

**24. 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, 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.*

| Name of person responsible for the selection, maintenance / inspection and testing of equipment:                                                                                       | Simon Turner                                |
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| Records of maintenance and inspection of equipment are retained and are located:                                                                                                       | Secretary Office                            |
| Staff report any broken or defective equipment to:                                                                                                                                     | Emma Owen / Victoria Jackson / Simon Turner |
| 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                  |
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**25. Manual Handling**

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| Name of competent person responsible for carrying out manual handling risk assessments                                                                                                                            | Emma Owen |
| Our arrangements for managing manual handling activities are:                                                                                                                                                     |           |
| Further information can be found in the Manual Handling Policy.                                                                                                                                                   |           |
| 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: email |           |
| 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:                                                                                                              |           |
| 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: Victoria Jackson                                                                                                                                       |           |
| Restrictive physical intervention risk management information is:                                                                                                                                                 |           |

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| This information is located: |
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**26. Medication**

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| Name of person(s) responsible for the management of and administration of medication to pupils in the academy:                                                                                                                            | All staff                                                            |
| Our arrangements for the administration of medicines to pupils are: Parent/ Carer must fill out consent form for a member of staff to administer medication.                                                                              |                                                                      |
| The names members of staff who are authorised to give / support pupils with medication are:                                                                                                                                               | All staff                                                            |
| Medication is stored:                                                                                                                                                                                                                     | Classroom – Out of reach in drawstring bag<br>Medical room<br>Fridge |
| A record of the administration of medication is located:                                                                                                                                                                                  | Medical room locked cupboard                                         |
| Pupils who administer and/or manage their own medication in an academy are authorised to do so by staff and provided with a suitable private location to administer medication/store medication and equipment                             |                                                                      |
| Staff are trained to administer complex medication by the school nursing service when required. Trained staff are:                                                                                                                        |                                                                      |
| Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are: staff which have undertaken Asthma, Anaphylaxis and Epilepsy training                                                                         |                                                                      |
| Staff who are taking medication must keep this personal medication in a secure area in a staff only location. Secure locations are defined as: Staff room lockers                                                                         |                                                                      |
| 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. |                                                                      |
| Further information can be found in the Medication Policy and Supporting Students with Medical Conditions Policy.                                                                                                                         |                                                                      |

**27. Personal Protective Equipment (PPE) (links to Risk Assessment)**

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| <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>Emma Owen</i> |
| <i>Name of person responsible for the checking and maintenance of personal protective equipment provided for staff:</i>                                       | <i>Emma Owen</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>Emma Owen</i> |

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| <i>All PPE provided for use in a classroom environment is kept clean, free from defects and replaced as necessary. Defects to PPE must be reported and the PPE must not be used.</i> |           |
| <i>Name(s) of person responsible for cleaning and checking PPE:</i>                                                                                                                  | Emma Owen |
| <i>Confirmation of any recorded checks to be provided:</i>                                                                                                                           |           |

**28. Radiation (where applicable)**

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| Name of the academy Radiation Protection Supervisor (RPS)                                                  | Victoria Jackson |
| Name of the Radiation Protection Adviser (RPA)                                                             | CLEAPSS          |
| Our arrangements for managing any radon gas emissions due to the academy's location and local geology are: |                  |
| Radon is checked in the local area (frequency):                                                            |                  |

**29. Reporting Hazards or Defects**

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| <i>All staff and pupils must report any hazards, defects or dangerous situations they see at the academy, in a timely manner.</i> |
| <i>Our arrangements for the reporting of hazards and defects:</i>                                                                 |

**30. Risk Assessments**

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| The academy has in place risk assessments for any identified significant risk. Control measures which are put in place to eliminate or reduce risk are communicated to staff, pupils and others who may be exposed to the risk.                                                                                                                                                                                                                                    |           |
| Risk assessments are in place for the following areas:<br>(examples, not an exhaustive list)<br>Premises and grounds<br>Curriculum / classrooms<br>Hazardous activities or events<br>Lettings or contract work which may affect staff or pupils in the Academy<br>Fire Risk Assessment<br>Hazardous Substances<br>Work Equipment<br>Manual handling activities<br>Risks related to individuals e.g. health issues (personal or work related, for staff and pupils) |           |
| Name of person who has overall responsibility for the academy risk assessment process and any associated action planning:                                                                                                                                                                                                                                                                                                                                          | Emma Owen |
| Our arrangements for carrying out, recording, communicating and reviewing risk assessments are: Annually or if anything changes                                                                                                                                                                                                                                                                                                                                    |           |
| The location in which the academy keeps risk assessments is: Staff share                                                                                                                                                                                                                                                                                                                                                                                           |           |
| (Risk assessments must be easily accessible to all staff and those who need to read the                                                                                                                                                                                                                                                                                                                                                                            |           |

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| information contained within them)                                                                                                                      |
| <i>The process for developing new risk assessments is:</i>                                                                                              |
| 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 and / or additional controls are required. |
| 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.                                                                                           |

### 31. Smoking

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| No smoking or vaping is permitted on site or in vehicles owned or operated by the academy.                           |
| Contractors, visitors, volunteers and temporary staff are informed that smoking and vaping is not permitted on site. |
| Posters are displayed externally to confirm that the academy is a non-smoking site.                                  |

### 32. Shared use of premises/shared workplace

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| Name of Premises Manager or member of Leadership team responsible for Premises Management:                                                         | N/A |
| The academy premises are shared with another organisation (e.g. contract caterer/public leisure centre, childcare, school).                        | N/A |
| Our arrangements for managing health and safety, including the communication of safety and risk management information, in a shared workplace are: |     |

### 33. Stress and Staff Wellbeing

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| Name of person who has overall responsibility for the health and wellbeing of academy staff:                                                                                                                        | Abbey Darbey                   |
| Name of the person who leads on Academy Mental Health and Wellbeing:                                                                                                                                                | Abbey Darbey                   |
| Academy mental health first aid trained staff are:                                                                                                                                                                  | Abbey Darbey/ Victoria Jackson |
| 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:<br>Open door policy<br>Risk assessments 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. Staff can discuss individual risk assessments with Abbey Darbey                                        |                                |

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| A team stress risk assessment has been completed involving all staff and this is reviewed regularly.                                   |
| Date completed / reviewed.12/01/2024                                                                                                   |
| Arrangements are in place to support pupil mental health and wellbeing. Detail surrounding these arrangements can be found staff share |
| Staff can access support for pupils through assembly time, 1:1 pastoral support, PSHE lessons.                                         |
| Resources to support pupil mental health and wellbeing can be found (location): Staff Share                                            |
| The Mental Health and Wellbeing Policy contains further information.                                                                   |

### 34. Swimming Pool Operating Procedures (where applicable – this includes ‘temporary / pop up’ pools)

|                                                                                                                                                                                                                                                                                                                                                                     |     |
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| 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): |     |
| 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.                                                                                                                                                                                                              |     |
| Contractors providing swimming provision / temporary pools are vetted by:                                                                                                                                                                                                                                                                                           |     |
| Name and procedure for vetting:                                                                                                                                                                                                                                                                                                                                     |     |

### 35. Training and Development

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| Name of person who has overall responsibility for the training and development of staff:                                                                                                                                                                                     | Victoria Jackson, Emma Owen, Lorraine Wallet. |
| 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"> <li>• Staff induction – general to trust structures, policies and procedures</li> <li>• Risk assessments implemented where required</li> <li>• Staff provided with training as identified upon appointment or as roles develop</li> </ul> |                                               |
| The Academy has a health and safety training matrix to help in the planning of essential and development training for staff which is updated on (state regularity of updates).                                                                                               |                                               |
| Training records are retained and are located office share                                                                                                                                                                                                                   |                                               |

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| Training and use of new competency training / skills is monitored and measured by: | Victoria Jackson        |
| Staff can request training by:                                                     | Asking Victoria Jackson |

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

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| 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). |     |
| Name of person who manages the driver medical examinations and qualifications                          |     |
| Name of person who manages the vehicle license requirements:                                           |     |
| Name of person(s) who undertakes vehicle checks such as oil, water and routine roadworthiness:         |     |
| Frequency of checks:                                                                                   |     |
| Name of person who arranges servicing and maintenance of the academy vehicles                          |     |
| Frequency of servicing and maintenance:                                                                |     |
| Person who arranges insurance:                                                                         |     |
| Person who arranges vehicle tax:                                                                       |     |
| Our arrangements for the safe use of academy vehicles are:                                             |     |
| Refer to the Vehicles Policy for further information.                                                  |     |

**37. Vehicle movement on site**

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| Name of Premises Manager or other staff member responsible for the management of vehicles on site:                                                                                                                                                                                             | Victoria Jackson |
| 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.): |                  |
| Our risk assessment for vehicle movement on site is located: staff share                                                                                                                                                                                                                       |                  |

**38. Violence and Aggression and Academy Security**

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| The Academy provides a place of work which is designed and managed to minimise the risk of violence and aggression to staff, pupils and visitors. |                                     |
| A risk assessment is carried out where staff are at increased risk of injury due to their work.                                                   |                                     |
| Training, information and instruction is available to staff to help them manage the risk of violence and aggression where required.               |                                     |
| Staff and pupils must report all incidents of verbal and physical violence to:                                                                    | Name Victoria Jackson/ Abbey Darbey |
| Incidents of verbal and physical violence are investigated by:                                                                                    | Name Victoria Jackson/ Abbey Darbey |
| Name of person who has responsibility for site security:                                                                                          | Name Victoria Jackson               |

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|------------------------------------------------------------------------------------|
| Our arrangements for site security are:                                            |
| Our site security risk assessment is located: Staff share                          |
| Staff and others, as necessary, are appropriately debriefed following an incident. |
| Refer to the Management of Violence and Aggression Policy for further information. |

**39. Water System Safety**

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| Name of Premises Manager or other member of staff responsible for managing water system safety:                                                                           | Simon Turner       |
| Name of contractors who have undertaken a risk assessment of the water system and date the risk assessment was last completed:                                            | Name HSL<br>Date   |
| Name of contractors who carry out regular testing of the water system:                                                                                                    | HSL                |
| Location of the water system safety manual/testing log:                                                                                                                   | Secretary's office |
| Person who reviews the water system safety log and contractor reports:                                                                                                    | Simon Turner       |
| Person who undertakes water hygiene regimes in the academy:                                                                                                               | Simon Turner       |
| Our arrangements to ensure contractors have information about water systems are:<br>Regular checks (6 months)                                                             |                    |
| Our arrangements to ensure all academy staff carrying out checks or testing or maintenance have information about the water system: Staff are made aware of water hygiene |                    |
| Refer to the Water System Safety Policy for further information.                                                                                                          |                    |

**40. Working at Height**

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| Name of person(s) responsible managing the risk of work at height on the premises:                                                                                                                                                                                               | Emma Owen  |
| Date of the most recent working at height risk assessment:                                                                                                                                                                                                                       | 16/10/2024 |
| Work at height is avoided where possible.                                                                                                                                                                                                                                        |            |
| Our arrangements for managing work at height are <ul style="list-style-type: none"> <li>• Risk assessments communicated to all staff</li> <li>• Health and safety focuses incorporate topics such as working at height</li> <li>• Key staff have training as required</li> </ul> |            |
| 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 work at height and to use the equipment provided.                                                                                                                                                                              |            |
| Work at height equipment is regularly inspected, maintained and records are kept (secretary's office) and last inspected on ( ).                                                                                                                                                 |            |

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| Name of person(s) responsible for inspecting and recording inspections: | Simon Turner |
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**41. Work Experience**

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| Name of person who has overall responsibility for managing work experience and work placements for Academy pupils:                      | Lorraine Wallett             |
| Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are: |                              |
| The name of the person responsible for the health and safety of people on work experience in the academy premises:                      | Emma Owen / Victoria Jackson |
| Our arrangements for managing the health and safety of work experience students in the academy are:                                     |                              |

**42. Volunteers**

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| Name of person who has overall responsibility for managing/coordinating volunteers working within the academy:                                                                                                       | Lorraine Wallett |
| Volunteers are considered as a member of staff and all health and safety arrangements including induction and training must apply. Arrangements for the induction of volunteers are: Induction packs to be completed |                  |

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

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

Key Performance Indicators

| <u>KPI</u>                                                         | <u>Measure</u>                                                                                                                                                            | <u>Actions</u>                                                                                                                                                                                                                                                                                                                             | <u>Timescale</u>              |
|--------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| All Academies have external audit results of level four and above. | External audits produce a result of a level four or above at each Academy's next external audit.<br><br>Each of the ten audit areas to achieve a level four as a minimum. | <ul style="list-style-type: none"> <li>• Annual visit to review H&amp;S practice</li> <li>• Support to prepare for audits, ensuring Academy access to audit criteria</li> <li>• Ensuring access to H&amp;S templates and information on Teams</li> <li>• Maintain SUAT H&amp;S Policies</li> <li>• Centralised document sharing</li> </ul> | At each Academy's next audit. |

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|                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | for verification                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |             |
| All Academies have a live Team Stress Risk Assessment.                                                                                                                 | <p>The Team Stress risk assessment is reviewed by each Academy regularly and risk assessment reviews shall not exceed 12 calendar months.</p> <p>There is evidence that the risk assessment has been informed by a staff stress and wellbeing survey.</p> <p>There is evidence of staff consultation regarding the control measures.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                | <ul style="list-style-type: none"> <li>• Access to team stress risk assessment template and guidance regarding its completion.</li> <li>• Access to survey templates and information.</li> <li>• Access to the HSE stress indicator tool and guidance.</li> <li>• Team stress risk assessments to be shared via Teams.</li> </ul>                                                                                                                                                                                                                                                                                                                                                        | August 2024 |
| All Academies evidence a review process for health and safety practices, undertaken at least annually, and can evidence actions taken as a result of practice reviews. | <p>Academies use the MRDP evaluation and checklist to review health and safety performance in the autumn term.</p> <p>The MRDP is shared with the Trust central team by 31<sup>st</sup> December annually. Common themes and actions are identified.</p> <p>Actions identified through the MRDP are undertaken and are recorded in the MRDP action plan. Actions identified are completed by the end of the summer term of progress towards completing the action is documented.</p> <p>Risk assessments, COSHH assessments and procedures are reviewed annually or upon a change in practice, if/when an accident or incident occurs, or changes in personnel.</p> <p>The Health and Safety Policy is reviewed annually before 1<sup>st</sup> September and shared</p> | <ul style="list-style-type: none"> <li>• Access to the MRDP template and action plan.</li> <li>• Review the Health and Safety Policy template annually.</li> <li>• Review risk assessments and procedures annually. Shared with staff and evidence reading and receipt.</li> <li>• Risk assessment registers are used for tracking and to avoid review lapses.</li> <li>• Example risk assessments accessible via the SLN and Teams.</li> <li>• Risk assessments are in place for foreseeable risks resulting from use of the premises, educational visits, the workplace (including stress and wellbeing), use of equipment and substances, and activities.</li> <li>• COSHH</li> </ul> | August 2024 |

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

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| <p>contractor working on site receives the required safety information from their employer and the Academy.</p> <p>Contractor accidents and incidents are minimised.</p> | <p>minimised and minor if they occur.</p> <p>Documentation which is appropriate to the projects or works taking place on site is completed for every occasion where there is a contractor or contractors working on site.</p> <p>Only contractors which are appropriately trained, certified, insured, have the appropriate health and safety measures and financial stability shall work on Academy sites.</p> | <p>contractor management information and templates.</p> <ul style="list-style-type: none"> <li>• Annual update of the Contractor and Asbestos Management policies.</li> <li>• Internal audits.</li> <li>• External audits.</li> <li>• Obtain contractor risk assessments and method statements as a minimum.</li> <li>• Contractor vetting is undertaken.</li> </ul> <p>As a minimum, the documentation completed will include:</p> <ul style="list-style-type: none"> <li>• Completion of the hazard exchange form with a signature from all contractors working on site</li> <li>• A review of the asbestos register with all contractors working on site required to sign the declaration</li> <li>• Intrusive works shall be subject to an intrusive works form and consultation with the Asbestos Management Team</li> </ul> <p>Necessary surveys shall be undertaken for example, R&amp;D, structural, underground services.</p> | <p>Annual review.</p>              |
| <p>There is an adequate training programme in</p>                                                                                                                        | <p>Mandatory training does not lapse.</p> <p>Training requirements are</p>                                                                                                                                                                                                                                                                                                                                      | <ul style="list-style-type: none"> <li>• Training is recorded and monitored via a training matrix.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <p>Ongoing.<br/>Annual review.</p> |

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| place for all employees.                                                                                       | <p>met and continually reviewed.</p> <p>Each Academy ensures that staff are trained appropriately to fulfil their duties.</p>                                                                                                                                                                                                                                                                              | <ul style="list-style-type: none"> <li>• Staff training certificates are retained on personnel files.</li> <li>• Training needs are identified on induction of new staff, changes in roles and responsibilities and training is arranged.</li> <li>• Training needs analysis identifies training needs.</li> <li>• Training matrix uploaded to the Trust Teams platform.</li> </ul>                                                                                             |                            |
| There are robust business continuity plans in place across the Trust.                                          | <p>Each Academy has a Business Continuity Plan which is updated for September annually.</p> <p>Each Academy has a Cyber Response Plan which is updated for September annually.</p> <p>Both plans are updated if there are changes to roles / responsibilities / procedures.</p> <p>Each Academy undertakes a desktop exercise to 'test' the actions that they would take in the event of an emergency.</p> | <ul style="list-style-type: none"> <li>• The business continuity plan template is reviewed annually.</li> <li>• Academies undertake a desktop BCP exercise annually.</li> <li>• The cyber response plan template is reviewed annually.</li> <li>• Upload both documents to the Trust Teams platform.</li> <li>• Procedures are tested where possible e.g. fire evacuation, bomb threat evacuation, lock down.</li> <li>• Internal review.</li> <li>• External audit.</li> </ul> | August 2024                |
| Educational visits are subject to a risk benefit analysis, every visit has robust risk management and approval | <p>Educational visit risk management information and documentation is robust and is shared with all parties attending the visit and points of contact at base for all visits.</p> <p>There is evidence that all</p>                                                                                                                                                                                        | <ul style="list-style-type: none"> <li>• No visit departs without the appropriate level of approval in Evolve.</li> <li>• Visits which do not take place are removed from Evolve.</li> <li>• Annual sampling.</li> </ul>                                                                                                                                                                                                                                                        | Ongoing.<br>Annual review. |

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| <p>on Evolve prior to the visit departing.</p> | <p>visits are approved on Evolve before departure.</p> <p>There is evidence that all required risk management documentation has been uploaded to Evolve before visit approval.</p> <p>Visits are evaluated.</p> <p>Accidents and incidents during visits are minimised and minor if they occur.</p> | <ul style="list-style-type: none"> <li>• Visit evaluation takes place in a timely manner.</li> <li>• Documents which are detailed as required on Evolve are uploaded for every visit.</li> <li>• Visit risk management documents are reviewed.</li> </ul> |  |
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