



Health, Safety and Wellbeing Policy 2025

Boney Hay 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

This is a Health, Safety and Wellbeing Policy template, which is adopted by all academies within Staffordshire University Academies Trust. Each Academy will have a copy of this policy template on their website plus a customised version, specific to their arrangements, which will be readily accessible to all employees, volunteers, temporary staff and others who are required to read and be aware of this policy's contents. Everyone's health, safety and wellbeing matters.

Success Indicators

The Trust and all of its academies have a Health, Safety and Wellbeing policy which:

- Provides an overview of the Trust's policy on health, safety and wellbeing
- Outlines the arrangements that each setting has in place for health, safety and wellbeing
- Assigns roles and responsibilities to key staff in each Academy
- Is monitored and reviewed regularly by senior leaders in the Academy, Trust and the Local Academy Council

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 Statement. In each SUAT academy there will be a comprehensive database of key individuals.

The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Local Academy Council recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc. Act 1974. 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 Headteacher will draw this policy to the attention of all employees, and review at least annually.

Management Arrangements

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

Competent Health and Safety Advice

<i>The academy obtains competent health and safety advice from:</i>	Mr John Burdett – Health & Safety Advisor
<i>The contact details are:</i>	john.burdett@staffordshire.gov.uk Tel: 07773 791520
<i>In an emergency we contact:</i>	01785 355777 (Duty Officer)
<i>The Health and Safety at Work poster is located:</i>	Staffroom

Monitoring Health and Safety

<i>Name of person(s) responsible for the overall monitoring of health and safety in the Academy:</i>	R Willington (supported by J Cooper)
<i>Our arrangements for the monitoring of health and safety are (include here how performance is measured, reported upon when these are reported and how e.g. annual report to Local Academy Council):</i> Annual health and safety checklist Annual health and safety audit Accident investigation reports for identification of reoccurring issues/possible defects Premises tours Staff communication Risk assessment reviews Termly reports to LAC	
<i>The Academy carries out formal evaluations and audits on the management of health and safety.</i>	
<i>The last audit took place:</i>	External Date: 27/11/23 John Burdett (SCC) Internal Date: 07/04/25 SUAT Personnel
<i>Name of person responsible for monitoring the implementation of health and safety policies:</i>	R Willington H Kirkham J Burdett J Cooper
<i>All staff are aware of the key performance indicators in the Health, Safety and Wellbeing Policy Statement, and how they are achieved and monitored.</i>	
<i>Workplace inspections - type</i>	<i>Name of person who carries these out</i>
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 Willington
Fixed Wire Testing	Via SCC
Gas Safety	Via SCC
Tree Inspection - Annually	Croppers
Water monitoring – bi-annually	HSL
Kitchen machinery	Dolce
Intruder Alarm	Chubb
PAT Testing	Mr P Jupp
Roof Spaces	Mr P Jupp

Roles and Responsibilities Table

Leader / person responsible for reporting and investigating accidents and incidents:	R Willington (supported by J Cooper)	
Premises Manager responsible for Managing Asbestos:		
SLT member who is responsible for communicating with staff on health and safety matters:	R Willington	
SLT member who is responsible for consulting with staff on health and safety matters (if different):		
Manager / responsible person for coordinating any construction work / acting as the client for any construction project:	R Willington (supported by J Cooper)	
Manager / responsible person for managing and monitoring contractor activity:		
Person who has overall responsibility for the curriculum areas as follows: Science D&T PE Art Forest School	L Potter L Potter L Potter S Andrews D Dunn	
Person who has responsibility for carrying out Display Screen Equipment Assessments:	R Willington (supported by J Cooper)	
Person who has overall responsibility for EYFS:	S Andrews (supported by P Pickerill)	
Person who has overall responsibility for Educational Visits:	R Willington (supported by J Cooper)	
Person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:		
Person responsible for arranging the testing of portable electrical equipment (PAT):		
SLT member who is responsible for developing and maintaining the school's response to major risks Business Continuity Plan (BCP):		
Competent person responsible for undertaking and reviewing the fire risk assessment in addition to any associated action planning, such as the fire evacuation procedure:		
Person responsible for arranging and recording of fire drills:		
Person responsible for creating and reviewing Fire Evacuation arrangements:		
Person responsible for training staff in fire procedures:		
Person trained in fire risk assessment:		
Person responsible for carrying out the First Aid Assessment:		
Person responsible for checking & restocking first aid boxes:		S Capewell
Person responsible for managing the gas safety systems on the academy premises:		P Jupp
Person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments):		R Willington (supported by J Cooper)
Person responsible for managing infection control:		
Premises Manager or member of Leadership team responsible for Lettings:		
Premises Manager or member of Leadership team responsible for Lone Working:		
Person responsible for the selection, maintenance / inspection and testing of equipment:		

Competent person responsible for carrying out manual handling risk assessments:	
Person(s) responsible for the management of and administration of medication to pupils in the academy:	J Cooper
Members of staff who are authorised to give / support pupils with medication are:	All support staff who have completed administration of medicine training.
Person responsible for selecting suitable personal protective equipment (PPE) for academy staff:	J Cooper
Person responsible for the checking and maintenance of personal protective equipment provided for staff:	
Person who has overall responsibility for the academy's general risk assessment process and any associated action planning:	R Willington (supported by J Cooper)
Person who has overall responsibility for the academy's individual risk assessment process and any associated action planning:	
Premises Manager or member of Leadership team responsible for communicating with those who share the premises:	J Cooper
Person who has overall responsibility for the health and wellbeing of academy staff:	R Willington (supported by J Cooper)
Person who leads on Academy Mental Health and Wellbeing:	R Willington
Person who has overall responsibility for the training and development of staff:	R Willington (supported by J Cooper)
Training and use of new competency training / skills is monitored and measured by:	
Premises Manager or other staff member responsible for the management of vehicles on site:	
Premises Manager or other member of staff responsible for managing water system safety:	P Jupp
Person responsible managing the risk of work at height on the premises:	
Person who has overall responsibility for managing work experience and work placements for Academy pupils:	D paddock
Person who has overall responsibility for managing/coordinating volunteers working within the academy:	J Cooper

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.

1. Accident Reporting, Recording & Investigation

<p><i>Our arrangements for recording and investigating:</i> 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.</p>	
<p><i>Pupil accidents:</i> See above.</p>	
<p><i>Staff and Visitor accidents:</i> Staff and visitor accidents are recorded in the BI510 accident book, and reported on the My Health and Safety System.</p>	
<p><i>The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is:</i> R Willington/J Cooper</p>	
<p><i>Our arrangements for reporting to the Local Academy Council are:</i> 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.</p>	
<p><i>Our arrangements for reviewing accidents and identifying trends are:</i> Regular analysis by designated person (Mrs Capewell), supervised by HT.</p>	
<p><i>All reporting should be made in accordance with the Accident and Incident Reporting Guidance.</i></p>	

2. Asbestos

<i>Location of the Asbestos Management Log or Record System:</i>	Main Office – Red Log Book
<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 to seek approval from HT beforehand.</p> <p>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.</p>	
<p><i>Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are:</i> HEF Forms/Checking and Signing of Log Book.</p>	
<p><i>Our arrangements to ensure all academy staff such as class teachers or caretakers have information about asbestos risk on the premises:</i> Care Taker training regularly and Health and Safety as a standing item on Staff Meetings.</p>	

<p>All staff must receive annual asbestos awareness training. Staff trained in the management of asbestos are: R Willington J Cooper P Jupp</p>	
<p>Staff must report damage to asbestos materials to:</p>	<p>R Willington/J Cooper</p>
<p>Our Asbestos Management Plan is located:</p>	<p>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.</p>
<p>Guidance for managing asbestos in schools includes:</p>	<p>https://www.gov.uk/guidance/asbestos-management-inschools https://www.hse.gov.uk/services/education/asbestosfaqs.htm</p>

3. Communication

<p>Our arrangements for inducting staff to health and safety within the academy are: Formal Health and Safety Induction Training.</p>
<p>Our arrangements for communicating about health and safety matters with all staff are: Staff Meetings; Teams Platform; Health & Safety Information Board; Emails.</p>
<p>Staff can make suggestions for health and safety improvements by: Communication with the HT and filling in the Log Book (staff room).</p>
<p>Staff can share risk management information by: Informing the HT/JC directly.</p>
<p>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</p>
<p>All staff and pupils must report any hazards, defects or dangerous situations they see at the academy, in a timely manner.</p>
<p>Our arrangements for the reporting of hazards and defects: Informing the HT who will arrange the appropriate action. Completing the Site Technician's book</p>

4. Construction Work and Contractor Management

<p>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 HTI. 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</p>
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<p><i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are:</i> Completion of hazard Exchange Form</p>
<p><i>Our arrangements for the induction of contractors are:</i> 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.</p>
<p><i>Staff should report concerns about contractors to:</i> R Willington</p>
<p><i>We will review any construction and works activities on the site by:</i> The building inspector or the HT is also responsible for monitoring the work in progress.</p>
<p><i>Our arrangements for obtaining contractor risk management documents are:</i> Through Hazard Exchange Meetings</p>
<p><i>Staff will be informed about construction projects by: describe process</i> R Willington through staff meetings/Teams platform.</p>
<p><i>Our arrangements for notifying staff of contractor activity on site are:</i> R Willington through staff meetings/Teams platform.</p>
<p><i>Our arrangements for selecting competent contractors include verification of DBS data.</i> 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 Principal 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 HT/JC. The building inspector is also responsible for monitoring the work in progress.</p>
<p><i>Our arrangements for the exchange of health and safety information / risk assessments / safe working arrangements / monitoring are:</i> Through Hazard Exchange Meetings</p>
<p><i>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.</i></p>

5. Curriculum Areas – health and safety

<p><i>Risk assessments for these curriculum areas are the responsibility of:</i></p>	<p>L Potter – PE, Science, Computing S Andrews – Art, D&T, Music D Dunn – Forest School</p>
<p>Staff above are responsible for ensuring that where necessary an indication to complete risk assessments for curriculum activities is made in schemes of work. The general principle, which underlines this requirement, is that risk assessment must be completed prior to commencing any hazardous activities, which involves the children. Examples included the use of hand tools in Craft, Design and Technology and Art. These risk assessments will be recorded in written format and kept with individual teacher's planning documents. Completed Risk Assessments can also be found on the Staff shared drive. It is the responsibility of the Academy's Health and Safety Co-ordinator to ensure that risk assessments are in place for relevant curriculum activities and to ensure that these conform to National Health and Safety guidelines for curriculum subjects. All visits out of the academy require a risk assessment to be completed and information to be uploaded to EVOLVE. The HT and Office Manager (JC) are joint Educational Visits</p>	

Coordinators for the academy. The HT authorizes all visits. Please refer to the separate Educational Visits Policy for further detail.	
<i>These risk assessments are located:</i>	Staff Shared Area on the Server/printed copies in the staffroom.
<i>Risk assessments are reviewed:</i>	Annually or following a change in policy / procedure / following an accident or incident.

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

<i>The Academy assesses the risk of the use of computers/laptops by carrying out a DSE assessment for staff using this type of equipment continuously and regularly for over an hour.</i>	
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, change of office DSE assessments reviewed every two years Rectification of any issues is made	
<i>DSE assessments are recorded and any control measures required to reduce risk are managed by:</i>	R Willington
<i>DSE Assessments are reviewed:</i>	Every two years or on a change to the work station / work location / home or remove working.
<i>The DSE Policy should be referred to for further information.</i>	

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

<i>Records of EYFS risk management (e.g., risk assessments and checklists) are located:</i>	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.

8. Educational visits / Off-Site Activities

<i>The Educational Visits Coordinator is:</i>	R Willington & J Cooper
<i>Our arrangements for the safe management of educational visits are:</i> 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.	
<i>Our arrangements for managing Local Area Visits are:</i> 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.	
<i>Visit risk management information is communicated to visit attendees by:</i> The Team Leader shared copies of the Risk Assessment/s with all adults taking part in the visit, prior to the visit itself.	
<i>Educational visits must be risk managed on Evolve. Visits must not proceed if they have not been approved on Evolve.</i>	
<i>Refer to the Educational Visits Policy and Local Area Visits Policy for more detail regarding managing the risks for educational visits.</i>	
<i>Evolve forms must be submitted by:</i> 2 weeks before the visit for non-adventurous visits. 4 weeks for adventurous activities and residential.	

9. Electrical Equipment [fixed & portable]

<i>Fixed electrical wiring test records are located:</i>	Office Manager's 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.</i>	

<p><i>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.</i></p>	
<p><i>Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:</i></p>	<p>R Willington/J Cooper</p>
<p><i>The academy's PAT testing will be undertaken to a frequency of: (e.g. annually)</i></p>	<p>Annually</p>
<p><i>Portable electrical equipment (PAT) testing records are located:</i></p>	<p>Site Technician's Office</p>
<p><i>Staff must take defective electrical equipment out of use and report to:</i></p>	<p>R Willington/J Cooper/P Jupp</p>
<p><i>The portable electrical equipment on the Academy site owned and used by contractors is the responsibility of the contractor, who must provide records of this if requested.</i></p> <p><i>Refer to the Electrical Safety Policy for further details.</i></p>	

10. Emergency Preparedness

<i>We test the BCP arrangements by:</i>	SLT scenarios Staff meeting scenarios Practising emergency procedures
<i>Our arrangements for communicating emergency arrangements to all employees are:</i> Policy documents and appendices Staff meeting training Teams Platforms <i>Our arrangements for communicating the BCP to the LAC are:</i> Copy shared with Chair and Vice Chair.	
<i>Our bomb threat, lock down and invacuation procedures are updated: annually</i> <i>The person responsible for updating these procedures is: R Willington</i> <i>We communicate these procedures with building occupants by: staff training/sharing policies and associated documents on Teams and printed copies in the staffroom.</i> <i>We test the procedures by: Completing fire drills with pupils/staff termly. Practising invacuation scenarios/drills with staff.</i> <i>We provide training on our emergency procedures by: annual training and role play/scenarios.</i>	
<i>Name of person who has responsibility for site security:</i>	R Willington/P Jupp/J Cooper
<i>Our arrangements for site security are:</i> <i>Site security is inspected by: P Jupp/ J Cooper/ R Willington</i> <i>Site security is inspected: Daily (P Jupp)/ Termly (J Cooper)/Annually (R Willington)</i> <i>Our site security risk assessment is located: Staff Shared area of Server/ Printer in staffroom folder.</i> <i>Please see the Security Policy for further details.</i>	

11. Fire Precautions & Procedures

<i>The Fire Risk Assessment is located:</i> <i>All staff must read the fire risk assessment. NB.</i> <i>The fire risk assessment must be undertaken on an annual basis as a minimum, and upon changes to the building, fire safety practices and staffing.</i>	Staff Shared area of Server/ Printer in staffroom folder. Fire Log Book.
<i>When the fire alarm is raised the person responsible for calling the fire service is:</i> OR <i>The site has a fire alarm which activates a response from (a 3rd party / listening service):</i>	R Willington or delegated to Officer Staff; the site has a fire alarm which activities a response from a 3rd party.
<i>Our Fire Evacuation Arrangements are published:</i>	In all rooms/communal areas
<i>Our Fire Marshals are listed:</i>	In all rooms/communal areas
<i>Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Logbook located at:</i>	Site Technician's Office
<i>Procedure for communicating fire safety and evacuation arrangements to visitors:</i> Fire Procedures are covered at start of each parent assembly/performance. Displayed for visitors on entry to the Academy. Displayed around the Academy building.	

<p>Procedure for communicating fire safety arrangements to contractors: Hazard Exchange Meetings.</p>
<p>All staff must be aware of the Fire Procedures in their Academy. Employee awareness of the fire procedures in the academy is repeated: September Inset (Annually) Please see the Fire Safety Policy for further information.</p>
<p>No smoking or vaping is permitted on site or in vehicles owned or operated by the academy.</p>
<p>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.</p>

12. First Aid *see also Medication

The First Aid Assessment is located:	Staff Shared Area of the Server/printed copy in Folder in Staffroom.
First Aiders are listed:	Location
Name of person responsible for arranging and monitoring First Aid Training:	J Potter (overseen by R Willington)
Location of First Aid Boxes (including travel):	Medical Room KS1/KS2 Cloakrooms Nursery Foxes Room
Number of First Aid Boxes (including travel):	
<p>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.</p>	
<p>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):</p>	
Pupils	Parent/HT/Pastoral Lead
Staff	HT/SLT/Next of Kin
Visitors	HT/SLT/Next of Kin
<p>Our arrangements for recording the use of First Aid are: Accident books located at all first aid stations.</p>	
<p>Our arrangements for monitoring and reporting on first aid and accidents are: Parent accident report forms. Head injury forms. Analysis of records.</p>	
<p>Our arrangements for identifying trends are: Half-termly analysis of location/type/nature of injury. Reported to Governors Termly.</p>	
<p>The First Aid Policy contains further details.</p>	

13. Forest School

Name of person in the Academy who leads on Forest School activity:	D Dunn
Date of training:	July 2023 Completion
<p>Our arrangements for developing, organising and running Forest School activity. Include here any details with regard to risk assessment, communication and supervision etc. Relevant Risk Assessment/s completed. Mr Dunn trained to Level 3 Forest Schools Practitioner.</p>	

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.

14. Gas Safety

<i>Date of the most recent gas line test (5 yearly):</i>	June 2020
<i>Date of the most recent gas system test: E.g. Boilers, Kitchen Equipment, Science Labs</i>	Feb 2024 – Boiler Service Feb 2024 – Kitchen Equipment
<i>Our procedure in the event of a gas leak is:</i> Emergency procedure for evacuation; remove to further location that playground (ie. Rear of the school field or safe haven at St John's Church/Hollygrove PA).	
<i>The Academy uses only gas safety registered contractors to work with gas systems on site.</i>	

15. Glass & Glazing

All glass in doors and side panels are constructed of safety glass:
 All category 1 glazing in the Academy is either Safety Glass or has Safety Film applied to the surface. All replacement glass that is fitted is to be of comparable standard and where safety glass is a requirement this is to be clearly marked by the supplier/fitter.
All replacement glass is of safety standard: Yes.

16. Hazardous Substances (COSHH)

<i>Hazardous substance risk management documentation is located:</i>	Office Manager's Office/Admin Server
<i>Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control, communication of hazardous substance assessments, review of assessments, etc.) are:</i> 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 <u>never</u> 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. <i>Further information can be found in the Hazardous Substances Policy.</i>	

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.

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:	Name and contact details
In house cleaners	Workplace
OR	0844 561 1760
External cleaning company	helpme@workplace.co.uk

Cleaning staff have received appropriate information, instruction and training about the following and are competent:

Work equipment

Hazardous substances

Waste (skips and bins are located away from the academy building)

Our arrangements for disposing of waste and the location of waste bins and skips are communicated to employees and pupils.

Infection control

Academy security

Lone working

First aid and accident reporting

Fire evacuation

Management of asbestos

All staff and pupils must be aware of the arrangements for disposing of waste and the location of waste bins and skips. 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.

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
Curriculum	As above
Catering	As above
Cleaning	As above

18. Infection Control

Our infection control arrangements (including communicable diseases/hand hygiene standards) are:

Further information can be found in the Infection Control Policy.

Infection control standards and the effectiveness of risk management procedures will be monitored by:

R Willington, supported by J Cooper.

We communicate infection control arrangements by:

Letters to parents

Risk Assessments shared with staff

Signs around school

Sharing information with parents as part of Health Care Plans.

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.

19. Lettings

Our arrangements for managing Lettings of the Academy rooms or external premises are:

The Academy lets out its premises in accordance with the SUAT policy and procedure. All lettings of Academy premises are the responsibility of the Governors. The day-to-day management of lettings is delegated to the HT.

Hirers of Academy premises are not permitted to use Academy equipment (other than tables and chairs located in the area of the letting) without prior permission.

<i>The health and safety considerations and documentation for Lettings are reviewed annually.</i>
<i>Hirers have in place their own risk assessments, first aid arrangements/ fire procedures and emergency procedures.</i>
<i>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>
<i>Hirers must provide a register of those present during a letting upon request.</i>
<i>Hirers must have appropriate DBS clearances according to the nature of their letting and those in attendance of the letting.</i>
<i>Hirers must have appropriate, valid and current insurances:</i>

20. Lone Working

<p><i>Our arrangements for managing lone working are:</i> 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:-</p> <ol style="list-style-type: none"> (1) being subjected to physical or verbal violence (2) theft and arson <p>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. <i>(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).</i></p>
<p><i>Lone working arrangements are communicated by:</i> Training; risk assessments; policy awareness.</p>
<p><i>We monitor lone working arrangements by:</i> 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.</p>
<p><i>Lone workers are required to report any health information which may impact safety arrangements for lone working to their line manager / SLT.</i></p>
<p><i>Refer to the Lone Working Policy for further details.</i></p>

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

<p><i>NOTE: Types of equipment to consider in this section:</i> 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,</p>
<p><i>automatic barriers, roller shutters, air conditioning.</i> This section must include the arrangements for academy kitchens, science laboratories, design and technology rooms.</p>
<p>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</p>

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 Dolce 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.

<i>Records of maintenance and inspection of equipment are retained and are located:</i>	Office Manager's Office; Site Technician's Office.
<i>Staff report any broken or defective equipment to:</i>	P Jupp/R Willington/J Cooper
<i>The equipment on the academy site owned and used by contractors is the responsibility of the contractor, who must provide records of testing, inspection and maintenance if requested.</i>	

22. Manual Handling and Safety Interventions

<i>Our arrangements for managing manual handling activities are: Further information can be found in the Manual Handling Policy.</i>
<i>Staff must be aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided. Our arrangements for communicating this requirement to staff are: This is only undertaken by competent trained individuals and minimised wherever possible. Induction. Staff Training – INSET/Twilights.</i>
<i>Staff who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task.</i>
<i>Staff are trained appropriately to carry out manual handling activities.</i>
<i>Name of competent person responsible for undertaking risk assessments for supporting individuals: R Willington</i>
<i>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).</i>
<i>Individuals formally trained in restrictive physical intervention and positive handling are: All staff have awareness training; 13 staff are trained in physical intervention techniques. Person responsible for undertaking individual safety intervention plans and risk assessments: R Willington Restrictive physical intervention and positive handling training is arranged by: R Willington (Training with Pride – Train the Trainer) Restrictive physical intervention and positive handling risk management information is located: Staff Server</i>
<i>Training must be undertaken on a regular basis.</i>
<i>Further details can be found in the Managing Safety Interventions Policy.</i>

23. Medication

<p><i>Our arrangements for the administration of medicines to pupils are:</i> 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. <i>Where medication is provided, the records must be signed by the staff member providing the medication plus a witness.</i></p>	
<p><i>Medication is stored:</i></p>	<p>Medical Room (locked cupboard) Wraparound – medicine fridge</p>
<p><i>A record of the administration of medication is located:</i></p>	<p>Medical Room (locked cupboard) Wraparound – medicine fridge</p>
<p>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. 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.</p>	
<p><i>Staff are trained to administer complex medication by the school nursing service when required.</i></p>	
<p><i>Our arrangements for administering emergency medication (e.g., Asthma inhalers/Epi pen) are: By a trained first aider with written permission obtained on admission to school from parent.</i></p>	
<p><i>Staff who are taking medication must keep this personal medication in a secure area in a staff only location.</i></p>	
<p><i>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.</i></p>	
<p><i>Further information can be found in the Medication Policy / Supporting Students with Medical Conditions Policy.</i></p>	

24. Personal Protective Equipment (PPE) (links to Risk Assessment)

<p><i>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.</i></p>	
<p><i>PPE provided for use in curriculum lessons is not “personal” as it is provided by pupils in classroom situations.</i></p>	
<p><i>Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for pupils:</i></p>	<p>R Willington</p>
<p><i>All PPE provided for use in a classroom environment is kept clean, free from defects and replaced as necessary. Defects to PPE must be reported and the PPE must not be used.</i></p>	

Name(s) of person responsible for cleaning and checking PPE:	S Capewell/J Potter/P Pickerill
Confirmation of any recorded checks to be provided.	

25. Radiation (where applicable)

Name of the academy Radiation Protection Supervisor (RPS)	N/A
Name of the Radiation Protection Adviser (RPA)	N/A

26. Risk Assessments

<i>The academy has in place risk assessments for any identified significant risk. Control measures which are put in place to eliminate or reduce risk are communicated to staff, pupils and others who may be exposed to the risk.</i>
Risk assessments are in place for the following areas: Premises and grounds Curriculum / classrooms/ EYFS Hazardous activities or events Lettings or contract work which may affect staff or pupils in the school/academy Fire Risk Assessment Hazardous Substances Work Equipment Manual handling activities Risks related to individuals e.g., health issues (<i>personal or work related, for staff and pupils</i>)
<i>Our arrangements for carrying out, recording, communicating and reviewing general risk assessments are:</i> 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.
<i>Our arrangements for carrying out, recording, communicating and reviewing individual risk assessments are:</i> <i>Consider staff and children</i> It is the responsibility of the HT to undertake individual risk assessments as required for staff (for example pregnant workers). The Pastoral Lead is responsible for general/medical related HCPs for pupils. The SENDCO is responsible for those relating to SEND pupils with more complex needs. . <i>Individual risk assessments must be retained as confidential, not kept in general risk assessment files and shared on a need-to-know basis.</i>
<i>The location in which the academy keeps risk assessments is:</i> General - Staff Server/printed copies in the staffroom Individual – kept securely by HT/Pastoral Lead <i>(Risk assessments must be easily accessible to all staff and those who need to read the information contained within them)</i>
<i>The process for developing new risk assessments is:</i> Leader responsible for activity/area creates draft Risk Assessment once need is identified. External/expert knowledge is sought as part of this process. Risk Assessment is then checked and approved by HT/JC.

<i>Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments.</i>
<i>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.</i>
<i>Risk assessments are created or reviewed when something new is introduced or a change has occurred.</i>
<i>Further information is located in the Risk Assessment Policy.</i>

27. Shared use of Premises/Shared Workplace

<i>The academy premises are shared with another organisation (e.g., contract caterer/public leisure centre, childcare, school).</i>	<i>Name of the organisation(s):</i> Contract caterer – Dolce Brownies Group Scouts Group
<i>Our arrangements for managing health and safety, including the communication of safety and risk management information, in a shared workplace are:</i> Attendance at Fire Drills Sharing Health and Safety Information, including Fire Risk Assessments	
<i>Information shared with those on the same premises includes fire evacuation procedure, fire risk assessment, asbestos management arrangements.</i>	

28. Stress and Staff Wellbeing

<i>Academy mental health first aid trained staff are:</i>	R Willington
<i>All staff have responsibility to take care of their own health and wellbeing and the academy supports staff to do this by implementing the following arrangements:</i> 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 is 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.	
<i>Solutions to stress hazards and suggestions on how to minimise stress are identified, discussed and communicated.</i>	
<i>All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work.</i>	
<i>All staff have the opportunity to discuss mental health and wellbeing concerns confidentially. Staff can access support by: Speaking with the MH & WB Lead/ HT</i>	
<i>Individual stress risk assessments take place when a member of staff requires additional individual support. Staff can discuss individual risk assessments with the HT.</i>	
<i>A team stress risk assessment has been completed involving all staff and this is reviewed regularly.</i>	
<i>Arrangements are in place to support pupil mental health and wellbeing. Detail surrounding these arrangements can be found (location)</i>	
<i>Staff can access support for pupils by: communication with Pastoral Care Leader/SENDCo</i>	
<i>Resources to support pupil mental health and wellbeing can be found (location): Staff Server/ Staffroom Notice Board.</i>	
<i>The Mental Health and Wellbeing Policy contains further information.</i>	

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

<p>Our arrangements for carrying out suitable swimming pool management include: 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</p>
<p><i>Staff operating the swimming pool have received appropriate training and information.</i></p>
<p><i>Emergency procedures are in place for the use of the swimming pool and all staff who supervise swimming activities are trained appropriately in these procedures.</i></p>
<p><i>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.</i></p>
<p><i>Contractors providing swimming provision / temporary pools are appropriately vetted. Name and procedure for vetting: Requesting relevant documentation, i.e., policies/ risk assessments/DBS/insurance/qualifications. References from other users are sought.</i></p>
<p><i>Swimming which takes place off site shall be managed in accordance with Educational Visits arrangements.</i></p>

30. Training and Development

<p><i>All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.</i></p>	
<p><i>Our arrangements for carrying out suitable and sufficient health and safety training for all staff are:</i> 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.</p>	
<p><i>The Academy has a health and safety training matrix to help in the planning of essential and development training for staff which is updated on (state regularity of updates).</i></p>	
<p><i>Training records are retained and are located on the Admin Drive of the Server/ National College records.</i></p>	
<p><i>Staff receive refresher H&S training:</i></p>	<p>INSET in September & Staff Meetings</p>
<p><i>Staff can request training by:</i></p>	<p>Verbal/email communication to R Willington/J Cooper/P Pickerill</p>

31. Vehicles owned or operated by the academy (where applicable) and vehicle movement on site:

<p><i>The academy operates (no. of xx) minibus/coaches/cars/other vehicles (e.g. quad bikes/ride on mowers).</i></p>	<p>N/A</p>
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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.):

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.

Refer to the Vehicles Policy for further information.

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:

R Willington

Incidents of verbal and physical violence are investigated by:

R Willington, supported by SLT

Staff and others, as necessary, are appropriately debriefed following an incident.

Refer to the Management of Violence and Aggression Policy for further information.

33. Water System Safety

Name of contractors who have undertaken a risk assessment of the water system:

IWS Water Hygiene Midlands

Actions resulting from the risk assessment must be completed within the designated timescales:

D1: immediate
C1: 6 months
C2: 2 years

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:

P Jupp

Person who undertakes water hygiene regimes in the academy:

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.

34. Working at Height

<i>Date of the most recent working at height risk assessment:</i>	30/01/25 + 23/08/24 - Displays
<i>Work at height is avoided where possible.</i>	
<i>Our arrangements for managing work at height are:</i>	
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: -	
<ul style="list-style-type: none"> 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	

<p>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.</p> <p>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.</p> <p>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).</p> <p>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.</p> <p>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.</p> <p>Working at height is planned ahead of time and Risk Assessments are updated regularly. <i>Refer to the Working at Height Policy for further information.</i></p>	
<i>Appropriate equipment is provided for work at height where required.</i>	
<i>Staff who carry out work at height are trained to work at height and to use the equipment provided.</i>	
<i>Work at height equipment is regularly inspected, maintained and records are kept in the Site Technician's Office.</i>	
<i>Name of person(s) responsible for inspecting and recording inspections:</i>	P Jupp

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>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.</p>	
<i>The name of the person responsible for the health and safety of people on work experience in the academy premises:</i>	R Willington/J Cooper
<p><i>Our arrangements for managing the health and safety of work experience students in the academy are:</i></p> <p>Induction Supervision</p>	

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>Induction Supervision Confidentiality agreement</p>
