

Staffordshire University Academies Trust		Trust Policy Document			
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		General Public <input checked="" type="checkbox"/>			

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, which will be found in the password protected policies section of that academy's web site.

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 the 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 for use in academy
- 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 is a generic policy that has been developed by the Trust Board. Each academy's procedures are developed and monitored by the Principal and the Local Academy Council.

Roles and Responsibilities within each academy

The **Local Academy Council** will:

- Give strategic guidance
- Monitor and review health and safety issues

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- 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** 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 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 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

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

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- Ensure that all cleaning 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
- Ensure all contractors are 'inducted' and shown the relevant risk assessments, asbestos records 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

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 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

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.

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

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Health, Safety and Wellbeing Policy

Perton 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 three (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 Perton Primary Academy 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 pupils forms part of this policy.

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

Marcus Francis, Chair of Local Academy Council		Elizabeth Threlkeld, Principal

C. Management Arrangements

The following procedures and arrangements have been established within Perton 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

The academy obtains competent health and safety advice from:	Staffordshire County Council Health and Safety Advisory Service
The contact details are:	john.burdett@staffordshire.gov.uk
In an emergency we contact:	John Burdett - 07773 791520

Monitoring Health and Safety

Name of person(s) responsible for the overall monitoring of health and safety in the academy:	Elizabeth Threlkeld
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:	
<ol style="list-style-type: none"> 1. Health & Safety checklist 2. Annual health and safety audit 	

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3. Accident investigation reports for identification of reoccurring issues/possible defects 4. Line management meetings 5. Premises tours 6. Staff communication 7. Risk assessment reviews	
The academy carries out formal evaluations and audits on the management of health and safety once a year:	
The last audit took place:	Date: November 2018 By: H. Kirkham/D. Bate
Name of person responsible for monitoring the implementation of health and safety policies:	Elizabeth Threlkeld
Workplace inspections - type	Name of person who carries these out
External grounds	Philip Osborne
Portable appliances	Philip Osborne
Furniture	SUAT staff undertake own inspections of furniture
ICT equipment	Staffs Tech staff
MCP inspections	Philip Osborne
Kitchen	Chartwells Staff
Electrical cupboards and plant rooms	Philip Osborne

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 treatment book. Note home for head injuries. Note home for more serious non-head injuries. Accident investigation. Report as required
Staff accidents: Recording in 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 RIDDOR) is: Elizabeth Threlkeld
Our arrangements for reporting to the Local Academy Council are: Termly Finance Report
Our arrangements for reviewing accidents and identifying trends are: Premises Manager to review accidents and identify trends on a termly basis.

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2. Asbestos

Name of Premises Manager responsible for Managing Asbestos:	Elizabeth Threlkeld
Location of the Asbestos Management Log or Record System:	Front office
Staff must not drill or affix anything to walls without first obtaining approval from the premises manager or other relevant person. Staff must be aware of the procedure for gaining approval for works of this nature.	
Our arrangements to ensure that staff have information about asbestos risk upon employment with the academy are as follows: H&S induction checklist, Sit Technician to read and sign the asbestos register and complete a hazard exchange for annually.	
Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are: completion of hazard exchange forms. Identification through use of the asbestos manual. If there is uncertainty, the Entrust Asbestos Management Team are contacted to inspect and sample as necessary.	
Our arrangements to ensure all academy staff such as class teachers or caretakers have information about asbestos risk on the premises: H&S Induction checklist and asbestos training for premises staff.	
Staff who receive annual training in asbestos awareness are: Elizabeth Threlkeld, Kate Willis, Debra Bate and Philip Osborne.	
Staff must report damage to asbestos materials to:	Elizabeth Threlkeld

3. Communication

Name of SLT member who is responsible for communicating with staff on health and safety matters:	Elizabeth Threlkeld
Our arrangements for inducting staff to health and safety within the academy are:	
Our arrangements for communicating about health and safety matters with all staff are: H&S Induction, weekly briefings, H&S noticeboard in staffroom, emails, line management meetings & team meetings.	
Staff can make suggestions for health and safety improvements by: Staff briefings Email format Line management meetings Team meetings Verbal reports	
Staff can share risk management information by: Completing/reviewing risk assessments and saving them in the staff shared drive.	
Staff can communicate areas for concern in the context of health and safety by: Staff briefings Email format Line management meetings Team meetings	

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4. Construction Work *See also Contractor Management

Name of person coordinating any construction work / acting as the client for any construction project:	Elizabeth Threlkeld
Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are: Obtaining landlord approval Assuring work with Entrust Property services	
(Duty holders will be identified and named as part of any Construction project).	
Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: hazard exchange form completion. Obtaining contractor RAMS.	
Our arrangements for the induction of contractors are: Completion of hazard exchange form. Checking and signing of asbestos manual.	
Staff should report concerns about contractors to: Elizabeth Threlkeld	
We will review any construction activities on the site by: conducting regular reviews	
Our arrangements for obtaining contractor risk management documents are: completion of hazard exchange forms	

5. Consultation

Name of SLT member who is responsible for consulting with staff on health and safety matters:	Elizabeth Threlkeld
The name of the Trade Union Health and Safety Representative is:	N/A
Our arrangements for consulting with staff on health and safety matters are: Face to face consultations Line management meetings Staff briefings	
Staff can raise issues of concern by: contacting Elizabeth Threlkeld	

6. Contractor Management

Name of person responsible for managing and monitoring contractor activity:	Debra Bate
Our arrangements for selecting competent contractors are: using entrust approved contractors confirmation of training records confirmation of DBS clearances.	
Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: inductions, emails, written inductions, regular monitoring of work, emergency contact details exchanged.	
Our arrangements for the induction of contractors are: induct prior to work commencement of all contractors. Check and sign asbestos manual. Completion of hazard exchange forms. Obtain contractor RAMS.	
Staff should report concerns about contractors to: Elizabeth Threlkeld or Debra Bate	

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7. Curriculum Areas – health and safety

Name of person who has overall responsibility for the curriculum areas as follows: Literacy Science D&T PE Art Music Geography Early Years Numeracy ICT PHSE RE	Principal has overall responsibility H. Ellerton J. Evans S. Place S. Naik L. Rose K. Willis D. Starr N. Ives K. Willis J. Evans N. Ives E. Threlkeld
Risk assessments for these curriculum areas are the responsibility of: Literacy Science D&T PE Art Music Geography Early Years Numeracy ICT PHSE RE	Name(s) H. Ellerton J. Evans S. Place S. Naik L. Rose K. Willis D. Starr N. Ives K. Willis J. Evans N. Ives E. Threlkeld

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 for over an hour.	
Our arrangements for carrying out DSE assessments are:	
Name of person who has responsibility for carrying out Display Screen Equipment Assessments:	Elizabeth Threlkeld
DSE assessments are recorded and any control measures required to reduce risk are managed by:	Debra Bate

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9. Early Years Foundation Stage (EYFS)

Name of person who has overall responsibility for EYFS:	Elizabeth Threlkeld delegated to N Ives.
<p>Our arrangements for the safe management of EYFS (classroom and activities) are:</p> <ul style="list-style-type: none"> • Early years daily safety checklists • Early years risk assessment • Premise checks to the grounds prior to pupil arrival • Secure borders for outdoor play • Secure access in the form of magnetic locks • Daily team review • Early years mobile phone policy • Clear signage • Limited access • Supervision ratios (minimum 1:30 Reception, 1:8 Nursery) 	

10. Educational visits / Off-Site Activities

Name of person who has overall responsibility for Educational Visits:	Elizabeth Threlkeld
The Educational Visits Coordinators are:	Kate Willis & Debra Bate
<p>Our arrangements for the safe management of educational visits are:</p> <ul style="list-style-type: none"> • Risk assessments (venue, travel) • Pre visits for new venues/ providers • Approval by the Principal for all visits • Use of Evolve for planning and risk management • Sharing of information will all staff attending the visit and clear communication with the emergency contact at base 	

11. Electrical Equipment [fixed & portable]

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	Debra Bate
Fixed electrical wiring test records are located:	Bursar's Office
All staff visually inspect electrical equipment before use.	
Our arrangements for bringing personal electrical items onto the academy site are: Staff are to bring them to the Bursar with either a receipt to show that the item is less than 12 months old or to arrange testing.	
Name of person responsible for arranging the testing of portable electrical equipment (PAT):	Debra Bate
Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:	Debra Bate
The academy's PAT testing will be undertaken to a frequency of: (e.g. annually)	Annually

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Portable electrical equipment (PAT) testing records are located:	Bursar's office
Staff must take defective electrical equipment out of use and report to:	Philip Osborne
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.	

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

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.	Debra Bate
The Fire Risk Assessment is located:	Bursar's office
The site has a fire alarm which activates a response from (a 3rd party / listening service):	Lantern
Name of person responsible for arranging and recording of fire drills:	Debra Bate
Name of person responsible for creating and reviewing Fire Evacuation arrangements:	Elizabeth Threlkeld
Our Fire Evacuation Arrangements are published:	Annually
Our Fire Marshals are listed:	Staffroom & Corridors
Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at:	Bursar's office
Name of person responsible for training staff in fire procedures:	Elizabeth Threlkeld
Procedure for communicating fire safety and evacuation arrangements to visitors: Visual display of evacuation assembly points at sign in desk and at exit points.	
Procedure for communicating fire safety arrangements to contractors: Visual display of evacuation assembly points at sign in desk and at exit points.	
All staff must be aware of the Fire Procedures in their academy.	

13. First Aid *see also Medication

Name of person responsible for carrying out the First Aid Assessment:	Debra Bate
The First Aid Assessment is located:	One drive/risk assessment folder
First Aiders are listed:	Medical room
Name of person responsible for arranging and monitoring First Aid Training:	Debra Bate
Location of First Aid Boxes (including travel):	Medical room

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Name of person responsible for checking & restocking first aid boxes:	Lorraine Wallett
In an emergency staff are aware of how to summon an ambulance, through following the below procedure:	
Our arrangements for dealing with an injured person who has to go to hospital are (who is contacted/ who accompanies staff or children to hospital):	
Pupils	Emergency contact is contacted to meet at hospital/PPA Member(s) of staff accompany in the ambulance if required
Staff	Emergency contact is contacted to meet at hospital/PPA Member(s) of staff accompany in the ambulance if required
Visitors	Emergency contact is contacted to meet at hospital/PPA Member(s) of staff accompany in the ambulance if required
Our arrangements for recording the use of First Aid are: recorded in the first aid folder (pupils) and accident book (staff/visitors).	
Our arrangements for monitoring and reporting on first aid and accidents are: Use of SCC My H&S System.	
Our arrangements for identifying trends are: Reviewing log incidents Report to the LAC termly.	

14. Forest School

Name of person in the academy who leads on Forest School activity:	N/A
Our arrangements for developing, organising and running Forest School activity. N/A	

15. Glass & Glazing

All glass in doors and side panels are constructed of safety glass as far as reasonably practical.
All replacement glass is of safety standard.
A glass and glazing assessment is carried out as part of general risk assessments.

16. Hazardous Substances (COSHH)

Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)	Debra Bate
Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are:	
<ul style="list-style-type: none"> • Bursar notified of new substances on the premises. • Substances are stored in accordance with MSDS • MSDS downloaded and COSHH forms produced • COSHH and MSDS kept in master file in the Medical room. 	

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17. Health and Safety Law Poster

The Health and Safety at Work poster is located:	Staff Room
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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"> Recycling emptied regularly to limit fire hazards from storage of combustibles Bins emptied nightly by site and cleaning staff No bins to be kept next to the building overnight for fire safety and security purposes 	
Our site housekeeping arrangements are: <ul style="list-style-type: none"> Site team and cleaning staff support in maintaining the premises Bins emptied on a daily basis Nappy disposal bins in the classroom Recycling bins in classrooms are emptied on a daily basis Cables tidied away so as not to become a trip hazard Evacuation routes are clutter free Resources are stored away 	
Site cleaning is provided by: <ul style="list-style-type: none"> In house cleaners 	Amanda Groves (Cleaning Supervisor)
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. 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:	
Department/work area	Procedure
Cleaning	Use external bins for waste
Catering	Use external bins for waste
Offices	Use shredder for confidential waste Use bins for general waste and

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	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:	Elizabeth Threlkeld
Our infection control arrangements (including communicable diseases/hand hygiene standards) are: 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 We communicate infection control arrangements by: email and/or memo.	

20. Lettings

Name of Premises Manager or member of Leadership team responsible for Lettings:	Elizabeth Threlkeld
Our arrangements for managing Lettings of the academy rooms or external premises are: 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. Hirers must provide a register of those present during a letting upon request. Hirers must have appropriate, valid and current insurances.	

21. Lone Working

Our arrangements for managing lone working are: <ul style="list-style-type: none"> • Risk assessment • Regular communication with lone workers • Lone working policy • Emergency contact numbers available • Security arrangements upheld • Walkie Talkies available for remote areas • 4Forces attend out of hours call outs 	
Lone working arrangements are communicated by: <ul style="list-style-type: none"> • Induction • Circulation of policy and risk assessment 	
We monitor lone working arrangements by:	

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- Individual risk assessment
- Regular contact
- Review of policy and risk assessment

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

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. This section must include the arrangements for school/academy kitchens, science laboratories or Design and Technology rooms	
Name of person responsible for the selection, maintenance / inspection and testing of equipment:	Elizabeth Threlkeld
Records of maintenance and inspection of equipment are retained and are located:	Bursar's office
Staff report any broken or defective equipment to:	Debra Bate
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:	
Type of equipment	Maintenance Regime Details
ICT equipment	Maintained by Staffs Tech
Ladders	Site Technician
Tools	Site Technician
Educational resources	Subject leaders
PE Equipment	Subject leader and Sport Safe UK
Catering (main kitchen)	Chartwells
Alarm systems	Site Technician, Lantern, Chubb

23. Manual Handling

Name of competent person responsible for carrying out manual handling risk assessments	Debra Bate
Our arrangements for managing manual handling activities are: <ul style="list-style-type: none"> • Follow risk assessment • Individual staff risk assessments and occupational health referrals made as required • Health and safety focuses remind staff of manual handling procedures • Staff must request support for manual handling as required • Hazardous manual handling must be avoided 	
Staff must aware of the requirement to avoid hazardous manual handling and carry out	

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risk assessment where the task cannot be avoided. Our arrangements for communicating this requirement to staff are:

- Communicate risk assessment
- Training (inanimate and personal)
- Induction

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. Formally trained staff are:

H. Chapman
L. Cousins
P. Osborne
S. Whiddon

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: Elizabeth Threlkeld

24. Medication

Name of person(s) responsible for the management of and administration of medication to pupils in academy:	L. Ashmore L. Wallett
Our arrangements for the administration of medicines to pupils are: Academy staff can administer medication Instructions provided by parents and/or medical professionals Records are kept of any medicine that is administered	
The names members of staff who are authorised to give / support pupils with medication are:	L. Ashmore L. Wallett E. Owen D. Bate All teaching and teaching support staff
Medication is stored:	Medical Room Classrooms
A record of the administration of medication is located:	Medical Room
Pupils are not permitted to administer and/or manage their own medication.	
Staff are trained to administer complex medication by the school nursing service when required. Trained staff are: Hayley Chapman Lacey Rose Sophie Burns (Blood testing & Insulin Pump)	
Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen)	

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are: Any member of staff can administer emergency medication. All emergency medication is kept in the pupil's classroom.

Staff who are taking medication must keep this personal medication in a secure area in a staff only location. Secure locations are defined as:

Lockers

Bags in locked cupboards

Locked desk drawers

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.

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

PPE is provided free of charge where a risk assessment identifies this is needed to control a risk and the risk cannot be controlled by another means.

Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for academy staff.

Debra Bate
Lorraine Wallett

Name of person responsible for the checking and maintenance of personal protective equipment provided for staff

Debra Bate
Lorraine Wallett

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.

Debra Bate
Lorraine Wallett

All PPE provided for use in a classroom environment is kept clean, free from defects and replaced as necessary.

Name(s) of person responsible for cleaning and checking pupil PPE.

Classroom teachers

26. Radiation (where applicable)

Name of the academy Radiation Protection Supervisor (RPS)

N/A

Name of the Radiation Protection Adviser (RPA)

N/A

27. Reporting Hazards or Defects

All staff and pupils must report any hazards, defects or dangerous situations they see at the academy.

Our arrangements for the reporting of hazards and defects:

Staff report issues to the Bursar, Site Technician or Principal by email or verbally

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28. Risk Assessments

The academy has in place risk assessments for any identified significant risk. Control measures which are put in place to eliminate or reduce risk are communicated to staff, pupils and others who may be exposed to the risk.	
Risk assessments are in place for the following areas: <ul style="list-style-type: none"> • 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 	
Name of person who has overall responsibility for the academy risk assessment process and any associated action planning:	Elizabeth Threlkeld
Our arrangements for carrying out, recording, communicating and reviewing risk assessments are: All risk assessments are kept in a folder on the staff shared drive and are logged in an index (also on the shared drive).	
Risk assessments are read and signed by relevant staff.	
The location in which the academy keeps risk assessments is: Staff Shared Drive	
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.	

29. Smoking

No smoking or vaping is permitted on site or in vehicles owned or operated by the academy.
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30. Shared use of premises/shared workplace

Name of Premises Manager or member of Leadership team responsible for Premises Management:	Elizabeth Threlkeld
The academy premises are shared with another organisation (e.g. Contract caterer/public leisure centre).	N/A

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31. Stress and Staff Wellbeing

Name of person who has overall responsibility for the health and wellbeing of academy staff:	Elizabeth Threlkeld
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: Personal leave granted for medical/dental appointments Compassionate leave granted as required OHU service available	
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.	
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.	
Due to be completed by October half term 2019.	

32. Swimming Pool Operating Procedures (where applicable)

Name of person who has overall responsibility for managing the swimming pool and its environment.	N/A
Our arrangements for carrying out suitable swimming pool management (including minimum supervision standards, how to summon assistance in emergency, what to do if problem identified with pool water quality, supervision in changing areas, max numbers of swimmers, conditions of hire to outside organisations, first aid provision, training plant operators): Pupils are taken to Tettenhall College by two members of staff, where they receive instruction from a trained teacher.	
Staff operating the swimming pool have received appropriate training and information.	
Emergency procedures are in place for the use of the swimming pool and all staff who supervise swimming activities are trained appropriately in these procedures.	
The health and safety considerations within curriculum swimming must be planned, supervised and managed by staff who include in their lesson planning.	

33. Training and Development

Name of person who has overall responsibility for the training and development of staff:	Elizabeth Threlkeld
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:	
The academy has a health and safety training matrix to help in the planning of essential	

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and development training for staff which is updated continually.	
Training records are retained and are located on the Single Central Record and in SIMS.	
Training and competency is monitored and measured by:	Debra Bate

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 minibus/coaches/cars/other vehicles (e.g. quad bikes/ride on mowers).	N/A
Name of person who manages the driver medical examinations	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

35. Vehicle movement on site

Name of Premises Manager or other staff member responsible for the management of vehicles on site:	Elizabeth Threlkeld
Our arrangements for the safe access and movement of vehicles on site are Barrier to car park is operated by fob or remotely by office staff.	

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 complete a violence & aggression form and report all incidents of verbal & physical violence to:	Elizabeth Threlkeld
Incidents of verbal & physical violence are investigated by:	Elizabeth Threlkeld
Name of person who has responsibility for site security:	Elizabeth Threlkeld
Our arrangements for site security are: Site Technician checks all gates, doors & windows are locked every evening.	

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Site Technician locks car park and pedestrian gates every evening.
Premises are alarmed and monitored by Chubb.
A key holding service is in place during 6pm & 6am.

37. Water System Safety

Name of Premises Manager or other member of staff responsible for managing water system safety.	Elizabeth Threlkeld
Name of contractors who have undertaken a risk assessment of the water system and date the risk assessment was last completed:	IWS 23/09/2019
Name of contractors who carry out regular testing of the water system:	IWS
Location of the water system safety manual/testing log:	Bursar's Office
Our arrangements to ensure contractors have information about water systems are: Site Technician or Bursar verbally advise if necessary.	
Our arrangements to ensure all academy staff carrying out checks or testing or maintenance have information about the water system: Regular refresher training for Site Technician.	

38. Working at Height

Name of person(s) responsible managing the risk of work at height on the premises:	Elizabeth Threlkeld
Date of the most recent working at height risk assessment:	30/11/2017
Work at height is avoided where possible.	
Our arrangements for managing work at height are: Ladders are tested. Work at height is avoided where possible. Ladder training is provided Risk assessment is in place.	
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 in the Bursar's office and last inspected on 08/10/2019.	
Name of person(s) responsible for inspecting and recording inspections:	Philip Osborne

39. Work Experience

The name of the person responsible for the health and safety of people on work experience	Elizabeth Threlkeld
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in the academy premises:	
Our arrangements for managing the health and safety of work experience students in the academy are: Briefing by Bursar on arrival.	

40. Volunteers

Name of person who has overall responsibility for managing/coordinating volunteers working within the academy:	Elizabeth Threlkeld
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: Briefing by Bursar and training offered.	

41. Gas Safety

Name of person(s) responsible for managing the gas safety systems on the academy premises:	Elizabeth Threlkeld
Date of the most recent gas line test (5 yearly):	11/07/2019
Date of the most recent gas system test: E.g. Boilers Kitchen Equipment	Boilers: 12/06/2019
Our procedure in the event of a gas leak is: Evacuate the building Call British Gas	
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.

The Academy has a H&S Planner which includes an action plan.