



SUAT Model Policy Health, Safety and Wellbeing Policy

Last reviewed	June 2024
Reviewed by	Operations Director
Approved by	Trust Board
Date of approval	5th July 2024
Policy owner	Operations Director
Location	Trust Website

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

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

1. Success Indicators

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

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

2. Overview

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

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

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

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

Academies must appoint one or more competent people to support their management of health and safety. A competent person is someone with the necessary skills, knowledge, and experience to give sensible guidance about managing the health and safety risks at their setting. This may be one or more of its employees or an external provider.

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

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

- Ensure that all reasonable steps are taken to ensure the health, safety and welfare of users of the premises and all participants in school visits.

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

3. Roles and Responsibilities within each Academy

The **Local Academy Council** will:

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

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

- Promote a positive, open health and safety culture in their Academy.
- Report to LAC members on key health and safety issues.
- Seek advice from other organisations or professionals, such as the Health and Safety Executive, safety advisers etc. as and when necessary.
- Ensure that all staff co-operate with the policy.
- Devise and implement safety procedures.
- Ensure that staff and others occupying the premises adhere to health and safety policies, procedures and risk assessments.
- Ensure that risk management documentation is appropriate, accurate and adequate.
- Ensure that risk assessments are reviewed at least on an annual basis.
- Ensure that staff have access to appropriate training.
- Appoint appropriate persons with areas of responsibility within the school to implement this policy.
- Meet with the Facilities Manager (or their equivalent) regularly to ensure that any building/grounds issues are dealt with in a timely manner.
- Ensure that non employees are not adversely affected by Academy activities.

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

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

The **Premises Manager (or the member/s of staff assigned to that role)** is responsible for day-to-day [operations and maintenance of buildings, grounds and equipment](#). They will:

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

[Heads of Curriculum/Department Leads](#) will within their area(s) of responsibility:

- [Identify and control hazards.](#)
- [Ensure risk assessments are carried out, reviewed at least annually and communicated to employees and pupils.](#)
- [Instigate and ensure that safety procedures are developed and adhered ensuring that these are in line with curriculum best practice e.g. Science, Design Technology, PE, etc.](#)
- [Maintain current knowledge of specific health and safety legislation and official guidance relevant to the safe delivery of their specialism.](#)
- [Ensure equipment, including personal protection equipment, is maintained in a safe condition and that substances hazardous to health are secured in a safe place.](#)
- [Ensure that all incidents \(including near misses\) are reported promptly and investigated.](#)
- [Notify the Headteacher/Senior Leaders of any proposed or impending changes affecting health, safety, and wellbeing such as in room allocation or usage, change of materials/equipment, new activities etc.](#)

Teachers will:

- Carry out regular safety checks of their area of work and report any concerns.
- Contribute to the development of risk assessments.
- Supervise pupils and advise them on how to use equipment safely.
- Maintain current knowledge of specific health and safety issues within their specialisms.

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.
- Ensure that non-employees are not adversely affected by Academy activities.

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

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

Employer responsibilities

The Trust is the direct employer of all of its staff and accordingly ensures that there is a Health and Safety Policy in place to comply with the Health and Safety at Work Act 1974. The Governing Body will comply with all relevant health and safety legislation and ensure so far as is reasonably practicable that:

- All places and premises where employees and pupils are required to work and engage in school 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 are 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 employees and pupils can avoid hazards and contribute in a positive manner towards their own and others health, safety and wellbeing.
- A healthy working environment is maintained including adequate welfare facilities.

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

- Provide advice and guidance to help academies fulfil their health and safety responsibilities
- Answer queries from staff on health and safety issues

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

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 [five](#) (inclusive). In each SUAT academy there will be a comprehensive database of key individuals.

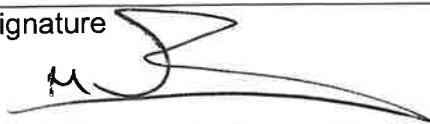
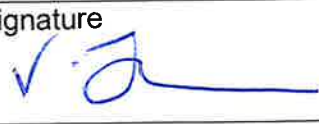
B. Policy Statement

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.

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. [The Headteacher will draw this policy to the attention of all employees, and review at least annually.](#)

Signature 	Signature 
Marcus Francis Chair of Local Academy Council	Victoria Jackson Head Teacher
Date <u>9.11.24</u>	Date <u>15/10/24</u>
Next date for policy ratification (autumn term LAC):	15/10/2024

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:	John Burdette
The contact details are:	john.burdette@staffordshire.gov.uk
In an emergency we contact:	John.burdette@staffordshire.gov.uk

Monitoring Health and Safety

Name of person(s) responsible for the overall monitoring of health and safety in the Academy:	Emma Owen
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): • All health and safety in reported to Emma Owen • Termly meetings with LAC •	
The Academy carries out formal evaluations and audits on the management of health and safety (frequency): • Yearly	

bump notes to advise.
Staff accidents: Accident book completed and filed. Added on to Health & Safety incident reporting system
Visitor accidents: Accident book completed and filed. Added on to Health & Safety incident reporting system
The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: Emma Owen
Our arrangements for reporting to the Local Academy Council are: Through John Burdette and Health and Safety incident report system.
Our arrangements for reviewing accidents and identifying trends are: Staff log and we look for any trends

2. Asbestos

Name of Premises Manager responsible for Managing Asbestos:	Emma Owen
Location of the Asbestos Management Log or Record System:	Main Office
Staff must not drill or affix anything to walls, or undertake any kind of intrusive work to the fabric of the building without first obtaining approval from the Premises Manager or other trained member of SLT. The Asbestos Management Policy contains further information about managing asbestos on the premises and must be read by those who are responsible for managing asbestos on the premises, working on the fabric of the building and those who manage contractors. Staff must be aware of the procedure for gaining approval for works of this nature, which is speaking to Emma Owen or Victoria Jackson to see what the work is they want to do and if intrusive survey needs to be carried out. Our arrangements to ensure that staff have information about asbestos risk upon employment with the academy are as follows: Discussed in Health and Safety induction.	
Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are: They must read and sign to say they had seen the asbestos register.	
Our arrangements to ensure all academy staff such as class teachers or caretakers have information about asbestos risk on the premises: All staff are made aware of the asbestos in the building during induction. Asbestos policy is available for staff to read and sign to say they have understood.	
Staff who receive annual training in asbestos awareness are: Victoria Jackson Emma Owen Simon Turner	
Staff must report damage	Emma Owen

to asbestos materials to:	
<i>Our Asbestos Management Plan is located:</i>	Main Office
Guidance for managing asbestos in schools includes:	https://www.gov.uk/guidance/asbestos-management-in-schools https://www.hse.gov.uk/services/education/asbestos-faqs.htm

3. Communication

Name of SLT member who is responsible for communicating with staff on health and safety matters:	Victoria Jackson
Our arrangements for inducting staff to health and safety within the academy are: Victoria Jackson/ Emma Owen	
Our arrangements for communicating about health and safety matters with all staff are: Victoria Jackson/ Emma Owen	
Staff can make suggestions for health and safety improvements by: email	
Staff can share risk management information by: email	
Staff can communicate areas for concern in the context of health and safety by: email	

4. Construction Work *See also Contractor Management

Name of person coordinating any construction work / acting as the client for any construction project:	Emma Owen
Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are: (Duty holders will be identified and named as part of any construction project). https://www.hse.gov.uk/construction/cdm/2015/index.htm	
Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: Done before work commences and checked by Emma Owen/ Victoria Jackson	
Our arrangements for the induction of contractors are: All contractors are to complete Hazard Exchange form and relevant information for the job they are doing.	
Staff should report concerns about contractors to: Emma Owen/ Victoria Jackson	
We will review any construction activities on the site by: Emma Owen/ Victoria Jackson and named site manager of company	
Our arrangements for obtaining contractor risk management documents are: All saved on the system in staff share	

Staff will be informed about construction projects by: email to explain what work will be carried out and how it affects them during the school day.

5. Consultation

Name of SLT member who is responsible for consulting with staff on health and safety matters:	Victoria Jackson
The name of the Trade Union Health and Safety Representative is:	
Our arrangements for consulting with staff on health and safety matters are: through email and staff briefings	
Staff can raise issues of concern by: email to Headteacher	

6. Contractor Management

Name of person responsible for managing and monitoring contractor activity:	Emma Owen
Our arrangements for selecting competent contractors are (this should include verification of DBS data): following SUAT policy	
Our arrangements for the exchange of health and safety information / risk assessments / safe working arrangements / monitoring are: Through Emma Owen all paperwork to be completed before work commences.	
Our arrangements for the induction of contractors are: meeting with Emma Owen prior to being on site to start work	
Staff should report concerns about contractors to: Emma Owen	
Our arrangements for notifying staff of contractor activity on site are: by email or in person	
Refer to the Managing Contractors Policy for further detail, which must be read by those who are responsible for building works and maintenance and managing contractors.	

7. Curriculum Areas – health and safety

<i>Name of person who has overall responsibility for the curriculum areas as follows:</i> <i>e.g.</i> <i>Science</i> <i>D&T</i> <i>PE</i> <i>Art</i> <i>Catering</i> <i>Drama</i> <i>Forest School</i>	Megan Holland – History Lead Lily Aust – Geography Lead Steven Naik – ICT Lead Steven Naik – P.E. Lead Abbey Darbey – Science Lead Abbey Darbey – Music Lead Lara Poilblanc - Phonics and Reading Lead Rebecca Shale – Maths Lead Lara Poilblanc – R.E Lead Abbey Darbey – EYFS Lead Megan Holland – Forest School
<i>Risk assessments for these curriculum areas</i>	<i>See above</i>

<i>are the responsibility of:</i>	
<i>These risk assessments are located:</i>	Staff Share
Risk assessments are reviewed:	Annually or following a change in policy / procedure / following an accident or incident

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

The Academy assesses the risk of the use of computers/laptops by carrying out a DSE assessment for staff using this type of equipment continuously and regularly for over an hour.	
Our arrangements for carrying out DSE assessments are: sent out by email every 2 years	
Name of person who has responsibility for carrying out Display Screen Equipment Assessments:	Emma Owen
DSE assessments are recorded and any control measures required to reduce risk are managed by:	Emma Owen/ Lorraine Wallet
DSE Assessments are reviewed:	E.g. every two years or on a change to the work station / work location / home or remove working

9. Early Years Foundation Stage (EYFS)

Name of person who has overall responsibility for EYFS:	Abbey Darbey
<i>Records of EYFS risk management (e.g. risk assessments and checklists) are located:</i>	<i>In EYFS</i>
Our arrangements for the safe management of EYFS (classroom and activities) are: Supervision ratios Risk assessments Daily checklists	

10. Educational visits / Off-Site Activities

Name of person who has overall responsibility for Educational Visits:	Victoria Jackson
The Educational Visits Coordinator is:	Name: Steven Naik
Our arrangements for the safe management of educational visits are: Risk assessments in place Pre-visits Staff to complete Evolve in the correct timeframe Ratios to be adhered to.	
Our arrangements for managing Local Area Visits are: Local area policy to be followed Permission must be given Parents are told when and where the local visit will take place	
Visit risk management information is communicated to visit attendees by: Email	

Conversation
Educational visits must be risk managed on Evolve. Visits must not proceed if they have not been approved on Evolve.
Refer to the Educational Visits Policy and Local Area Visits Policy for more detail regarding managing the risks for educational visits.
Evolve forms must be submitted by: E.g. 2 weeks before the visit for non adventurous visits. E.g. 6 weeks for adventurous activities and residential.

11. Electrical Equipment [fixed & portable]

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	Emma Owen
Fixed electrical wiring test records are located:	In Secretary 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):	Emma Owen
Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:	Emma Owen
The academy's PAT testing will be undertaken to a frequency of: (e.g. annually)	Annually
Portable electrical equipment (PAT) testing records are located:	In Secretary office
Staff must take defective electrical equipment out of use and report to:	Emma Owen/ Lorriane Wallet
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. Emergency Preparedness

Name of SLT member who is responsible for developing and maintaining the school's response to major risks Business Continuity Plan (BCP).	Name Victoria Jackson
We test the BCP arrangements by:	
Our arrangements for communicating emergency arrangements to all employees are:	
Our arrangements for communicating the BCP to the LAC are:	
Our bomb threat and invacuation procedures are updated: frequency	
The person responsible for updating these procedures is: Emma Owen	

We communicate these procedures with building occupants by: email

We test the procedures by: following the policy

13. Fire Precautions & Procedures

Name of competent person responsible for undertaking & reviewing fire risk assessment in addition to any associated action planning, such as the fire evacuation procedure: NB. The fire risk assessment must be undertaken on an annual basis as a minimum, and upon changes to the building, fire safety practices and staffing.	Emma Owen
The Fire Risk Assessment is located:	Staff Share
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):	Victoria Jackson N/A
Name of person responsible for arranging and recording of fire drills:	Emma Owen
Name of person responsible for creating and reviewing Fire Evacuation arrangements:	Emma Owen
Our Fire Evacuation Arrangements are published:	
Our Fire Marshals are listed:	Staff room
Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Logbook located at:	Secretary office
Name of person responsible for training staff in fire procedures:	SUAT
Name of the person trained in fire risk assessment:	Emma Owen
Procedure for communicating fire safety and evacuation arrangements to visitors: When visitors arrive we advise where to go in fire evacuation to be accounted for.	
Procedure for communicating fire safety arrangements to contractors: advised when come on site shown map	
All staff must be aware of the Fire Procedures in their Academy. Employee awareness of the fire procedures in the academy is repeated: Yearly	
Please see the Fire Safety Policy for further information.	

14. First Aid *see also Medication

Name of person responsible for carrying out the First Aid Assessment:	Emma Owen
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The First Aid Assessment is located:	Medical room
First Aiders are listed:	Staff Share
Name of person responsible for arranging and monitoring First Aid Training:	Victoria Jackson
Location of First Aid Boxes (including travel):	Medical room
Name of person responsible for checking & restocking first aid boxes:	All staff last to use
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	
Staff	
Visitors	
Our arrangements for recording the use of First Aid are: First aid folders kept in medical room and class rooms.	
Our arrangements for monitoring and reporting on first aid and accidents are: To record in medical folder	
Our arrangements for identifying trends are: To monitor first aid folder	

15. Forest School

Name of person in the Academy who leads on Forest School activity:	Megan Holland
Date of training:	17/11/2021
Our arrangements for developing, organising and running Forest School activity. Risk assessments, communication and supervision.	

16. Gas Safety

Name of person(s) responsible for managing the gas safety systems on the academy premises:	Simon Turner
Date of the most recent gas line test (5 yearly):	11/07/2024
Date of the most recent gas system test: E.g. Boilers Kitchen Equipment	16/10/2024
Our procedure in the event of a gas leak is: Call British Gas	
The Academy uses only gas safety registered contractors to work with gas systems on site.	

17. Glass & Glazing

All glass in doors and side panels are constructed of safety glass: Yes	
All replacement glass is of safety standard: EN12150	
A glass and glazing assessment took place in (year) and the record can be found	01/11/2024 Secretary office

18. Hazardous Substances (COSHH)

Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)	Emma Owen
Hazardous substance risk management documentation is located:	Secretary office
Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control, communication of hazardous substance assessments, review of assessments, etc.) are:	
Further information can be found in the Hazardous Substances Policy.	
Staff are not permitted to bring hazardous substances onto site. Substances must be ordered by the academy and if the substance is not already in use, the following must be undertaken prior to use:	
- The substance must be approved for use by a Senior Leader - The substance must COSHH assessed and a current material safety data sheet kept on file with the COSHH assessment - The substance must be added to the approved list	
Bleach is not permitted for use on academy sites unless it is being used in accordance with UKHSA guidance to clean the premises following an outbreak of infection or during deep cleaning. Use must be when children are not present and the product must be taken off site following use.	
It is absolutely essential that de-scaler does not come into any contact with bleach or bleach-based product because this reacts to liberate chlorine gas.	

19. Health and Safety Law Poster

The Health and Safety at Work poster is located:	Staff Room
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20. 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: Bins are collected weekly	
Our site housekeeping arrangements are: Rubbish is taken out daily, cleaners are in daily. Deep clean through school holidays.	
Site cleaning is provided by: In house cleaners	

Cleaning staff have received appropriate information, instruction and training about the following and are competent:	
Work equipment – Hoovers, mops and buckets cleaning products	
Hazardous substances all have COSHH	
Waste (skips and bins are located away from the academy building)	
Our arrangements for disposing of waste and the location of waste bins and skips are communicated to employees and pupils: By email – staff briefing	
Infection control	
Academy security	
Lone working	
First aid and accident reporting	
Fire evacuation	
Management of asbestos	
All staff and pupils must be aware of the arrangements for disposing of waste and the location of waste bins and skips	
Staff in all depts. / work areas who generate waste (e.g. catering/cleaning/curriculum areas) must be aware of the risk assessments and control measures in place for their role. The risk management processes are as follows for each department / work area:	
Department/work area	Procedure
Classrooms	Use bins provided to be emptied daily for waste and separate for recycling
Office	Use bins provided to be emptied daily for waste and separate for recycling
Kitchen	Use bins which are named for food waste general waste and recycling

21. Infection Control

Name of person responsible for managing infection control:	Emma Owen
Our infection control arrangements (including communicable diseases/hand hygiene standards) are: Risk assessments to be followed	

Infection control standards and the effectiveness of risk management procedures will be monitored by: Victoria Jackson
We communicate infection control arrangements by: email and saved in staff share
Infection control arrangements must be communicated to all occupants of the premises, as part of their induction to site and in accordance with their role and activities they conduct on site.
Further information can be found in the Infection Control Policy and Risk Assessment.

22. Lettings

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

23. Lone Working

Our arrangements for managing lone working are:
(Lone working is defined by the Health & Safety Executive (HSE) as people who work by themselves without close or direct supervision . This doesn't necessarily mean that the worker is physically alone; it means they are in a separate location to the rest of their team or manager).
Lone working arrangements are communicated by: email
We monitor lone working arrangements by: using walkie talkies and being advised where they are working
Lone workers are required to report any health information which may impact safety arrangements for lone working to their line manager / SLT.
Refer to the Lone Working Policy for further details.