirers must provide a register of those present during a letting.	
Hirers must have appropriate, valid and current insurances: Copies must be provided annually.	

24. Lone Working

Our arrangements for managing lone working are: Whenever possible staff are discouraged from working alone on Academy premises. When it is not reasonably practicable to avoid lone working, staff are made aware of the main hazards. These are:- (1) being subjected to physical or verbal violence

(2) theft and arson When staff are working alone in the building all external doors are to be kept locked. Access to a telephone in the outer office is to be maintained at all times. Members of staff who undertake lone working will only do so having first discussed and made known the fact to the HT or DHT. Wraparound staff work in pairs at all times. Only registered key holders are permitted to open and close the building due to the security and alarm system settings. *(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: Training; risk assessments; policy awareness.
We monitor lone working arrangements by: Members of staff who do regularly undertake lone working will only do so having first discussed and made known the fact to the HT or DHT.
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.

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

Electrical equipment is EE tested before use (unless it has been purchased in the last 12 months and a proof of purchase can be evidenced e.g. via a receipt) and this can be requested with the Landlord prior to use in the offices. Staff visually inspect all equipment prior to use and take out of use any defective equipment. An L.A. approved contractor carries out the annual inspection of P.E. equipment on behalf of the Academy. All repairs deemed necessary by the inspection are completed or the equipment is written off. The Site Technician performs additional checks regular on indoor and outdoor equipment. The Site Supervisor tests internal Fire Alarm Bells on a weekly basis. Each Fire Bell point is tested in rotation. The site supervisor keeps a written record of these tests. He also regular inspects fire doors, emergency lighting and fire extinguishers. The site supervisor is responsible for reporting any faults to the HT/JC. External contractors regularly inspect emergency lighting and fire extinguishers. It is the HT's responsibility to investigate further and to arrange for any necessary repairs. An approved contractor completes the annual maintenance of Fire Fighting Equipment. As part of SLA with Entrust, ladders and automatic barriers are tested regularly. Academy Kitchens are regularly checked by Kitchen staff who report defects to Mr Jupp. Regular inspections are also completed by Mr Jupp and external contractors check the extraction Systems in line with recommendations.	
Name of person responsible for the selection, maintenance / inspection and testing of equipment:	P Jupp
Records of maintenance and inspection of equipment are retained and are located:	Site Technician's Office
Staff report any broken or defective equipment to:	P Jupp

The equipment on the site owned and used by contractors is the responsibility of the contractor, who must provide records of testing, inspection and maintenance if requested.

26. Manual Handling

Name of competent person responsible for carrying out manual handling risk assessments	J Cooper
Our arrangements for managing manual handling activities are: This is only undertaken by competent trained individuals and minimised wherever possible. Induction. Staff Training – INSET/Twilights. *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: Staff Training – INSET/Twilights. Policy awareness.	
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.	
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: R Willington. *Restrictive physical intervention risk management information is available in the Policy. This information is located:* Staff Server; Teams platform.	

27. Medication

Name of person(s) responsible for the management of and administration of medication to pupils in the Academy.	J Potter
Our arrangements for the administration of medicines to pupils are: Medicines must only be administered to students in accordance with the SUAT Policy "Supporting Students with Medical Conditions", a copy of which is held in the academy policy folder. The Academy must also adhere to its own policy with regards to administering medicines. Copies of which can be found on the website. Should parents wish such medicines to be administered to their child a form has to be completed and returned to the Academy office prior to any medicine being dispensed. All medicine is kept in a locked cupboard located in the medical room. The Academy only has the facility to store medicines at room temperature. No medicine will be dispensed if it is not contained in the original container bearing the dose details and the dispensing pharmacist. It must be remembered that AIDS and other infectious diseases are a real threat and care must be taken at all times to ensure that all first aid actions are dealt with carefully. Do not attempt to clean a wound without first putting on the sterile plastic gloves available in the first aid room. This advice is for your own safety. *Where medication is provided, the records must be signed by the staff member providing the medication plus a witness.*	
The names members of staff who are authorised to give / support pupils with medication are:	All staff who have completed the relevant training.
Medication is stored:	Medical Room (locked cupboard) Wraparound – medicine fridge
A record of the administration of medication is	Medical Room (locked cupboard)

located:	Wraparound – medicine fridge Medical Tracker
Pupils who administer and/or manage their own medication in an Trust are authorised to do so by J Potter and provided with a suitable private location to administer medication/store medication and equipment. This medication is stored in the medical room. Unless recorded as an alternative arrangement on a HCP. Asthma Inhalers are located in Class Bases for ease of access.	
Staff are trained to administer complex medication by the school nursing service when required.	
Our arrangements for administering emergency medication (e.g., Asthma inhalers/Epi pen) are: By a trained first aider.	
Staff who are taking medication must keep this personal medication in a secure area in a staff only location.	
Staff must advise the Senior 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.	

28. 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 staff:	J Cooper
Name of person responsible for the checking and maintenance of personal protective equipment provided for staff:	J Potter
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:	J Cooper
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:	J Potter
Confirmation of any recorded checks to be provided.	

29. Radiation (where applicable)

Name of the Academy Radiation Protection Supervisor (RPS)	*N/A*
Name of the Radiation Protection Adviser (RPA)	*N/A*
Our arrangements for manging any radon gas emissions due to the Academy name location and local geology are: *Radon is checked in the local area (frequency):*	*N/A*

30. Reporting Hazards or Defects

All staff and pupils must report any hazards, defects or dangerous situations they see or when visiting SUAT premises, in a timely manner.
Our arrangements for the reporting of hazards and defects: Verbal reporting to P Jupp/J Cooper/R Willington. Written logs in Mr Jupp's Log Book.

31. 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: Fire Risk Assessment Risks related to individuals e.g., health issues First aid Staff wellbeing Team stress Allergy and anaphylaxis risks (including food allergens and environmental triggers) Work Experience Students External areas, including play equipment Classroom Office & Reprographics Winter Weather Display Forest School - Activities Forest School - Small Tools Forest School - Site Forest Areas Security Hazardous Substances D&T Food Tasting/Cooking PE Lessons Sporting Events Lone Worker Working at Height Roof Manual Handling RPI Pedestrians/Vehicles Finger Trapping Infection Control Violent & Aggressive Incidents Power Tools First Aid Needs Assessment Staff Wellbeing Pupil Wellbeing Team Stress Risk Assessment EYFS Pond Performances/Events with Parents Science Paddling Pool Winter market Santa Visit	
Name of person who has overall responsibility for the Academies risk assessment process and any associated action planning:	R Willington

Our arrangements for carrying out, recording, communicating and reviewing risk assessments are: Written risk assessments are carried out for all aspects and activities of the Academy. The HT/JC is responsible for ensuring the Risk Assessments are undertaken; the relevant curriculum leaders must complete the Risk Assessment yet should seek advice of the SUAT Estate Coordinator/HT if required.
The location in which the Academy keeps risk assessments is: Staff Server; Teams Platform; printed copies in folder in staffroom. *(Risk assessments must be easily accessible to all staff and those who need to read the information contained within them)*
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 and / or additional controls are required.
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.

32. Smoking

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

33. Shared use of premises/shared workplace

Name of Premises Manager or member of Leadership team responsible for Premises Management:	J Cooper
The premises are shared with another organisation (e.g. contract caterer/public leisure centre, childcare, school).	Brownies Group
Our arrangements for managing health and safety, including the communication of safety and risk management information, in a shared workplace are: Attendance at Fire Drills Sharing Health and Safety Information, including Fire Risk Assessments	

34. Stress and Staff Wellbeing

Name of person who has overall responsibility for the health and wellbeing of Academy staff:	R Willington
Name of the person who leads on Academy Mental Health and Wellbeing:	R Willington
Academy mental health first aid trained staff are:	R Rogers
All staff have responsibility to take care of their own health and wellbeing and the Trust supports staff to do this by implementing the following arrangements: At Boney Hay Primary Academy the Governors will support the advice and guidance provided for staff well-being and stress management by the L.A. The L.A. publication 'Stress in the Workplace' is available to all members of staff. A team stress risk assessment in undertaken annually and individual risk assessments are also provided when required and reviewed to meet the demands of each individual case. The Trust offers additional support through wellbeing Newsletters and a Wellbeing Resource Bank. *The Mental Health and Wellbeing Policy contains further information.*	

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 their line manager.
A team stress risk assessment has been completed involving all staff via teams and this is reviewed regularly.
Arrangements are in place to support pupil mental health and wellbeing. *Staff can access support for pupils by:* speaking to the Pastoral Lead. *The Mental Health and Wellbeing Policy contains further information.*

35. Swimming Pool Operating Procedures (where applicable – this includes 'temporary / pop up' pools)

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):	
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.	
Contractors providing swimming provision / temporary pools are vetted by: *Name and procedure for vetting:*	

36. Training and Development

Name of person who has overall responsibility for the training and development of staff:	R Willington
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: • *All staff receive health and safety training appropriate to their role* • *This includes allergy awareness and anaphylaxis response training, including the recognition of symptoms and the use of adrenaline auto-injectors (AAIs)* • *Training is provided on induction and refreshed regularly (at least annually or as required)* • *Records of training are maintained and monitored to ensure compliance*	

All new members of staff will receive a verbal briefing and short tour of the building on Health and Safety matters from the HT. The purpose of this briefing will be to cover Key issues of health and safety relevant to the post in Academy. These will include:- fire and evacuation procedures, use of hazardous substances, use of visual display equipment, lone working and risk assessments, roles and responsibilities at Boney Hay Primary Academy for Health and Safety. All staff will receive a written copy of the procedures and the Health and Safety Policy. When the Health and Safety co-ordinator identifies a need for staff INSET this will facilitates through CPD timetabling so that suitable training can be provided.
The Academy has a training record to help in the planning of essential and development training for staff which is updated via staff personnel files.
Training records are retained.

Training and use of new competency training / skills is monitored and measured by:	R Willington
Staff can request training by:	Email, Teams, verbally, PM processes.

37. Vehicles owned or operated by the Trust (where applicable)

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

38. Vehicle movement on site

Name of Premises Manager or other staff member responsible for the management of vehicles on site:	R Willington (supported by JC)
Our arrangements for the safe access and movement of vehicles on site are: Staff are permitted to park on site only in designated parking areas. Parents are not permitted to bring vehicles onto the Academy premises except for registered disabled users and for Nursery drop offs. Barriers are closed between 8:30 and 4pm. There is a speed limit on site. Deliveries are encouraged out of peak times and staff provide escort if required. Pedestrians are segregated from car park areas by fencing/pathways.	
Our risk assessment for vehicle movement on site is located: Teams; staff server; printed copy in staffroom.	

39. Violence and Aggression and Trust 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.

Restrictive Physical Intervention (RPI)

The Trust recognises that restrictive physical intervention must only be used as a last resort, where necessary and proportionate, to prevent harm to pupils, staff or others.

Staff who may be required to use restrictive physical intervention receive appropriate, role-specific training, which is refreshed in line with current guidance and provider requirements. Training places a strong emphasis on de-escalation, risk reduction and post-incident support.

Any use of restrictive physical intervention is recorded, reviewed and monitored in line with safeguarding, health and safety and behaviour management arrangements. Learning from incidents is used to inform risk assessments, training and practice.

Staff and pupils must report all incidents of verbal and physical violence to:	R Willington
Incidents of verbal and physical violence are investigated by:	R Willington
Overall coordination of site security arrangements is undertaken by the Martyn's Law (Protect Duty) Lead, with all staff having a responsibility to follow site security procedures and report concerns.	*Name your Martyn's Law (Prevent Duty) Lead:*J Cooper

Our arrangements for site security are:

- *Risk assessment for site security*
- *Intruder alarm in place and functional*
- *Alarm monitoring to external company– no calls to attend alarm activations out of hours by SUAT staff*
- *Lone working arrangements and risk assessments*
- *CCTV externally to the office and parking area*
- *Access control system in place – front doors and entrances are secured by the access control system*
- *Staff must report any defects to the security system*
- *Staff do not permit access to the offices to individuals that are not known to them or not planned to visit.*
- *Staff ensure the office remains secure – locked doors and windows.*
- *Wear security pass / ID at all times.*
- *Do not permit access to site / offices to individuals without ID*
- *Report suspicious activity to the estates team*
- *Site security risk assessments include consideration of suspicious behaviour, hostile reconnaissance, visitor management and response arrangements, proportionate to the use of the premises.*
- *Protection of digital systems and information forms part of overall site security*
- *Staff must ensure devices are secured when not in use*
- *Unauthorised access to systems or data must be reported immediately*

Our site security risk assessment is located: Teams; staff server; printed copy in staffroom.
Staff and others, as necessary, are appropriately debriefed following an incident. *Refer to the Management of Violence and Aggression Policy for further information.*

40. Cyber Security and Information Safety

The Academy recognises that cyber security and information safety are integral to overall health, safety and wellbeing arrangements. Risks relating to digital systems, IT infrastructure and data handling are managed as part of the Trust's risk management processes.

Our arrangements for managing cyber security risks are:

- *The use of secure IT systems, including firewalls, antivirus protection and encryption where appropriate*
- *Implementation of access controls to ensure staff only have access to systems and data relevant to their role*
- *Use of strong passwords and, where appropriate, multi-factor authentication (MFA)*
- *Regular software updates, patching and system maintenance to reduce vulnerabilities*
- *Secure data storage and transfer arrangements in line with data protection requirements*
- *Regular and secure backup of critical data, with periodic testing of data restoration Monitoring and review of systems to identify potential cyber threats or vulnerabilities*

Staff responsibilities:

- *Staff must comply with the Academy IT Acceptable Use and Data Protection policies*
- *Staff must remain vigilant to cyber threats such as phishing emails, suspicious links and unauthorised access attempts*
- *Devices must be locked when unattended and sensitive information must be handled securely*
- *Any suspected or actual cyber incident must be reported immediately to the appropriate member of staff (e.g. IT Lead / Data Protection Officer)*

Training and awareness:

- *All staff receive appropriate cyber security and data protection training as part of induction and ongoing development*
- *Cyber awareness is reinforced through regular updates, communications and briefings*

Incident management:

- *Cyber incidents are managed in line with the Academy Cyber Response Plan*
- *Incidents are recorded, investigated and reported in accordance with Trust procedures*
- *Lessons learned from incidents are used to improve controls, risk assessments and staff awareness*

Business continuity:

- *The Academy Business Continuity Plan includes arrangements for responding to cyber incidents such as system outages, ransomware attacks and data breaches to ensure the continuity of critical operations*

The Trust ensures that its cyber security arrangements align with relevant national guidance and best practice.

41. Water System Safety

Name of Premises Manager or other member of staff responsible for managing water system safety:	J Cooper
Name of contractors who have undertaken a risk assessment of the water system and date the risk assessment was last completed:	IWS
Name of contractors who carry out regular testing of the water system:	IWS
Location of the water system safety manual/testing log:	Site Technician's Office
Person who reviews the water system safety log and contractor reports:	J Cooper
Person who undertakes water hygiene regimes in the Trust:	P Jupp
Our arrangements to ensure contractors have information about water systems are: Anyone who undertakes any work on any part of the water system must sign the manual to show that they have read and understood its content and understand any requirements placed on them.	
Our arrangements to ensure all Academy staff carrying out checks or testing or maintenance have information about the water system: The Site Technician is allocated the responsibility for ensuring control and management of the water system throughout the premises. This person has familiarised themselves with the content of the Water Hygiene Record Systems Manual for the premises and the County Council Policy on Water System Safety. The manual is kept available in an easily accessible place for reference by contractors, maintenance personnel and the County Council's water hygiene consultants. No modifications or alterations to any part of the water system must be made without reference to the manual. The Premises Manager or other responsible person ensures that every modification or alteration is appropriately recorded in the manual for future reference. The Premises Manager makes arrangements for the regular cleaning and de-scaling of any shower heads using suitable materials in accordance with an appropriate risk assessment. The Premises Manager ensures that water temperature is regularly measured in accordance with the requirements contained in the manual and the County Council Policy. Where checking and inspection results identify water temperatures that are outside the range detailed in the Water Systems Manual and the County Council Policy, prompt action must be taken to rectify the situation. Thermometers used for checking should be digital, accurate, have probes suitable for water immersion and surface temperature measurement and have a refresh rate of at least once per second. An example of a suitable thermometer would be a Tecpel 305-B with a TPK03 or TPK03S immersion probe and a TPK04 or TPK04S surface probe as found at http://www.digital-meters.com Appropriate records must be kept in the manual of all temperature checks, cleaning and de-scaling, and any alterations and modifications to the system. During each six-monthly visit, the appointed contractor will take a number of water samples and measure temperatures around the system. Dis-infection and other treatments may be also be undertaken at that time. Following the visit, your establishment should receive a written report which may contain recommendations. The Premises Manager must ensure that these recommendations are properly implemented and the reports filed in the manual for future reference.	
Refer to the Water System Safety Policy for further information.	

42. Working at Height

Name of person(s) responsible managing the risk of work at height on the premises:	R Willington
Date of the most recent working at height risk assessment:	07/09/26
Work at height is avoided where possible.	
Our arrangements for managing work at height are: Whenever possible staff should avoid working at height. When working at height is unavoidable staff shall not work at heights above 2 metres without prior discussion with the HT. When staff are working at height this must only be carried out using the correct steps or ladders. The following ladders and steps are provided for working at height in Academy: - Small 'Kickstep' Small steps – 3 tread (industrial rating) Medium Steps – 5 tread (industrial rating) Tall Steps – 8 tread (industrial rating) 2.79m Extending Ladder – (industrial rating) At no time must the top of the platform on any of the above steps be used as a 'step'. This means that work items may be safely placed there but at no time must the user stand on this platform. Before selecting a ladder or steps for a particular task the user should assess whether the intended "access equipment" is the right equipment for the job – e.g. are the steps high enough to allow easy access without over reaching? A visual check of condition and stability should be made before starting to use any "access equipment". A register of all access equipment is kept on site and each item of access equipment is inspected and the condition recorded on a six-monthly basis. The Health and Safety Co-ordinator is responsible for completing this safety check. (See the ladders and kick stools checklist). Appendix 2. Only the Site Supervisor is permitted to use the extending ladder to gain access to the low roof level roof. The agreed point of access is in the large courtyard area, where a safety lashing point has been provided for the top of the ladder. No member of staff shall at any time access the high level roof of the sports hall. All replacement/additional ladders and steps purchased by the Academy will be of the Industrial Type (Class1 Industrial) – BS1129: 1990 (British) BS2037:1994 (British) or BS EN/131 (European). Damaged or defective access equipment will be immediately removed from use and properly repaired or destroyed prior to disposal. Whilst awaiting repair or disposal the Health and Safety Co-ordinator will attach a warning label. Pupils are not permitted at any time to use access equipment in Academy. Ladders must <u>not</u> be loaned to contractors or their workmen since they may not be suitable or strong enough for the intended use. Working at height is planned ahead of time and Risk Assessments are updated regularly. *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 (location) and last inspected on (date).	
Name of person(s) responsible for inspecting and recording inspections:	P Jupp

43. Work Experience

Name of person who has overall responsibility for managing work experience and work placements for Academy pupils:	D Paddock
Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are: Initial communication with HT. Liaison with other Educational Institution. Initial meeting with class teacher/ HT to inform of arrangements. Induction on first visit. Coaching and supervision by Class Teacher and D Paddock.	
The name of the person responsible for the health and safety of people on work experience in the academy premises:	J Cooper
Our arrangements for managing the health and safety of work experience students in the academy are: Induction Supervision	

44. Volunteers

Name of person who has overall responsibility for managing/coordinating volunteers working within the Academy:	J Cooper
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: Initial communication with HT. Liaison with other Educational Institution if applicable. Initial meeting with HT to inform of arrangements. Induction on first visit. Coaching and supervision by identified staff member depending on role and location.	

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

It is important that SUAT's Trust leaders, Trust Board members and managers can monitor the health and safety performance of their Trust 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 Trust'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 The Trust access to audit criteria • Ensuring access to H&S templates and	At each Trust's next audit.

		information on Teams • Maintain SUAT H&S Policies • Centralised document sharing for verification	
All Academies have a live Team Stress Risk Assessment.	The Team Stress risk assessment is reviewed by each Trust 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 2025
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	• 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	August 2025

	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.	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.	
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. • The Trust has an asset register which details which assets must be maintained. • Maintain statutory compliance SLA. • Maintain insurance Engineering Inspections. • Internal audits. • External audits.	Ongoing.

		• Centralised system for data collation, monitoring and reporting.	
Every contractor working on site receives the required safety information from their employer and the Trust. 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 Trust site.	• 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. The Trust 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.	The Trust has a Business Continuity Plan which is updated for September annually. The Trust has a Cyber Response Plan which is updated for September annually. Both plans are updated if there are changes to roles / responsibilities / procedures. The Trust 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.	December 2025
Educational visits are subject to a risk benefit	Educational visit risk management information and documentation is robust and is shared with	• No visit departs without the appropriate level of approval in Evolve.	Ongoing. Annual review.

analysis, every visit has robust risk management and approval on Evolve prior to the visit departing.	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.	• 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.	