

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	March 2020	Review date:	As required
Policy Owner:	Operations Manager	Page: 1 of 5			
Audience:	Trustees <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy Council <input checked="" type="checkbox"/>	
	Parents <input checked="" type="checkbox"/>	General Public <input checked="" type="checkbox"/>			

Health and Safety & Wellbeing Policy (Academy Closure Addendum)

This addendum is to be utilised in conjunction with the academy Health, Safety and Wellbeing policy and provides the temporary arrangements for the management of health and safety pertaining to temporary closures.

Academy name Boney Hay Primary Academy

Area of Health and Safety	Management Arrangements
Communication and Guidance	
Health and safety arrangements will be communicated by: (Include how arrangements will be communicated to staff, parents, pupils, contractors / visitors to site, lettings)	Letters/Emails/Text Messages/Class Dojo/Academy Website
Staff report health and safety issues to: (Please include the format for reporting e.g. email addresses).	Principal/ Site Technician Email/Phone/In person
Hazards / defects on the premises are reportable to: (Please include the format for reporting e.g. email addresses).	Principal/ Site Technician Email/Phone/In person
The academy obtains health and safety advice from: (Please include their contact details).	John Burdett – SCC Health Advisor john.burdett@staffordshire.gov.uk Tel: 07773 791520
COVID-19 risk management guidance and resources are available from:	<ul style="list-style-type: none"> - Public Health England - DFE Coronavirus Helpline - NHS - World Health Organisation - SUAT and Academy Websites - Staffordshire Learning Net
Lone working is managed by:	<ul style="list-style-type: none"> - Academy lone working procedure - Lone working risk assessment - Individual risk assessment - Methods of communication
Home Working	
Our arrangements for risk managing home working are:	<ul style="list-style-type: none"> - Risk assessment, including display screen assessments - Maintained lines of communication - Individual risk assessments - Staff report concerns and encouraged to

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	<ul style="list-style-type: none"> request support when needed - Taking breaks as required - Access to IT support - Assessment of workspace and suitability
Communication with home workers will be made and maintained by: (Include how homeworkers can report concerns / request support)	Email/Telephone
Accidents, Incidents, First Aid	
The process for reporting, recording and investigating accidents and incidents is:	Share details of accidents and Incidents during temporary closures with the Principal; accidents will be recorded and investigated in line with Academy Policy
First aid arrangements are:	See H,S & W Policy
Our process for checking and restocking first aid boxes are:	A designated member of staff checks and restocks boxes weekly
Our arrangements for the administration of medicines to pupils are:	See H,S & W Policy
The names members of staff who are authorised to give / support pupils with medication are:	See H,S & W Policy
Premises	
Asbestos risks are managed by:	<ul style="list-style-type: none"> - Asbestos register on site denoting the location of asbestos containing materials - Staff informed not to undertake any intrusive works - Contractors are managed and made aware of the locations of asbestos and how this affects their work on site. They are not permitted to undertake intrusive works as standard - Visitors and volunteers in the academy are inducted to academy arrangements with regards to the management of asbestos by Premises Manager/Site Technician
Concerns relating to asbestos on the premises should be reported to: (Include means of contact).	Mrs Willington Email/Phone/In Person
Our arrangements for managing contractors on site are: (Including the exchange of health and safety information / risk assessments/safe working arrangements/monitoring)	<ul style="list-style-type: none"> - Hazard exchange form completed and shared with the contractor in advance of work commencement. This includes risk management measures in consideration of COVID-19 - The contractor provides risk assessments and method statements as necessary to the work - Contractor is inducted to site (PHE guidance is

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Approved by:	Trust Board	Issue date:	March 2020	Review date:	As required
Policy Owner:	Operations Manager	Page: 3 of 5			
Audience:	Trustees <input checked="" type="checkbox"/> Parents <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy Council <input checked="" type="checkbox"/>	

	<ul style="list-style-type: none"> followed in relation to hygiene e.g. social distancing, handwashing, cleaning regimes) - Staff are informed of contractor attendance to site and the purpose for the visit - Contractors are monitored by a designated member of staff during their visit
Our waste management arrangements are:	<ul style="list-style-type: none"> - Follow infection control policy, infection control risk assessments and COVID-19 risk assessments - Follow PHE and NHS guidance - Disposal routes for the following waste (see H, S & W Policy/Covid Risk Assessment) Cleaning materials Suspected COVID-19 waste Combustible waste Hazardous waste
Our site housekeeping arrangements are:	<ul style="list-style-type: none"> - Methods and frequency of cleaning - Storage of combustible materials - Storage of cleaning items - Waste removal methods and frequencies - Management of deliveries - Management of electrical devices
Site security arrangements are:	<ul style="list-style-type: none"> - Intruder alarm checks - Site security inspections - Security risk assessment - Signing in and out procedures - Visitor and volunteer management
Fire Safety	
Our fire evacuation arrangements are published:	See Fire Risk Assessment
When the fire alarm is raised the person responsible for calling the fire service is	Principal/Office Manager/SLT
The fire risk assessment is located:	Principal's Office/Staffroom/Staff Server/emailed to staff
Risk Assessments	
New risk assessments relating to COVID-19 are: These can be found (location):	Principal's Office/Staffroom/Staff Server/emailed to staff
Amended risk assessments relating to COVID-19 can be found (location):	Principal's Office/Staffroom/Staff Server/emailed to staff
Wellbeing	
Staff and pupil wellbeing is supported by:	See Covid Risk Assessment/Wellbeing Action Plan/H, S & W Policy/ ADP
Resources for mental health and wellbeing can be found:	Staff Server/communications from Wellbeing Lead

Staffordshire University Academies Trust		Trust Policy Document			
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Policy Owner:	Operations Manager	Page: 4 of 5			
Audience:	Trustees <input checked="" type="checkbox"/> Parents <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy Council <input checked="" type="checkbox"/>	

Statutory Compliance Maintenance and Inspections

Internal Academy Inspections	
Workplace inspections - type	Name of person who carries these out
Fire alarm	Mr Jupp (Site Technician) Principal Oversees
Emergency lighting	
Intruder alarm	
Water temperature	
Water flushing	
Fire doors	
Fire extinguisher	
Ladder logs	
Playground equipment	
External equipment	
Site security inspections	
Full premises inspection	
Asbestos	

Location of records: Principal's Office/Site Technician's Office

Contracted Inspections – Statutory Compliance	
Type of Inspection	Maintenance Regime Details
Fire alarm	Lantern
Intruder alarm	Chubb
Water hygiene	IWS
Legionella risk assessment	IWS
Boilers and plant equipment	Contractor TBD
Gas lines	Collinson & Grainger
Fixed electrical	Collinson & Grainger
Air conditioning	N/A
Emergency lights	Collinson & Grainger
Sewage treatment	IWS
Asbestos	SCC

Location of records: Principal's Office/Site Technician's Office