

Staffordshire University Academies Trust		Trust Policy Document			
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Health and Safety & Wellbeing Policy

This is a generic policy which pertains to all of the academies in Staffordshire University Academies Trust. Each academy will have this policy on their web site plus a customised version, which is specific to their situation, and 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.

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 all of its academies have 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 at Trust and Local Academy Council level

The Leadership Team of each SUAT academy and the Local Academy Council are committed to ensuring the Health and Safety of everybody involved in each Academy. They aim to:

- 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 safe equipment
- Develop safety awareness, by appropriate training if necessary, amongst staff, pupils and others who help in their Academy
- Formulate and implement effective procedures for use in the event of fire and other emergencies
- Investigate accidents and take steps to prevent a re-occurrence
- Take proactive measures to prevent accidents and incidents of a dangerous nature, which could be hazardous to health

2. Overview

The Trust requires all of its academies to have a Health, Safety and Wellbeing Policy in place. The Trust's Health, Safety and Wellbeing Policy template is a generic policy that has been developed by the Trust Board. Each academy's procedures are developed and monitored by the Principal/Head Teacher and the Local Academy Council.

Roles and Responsibilities within each academy

The **Local Academy Council** will:

- Give strategic guidance

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- Monitor and review health and safety issues
- Ensure adequate resources for health and safety are available
- Take steps to ensure plant, equipment and systems of work are safe
- Ensure that the Academy provides adequate training, information, instruction, induction and supervision to enable everyone in the Academy to be safe
- Maintain the premises in a condition that is safe and without significant risk
- Provide a working environment that is safe and healthy
- Provide adequate welfare facilities for staff and pupils
- In their critical friend role, maintain an interest in all the health and safety matters
- Review and monitor the effectiveness of this policy

The **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
- Meet with the Facilities Manager (or their equivalent) regularly to ensure that any building/grounds issues are dealt with in a timely manner

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

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

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- 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
- 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

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:

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- 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

Health, Safety and Wellbeing Policy

All Saints CE Primary School Bednall

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 **All Saints Interim Executive Board** recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc. Act 1974.

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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
- 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.

<i>[Signature]</i>	<i>[Signature]</i>
<i>[Katie Stanley], Chair of IEB</i>	<i>[Richard Sutton], Principal/Head Teacher</i>
<i>[Insert date]</i>	<i>[Insert date]</i>

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C. Management Arrangements

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

Competent Health and Safety Advice

<i>The academy obtains competent health and safety advice from:</i>	Staffordshire County Council Health and Safety Advisory Service
<i>The contact details are:</i>	John Burdett - 07773 791520
<i>In an emergency we contact:</i>	John Burdett/Cal Stones

Monitoring Health and Safety

<i>Name of person(s) responsible for the overall monitoring of health and safety in the Academy:</i>	Mr Richard Sutton From January Mrs Zoe Scott
<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 the IEB):</i>	<ul style="list-style-type: none"> Annual health and safety checklist Annual health and safety audit Accident investigation reports for identification of reoccurring issues/possible defects Line management meetings Premises tours Staff communication Risk assessment reviews Link Governor Reviews
<i>The Academy carries out formal evaluations and audits on the management of health and safety (frequency):</i>	<ul style="list-style-type: none"> 1 Annually
<i>The last audit took place:</i>	Date: December 2021 By: John Budnett
<i>Name of person responsible for monitoring the implementation of health and safety policies:</i>	Mr Richard Sutton (From January Mrs Zoe Scott) Caroline Stones
All staff are aware of the key performance indicators in part E and how they are achieved and monitored	
Workplace inspections - type	Name of person who carries these out
Early Years	Jodie Cartwright

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Water Hygiene	HSL
Ladder logs	N/A
PE Equipment	Wickstead Leisure Ltd
Kitchen Equipment	School meals contractor
Premises inspection	Site Supervisors / Headteacher
Asbestos	SCC AMT
Fire Alarm	Lantern / Site Supervisors
Intruder Alarm	Chubb
Boiler and gas systems	Sure Maintenance
Emergency lighting	Logic Fire & Security / Site Supervisors
PAT testing	Calbarrie
Fixed electrical testing	External contractor
Gas line	External contractor
Outdoor play equipment	Wickstead Leisure Ltd
Fire extinguisher	Chubb
DSE	All staff
Classroom and furniture	All staff

Detailed Health and Safety Arrangements

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

1. Accident Reporting, Recording & Investigation

Our arrangements for recording and investigating:

Accident investigation reports and inspection of the premises. Contact SCC H&S team as necessary.

Pupil accidents:

Recording in student accident book. Green accident slips go home. Report filled in & phone call home for head or more serious incidents injuries.

Complete My Health and safety if required.

Accident investigation. Report as required.

Staff accidents:

Recording in staff accident book. Accident investigation. Report as necessary.

Visitor accidents:

Record in accident book. Accident investigation. Report as necessary.

The person responsible for reporting accidents to the Health and Safety Executive (under

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RIDDOR) is:

HFS40 (accident forms) completed and forward to SCC H&S team by R Sutton (from January Z. Scott.)

John Burdett inspects accident forms and reports to HSE if required. Hope Kirkham is informed of any RIDDOR reportable accidents.

Our arrangements for reporting to the IEB are:

C Stones to contact E. Burd to report emergencies.

R Sutton (from January Z. Scott) termly Headteacher report on Health and Safety.

Our arrangements for reviewing accidents and identifying trends are:

R Sutton (from January Z. Scott) C. Stones to regularly review the accident book to look for trends, follow up any actions.

Accident forms forward to Hope Kirkham/John Burdett to investigate the accident and identify trends.

2. Asbestos

Name of Premises Manager responsible for Managing Asbestos:	R Sutton (From January) Mrs Z Scott)
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Location of the Asbestos Management Log or Record System:	School office
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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.

Staff must be aware of the procedure for gaining approval for works of this nature, which is to ask the Headteacher

Our arrangements to ensure that staff have information about asbestos risk upon employment with the academy are as follows:

Staff health and safety induction.

There is asbestos in one lintel in children's bathroom KS1 (main building where the old fire door was)

Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are:

Asb Induction

Training as relevant

Asbestos plans and awareness

Staff briefings

Displaying asbestos floor plans

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<i>estos register in folder in school office.</i>	
<i>Our arrangements to ensure all academy staff such as class teachers or caretakers have information about asbestos risk on the premises:</i>	
<i>During induction and health and safety reviews.</i>	
<i>Staff who receive annual training in asbestos awareness are:</i>	
<i>Z. Scott/C. stones</i>	
<i>Staff must report damage to asbestos materials to:</i>	<i>R Sutton (from January Z Scott)</i>

3. Communication

<i>Name of SLT member who is responsible for communicating with staff on health and safety matters:</i>	<i>R Sutton (From January Z. Scott) / H. Mayhew</i>
<i>Our arrangements for inducting staff to health and safety within the academy are:</i>	
<i>Use the SUAT induction procedure.</i>	
<i>Our arrangements for communicating about health and safety matters with all staff are:</i>	
<ul style="list-style-type: none"> • All staff emails • Briefings • Website • Induction • Line management meetings 	
<i>Team meetings</i>	
<i>Staff can make suggestions for health and safety improvements by:</i>	
<i>Raining matters at weekly staff meetings or by meeting with Z. Scott.</i>	
<i>Staff can share risk management information by:</i>	
<i>Completing/reviewing risk assessments and saving them in the staff shared drive.</i>	
<i>Staff can communicate areas for concern in the context of health and safety by:</i>	
<ul style="list-style-type: none"> • <i>Completing the site manager log of jobs</i> • <i>Staff meetings</i> • <i>Morning diary meetings</i> 	

4. Construction Work *See also Contractor Management

<i>Name of person coordinating any construction</i>	<i>R Sutton (From January Z. Scott) /C</i>
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<i>work / acting as the client for any construction project:</i>	<i>Stones</i>
<i>Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are:</i>	
<ul style="list-style-type: none"> • Obtaining Diocese approval • Assuring work with Entrust property services • Duty holders will be identified and named as part of any Construction project. 	
<i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are:</i>	
Hazard Exchange form completion. Obtaining contractor RAMS.	
<i>Our arrangements for the induction of contractors are:</i>	
Induction prior to works begin. Completion of hazard exchange form. Written induction is signed by contractor.	
<i>Staff should report concerns about contractors to: R Sutton/Z. Scott</i>	
<i>We will review any construction activities on the site by: R Sutton/ Z Scott (from January)</i>	
<i>Our arrangements for obtaining contractor risk management documents are:</i>	
Completion of hazard exchange forms	
<i>Staff will be informed about construction projects by: R Sutton/ Z Scott (from January)</i>	

5. Consultation

<i>Name of SLT member who is responsible for consulting with staff on health and safety matters:</i>	<i>R Sutton/ Z. Scott / H. Mayhew</i>
<i>The name of the Trade Union Health and Safety Representative is:</i>	<i>Hope Kirkham</i>
<i>Our arrangements for consulting with staff on health and safety matters are:</i>	
<i>Staff meetings</i>	
<i>Staff can raise issues of concern by:</i>	
<i>Contacting R Sutton/ Z Scott (from January) or Hope Kirkham</i>	

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6. Contractor Management

<i>Name of person responsible for managing and monitoring contractor activity:</i>	<i>Z. Scott / C. Stones</i>
<i>Our arrangements for selecting competent contractors are:</i>	
<ul style="list-style-type: none"> • Confirmation of training records • Confirmation of DBS clearances 	
<i>Our arrangements for the exchange of health and safety information / risk assessments / safe working arrangements / monitoring are:</i>	
<input type="checkbox"/> <i>Inductions</i> <input type="checkbox"/> <i>Emails</i> <input type="checkbox"/> <i>written inductions</i> <input type="checkbox"/> <i>Regular monitoring of work</i> <input type="checkbox"/> <i>Emergency contact details exchanged</i>	
<i>Our arrangements for the induction of contractors are:</i>	
<input type="checkbox"/> <i>Induct prior to work commencement of all contractors</i> <input type="checkbox"/> <i>Completion of hazard exchange forms</i> <input type="checkbox"/> <i>Obtain contractor RAMS</i>	
<i>Staff should report concerns about contractors to: R Sutton/ Z Scott (from January)/ C. Stones</i>	
<i>Our arrangements for notifying staff of contractor activity on site are:</i>	
<input type="checkbox"/> <i>Via email</i> <input type="checkbox"/> <i>Verbal communication</i>	
<i>Refer to the Managing Contractors Policy for further detail.</i>	

7. Curriculum Areas – health and safety

<i>Name of person who has overall responsibility for the curriculum areas as follows:</i>	<i>Head of Dept. or Curriculum Lead Name</i>
	<i>J Cartwright (Z. Scott-from January)</i> <i>EYFS, Art, phonics</i> <i>H. Mayhew- Writing, curriculum,</i> <i>computing</i> <i>R Shale – Maths, DT</i> <i>A Honman – Science, MFL,</i>

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	<i>F Gardiner – PE R Sutton (then Z Scott) RE, worship</i>
<i>Risk assessments for these curriculum areas are the responsibility of:</i>	<i>Name(s) individual coordinators with the support of Z. Scott/ R Sutton</i>
<i>These risk assessments are located:</i>	<i>Staff shared area / hard copy risk assessment folder</i>

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

<i>The Academy assesses the risk of the use of computers/laptops by carrying out a DSE assessment for staff using this type of equipment continuously and regularly for over an hour.</i>	
<i>Our arrangements for carrying out DSE assessments are:</i>	
<ul style="list-style-type: none"> • <i>Identification of staff who meet the criteria for requiring the completion of a DSE assessment</i> • <i>Completion of DSE assessment by member of staff and signing off by line manager</i> • <i>DSE assessments reviewed upon change of working conditions i.e. change of furniture, movement of furniture, change of office.</i> • <i>DSE assessments reviewed every two years.</i> • <i>Rectification of any issues is made.</i> 	
<i>Name of person who has responsibility for carrying out Display Screen Equipment Assessments:</i>	<i>R Sutton/ Z Scott (from January)</i>
<i>DSE assessments are recorded and any control measures required to reduce risk are managed by:</i>	<i>C Stones</i>

9. Early Years Foundation Stage (EYFS)

<i>Name of person who has overall responsibility for EYFS:</i>	<i>J Cartwright Z. Scott from January</i>
<i>Records of EYFS risk management (e.g. risk assessments and checklists) are located:</i>	<i>In classroom on shelf</i>
<i>Our arrangements for the safe management of EYFS (classroom and activities) are:</i>	
<p>Health</p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>Regular checks and risk assessments will be carried out on the building, resources and equipment on a daily basis by TA in Sparrows.</i> <input type="checkbox"/> <i>All staff are encouraged to obtain a first aid certificate on joining the school and the C Stones will ensure these are kept up to date.</i> <input type="checkbox"/> <i>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.</i> <input type="checkbox"/> <i>Medication is stored and administered as per the procedure stated in the</i> 	

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Administration of Medicines policy.

- A stocked First Aid box is available at all times.*
- The Sun Protection policy will be implemented where appropriate.*
- 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.*
- Toilet area to be cleaned regularly.*

Safety

- Regular checks and risk assessments will be carried out on the environment (both inside and outside) by TA staff and reported back to the Early Years Manager both verbally and in 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 Teacher /Early Years Manager.*
- 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 when two staff will be in the setting ensuring the safe arrival and departure of children with their Parent/Carer.*
- Only staff members will operate the door to admit or let out adults and children.*
- Passwords are used if the child is collected by a nominated person other than the child's Parent/Carer, if that person is unknown to the staff.*
- Children will not be released if a password is not given. The child's Parent/Carer will be contacted to seek permission to release the child into the care of the 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.*
- Adult safety - staff will be trained in assessing risks, moving and handling.*
- Up to date and accurate attendance registers are kept.*
- All staff are aware that a visitor's book is in the entrance hall and all visitors are required to sign in and out.*
- Kitchen areas are 'out of bounds' to children.*

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Hot drinks etc. must be in lidded cups and placed on adult height shelves.

10. Educational visits / Off-Site Activities

Name of person who has overall responsibility for Educational Visits:	R Sutton Z Scott from January
The Educational Visits Coordinator is:	C Stones
Our arrangements for the safe management of educational visits are:	
<input type="checkbox"/> Risk assessments (venue, travel) <input type="checkbox"/> Pre visits for new venues/ providers <input type="checkbox"/> Approval by the Headteacher for all visits <input type="checkbox"/> Use of Evolve for planning and risk management <input type="checkbox"/> Sharing of information will all staff attending the visit and clear communication with the emergency contact at base.	
Visit risk management information is communicated to visit attendees by:email	
Refer to the Educational Visits Policy for more detail regarding managing the risks for educational visits.	

11. Electrical Equipment [fixed & portable]

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	Entrust/ Midwest Electrical & Mechanical Services Ltd / C Stones
Fixed electrical wiring test records are located:	Main office
All staff visually inspect electrical equipment before use:	
Our arrangements for bringing personal electrical items onto the academy site are: E.g. no personal electrical items are permitted on site without approval from SLT and a valid and verified PAT test (within the last 12 months).	
Name of person responsible for arranging the testing of portable electrical equipment (PAT):	C Stones
Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:	C Stones / Calbarrie
The academy's PAT testing will be undertaken to a frequency of: (e.g. annually)	Annually
Portable electrical equipment (PAT) testing records are located:	Main office
Staff must take defective electrical equipment out of use and report to:	C Stones

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The portable electrical equipment on the Academy site owned and used by contractors is the responsibility of the contractor, who must provide records of this if requested.

Refer to the Electrical Safety Policy for further details.

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

<i>Name of competent person responsible for undertaking & reviewing fire risk assessment in addition to any associated action planning, such as the fire evacuation procedure:</i>	<i>C Stones Then also Z Scott from January</i>
<i>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.</i>	
<i>The Fire Risk Assessment is located:</i>	<i>In the Health, Safety and Well-being folder (HT office)</i>
<i>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):</i>	<i>C Stones</i>
<i>Name of person responsible for arranging and recording of fire drills:</i>	<i>R Sutton/ Z Scott (from January)/ C. Stones</i>
<i>Name of person responsible for creating and reviewing Fire Evacuation arrangements:</i>	<i>R Sutton/ Z Scott (from January)/ C. Stones</i>
<i>Our Fire Evacuation Arrangements are published:</i>	<i>And shared in staff meetings and by email</i>
<i>Our Fire Marshals are listed:</i>	
<i>Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at:</i>	<i>Office</i>
<i>Name of person responsible for training staff in fire procedures:</i>	<i>R Sutton/ Z Scott (from January)</i>
<i>Name of the person trained in fire risk assessment:</i>	<i>C Stones</i>
<i>Procedure for communicating fire safety and evacuation arrangements to visitors:</i>	
<i>C Stones in induction or on arrival</i>	
<i>Procedure for communicating fire safety arrangements to contractors: C. stones / R Sutton (Z. Scott) at induction</i>	

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All staff must be aware of the Fire Procedures in their Academy.

Please see the Fire Safety Policy for further information.

13. First Aid *see also Medication

Name of person responsible for carrying out the First Aid Assessment:	R Sutton (then Z Scott)
The First Aid Assessment is located:	H&S folder
First Aiders are listed:	In each classroom
Name of person responsible for arranging and monitoring First Aid Training:	C Stones
Location of First Aid Boxes (including travel):	In each classroom
Name of person responsible for checking & restocking first aid boxes:	Lunchtime Supervisors / Teachers / TA's
<i>In an emergency staff are aware of how to summon an ambulance, through following the below procedure:</i>	
<i>Our arrangements for dealing with an injured person who has to go to hospital are (who is contacted/ who accompanies staff or children to hospital):</i>	
<i>Pupils</i>	Emergency contact is contacted to meet at hospital/ AS Member(s) of staff accompany in the ambulance if required
<i>Staff</i>	Emergency contact is contacted to meet at hospital/ AS Member(s) of staff accompany in the ambulance if required
<i>Visitors</i>	Emergency contact is contacted to meet at hospital
<i>Our arrangements for recording the use of First Aid are:</i>	
<ul style="list-style-type: none"> <i>Everyday cuts and grazes- recorded in playground log book and green slip sent home</i> <i>More serious head injuries and broken bones- complete report in red folder in staff bathroom, photocopy sent to parents</i> 	
<i>Record incidents on My H&S. / first aid risk assessment</i>	
<i>Our arrangements for monitoring and reporting on first aid and accidents are:</i>	
<i>Z. Scott to monitor logs and identify trends</i>	
<i>Report to the LAC at termly meetings</i>	
<i>Our arrangements for identifying trends are:</i>	
<i>Looking at ages and names of pupils</i>	

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Look at the location of the accidents (identify any equipment occurring regularly)
Look at the times of accidents
Look at causes

14. Forest School

Name of person in the Academy who leads on Forest School activity:	TBC – vacant position
<p><i>Our arrangements for developing, organising and running Forest School activity. Include here any details with regard to risk assessment, communication and supervision etc. Risk assessments in place [although working documents so constantly changing and developing]</i></p> <p><input type="checkbox"/> Always a minimum of 2 staff in attendance</p> <p><input type="checkbox"/> Specific Forest activities [i.e. not a normal curriculum subject] only carried out with a qualified member of staff</p>	

15. Glass & Glazing

<i>All glass in doors and side panels are constructed of safety glass:</i>	
<i>All replacement glass is of safety standard:</i>	
<i>A glass and glazing assessment took place is overdue</i>	<i>Date and Location</i>

16. Hazardous Substances (COSHH)

<i>Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)</i>	<i>C Stones/R Sutton (Z Scott January)</i>
<i>Hazardous substance risk management documentation is located:</i>	<i>Main office</i>
<p><i>Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control, communication of hazardous substance assessments etc.) are:</i></p> <p><input type="checkbox"/> ZS/RS notified of new substances on the premises</p> <p><input type="checkbox"/> Substances are stored in accordance with MSDS</p> <p><input type="checkbox"/> MSDS downloaded and COSHH forms produced</p> <p><input type="checkbox"/> COSHH and MSDS kept in master file in the main office</p>	
<i>Further information can be found in the Hazardous Substances Policy.</i>	

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17. Health and Safety Law Poster

The Health and Safety at Work poster is located:	Staffroom Fridge
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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.	
Our waste management arrangements are: <ul style="list-style-type: none"> Hazardous waste is emptied by PHS Recycling emptied regularly to limit fire hazards from storage of combustibles Bins emptied nightly by site and cleaning staff 	
Our site housekeeping arrangements are: Premises toured by trust staff <ul style="list-style-type: none"> Litter removed regularly Bins emptied regularly Exits and fire evacuation routes kept clear at all times Recycling emptied regularly No trailing cables Trip hazards removed as soon as possible e.g. spills, deliveries etc. 	
Site cleaning is provided by: External cleaning company	Hi-Spec cleaning
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	

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<i>Management of asbestos</i>	
<i>All staff and pupils must be aware of the arrangements for disposing of waste and the location of waste bins and skips</i>	
<i>Staff in all depts. / work areas who generate waste (e.g. catering/cleaning/curriculum areas) must be aware of the risk assessments and control measures in place for their role. The risk management processes are as follows for each department / work area:</i>	
Department/work area	Procedure
Cleaning Use	Use external bins for waste
Catering Use	external bins for waste
Offices Use	shredder for confidential waste. Use bins for general waste and recycling bins for non-confidential waste
First Aid	Yellow Bags
Sanitary Waste	Sanitary bins
Classrooms Use	shredder for confidential waste, Use bins for general waste and recycling bins for non-confidential waste

19. Infection Control

Name of person responsible for managing infection control:	R Sutton (Z Scott from January)
Our infection control arrangements (including communicable diseases/hand hygiene standards) are:	
<ul style="list-style-type: none"> • Risk assessment to be followed • SCC informed of any disease outbreaks, high absence levels which could be reported under RIDDOR • Cleaning staff follow training and informed of illnesses to ensure adequate cleaning of key areas is undertaken • Handwashing facilities available at all times 	
Infection control standards and the effectiveness of risk management procedures will be monitored by: R Sutton / Z. Scott	

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<i>We communicate infection control arrangements by: email / morning briefings</i>
<i>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.</i>
<i>Further information can be found in the Infection Control Policy and Risk Assessment.</i>

20. Lettings

Name of Premises Manager or member of Leadership team responsible for Lettings:	n/a
<i>Our arrangements for managing Lettings of the Academy rooms or external premises are:</i>	
<i>The health and safety considerations for Lettings are considered and reviewed annually:</i>	
<i>Hirers have in place their own risk assessments, first aid arrangements/ fire procedures and emergency procedures:</i>	
<i>Hirers are responsible for obtaining the necessary local authority licenses for their activities and these must be provided to the Academy on request, prior to commencement of the letting.</i>	
<i>Hirers must provide a register of those present during a letting upon request:</i>	
<i>Hirers must have appropriate DBS clearances according to the nature of their letting and those in attendance of the letting.</i>	
<i>Hirers must have appropriate, valid and current insurances:</i>	

21. Lone Working

<i>Our arrangements for managing lone working are:</i>
<i>(Lone working is defined by the Health & Safety Executive (HSE) as people who work by themselves without close or direct supervision. This doesn't necessarily mean that the worker is physically alone; it means they are in a separate location to the rest of their team or manager).</i>
<ul style="list-style-type: none"> • Risk assessment • Regular communication with lone workers • Emergency contact numbers available
<i>Lone working arrangements are communicated by:</i> <i>Induction</i>

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<ul style="list-style-type: none"> • <i>Circulation of policy and risk assessment</i>
<p>We monitor lone working arrangements by: Telephone if staff are in</p>
<p>Lone workers are required to report any health information which may impact safety arrangements for lone working to their line manager / SLT.</p>
<p>Refer to the Lone Working Policy for further details.</p>

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

<p><i>NOTE Types of equipment to consider in this section: Ladders and steps, fume cupboards, other extraction systems, PE equipment, D&T machines, lifts & lifting equipment, pressure cookers, autoclaves, fire alarm and smoke detection, emergency lighting, fire extinguishers, sprinkler systems, automatic doors, automatic barriers, roller shutters, air conditioning. This section must include the arrangements for academy kitchens, science laboratories, design and technology rooms.</i></p>	
Name of person responsible for the selection, maintenance / inspection and testing of equipment:	Entrust / Headteacher / C Stones
Records of maintenance and inspection of equipment are retained and are located:	Main Office
Staff report any broken or defective equipment to:	C Stones
<p><i>The equipment on the academy site owned and used by contractors is the responsibility of the contractor, who must provide records of testing , inspection and maintenance if requested:</i></p>	
Type of equipment	Maintenance Regime Details
Ladders and steps	Bi annual checks undertaken and recorded internally
Kitchen extraction	N/A
PE Equipment	Annual check booked with external contractor. Staff visually check prior to use
Outdoor equipment	Annual check booked with external contractor. Staff visual daily checks.
Emergency lighting	Annual check by external contractor. Monthly check internally undertaken and recorded
Fire Extinguishers	Annual check booked with external contractor.
Fire alarm	Bi-annual check booked with external contractor. Weekly internal checks recorded

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<i>Intruder alarm</i>	<i>Bi annual check booked with external contractor</i>
<i>Portable appliances</i>	<i>Annual testing by external staff. Staff must visually check electrical items prior to use</i>
<i>Boilers</i>	<i>Annual check booked with external contractor</i>
<i>Gas system</i>	<i>Five yearly gas line test booked with external contractor</i>
<i>Power tools</i>	<i>N/A</i>
<i>Early years resources</i>	<i>Daily check by internal staff in EY</i>

23. Manual Handling

<i>Name of competent person responsible for carrying out manual handling risk assessments</i>	<i>R Sutton/ Z Scott (from January)</i>
<i>Our arrangements for managing manual handling activities are:</i>	
<i>Further information can be found in the Manual Handling Policy.</i>	
<i>Staff must be aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided. Our arrangements for communicating this requirement to staff are:</i>	
<i>Staff who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task.</i>	
<i>Staff are trained appropriately to carry out manual handling activities. Formally trained staff are:</i>	
<i>Names – none at present</i>	
<i>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).</i>	
<i>Restrictive physical intervention training is arranged by: R Sutton/ Z Scott (from January)</i>	
<i>Restrictive physical intervention risk management information is reviewed termly</i>	
<i>This information is located: on the staff shared drive</i>	

24. Medication

<i>Name of person(s) responsible for the management of and administration of medication to pupils in the academy:</i>	<i>C Stones</i>
<i>Our arrangements for the administration of medicines to pupils are:</i>	
<i>Children are only given antibiotics in school if it is prescribed 4 x per day.</i>	
<i>Other medications should be given at home or parent comes into school to administer.</i>	

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<i>The names members of staff who are authorised to give / support pupils with medication are:</i>	<i>All first aiders</i>
<i>Medication is stored:</i>	<i>In school office or staffroom fridge if required.</i>
<i>A record of the administration of medication is located:</i>	<i>In school office</i>
<i>Pupils who administer and/or manage their own medication in an academy are authorised to do so by R Sutton/Z Scott and provided with a suitable private location to administer medication/store medication and equipment. Medication is stored in in school office/ staffroom fridge.</i>	
<i>Staff are trained to administer complex medication by the school nursing service when required. All staff are trained if this is the case.</i>	
<i>Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are: Care plans and medications are located in safe areas in children's classrooms for emergencies. Care plans are followed.</i>	
<i>Staff who are taking medication must keep this personal medication in a secure area in a staff only location. Secure locations are defined as: Classroom store cupboards, offices and lockers in the staffroom.</i>	
<i>Staff must advise the academy leaders if they are taking any medication which might impair their ability to carry out their normal work. Risk assessments must be undertaken for individual members of staff if deemed as being required.</i>	
<i>Further information can be found in the Medication Policy.</i>	

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

<i>PPE is provided free of charge where a risk assessment identifies this is needed to control a risk and the risk cannot be controlled by another means.</i>	
<i>Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for academy staff.</i>	<i>C Stones</i>
<i>Name of person responsible for the checking and maintenance of personal protective equipment provided for staff</i>	<i>C Stones / R Sutton / Z Scott</i>
<i>PPE provided for use in curriculum lessons is not "personal" as it is provided by pupils in classroom situations.</i>	
<i>Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for pupils.</i>	<i>Class teacher</i>
<i>All PPE provided for use in a classroom environment is kept clean, free from defects and</i>	

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<i>replaced as necessary.</i>	
Name(s) of person responsible for cleaning and checking PPE.	Class teacher
Confirmation of any recorded checks to be provided:	CLEAPSS

26. Radiation (where applicable)

Name of the academy Radiation Protection Supervisor (RPS)	R Sutton/ Z Scott (from January)
Name of the Radiation Protection Adviser (RPA)	CLEAPSS

27. Reporting Hazards or Defects

<i>All staff and pupils must report any hazards, defects or dangerous situations they see at the Academy.</i>
<i>Our arrangements for the reporting of hazards and defects: Let Z. Scott/C. Stones / R Sutton know ASAP or record in the maintenance log.</i>

28. Risk Assessments

<i>The academy has in place risk assessments for any identified significant risk. Control measures which are put in place to eliminate or reduce risk are communicated to staff, pupils and others who may be exposed to the risk.</i>	
<i>Risk assessments are in place for the following areas: (examples) Premises and grounds Curriculum / classrooms Hazardous activities or events Lettings or contract work which may affect staff or pupils in the Academy Fire Risk Assessment Hazardous Substances Work Equipment Manual handling activities Risks related to individuals e.g. health issues</i>	
Name of person who has overall responsibility for the Academy risk assessment process and any associated action planning:	C Stones/ R Sutton / Z Scott (Jan)
<i>Our arrangements for carrying out, recording, communicating and reviewing risk assessments are:</i>	
<ul style="list-style-type: none"> • Risk assessments stored on staff shared /hard copy folder • Risk assessments reviewed on or before the review date if there are no significant 	

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changes to be made

- Risk assessments reviewed upon significant change prior to the review date
- Upon review completion, risk assessments saved to the staff shared drive and emailed to all staff

The location in which the academy keeps risk assessments is:

Folder on staff shared area and hard copy folder in the HT office.

Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments.

When an accident or incident occurs a post risk assessment takes place when a new hazard has been identified.

Risk assessments are created or reviewed when something new is introduced or a change has occurred.

[Further information is located in the Risk Assessment Policy.](#)

29. Smoking

No smoking or vaping is permitted on site or in vehicles owned or operated by the academy.

30. Shared use of premises/shared workplace

<i>Name of Premises Manager or member of Leadership team responsible for Premises Management:</i>	<i>R Sutton/Z Scott</i>
<i>The academy premises are shared with another organisation (e.g. contract caterer/public leisure centre).</i>	<i>Hi-spec Cleaners. Chartwells caterers.</i>
<i>Our arrangements for managing health and safety, including the communication of safety and risk management information, in a shared workplace are:</i>	
<ul style="list-style-type: none"> • Communication with staff • Following risk assessments • Updating risk assessments and procedures following change • Staff inductions • Sharing of emergency contact details 	

31. Stress and Staff Wellbeing

<i>Name of person who has overall responsibility for the health and wellbeing of Academy staff:</i>	<i>R Sutton/ Z Scott (from January)</i>
<i>Name of the person who leads on Academy Mental Health and Wellbeing:</i>	<i>R Sutton/ Z Scott (from January)</i>
<i>Academy mental health first aid trained staff are:</i>	<i>Amy Hatfield</i>

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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:

Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated.

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:

- *Wellbeing and staff stress risk assessments in place*
- *Individual staff risk assessments in place as required*
- *Access to occupational health and Thinkwell services*
- *Staff wellbeing initiatives in place*

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.

A team stress risk assessment has been completed involving all staff and this is reviewed regularly.

Date completed - 12 November 2021

Arrangements are in place to support pupil mental health and wellbeing.

Staff can access support for pupils by: Listening Ear programme -K. Patterson

32. Swimming Pool Operating Procedures (where applicable)

<i>Name of person who has overall responsibility for managing the swimming pool and its environment.</i>	<i>n/a</i>
<i>Our arrangements for carrying out suitable swimming pool management (including minimum supervision standards, how to summon assistance in emergency, what to do if problem identified with pool water quality, supervision in changing areas, max numbers of swimmers, conditions of hire to outside organisations, first aid provision, training plant operators):</i>	
<i>Staff operating the swimming pool have received appropriate training and information.</i>	
<i>Emergency procedures are in place for the use of the swimming pool and all staff who</i>	

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supervise swimming activities are trained appropriately in these procedures.

The health and safety considerations within curriculum swimming must be planned, supervised and managed by staff who include in their lesson planning.

33. Training and Development

Name of person who has overall responsibility for the training and development of staff:	R Sutton/Z Scott
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:	
<ul style="list-style-type: none"> • Staff induction – general to trust structures, policies and procedures • Risk assessments implemented where required • Staff provided with training as identified upon appointment or as roles develop <ul style="list-style-type: none"> • Staff training matrix 	
The Academy has a health and safety training matrix to help in the planning of essential and development training for staff which is updated regularly.	
Training records are retained and are located in school office.	
Training and competency is monitored and measured by:	R Sutton / Z Scott

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

Name of person who has overall responsibility for the academy vehicles	n/a
The academy operates (no. of xx) minibus/coaches/cars/other vehicles (e.g. quad bikes/ride on mowers).	None
Name of person who manages the driver medical examinations and qualifications	n/a
Name of person who manages the vehicle license requirements	n/a
Name of person(s) who undertakes vehicle checks such as oil, water and routine roadworthiness.	n/a
Name of person who arranges servicing and maintenance of the academy vehicles	n/a
Our arrangements for the safe use of academy vehicles are:	

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[Refer to the Vehicles Policy for further information.](#)

35. Vehicle movement on site

Name of Premises Manager or other staff member responsible for the management of vehicles on site:	R Sutton / Z Scott
<p>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.):</p> <ul style="list-style-type: none"> • Parents should park on Common Lane • 4 members of staff park along path outside school • Rest of staff should park on Common Lane or in Kenderdine Close • Parents are regularly reminded about speed restrictions and consideration for neighbours. 	

36. Violence and Aggression and Academy Security

The Academy provides a place of work which is designed and managed to minimise the risk of violence and aggression to staff, pupils and visitors.	
A risk assessment is carried out where staff are at increased risk of injury due to their work.	
Training, information and instruction is available to staff to help them manage the risk of violence and aggression where required.	
Staff and pupils must report all incidents of verbal & physical violence to:	R Sutton / Z Scott
Incidents of verbal & physical violence are investigated by:	R Sutton / Z Scott
Name of person who has responsibility for site security:	R Sutton / Z Scott
<p>Our arrangements for site security are: All outside doors are locked or on a fob/passcode system. Doors should not be propped open Gates on playground are locked at all times. Lockdown procedure in place.</p>	
Refer to the Management of Violence and Aggression Policy for further information.	

37. Water System Safety

Name of Premises Manager or other member of staff responsible for managing water system safety:	Z. Scott
Name of contractors who have undertaken a risk assessment of the water system and date the risk	IWS

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assessment was last completed:	28 September 2021
Name of contractors who carry out regular testing of the water system:	HSL
Location of the water system safety manual/testing log:	School Office
Our arrangements to ensure contractors have information about water systems are:	
<ul style="list-style-type: none"> • Complete hazard exchange form • RAMS 	
Our arrangements to ensure all academy staff carrying out checks or testing or maintenance have information about the water system:	
<ul style="list-style-type: none"> • Training • RAMS 	
Refer to the Water System Safety Policy for further information.	

38. Working at Height

Name of person(s) responsible managing the risk of work at height on the premises:	R Sutton/ Z Scott (from January)
Date of the most recent working at height risk assessment:	
Work at height is avoided where possible.	
Our arrangements for managing work at height are:	
Refer to the Working at Height Policy for further information.	
Appropriate equipment is provided for work at height where required.	
Staff who carry out work at height are trained to use the equipment provided.	
Work at height equipment is regularly inspected, maintained and records are kept (location) and last inspected on (date).	
Name of person(s) responsible for inspecting and recording inspections:	John Burdett

39. Work Experience

Name of person who has overall responsibility for managing work experience and work placements for Academy pupils:	R Sutton / Z Scott
Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are:	
All arrangements are carried out ahead of work placements once approved by the Principal followed with early induction and supervision of students by the class teacher.	

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

<i>In school mentor continually liaises with college/University mentor.</i>	
<i>The name of the person responsible for the health and safety of people on work experience in the academy premises:</i>	<i>R Sutton / Z Scott</i>
<i>Our arrangements for managing the health and safety of work experience students in the Academy are: Through the induction process and continual review.</i>	

40. Volunteers

<i>Name of person who has overall responsibility for managing/coordinating volunteers working within the academy:</i>	<i>R Sutton / Z Scott</i>
<i>Volunteers are considered as a member of staff and all health and safety arrangements including induction and training must apply. Arrangements for the induction of volunteers are: Inductions are held with headteacher/office manager.</i>	

41. Gas Safety

<i>Name of person(s) responsible for managing the gas safety systems on the academy premises:</i>	<i>Headteacher / Site Supervisors</i>
<i>Date of the most recent gas line test (5 yearly):</i>	<i>30 September 2020</i>
<i>Date of the most recent gas system test: E.g. Boilers Kitchen Equipment</i>	<i>11 September 2022 (Boiler system)</i>
<i>Our procedure in the event of a gas leak is:</i>	
<ul style="list-style-type: none"> • <i>Phone the National Gas Emergency Service on 0800 111 999 to report the leak</i> • <i>Turn off the gas supply – the tap is located inside the boiler room- accessed from outside of the school building. In the event of a gas leak or suspected gas leak any member of staff should be able to turn off the supply. To turn the supply off turn the lever and follow instructions on the poster.</i> • <i>Evacuate the building.</i> • <i>Once the problem has been identified by the National Gas Emergency Service arrange for necessary repairs to be undertaken.</i> • <i>Ensure either the National Gas Emergency Service or the contractors carrying out</i> 	

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repairs test all gas appliances before leaving the premises.

- *Once clearance has been given the Headteacher will authorise entering the school building.*

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.

Academy KPI's may be added here – include how you evaluate your success in this area.

Example

Aim	Initiatives	KPI	Target	Actual
Continuous improvement in health and safety management performance	Staff inducted in academy health and safety objectives and management at the beginning of each academic year. Communication is continual throughout the year to ensure optimum performance	Reduction in the number of accidents	No accidents or injuries which are reportable to the HSE under RIDDOR	No accidents or injuries which are reportable to the HSE under RIDDOR OR the number of accidents or injuries reportable to the HSE is ...
To communicate responsibilities to staff and other stakeholders by sharing policies and holding meetings	Shared responsibilities and ownership of health and safety across the whole staff. Staff have a clear understanding of their roles and responsibilities and continually	Staff know who to report issues that arise in school, contribute towards health and safety documentation and initiatives and undertake proactive risk management measures as	All areas of health and safety have clear processes and accompanying risk management documentation, and records kept up to date.	Records are live and updated to the required frequency, by the staff who have responsibility to do so. Documents are communicated accordingly

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	support with raising the standards of health and safety.	opposed to reactive.		
Staff awareness on how to manage risks in school	All risk assessments to be evaluated and rewritten and updated. Continually develop and communicate risk assessments to all parties that risk assessments are relevant to	Reduce risks in school by using risk assessments proactively and staff understanding of the control measures to implement	Reduce the number of near misses / incidents / accidents	All staff to follow procedures in school

The Health Safety and Wellbeing Service may also request feedback on certain KPIs; more details of these can be obtained from your Health and Safety Adviser.