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Health, Safety and Wellbeing Policy

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

Each Academy will have a copy of this policy template on their website plus a customised version, specific to their arrangements, which will be readily accessible to all employees, volunteers, temporary staff and others who are required to read and be aware of this policy’s contents. Everyone’s health, safety and wellbeing matters.

1. Success Indicators

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

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

2. Overview

Every Academy must have a Health, Safety and Wellbeing Policy in place which complies with the Health and Safety at Work Act 1974.

All academies are required to have a Health, Safety and Wellbeing Policy in place which is updated at least annually, or upon any changes to the roles, responsibilities, practices or procedures that are detailed in the academies’ customised version. The Trust is responsible for reviewing the policy template annually in June.

Tailored policies should be developed by the Head Teacher, Senior Leadership Team, Premises Manager and H&S Coordinator, in conjunction with staff. The tailored policy should be shared with and approved by the LAC during the autumn term, annually, and thereafter shall be monitored by the SLT and LAC.

The organisation and arrangements which support the Health, Safety and Wellbeing Policy (the day to day management of Health and Safety) are the responsibility of the Head Teacher and senior leadership team, as monitored by the LAC.

All academies have health and safety responsibilities as the occupier of the premises and therefore must take steps to ensure that the premises are managed effectively to reduce risk to those using, entering or accessing the premises at any time and for any reason.

The health and safety management standards deployed by the academies and Trust aim to:

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

3. Roles and Responsibilities within each Academy

The **Local Academy Council** will:

- Give strategic guidance.
- Monitor and review health and safety issues.
- Ensure adequate resources for health and safety are available.
- Monitor plant, equipment and systems of work to ensure that they are safe.
- Ensure that the Academy provides adequate training, information, instruction, induction and supervision to enable everyone in the Academy to be safe.
- Ensure that the premises is maintained in a condition that is safe and without significant risk. This includes the health and safety of people on the premises or taking part in educational activities off site.
- Provide a working environment that is safe and healthy.
- Provide adequate welfare facilities for staff and pupils.
- In their critical friend role, maintain an interest in all the health and safety matters.
- Review and monitor the effectiveness of this policy.
- Provide a Link LAC member for Health and Safety.

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

- Promote a positive, open health and safety culture in their Academy.
- Report to LAC members on key health and safety issues.
- Seek advice from other organisations or professionals, such as the Health and Safety Executive, safety advisers etc. as and when necessary.
- Ensure that all staff co-operate with the policy.
- Devise and implement safety procedures.
- Ensure that risk assessments are reviewed on an annual basis.
- Ensure relevant staff have access to appropriate training.

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- Meet with the Facilities Manager (or their equivalent) regularly to ensure that any building/grounds issues are dealt with in a timely manner.
- Ensure that non employees are not adversely affected by Academy activities.

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

- Ensure risk assessments are accurate, suitable and reviewed annually
- Deal with any hazardous practices, equipment or building issues and report to the Principal/Head Teacher if they remain unresolved
- Provide a good example, guidance and support to staff on health and safety issues
- Carry out a health and safety induction for all staff and keep records of that induction
- Keep up to date with new developments in Health and Safety issues for their Academy
- Carry out investigations into accidents and produce reports / statements for any civil or criminal action which may arise
- Ensure any contractors on site are competent in health and safety matters
- Complete an annual health and safety report for the Local Academy Council, during the summer term, in conjunction with the Premises Manager
- Ensure that non employees are not adversely affected by Academy activities.

The **Premises Manager (or the member/s of staff assigned to that role)** is responsible for day to day maintenance and other buildings / grounds issues. They will:

- Ensure that any work that has health and safety implications is prioritised
- Report any concerns regarding unresolved hazards in the academy to the Senior Leadership Team immediately
- Ensure that all work under their control is undertaken in a safe manner
- Carry out a daily check of the grounds and building to spot any disrepair or other hazards such as broken glass etc. in the play areas
- Ensure that all cleaning and catering staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling
- Carry out a weekly test of the fire alarm and other such internal statutory compliance checks, to the required frequency
- Ensure all contractors are 'inducted' and provided with the relevant risk assessments, asbestos records, hazard exchange form, hot works permits and are made aware of any fragile roofs or other hazards in the areas where they will be working
- Fully co-operate with health and safety arrangements during larger building projects
- Adhere to risk assessments, COSHH assessments and safe working practices
- Complete an annual health and safety report for the Local Academy Council, during the summer term, in conjunction with the Senior Leadership Team

All Academy Staff will:

- Read the Health and Safety Policy

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- Comply with the academy's health and safety arrangements, including the adherence to risk assessments, health and safety procedures and policies
- Take reasonable care of their own and other people's health and safety
- Leave the classroom / playground / office in a reasonably tidy and safe condition
- Follow safety instructions when using equipment
- Supervise students/pupils and advise them on how to use equipment safely
- Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate member of staff
- Follow the accident reporting procedure (which is a separate document)
- Contribute to and highlight any gaps in the academy's risk assessments and health and safety procedures
- Ensure that non employees are not adversely affected by Academy activities.

In accordance with the academy rules and procedures on discipline, **pupils** will:

- Follow safety and hygiene rules intended to protect the health and safety of themselves and others
- Follow safety instructions of teaching and support staff, especially in an emergency

Employer responsibilities

The Trust is the direct employer of all of its staff and accordingly ensures that there is a Health and Safety Policy in place to comply with the Health and Safety at Work Act 1974.

On behalf of the Trust Board SUAT's Operations Manager will:

- Provide advice and guidance to help academies fulfil their health and safety responsibilities
- Answer queries from staff on health and safety issues
- Visit, where necessary, to give advice on all aspects of new and existing health and safety policies and procedures
- Advise on and facilitate (when necessary) staff safety training
- Draft and/or advise on procedures and guidance for health and safety
- Interpret and advise on new legislation impacting on the working environment
- Attend meetings to advise on occupational safety issues
- Provide health and safety policies and procedures
- Give strategic guidance, monitor and review health and safety issues
- Ensure adequate resources for health and safety are available
- Ensure that the premises is maintained in a condition that is safe and without significant risk to health. This includes to health and safety of people on the premises or taking part in educational activities off site

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Health, Safety and Wellbeing Policy



Boney Hay Primary Academy

The local policy has five parts;

Part A – Introduction

Part B - The Health and Safety Policy Statement

Part C - Management Arrangements

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

Part E - The Key Performance Indicators.

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 four (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 Boney Hay Local Academy Council recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc. Act 1974.

The Local Academy Council will ensure so far as is reasonably practicable that:

- All places and premises where staff and pupils are required to work and engage in academy activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on the premises or taking part in educational activities elsewhere)
- All plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work
- Appropriate safe systems of work exist and are maintained

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- Sufficient information, instruction, training and supervision is available and provided to ensure that staff and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others
- A healthy working environment is maintained including adequate welfare facilities

In addition to the above the SUAT academies ensure that, so far as is reasonably practicable, the health and safety of other non-employees is not adversely affected by their activities.

Employee and pupil involvement is an important part of managing safely, and consultation on health and safety with employees, employee representatives and students/pupils (where relevant) forms part of this policy.

This policy statement and the accompanying organisational arrangements supersede any previously issued.

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| <i>L Hood</i> | <i>R Willington</i> |
| Linda Hood, Chair of Local Academy Council | Rebecca Willington, Head Teacher |
| 16/08/23 | 16/08/23 |

C. 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

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| <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) |

Monitoring Health and Safety

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| <i>Name of person(s) responsible for the overall monitoring of health and safety in the Academy:</i> | <i>R Willington</i> |
| <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> | |

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| 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> | Date: 23/03/22 By: Hope Kirkham |
| <i>Name of person responsible for monitoring the implementation of health and safety policies:</i> | R Willington H Kirkham J Burdett |
| <i>All staff are aware of the key performance indicators in part E 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 |

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Detailed Health and Safety Arrangements

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

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

1. Accident Reporting, Recording & Investigation

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.

All accidents occurring to children are reported to parents via the reporting sheets. Should hospital treatment be necessary the Headteacher or Deputy Headteacher 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 DHT.

Staff/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

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.

2. Asbestos

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| <i>Name of Premises Manager responsible for Managing Asbestos:</i> | <i>R Willington</i> |
| <i>Location of the Asbestos Management Log or Record System:</i> | <i>HT Office</i> |

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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:

The manual is kept in the HT's office and is made available to all contractors prior to the undertaking of any work on the premises.

The Site Supervisor will also consult the manual prior to the commencement of any work where asbestos is present in the building. Hazard Exchange forms are completed as appropriate.

Where any risk of disturbance to asbestos is identified then no work will be undertaken until Property and Estates Division advice has been obtained

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.

Staff who receive annual training in asbestos awareness are:

R Willington

P Jupp

Staff must report damage to asbestos materials to:

R Willington

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

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| <i>Name of SLT member who is responsible for communicating with staff on health and safety matters:</i> | R Willington |
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| <i>Our arrangements for inducting staff to health and safety within the academy are:</i> Formal Health and Safety Induction Training |
| <i>Our arrangements for communicating about health and safety matters with all staff are:</i> Staff Meetings weekly; Health & Safety Information Board in the Staffroom; Emails |
| <i>Staff can make suggestions for health and safety improvements by:</i> Communication with the HT. |
| <i>Staff can share risk management information by:</i> Informing the HT directly. |
| <i>Staff can communicate areas for concern in the context of health and safety by:</i> Informing the HT who will arrange the appropriate action. Completing the Site Technician's book |

4. Construction Work *See also Contractor Management

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| <i>Name of person coordinating any construction work / acting as the client for any construction project:</i> | <i>R Willington</i> |
| <i>Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are:</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 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. <i>(Duty holders will be identified and named as part of any construction project).</i> https://www.hse.gov.uk/construction/cdm/2015/index.htm | |
| <i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are:</i> Completion of hazard Exchange Form | |
| <i>Our arrangements for the induction of contractors are:</i> 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 | |

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safe working arrangements is that of the County Building Inspector. This will be done in close consultation with the HT. 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 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

5. Consultation

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| Name of SLT member who is responsible for consulting with staff on health and safety matters: | <i>R Willington</i> |
| The name of the Trade Union Health and Safety Representative is: | <i>Not defined</i> |
| Our arrangements for consulting with staff on health and safety matters are: | Through Standing Item on Staff Meeting Agenda. |
| Staff can raise issues of concern by: | Communicating with the HT. |

6. Contractor Management

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| Name of person responsible for managing and monitoring contractor activity: | <i>R Willington, supported by P Jupp</i> |
| Our arrangements for selecting competent contractors are (this should include verification of DBS data): | 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. The building inspector is also responsible for monitoring the work in progress. |
| Our arrangements for the exchange of health and safety information / risk assessments / safe working arrangements / monitoring are: | Hazard exchange meetings |
| Our arrangements for the induction of contractors are: | Hazard exchange meetings |

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Staff should report concerns about contractors to:

R Willington

Our arrangements for notifying staff of contractor activity on site are:

Weekly Staff Meetings/Academy Calendar.

Refer to the Managing Contractors Policy for further detail.

7. Curriculum Areas – health and safety

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| <i>Name of person who has overall responsibility for the curriculum areas as follows:</i> | Dan Paddock – Wider Curriculum Leader Zoe Gaut – Core Subject Leader David Dunn – Forest School |
| <i>Risk assessments for these curriculum areas are the responsibility of:</i> | 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 assessment 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 (MM) are joint Educational Visits 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 |
| <i>Risk assessments are reviewed:</i> | Annually or following a change in policy / procedure / following an accident or incident. |

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

The Academy assesses the risk of the use of computers/laptops by carrying out a DSE assessment for staff using this type of equipment continuously and regularly

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| <i>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 | |
| 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 |
| 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)

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| Name of person who has overall responsibility for EYFS: | L Clayton – Class Teacher |
| Records of EYFS risk management (e.g. risk assessments and checklists) are located: | Staff Server/Reception Classroom |
| 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/Supporting Staff as directed by CT. | |
| 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 staff are encouraged to obtain a first aid certificate on joining the school and the training officer will ensure these are kept up to date. | |
| Accident and Incident books are completed by Staff and following whole school policy. | |
| Parents are to be informed verbally of any incidents and any 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 the importance of regular hand washing after messy play, toilet and before eating. | |
| Staff and children are to use separate toilet facilities. | |
| Regular checks and risk assessments will be carried out on the environment (both inside and outside) by all staff and reported back to the Class Teacher, both verbally and in | |

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written form where necessary.

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

| | |
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| Name of person who has overall responsibility for Educational Visits: | R Willington |
| The Educational Visits Coordinator is: | Mandy Mees |
| 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. | |
| 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. | |
| <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 for more detail regarding managing the risks for educational visits.</i> | |
| Evolve forms must be submitted by: | |
| 2 weeks before the visit for non-adventurous visits. | |
| 4 weeks for adventurous activities and residential. | |

11. Electrical Equipment [fixed & portable]

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| Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required: | R Willington |
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| Fixed electrical wiring test records are located: | HT Office |
| All staff visually inspect electrical equipment before use. | |
| Our arrangements for bringing personal electrical items onto the academy site are: Electrical items must be portable appliance tested prior to use on the premises. | |
| Name of person responsible for arranging the testing of portable electrical equipment (PAT): | P Jupp |
| Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing: | R Willington |
| The academy's PAT testing will be undertaken to a frequency of: (e.g. annually) | Annually |
| Portable electrical equipment (PAT) testing records are located: | Site Technician's Office |
| Staff must take defective electrical equipment out of use and report to: | R Willington/P Jupp |
| <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> | |
| <i>Refer to the Electrical Safety Policy for further details.</i> | |

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

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| Name of competent person responsible for undertaking & reviewing fire risk assessment in addition to any associated action planning, such as the fire evacuation procedure: NB. The fire risk assessment must be undertaken on an annual basis as a minimum, and upon changes to the building, fire safety practices and staffing. | R Willington |
| The Fire Risk Assessment is located: | Fire Log Book; HT's Office |
| 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): | Please detail procedure: R Willington or delegated to J Potter |
| Name of person responsible for arranging | R Willington |

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| and recording of fire drills: | |
| Name of person responsible for creating and reviewing Fire Evacuation arrangements: | R Willington |
| Our Fire Evacuation Arrangements are published: | In all rooms/communal areas |
| Our Fire Marshals are listed: | Location In all rooms/communal areas |
| Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at: | Location 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: | R Willington |
| 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: Hazard Exchange Meetings. | |
| All staff must be aware of the Fire Procedures in their Academy. | |
| <i>Please see the Fire Safety Policy for further information.</i> | |

13. First Aid *see also Medication

| | |
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| Name of person responsible for carrying out the First Aid Assessment: | J Potter (overseen by R Willington) |
| The First Aid Assessment is located: | Medical Room |
| First Aiders are listed: | Location Medical Room |
| Name of person responsible for arranging and monitoring First Aid Training: | R Willington |
| Location of First Aid Boxes (including travel): | Medical Room KS1/KS2 Cloakrooms |
| 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 | |

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| (who is contacted/ who accompanies staff or children to hospital): | |
| Pupils | Parent/HT/FSW |
| Staff | HT/SLT/Next of Kin |
| Visitors | HT/SLT/Next of Kin |
| Our arrangements for recording the use of First Aid are: Accident books located in the medical room, school office, junior cloakroom, infant cloakroom. | |
| Our arrangements for monitoring and reporting on first aid and accidents are: Parent accident report forms. Head injury forms. Analysis of records. | |
| Our arrangements for identifying trends are: Half-termly analysis of location/type/nature of injury. Reported to Governors Termly. | |

14. Forest School

| | |
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| Name of person in the Academy who leads on Forest School activity: | David Dunn |
| Date of training: | July 2023 Completion |
| 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. Additional TA always accompanies sessions. Walkie-Talkies always in use during sessions. First Aid taken during sessions/Mr Dunn is First Aid Trained. | |

15. Glass & Glazing

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| 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 | |
| A glass and glazing assessment took place in (year) and the record can be found: | TBC |

16. Hazardous Substances (COSHH)

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| Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments) | R Willington |
| Hazardous substance risk management | HT Office/Server |

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| documentation is located: | |
| <p>Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control, communication of hazardous substance assessments, review of assessments etc.) are:</p> <p>It is the policy of Boney Hay Primary Academy that wherever possible the use of any hazardous substance shall be avoided.</p> <p>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.</p> <p>Children must not use any substances that are marked with a hazardous substance symbol.</p> <p>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.</p> <p>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.</p> <p>COSHH Assessments should be reviewed annually and when a rarely used substance is being used following again.</p> <p><i>Further information can be found in the Hazardous Substances Policy.</i></p> <p><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:</i></p> <ul style="list-style-type: none"> - <i>The substance must be approved for use by a Senior Leader</i> - <i>The substance must COSHH assessed and a current material safety data sheet kept on file with the COSHH assessment</i> - <i>The substance must be added to the approved list</i> <p><i>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.</i></p> <p><i>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.</i></p> | |

17. Health and Safety Law Poster

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| The Health and Safety at Work poster is located: | The Staffroom. |
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18. 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:

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 Principal 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.

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:
External cleaning company**

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:

Work equipment

Hazardous substances

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

Infection control

Academy security

Lone working

First aid and accident reporting

Fire evacuation

Management of asbestos

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

Staff in all depts. / work areas who generate waste (e.g. catering/cleaning/curriculum areas) must be aware of the risk assessments and control measures in place for their role. The risk management processes are as follows for each department /

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| work area: | |
| Department/work area | Procedure |
| Curriculum | As above |
| Catering | As above |
| Cleaning | As above |

19. Infection Control

| | |
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| Name of person responsible for managing infection control: | R Willington |
| Our infection control arrangements (including communicable diseases/hand hygiene standards) are: | Further information can be found in the Infection Control Policy and Risk Assessment. |
| Infection control standards and the effectiveness of risk management procedures will be monitored by: | R Willington |
| 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. | |

20. Lettings

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| Name of Premises Manager or member of Leadership team responsible for Lettings: | Ms R Willington Mrs M Mees |
| 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. |
| The health and safety considerations for Lettings are considered and reviewed annually. | |
| 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 Academy on request, prior to commencement of the letting. | |
| Hirers must provide a register of those present during a letting upon request. | |

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Hirers must have appropriate DBS clearances according to the nature of their letting and those in attendance of the letting.

Hirers must have appropriate, valid and current insurances.

21. Lone Working

Our arrangements for managing lone working are: (Lone working is defined by the Health & Safety Executive (HSE) as people who work by themselves without close or direct supervision. This doesn't necessarily mean that the worker is physically alone; it means they are in a separate location to the rest of their team or manager).

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.

Only registered key holders are permitted to open and close the building due to the security and alarm system settings.

Lone working arrangements are communicated by:

Discussion with staff.

We monitor lone working arrangements by:

Members of staff who 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.

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

NOTE Types of equipment to consider in this section:

Ladders and steps, other extraction systems, PE equipment, D&T machines, pressure cookers, fire alarm and smoke detection, emergency lighting, fire extinguishers, automatic doors, automatic barriers. This section must include the arrangements for academy kitchens.

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 Principal.

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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.

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| Name of person responsible for the selection, maintenance / inspection and testing of equipment: | Ms R Willington Mr Jupp |
| Records of maintenance and inspection of equipment are retained and are located: | HT's Office/Site Technician's Office |
| Staff report any broken or defective equipment to: | Mr Jupp |
| 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. | |

23. Manual Handling

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| Name of competent person responsible for carrying out manual handling risk assessments | R Willington |
| Our arrangements for managing manual handling activities are: <i>Further information can be found in the Manual Handling Policy.</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. | |
| 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: Staff Server This information is located: HT's Office. | |

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24. Medication

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| Name of person(s) responsible for the management of and administration of medication to pupils in the academy: | Mrs Potter |
| <p>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.</p> | |
| The names members of staff who are authorised to give / support pupils with medication are: | Mrs Potter First Aiders |
| Medication is stored: | Medical Room (Locked Cupboard) |
| A record of the administration of medication is located: | Medical Room |
| <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. 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>Staff are trained to administer complex medication by the school nursing service when required.</p> | |
| <p>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.</p> | |
| <p>Staff who are taking medication must keep this personal medication in a secure area in a staff only location.</p> | |
| <p>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.</p> | |
| <p><i>Further information can be found in the Medication Policy and Supporting Students with Medical Conditions Policy.</i></p> | |

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| | | General Public <input checked="" type="checkbox"/> | | | |

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

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| PPE is provided free of charge where a risk assessment identifies this is needed to control a risk and the risk cannot be controlled by another means. | |
| Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for academy staff. | R Willington |
| Name of person responsible for the checking and maintenance of personal protective equipment provided for staff | P Jupp Mrs 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. | R Willington |
| 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. | P Jupp Mrs Potter |
| Confirmation of any recorded checks to be provided. | |

26. Radiation (where applicable)

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

27. Reporting Hazards or Defects

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| All staff and pupils must report any hazards, defects or dangerous situations they see at the Academy. |
| <i>Our arrangements for the reporting of hazards and defects:</i> Defects and hazards are to be reported to the HT or staff with Health and Safety Responsibilities who are responsible for carrying out an initial investigation. When defects or hazards are found it is the HT’s responsibility to arrange for items to be taken out of use/arrange for repairs. |

28. Risk Assessments

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| 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: |

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| <p>Premises and grounds Curriculum / classrooms 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</p> | |
| Name of person who has overall responsibility for the Academy risk assessment process and any associated action planning: | R Willington |
| <p>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 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. It is the responsibility of the HTI to undertake individual risk assessments as required (for example pregnant workers). The SENDCO is responsible for those with specific medical conditions.</p> | |
| <p>The location in which the academy keeps risk assessments is: Staff Server</p> | |
| <p>Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments.</p> | |
| <p>When an accident or incident occurs a post risk assessment takes place when a new hazard has been identified.</p> | |
| <p>Risk assessments are created or reviewed when something new is introduced or a change has occurred.</p> | |
| <p><i>Further information is located in the Risk Assessment Policy.</i></p> | |

29. Smoking

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

30. Shared use of premises/shared workplace

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| <p>Name of Premises Manager or member of Leadership team responsible for Premises Management:</p> | R Willington |
| <p>The academy premises are shared with another organisation (e.g. contract</p> | Little People Nursery |

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| caterer/public leisure centre). |
| 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 Conversation |

31. Stress and Staff Wellbeing

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| 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 Willington |
| 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: 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 Covid Risk Assessment provides additional information to support health and wellbeing at this time. | |
| 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..... | |
| A team stress risk assessment has been completed involving all staff and this is reviewed regularly. | |
| Arrangements are in place to support pupil mental health and wellbeing. Staff can access support for pupils by: Speaking with the MH & WB Lead/ HTI; communication with Pastoral Care Leader/SENDCo. Resources to support pupil mental health and wellbeing can be found (location): Staff Server/ Staffroom Notice Board. <i>The Mental Health and Wellbeing Policy contains further information.</i> | |

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32. Swimming Pool Operating Procedures (where applicable)

N/A

33. Training and Development

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| 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 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 facilitate through CPD timetabling so that suitable training can be provided. | |
| 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). | |
| Training records are retained and are located on the Admin Drive of the Server. | |
| Training and competency is monitored and measured by: | R Willington |
| Staff can request training by: | Verbal/email communication to R Willington |

34. Vehicles owned or operated by the academy (where applicable)

N/A

35. Vehicle movement on site

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| Name of Premises Manager or other staff member responsible for the management of vehicles on site: | R Willington P Jupp |
| 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. 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. | |

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36. Violence and Aggression and Academy Security

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| The Academy provides a place of work which is designed and managed to minimise the risk of violence and aggression to staff, pupils and visitors. | |
| A risk assessment is carried out where staff are at increased risk of injury due to their work. | |
| Training, information and instruction is available to staff to help them manage the risk of violence and aggression where required. | |
| Staff and pupils must report all incidents of verbal & physical violence to: | R Willington |
| Incidents of verbal & physical violence are investigated by: | R Willington |
| Name of person who has responsibility for site security: | R Willington P Jupp |
| <p>Our arrangements for site security are: Staffordshire County Council's agreed definition of violence is "Behaviour by another employee or member of the public, which produces damaging or hurtful effects, physically or emotionally in other people." All forms of violence against employees are wholly unacceptable. Boney Hay Primary Academy will always seek to do all that is reasonably practicable to reduce the risk of violence to employees and should it occur to help employees deal with the consequences.</p> <p>In order to reduce the risk of violence towards staff and pupils on the premises, the following procedures have been established:-</p> <ul style="list-style-type: none"> A door security pad system to main entrance and external locks to all other outer doors to provide un-authorised access beyond the Academy lobby during Academy session times. All staff are made fully aware of these procedures. The HT and DHT are responsible for ensuring that these precautions are observed. <p>All visitors to the Academy (including contractors) are required to sign in at Reception before entry is permitted. The Ht, DHT or Academy Administrator will carry out any necessary identity checks before entry is granted.</p> <p>Staff and others, as necessary, are appropriately debriefed following an incident.</p> <p>Refer to the Management of Violence and Aggression Policy for further information.</p> | |

37. Water System Safety

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| Name of Premises Manager or other member of staff responsible for managing water system safety: | R Willington P Jupp |
| Name of contractors who have undertaken a risk assessment of the water system and date the risk assessment was last completed: | IWS Water Hygiene Midlands 01/07/2021 |
| Name of contractors who carry out regular testing of the water system: | IWS |

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| 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 |
| <p>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.</p> <p>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. The manual must be retained for the life of the building.</p> <p><i>Refer to the Water System Safety Policy for further information.</i></p> | |

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38. Working at Height

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| 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: | 05/01/2022 |
| Work at height is avoided where possible. | |
| <p>Our arrangements for managing work at height are:</p> <p>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 Principal.</p> <p>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:-</p> <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) <p>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.</p> <p>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 – eg. 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.</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><i>Refer to the Working at Height Policy for further information.</i></p> | |
| 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. | |

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Work at height equipment is regularly inspected, maintained and records are kept.

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| Name of person(s) responsible for inspecting and recording inspections: | P Jupp |
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39. Work Experience

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| Name of person who has overall responsibility for managing work experience and work placements for Academy pupils: | R Willington |
| 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/ Principal to inform of arrangements. Induction on first visit. Coaching and supervision by class teacher. | |
| The name of the person responsible for the health and safety of people on work experience in the academy premises: | R Willington |
| Our arrangements for managing the health and safety of work experience students in the Academy are: Induction Supervision | |

40. Volunteers

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| Name of person who has overall responsibility for managing/coordinating volunteers working within the academy: | R Willington Mrs Potter |
| Volunteers are considered as a member of staff and all health and safety arrangements including induction and training must apply. Arrangements for the induction of volunteers are: Induction Supervision Confidentiality agreement. | |

41. Gas Safety

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| Name of person(s) responsible for managing the gas safety systems on the academy premises: | P Jupp |
| Date of the most recent gas line test (5 yearly): | July 2020 |
| Date of the most recent gas system test: E.g. Boilers | Spring 2020 |

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| Kitchen Equipment | Summer 2023 |
| Our procedure in the event of a gas leak is: Emergency Evacuation Alert Emergency Services | |
| The Academy uses only gas safety registered contractors to work with gas systems on site. | |

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

It is important that SUAT's academy leaders, Local Academy Council members and managers can monitor the health and safety performance of their academy in order to determine where progress is being made and where further actions and resources may be required.

Key Performance Indicators

| <u>KPI</u> | <u>Measure</u> | <u>Actions</u> | <u>Timescale</u> |
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| All Academies have external audit results of level four and above. | External audits produce a result of a level four or above at each Academy's next external audit. Each of the ten audit areas to achieve a level four as a minimum. | <ul style="list-style-type: none"> Annual visit to review H&S practice Support to prepare for audits, ensuring Academy access to audit criteria Ensuring access to H&S templates and information on Teams Maintain SUAT H&S Policies Centralised document sharing for verification | At each Academy's next audit. |
| All Academies have a live Team Stress Risk Assessment. | The Team Stress risk assessment is reviewed by each Academy regularly and risk assessment reviews shall not exceed 12 calendar months. There is evidence that the risk assessment has been informed by a staff stress | <ul style="list-style-type: none"> Access to team stress risk assessment template and guidance regarding its completion. Access to survey templates and information. Access to the HSE | August 2024 |

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| | and wellbeing survey. There is evidence of staff consultation regarding the control measures. | stress indicator tool and guidance. <ul style="list-style-type: none">Team stress risk assessments to be shared via Teams. | |
| 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 31 st December annually. Common themes and actions are identified. Actions identified through the MRDP are undertaken and are recorded in the MRDP action plan. Actions identified are completed by the end of the summer term of progress towards completing the action is documented. Risk assessments, COSHH assessments and procedures are reviewed annually or upon a change in practice, if/when an accident or incident occurs, or changes in personnel. The Health and Safety Policy is reviewed annually before 1 st September and shared with staff. There is written evidence of staff receiving and reading the policy. | <ul style="list-style-type: none">Access to the MRDP template and action plan.Review the Health and Safety Policy template annually.Review risk assessments and procedures annually. Shared with staff and evidence reading and receipt.Risk assessment registers are used for tracking and to avoid review lapses.Example risk assessments accessible via the SLN and Teams.Risk assessments are in place for foreseeable risks resulting from use of the premises, educational visits, the workplace (including stress and wellbeing), use of equipment and substances, and activities.COSHH assessments are in place for all hazardous substances.Health and safety | August 2024 |

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| | | <p>documentation is communicated to staff on compilation and revision. Their involvement is sought and encouraged during reviews.</p> <ul style="list-style-type: none"> • Internal reviews. • External audit. | |
| <p>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.</p> | <p>There are no defects outstanding beyond the designated time periods for action.</p> <p>All statutory compliance and planned preventative maintenance (both contracted and managed internally) is undertaken to the required timescales.</p> | <ul style="list-style-type: none"> • Health and Safety and Premises Planner is used to document actions and plans in relation to statutory compliance regimes. • Certificates from inspections are retained on file locally and are uploaded to the Trust Teams platform. • Actions taken to address defects are maintained on record. • Each Academy has an asset register which details which assets must be maintained. • Maintain statutory compliance SLA. • Maintain insurance Engineering Inspections. • Internal audits. • External audits. • Centralised system for data collation, | <p>Ongoing.</p> |

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| | | monitoring and reporting. | |
| <p>Every contractor working on site receives the required safety information from their employer and the Academy.</p> <p>Contractor accidents and incidents are minimised.</p> | <p>Contractor accidents are minimised and minor if they occur.</p> <p>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.</p> <p>Only contractors which are appropriately trained, certified, insured, have the appropriate health and safety measures and financial stability shall work on Academy sites.</p> | <ul style="list-style-type: none"> • 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. <p>As a minimum, the documentation completed will include:</p> <ul style="list-style-type: none"> • 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 | <p>Ongoing. Annual review.</p> |

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| | | Necessary surveys shall be undertaken for example, R&D, structural, underground services. | |
| There is an adequate training programme in place for all employees. | <p>Mandatory training does not lapse.</p> <p>Training requirements are met and continually reviewed.</p> <p>Each Academy ensures that staff are trained appropriately to fulfil their duties.</p> | <ul style="list-style-type: none"> • 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. | <p>Each Academy has a Business Continuity Plan which is updated for September annually.</p> <p>Each Academy has a Cyber Response Plan which is updated for September annually.</p> <p>Both plans are updated if there are changes to roles / responsibilities / procedures.</p> <p>Each Academy</p> | <ul style="list-style-type: none"> • 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. | August 2024 |

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| | undertakes a desktop exercise to 'test' the actions that they would take in the event of an emergency. | <ul style="list-style-type: none"> Procedures are tested where possible e.g. fire evacuation, bomb threat evacuation, lock down. Internal review. External audit. | |
| Educational visits are subject to a risk benefit analysis, every visit has robust risk management and approval on Evolve prior to the visit departing. | <p>Educational visit risk management information and documentation is robust and is shared with all parties attending the visit and points of contact at base for all visits.</p> <p>There is evidence that all visits are approved on Evolve before departure.</p> <p>There is evidence that all required risk management documentation has been uploaded to Evolve before visit approval.</p> <p>Visits are evaluated.</p> <p>Accidents and incidents during visits are minimised and minor if they occur.</p> | <ul style="list-style-type: none"> No visit departs without the appropriate level of approval in Evolve. Visits which do not take place are removed from Evolve. Annual sampling. Visit evaluation takes place in a timely manner. Documents which are detailed as required on Evolve are uploaded for every visit. Visit risk management documents are reviewed. | Ongoing. Annual review. |