

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

This is a generic policy which pertains to all of the academies in Staffordshire University Academies Trust. **Each academy will have this policy on their web site plus a customised version, which is specific to their situation, and will be readily accessible to all employees, volunteers, temporary staff and others who are required to read and be aware of this policy's contents.**

### 1. Success Indicators

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

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

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

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

### 2. Overview

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

#### **Roles and Responsibilities within each academy**

The **Local Academy Council** will:

- Give strategic guidance

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

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

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

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

- Ensure risk assessments are accurate, suitable and reviewed annually
- Deal with any hazardous practices, equipment or building issues and report to the Principal/Head Teacher if they remain unresolved
- Provide a good example, guidance and support to staff on health and safety issues
- Carry out a health and safety induction for all staff and keep records of that induction
- Keep up to date with new developments in Health and Safety issues for their Academy
- Carry out investigations into accidents and produce reports / statements for any civil or criminal action which may arise
- Ensure any contractors on site are competent in health and safety matters
- Complete an annual health and safety report for the Local Academy Council, during the summer term, in conjunction with the Premises Manager

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

- Ensure that any work that has health and safety implications is prioritised

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

#### All Academy Staff will:

- Read the Health and Safety Policy
- Comply with the academy's health and safety arrangements, including the adherence to risk assessments, health and safety procedures and policies
- Take reasonable care of their own and other people's health and safety
- Leave the classroom / playground / office in a reasonably tidy and safe condition
- Follow safety instructions when using equipment
- Supervise students/pupils and advise them on how to use equipment safely
- Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate member of staff
- Follow the accident reporting procedure (which is a separate document)
- Contribute to and highlight any gaps in the academy's risk assessments and health and safety procedures

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

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

#### Employer responsibilities

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

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

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- Provide advice and guidance to help academies fulfil their health and safety responsibilities
- Answer queries from staff on health and safety issues
- Visit where necessary to give advice on all aspects of new and existing health and safety policies and procedures
- Advise on and facilitate (when necessary) staff safety training
- Draft and/or advise on procedures and guidance for health and safety
- Interpret and advise on new legislation impacting on the working environment
- Attend meetings to advise on occupational safety issues

## **Health, Safety and Wellbeing Policy**

### **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 four (inclusive). In each SUAT academy there will be a comprehensive database of key individuals.

#### **B. Policy Statement**

The requirement to provide a safe and healthy working environment for all employees is acknowledged and 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:

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- All places and premises where staff and pupils are required to work and engage in academy activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on the premises or taking part in educational activities elsewhere)
- All plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work
- Appropriate safe systems of work exist and are maintained
- Sufficient information, instruction, training and supervision is available and provided to ensure that staff and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others
- A healthy working environment is maintained including adequate welfare facilities

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

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

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

<i>Signature</i>	<i>Signature</i>
	<i>V. Jackson</i>
<i>Marcus Francis <b>Chair of Local Academy Council</b></i>	<i>Victoria Jackson <b>Principal/Head Teacher</b></i>
Date: 1 <sup>st</sup> September 2022	Date: 1 <sup>st</sup> September 2022

### 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:

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### Competent Health and Safety Advice

The academy obtains competent health and safety advice from:	Staffordshire County Council
The contact details are:	John Burdett - 07773791520
In an emergency we contact:	John Burdett

### Monitoring Health and Safety

Name of person(s) responsible for the overall monitoring of health and safety in the Academy:	Victoria Jackson Kate Willis
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):	
<ul style="list-style-type: none"> <li>• Annual health and safety audit</li> <li>• Accident investigation reports for identification of reoccurring issues/possible defects</li> <li>• Line management meetings</li> <li>• Premises tours</li> <li>• Staff communication</li> <li>• Risk assessment reviews</li> <li>• Link Governor Reviews</li> </ul>	
The Academy carries out formal evaluations and audits on the management of health and safety annually.	
The last audit took place:	Date: October 2018 By: John Burdett Next audit booked for 1 <sup>st</sup> Dec 2022
Name of person responsible for monitoring the implementation of health and safety policies:	Victoria Jackson, Kate Willis and Emma Owen
All staff are aware of the key performance indicators in part E and how they are achieved and monitored.	
<b>Workplace inspections - type</b>	<b>Name of person who carries these out</b>
External Grounds	Chris Handley
Portable appliances	Chris Handley
Furniture	PPA staff undertake own inspections of furniture
ICT Equipment	Staffs Tech
MCP inspections	Chris Handley
Kitchens	PPA staff
Electrical cupboards and plant rooms	Chris Handley

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## Detailed Health and Safety Arrangements

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

### 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: An accident form is completed and stored in a folder in the medical room. Parents/Carers are informed of head injuries via a note home, email, or phone call if necessary.
Staff accidents: Recording in staff accident book. Accident investigation. Report as necessary.
Visitor accidents: Record in accident book. Accident investigation. Report as necessary.
The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: SCC – H&S team
HFS40 (accident forms) completed and forward to SCC H&S team by Emma Owen. John Burdett inspects accident forms and reports to HSE if required. Hope Kirkham is informed of any RIDDOR reportable accidents.
Our arrangements for reporting to the LAC are: Headteacher's report – termly
Email reporting procedure to be utilised where necessary.
Our arrangements for reviewing accidents and identifying trends are: Accident forms forward to Hope Kirkham/John Burdett to investigate the accident and identify trends.

### 2. Asbestos

Name of Premises Manager responsible for Managing Asbestos:	Victoria Jackson
Location of the Asbestos Management Log or Record System:	School 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.	
Staff must be aware of the procedure for gaining approval for works of this nature, which is contacting the headteacher.	

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<p>Our arrangements to ensure that staff have information about asbestos risk upon employment with the academy are as follows: Appropriate staff are aware of location of asbestos</p>
<p>Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are: Any contractors sign the asbestos register on arrival before any work is carried out.</p>
<p>Our arrangements to ensure all academy staff such as class teachers or caretakers have information about asbestos risk on the premises: Staff briefings Caretaker is made aware during induction</p>
<p>Staff who receive annual training in asbestos awareness are: Emma Owen Victoria Jackson Chris Handley</p>
<p>Staff must report damage to asbestos materials to: Victoria Jackson</p>

### 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:	Health and Safety Induction
Our arrangements for communicating about health and safety matters with all staff are:	<ul style="list-style-type: none"> <li>• Staff emails</li> <li>• Briefings</li> <li>• Website</li> <li>• Induction</li> <li>• Line Management meetings</li> <li>• Team Meetings</li> </ul>
Staff can make suggestions for health and safety improvements by:	<ul style="list-style-type: none"> <li>• Staff briefings</li> <li>• Email format</li> <li>• Line Management Meetings</li> <li>• Team Meetings</li> </ul>
Staff can share risk management information by:	Completing/reviewing risk assessments and saving them on Staff Share.



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Staff can communicate areas for concern in the context of health and safety by:

- Staff briefings
- Email format
- Line Management Meetings
- Team Meetings

#### 4. Construction Work \*See also Contractor Management

Name of person coordinating any construction work / acting as the client for any construction project:	Victoria Jackson, Kate Willis, Chris Handley and Emma Owen
Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are:	<ul style="list-style-type: none"> <li>• Obtaining landlord approval</li> <li>• Assuring work with Entrust Property services</li> <li>• Duty holders will be identified and named as part of any construction project.</li> </ul>
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:	Induction prior to work beginning Completion of hazard exchange form. Written induction is signed by contractor.
Staff should report concerns about contractors to:	Chris Handley
We will review any construction activities on the site by:	Chris Handley
Our arrangements for obtaining contractor risk management documents are:	Completion of hazard exchange forms
Staff will be informed about construction projects by:	Chris Handley to email all staff to notify them of any projects or work to be conducted in school.

#### 5. Consultation

Name of SLT member who is responsible for consulting with staff on health and safety matters:	Victoria Jackson, Kate Willis, Emma Owen and Chris Handley
The name of the Trade Union Health and Safety Representative is:	
Our arrangements for consulting with staff on health and safety matters are:	<ul style="list-style-type: none"> <li>• Face to face consultations</li> <li>• Line Management Meetings</li> <li>• Staff Briefings</li> </ul>

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<ul style="list-style-type: none"> <li>Email Communication</li> </ul>
Staff can raise issues of concern by: Contacting Victoria Jackson and Kate Willis

## 6. Contractor Management

Name of person responsible for managing and monitoring contractor activity:	Chris Handley and Emma Owen
Our arrangements for selecting competent contractors are (this should include verification of DBS data): Confirmation of training records Confirmations of DBS clearances	
<i>Our arrangements for the exchange of health and safety information / risk assessments / safe working arrangements / monitoring are:</i> Inductions <ul style="list-style-type: none"> <li>Emails</li> <li>written inductions</li> <li>Regular monitoring of work</li> <li>Emergency contact details exchanged</li> </ul>	
Our arrangements for the induction of contractors are: <ul style="list-style-type: none"> <li>Induction prior to work commencement of all contractors</li> <li>Completion of hazard exchange forms</li> <li>Obtain contractor RAMS</li> </ul>	
Staff should report concerns about contractors to: Victoria Jackson, Kate Willis and Chris Handley	
Our arrangements for notifying staff of contractor activity on site are: Via Email Verbal Communication	
Refer to the Managing Contractors Policy for further detail.	

## 7. Curriculum Areas – health and safety

Name of person who has overall responsibility for the curriculum areas as follows:	Head of Dept. or Curriculum Lead Name Kate Willis (Leader for Curriculum & Enrichment) Kate Willis – Pupil Premium Lead Kate Willis - Maths Lead Sarah Place - SEND Co-ordinator Naomi Ives – Writing Lead Abbey Darbey – Science Lead Abbey Darbey – Music Lead Lara Poilblanc - Phonics and Reading Lead
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	Megan Moore – History Lead Deb Starr – Geography Lead Steven Naik – ICT Lead Steven Naik – D+T Lead
Risk assessments for these curriculum areas are the responsibility of:	Individual leaders/support above with support by Emma Owen
These risk assessments are located:	On the school share drive

### 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: <ul style="list-style-type: none"> <li>• Identification of staff who meet the criteria for requiring the completion of a DSE assessment upon appointment</li> <li>• Completion of DSE assessment by member of staff and signing off by line manager</li> <li>• DSE assessments reviewed upon change of working conditions i.e. change of furniture, movement of furniture, change of office.</li> <li>• DSE assessments reviewed every two years.</li> <li>• Rectification of any issues is made</li> </ul>	
Name of person who has responsibility for carrying out Display Screen Equipment Assessments:	Victoria Jackson, Kate Willis and Emma Owen
DSE assessments are recorded and any control measures required to reduce risk are managed by:	Emma Owen

### 9. Early Years Foundation Stage (EYFS)

Name of person who has overall responsibility for EYFS:	Victoria Jackson
Records of EYFS risk management (e.g. risk assessments and checklists) are located:	Staff share
Our arrangements for the safe management of EYFS (classroom and activities) are: <p><b>Health</b></p> Regular checks and risk assessments will be carried out on the building, resources and equipment on a daily basis by the staff allocated to each class and stored in the classroom and given to Emma Owen. <ul style="list-style-type: none"> <li>• Food storage, preparation, serving, allergy procedures will be carried out with all staff holding a food and hygiene certificate to handle food.</li> <li>• All staff are encouraged to obtain a first aid certificate on joining the school and the training officer will ensure these are kept up to date.</li> </ul>	

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- Accident and Incident books are completed by staff and following whole school policy. Parents are to be informed verbally of any incidents and any written note will be passed to the parent/carer.
- Medication is stored and administered as per the procedure stated in the Administration of Medicines policy.
- A stocked first aid box is available at all times.
- The weather policy will be implemented where appropriate.
- At induction and during regular meetings, staff will be reminded of the importance of maintaining high standards of cleanliness and hygiene.
- Staff will be positive role models in hygiene practices.
- Children are educated as part of the session routines the importance of regular hand washing after messy play, toilet and before eating.
- Staff and children are to use separate toilet facilities.
- Staff to check and clean kitchen surfaces regularly throughout the session.
- Toilet and nappy changing area to be cleaned regularly.
- Gloves and aprons are provided and must be worn at all times when toileting and changing nappies.

#### **Safety**

- Regular checks and risk assessments will be carried out on the environment (both inside and outside) by all staff and reported back to the Early Years Manager both verbally and in written form where necessary.
- Consideration is given by staff to the layout of rooms to ensure the safety and enjoyment of all the children.
- Special arrangements and equipment will be provided for children with Special Educational Needs.
- Parents/Carers and especially children will be familiarised with the school premises.
- Children are regularly reminded about safe handling of equipment, safety procedures and responsible play.
- Staff are expected to undertake daily visual checks and remove broken or damaged toys and equipment from the area immediately and report to the Teacher/Pre-school Leader/Early Years Manager or Site Team.
- Security is of paramount importance and all exits and gates from the building are kept locked during session times, other than during arrival and departure times when two staff will be in the setting ensuring the safe arrival and departure of children with their Parent/Carer.
- Only staff members will operate the door to admit or let out adults and children.
- Passwords are used if the child is collected by a nominated person other than the child's Parent/Carer, if that person is unknown to the staff.
- The child's Parent/Carer will be contacted to seek permission to release the child into the care of the collecting adult if the person collecting is unknown.
- Children will never be left alone and will always be in sight of an adult. Adequate adult/child ratios will be adhered to at all times.
- There will be two adults in any setting at all times.
- Adult safety - staff will be trained in assessing risks, moving and handling and team

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support will be given to each member of staff on a daily basis.

- Attendance Sheets/Log – Staff will sign/mark children in and parents/carers or their nominated person are to sign children out of the required Wraparound session. Pre-school children will also have times recorded.
  - Up to date and accurate attendance registers are kept.
  - All staff are aware that a visitor's electronic system is in place in the foyer and that all visitors are required to sign in and out.
  - Kitchen areas are 'out of bounds' to children and stair gate remains bolted throughout the session in Pre-school and a locked door in Nursery Mobile.
- No hot drinks permitted in Nursery and Pre-school (cups must have a screw top lid around).

#### 10. Educational visits / Off-Site Activities

Name of person who has overall responsibility for Educational Visits:	Victoria Jackson
The Educational Visits Coordinator is:	Name: Kate Willis
Our arrangements for the safe management of educational visits are:	
Risk assessments (venue, travel)	
<ul style="list-style-type: none"> <li>• Pre visits for new venues/ providers</li> <li>• Approval by the Headteacher or Deputy Headteacher for all visits</li> <li>• Use of Evolve for planning and risk management</li> <li>• Sharing of information will all staff attending the visit and clear communication with the emergency contact at base</li> </ul>	
Visit risk management information is communicated to visit attendees by: Via email	
Refer to the Educational Visits Policy for more detail regarding managing the risks for educational visits.	

#### 11. Electrical Equipment [fixed & portable]

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	Chris Handley
Fixed electrical wiring test records are located:	Head teacher's office
All staff visually inspect electrical equipment before use.	
Our arrangements for bringing personal electrical items onto the academy site are: No personal electrical items are permitted on site without approval from Chris Handley.	

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Name of person responsible for arranging the testing of portable electrical equipment (PAT):	Chris Handley and Emma Owen
Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:	Chris Handley
The academy's PAT testing will be undertaken to a frequency of: (e.g. annually)	Chris Handley
Portable electrical equipment (PAT) testing records are located:	Head teacher's Office
Staff must take defective electrical equipment out of use and report to:	Chris Handley
The portable electrical equipment on the Academy site owned and used by contractors is the responsibility of the contractor, who must provide records of this if requested.	
Refer to the Electrical Safety Policy for further details.	

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

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 and Chris Handley
The Fire Risk Assessment is located:	Staff Share
When the fire alarm is raised the person responsible for calling the fire service is	Victoria Jackson
Name of person responsible for arranging and recording of fire drills:	Emma Owen and Victoria Jackson
Name of person responsible for creating and reviewing Fire Evacuation arrangements:	Emma Owen in conjunction with SLT
Our Fire Evacuation Arrangements are published:	Sent to staff via email and on Staff Share (must signed by staff)
Our Fire Marshals are listed:	Health and Safety Board – Staffroom.
Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at:	Head teacher's Office
Name of person responsible for training staff in fire procedures:	Emma Owen through induction process

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Name of the person trained in fire risk assessment:	Emma Owen and Chris Handley
Procedure for communicating fire safety and evacuation arrangements to visitors: Notice to visitors sign in main reception area	
Procedure for communicating fire safety arrangements to contractors: Notice to visitors sign in main reception area and around school.	
All staff must be aware of the Fire Procedures in their Academy.	
Please see the Fire Safety Policy for further information.	

### 13. First Aid \*see also Medication

Name of person responsible for carrying out the First Aid Assessment:	Emma Owen
The First Aid Assessment is located:	School Office
First Aiders are listed:	All school staff are first aid trained
Name of person responsible for arranging and monitoring First Aid Training:	Lorraine Wallet
Location of First Aid Boxes (including travel):	First Aid Room, Main Office, Staff Room, all classrooms
Name of person responsible for checking & restocking first aid boxes:	Emma Owen
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):	
<i>Pupils</i>	Emergency contact is contacted to meet at hospital or school/PPA Member(s) of staff accompany in the ambulance if required.
<i>Staff</i>	Emergency contact is contacted to meet at hospital/PPA Member(s) of staff accompany in the ambulance if required.
<i>Visitors</i>	Emergency contact is contacted to meet at the hospital
Our arrangements for recording the use of First Aid are:	
Use of SCC My H&S System.	
<ul style="list-style-type: none"> <li>Recorded in the first aid books and on the first aid risk assessment</li> </ul>	

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Our arrangements for identifying trends are:  
Reviewing incidents

#### 14. Forest School

Name of person in the Academy who leads on Forest School activity:	Amy Handley
Our arrangements for developing, organising and running Forest School activity. Include here any details with regard to risk assessment, communication and supervision etc.	
Risk assessments in place [although working documents so constantly changing and developing	
<ul style="list-style-type: none"> <li>• Always a minimum of 2 staff in attendance</li> <li>• Specific Forest activities [i.e. not a normal curriculum subject] only carried out with a qualified member of staff - Level 3</li> </ul>	

#### 15. Glass & Glazing

All glass in doors and side panels are constructed of safety glass.	
All replacement glass is of safety standard.	
A glass and glazing assessment took place in (year) and the record can be found.	September 2022

#### 16. Hazardous Substances (COSHH)

Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)	Emma Owen, Chris Handley and Victoria Jackson
Hazardous substance risk management documentation is located:	Head teacher's Office
Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control, communication of hazardous substance assessments etc.) are:	
<ul style="list-style-type: none"> <li>• EO notified of new substances on the premises</li> <li>• Substances are stored in accordance with MSDS</li> <li>• MSDS downloaded and COSHH forms produced</li> <li>• COSHH and MSDS kept in master file in the head teacher's office.</li> </ul>	
Further information can be found in the Hazardous Substances Policy.	



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### 17. Health and Safety Law Poster

The Health and Safety at Work poster is located:	In the staffroom.
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### 18. Housekeeping, cleaning & waste disposal

All staff and pupils share the responsibility for keeping the Academy site clean, tidy and free from hazards.	
Our waste management arrangements are:	
<ul style="list-style-type: none"> <li>• Hazardous waste is emptied by PHS</li> <li>• Recycling emptied regularly to limit fire hazards from storage of combustibles</li> <li>• Bins emptied nightly by site and cleaning staff</li> <li>• No bins to be kept next to the building overnight for fire safety and security purpose</li> </ul>	
Our site housekeeping arrangements are:	
Premises toured by trust staff	
<ul style="list-style-type: none"> <li>• Litter removed regularly</li> <li>• Bins emptied regularly</li> <li>• Exits and fire evacuation routes kept clear at all times</li> <li>• Recycling emptied regularly</li> <li>• No trailing cables</li> <li>• Trip hazards removed as soon as possible e.g. spills, deliveries etc.</li> </ul>	
Site cleaning is provided by: In house cleaners	Name and contact details Perton Primary Academy 01902 742686
Cleaning staff have received appropriate information, instruction and training about the following and are competent.	
Work equipment	
Hazardous substances	
Waste (skips and bins are located away from the academy building)	
Infection control	
Academy security	
Lone working	
First aid and accident reporting	
Fire evacuation	

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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
Cleaning	Use external bins for waste
Catering	Use external bins for waste
Offices	Use shredder for confidential waste. Use bins for general waste and recycling bins for non-confidential waste
First Aid	Yellow Bags
Sanitary Waste	Sanitary Bins
Classrooms	Use shredder in the staffroom 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:	Victoria Jackson
Our infection control arrangements (including communicable diseases/hand hygiene standards) are:	
<ul style="list-style-type: none"> <li>• Risk assessment to be followed</li> <li>• SCC informed of any disease outbreaks, high absence levels which could be reported under RIDDOR</li> <li>• Cleaning staff follow training and informed of illnesses to ensure adequate cleaning of key areas is undertaken</li> <li>• Handwashing facilities available at all times</li> </ul>	
Infection control standards and the effectiveness of risk management procedures will be monitored by: Victoria Jackson and Emma Owen	
We communicate infection control arrangements by:	
<ul style="list-style-type: none"> <li>• Communicating via staff induction</li> <li>• Signage for parents around school</li> <li>• Email</li> </ul>	
<b>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.</b>	

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Further information can be found in the Infection Control Policy and Risk Assessment.

## 20. Lettings

Name of Premises Manager or member of Leadership team responsible for Lettings:	Victoria Jackson and Emma Owen
Our arrangements for managing Lettings of the Academy rooms or external premises are: <ul style="list-style-type: none"> <li>• Provide induction</li> <li>• Lettings provide risk assessment and confirmation of insurance</li> <li>• SUAT insurance permits lettings</li> <li>• Lettings sign conditions of use</li> </ul>	
The health and safety considerations for Lettings are considered and reviewed annually.	
Hirers have in place their own risk assessments, first aid arrangements/ fire procedures and emergency procedures.	
Hirers are responsible for obtaining the necessary local authority licenses for their activities and these must be provided to the Academy on request, prior to commencement of the letting.	
Hirers must provide a register of those present during a letting upon request:	
Hirers must have appropriate DBS clearances according to the nature of their letting and those in attendance of the letting.	
Hirers must have appropriate, valid and current insurances.	

## 21. Lone Working

Our arrangements for managing lone working are:
(Lone working is defined by the Health & Safety Executive (HSE) as <b>people who work by themselves without close or direct supervision</b> . 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).
Risk assessment
Regular communication with lone workers
Emergency contact numbers available
Security arrangements upheld
Phones available in remote areas
Lone working arrangements are communicated by: <ul style="list-style-type: none"> <li>• Induction</li> <li>• Circulation of policy and risk assessment</li> </ul>
We monitor lone working arrangements by: <ul style="list-style-type: none"> <li>• Lone workers are required to report any health information which may impact safety</li> </ul>

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<p>arrangements for lone working to their line manager / SLT</p> <ul style="list-style-type: none"> <li>• Individual risk assessment</li> <li>• Regular contact</li> <li>• Review of policy and risk assessment</li> </ul> <p>Lone workers are required to report any health information which may impact safety arrangements for lone working to their line manager / SLT.</p> <p>Refer to the Lone Working Policy for further details.</p>
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## 22. Maintenance / Inspection of Equipment (including selection of equipment)

<p>NOTE Types of equipment to consider in this section: Ladders and steps, fume cupboards, other extraction systems, PE equipment, D&amp;T machines, lifts &amp; 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 <b>must include</b> the arrangements for academy kitchens, science laboratories, design and technology rooms.</p>	
Name of person responsible for the selection, maintenance / inspection and testing of equipment:	SUAT who purchase the following on behalf of MAT schools: <ul style="list-style-type: none"> <li>• Development Officer</li> <li>• Maintenance Building Engineer</li> <li>• Compliance</li> <li>• Site Team</li> </ul>
Records of maintenance and inspection of equipment are retained and are located:	School Office
Staff report any broken or defective equipment to:	Emma Owen and Chris Handley
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:	
<b>Type of equipment</b>	<b>Maintenance Regime Details</b>
ICT equipment	Maintained by Staffs Tech
Ladders	Site Technician
Tools	Site Technician
Educational Resources	Subject Leaders
PE Equipment	Subject Leaders and Sport Safe UK
Catering (Main Kitchen)	CMC Caterers
Alarm Systems	Site Technician, Lantern and Chubb

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## 23. Manual Handling

Name of competent person responsible for carrying out manual handling risk assessments	Emma Owen
<p>Our arrangements for managing manual handling activities are:</p> <p>Our arrangements for managing manual handling activities are:</p> <ul style="list-style-type: none"> <li>• Follow risk assessment</li> <li>• Individual staff risk assessments and occupational health referrals made as required</li> <li>• Health and safety focuses remind staff of manual handling procedures</li> <li>• Staff must request support for manual handling as required</li> <li>• Hazardous manual handling must be avoided</li> </ul> <p>Further information can be found in the Manual Handling Policy.</p>	
<p>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:</p> <p>Induction</p>	
<p>Staff who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task.</p>	
<p>Staff are trained appropriately to carry out manual handling activities. Formally trained staff are:</p> <p>Chris Handley Emma Owen</p>	
<p>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).</p>	
<p>Restrictive physical intervention training is arranged by: Emma Owen</p> <p>Restrictive physical intervention risk management information is: Within the policy</p> <p>This information is located: Staff share drive</p>	

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## 24. Medication

Name of person(s) responsible for the management of and administration of medication to pupils in the academy:	Victoria Jackson Emma Owen
Our arrangements for the administration of medicines to pupils are: Please refer to Managing Medicine in School Policy	
The names members of staff who are authorised to give / support pupils with medication are:	
Medication is stored:	Location: Locked cupboard in the medical room Inhalers in classrooms (out of reach for children).
A record of the administration of medication is located:	Location: Medical room
Pupils who administer and/or manage their own medication in an academy are authorised to do so by a first aider and provided with a suitable private location to administer medication/store medication and equipment. Medication is stored in the medical room.	
Staff are trained to administer complex medication by the school nursing service when required. Trained staff are: Names: Steven Naik and Hayley Chapman	
Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are: Refer to Managing Medicine Policy	
Staff who are taking medication must keep this personal medication in a secure area in a staff only location. Secure locations are defined as: <ul style="list-style-type: none"> <li>Lockers only</li> </ul>	
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.	

## 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.	Chris Handley
Name of person responsible for the checking	Chris Handley

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and maintenance of personal protective equipment provided for staff	
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.	Class Teacher
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 PPE.	Class Teacher

#### 26. Radiation (where applicable)

Name of the academy Radiation Protection Supervisor (RPS)	Victoria Jackson
Name of the Radiation Protection Adviser (RPA)	CLEAPSS

#### 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 have an email system in place to report any defects/Hazards direct to the site team which are dealt with on receipt where possible. Alternatively, staff can speak with Victoria Jackson, Kate Willis, Chris Handley or Emma Owen.

#### 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: Premises and grounds – internal/external <ul style="list-style-type: none"> <li>• Office</li> <li>• Lettings</li> <li>• Control of contractors</li> <li>• Fire</li> <li>• Hazardous Substances</li> <li>• Manual handling activities</li> <li>• Risks related to individuals e.g. health issues</li> <li>• First aid</li> </ul>

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<ul style="list-style-type: none"> <li>• Staff wellbeing</li> <li>• Team stress</li> <li>• Lone working</li> <li>• Working at height</li> <li>• Infection control</li> <li>• Security</li> </ul>	
Name of person who has overall responsibility for the Academy risk assessment process and any associated action planning:	Victoria Jackson Emma Owen
<p><i>Our arrangements for carrying out, recording, communicating and reviewing risk assessments are:</i></p> <ul style="list-style-type: none"> <li>• Risk assessments stored on staff share</li> <li>• Risk assessments reviewed on or before the review date if there are no significant changes to be made <ul style="list-style-type: none"> <li>• Risk assessments reviewed upon significant change prior to the review date</li> </ul> </li> <li>• Upon review completion, risk assessments saved to the staff share drive and emailed to all staff</li> </ul>	
<p>The location in which the academy keeps risk assessments is:</p> <p>School Office Staff Share</p>	
<p>Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments.</p>	
<p>When an accident or incident occurs a post risk assessment takes place when a new hazard has been identified.</p>	
<p>Risk assessments are created or reviewed when something new is introduced or a change has occurred.</p>	
<p>Further information is located in the Risk Assessment Policy.</p>	

## 29. Smoking

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

## 30. Shared use of premises/shared workplace

Name of Premises Manager or member of Leadership team responsible for Premises Management:	Victoria Jackson, Chris Handley and Emma Owen
The academy premises are shared with another organisation (e.g. contract caterer/public leisure centre).	N/A
<p>Our arrangements for managing health and safety, including the communication of safety and risk management information, in a shared workplace are:</p> <ul style="list-style-type: none"> <li>• Communication with staff</li> <li>• Following risk assessments</li> </ul>	



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- Updating risk assessments and procedures following change
- Staff inductions
- Sharing of emergency contact details

### 31. Stress and Staff Wellbeing

Name of person who has overall responsibility for the health and wellbeing of Academy staff:	Victoria Jackson
Name of the person who leads on Academy Mental Health and Wellbeing:	Amy Handley
Academy mental health first aid trained staff are:	Amy Handley
All staff have responsibility to take care of their own health and wellbeing and the academy supports staff to do this by implementing the following arrangements.	
Wellbeing and staff stress risk assessments in place	
<ul style="list-style-type: none"> <li>• Individual staff risk assessments in place as required</li> <li>• Access to occupational health and thinkwell services</li> <li>• Staff wellbeing initiatives in place</li> </ul>	
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 Victoria Jackson.	
A team stress risk assessment has been completed involving all staff and this is reviewed regularly. To be completed autumn term 2022	
Arrangements are in place to support pupil mental health and wellbeing. Detail surrounding these arrangements can be found (location)	
Staff can access support for pupils by:	
Resources to support pupil mental health and wellbeing can be found on school website.	
The Mental Health and Wellbeing Policy contains further information.	

### 32. Swimming Pool Operating Procedures (where applicable)

Name of person who has overall responsibility for managing the swimming pool and its environment.	N/A
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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.

### 33. Training and Development

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 (state location)	
Training and competency is monitored and measured by:	Name: Victoria Jackson and Kate Willis

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

Name of person who has overall responsibility for the academy vehicles	N/A
The academy operates (no.of xx) minibus/coaches/cars/other vehicles (e.g. quad bikes/ride on mowers).	
Name of person who manages the driver medical examinations and qualifications	N/A
Name of person who manages the vehicle license requirements	N/A
Name of person(s) who undertakes vehicle checks such as oil, water and routine roadworthiness.	N/A
Name of person who arranges servicing and	N/A

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maintenance of the academy vehicles	
Our arrangements for the safe use of academy vehicles are: N/A	
<i>Refer to the Vehicles Policy for further information.</i>	

### 35. Vehicle movement on site

Name of Premises Manager or other staff member responsible for the management of vehicles on site:	Victoria Jackson Emma Owen
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.): Speed restriction on car parks <ul style="list-style-type: none"> <li>• Car parking spaces allocated for companies and visitors accordingly</li> <li>• Companies provide deliveries with instructions</li> </ul>	

### 36. Violence and Aggression and Academy Security

The Academy provides a place of work which is designed and managed to minimise the risk of violence and aggression to staff, pupils and visitors.	
A risk assessment is carried out where staff are at increased risk of injury due to their work.	
Training, information and instruction is available to staff to help them manage the risk of violence and aggression where required.	
Staff and pupils must report all incidents of verbal & physical violence to:	Victoria Jackson
Incidents of verbal & physical violence are investigated by:	Victoria Jackson
Name of person who has responsibility for site security:	Victoria Jackson and Chris Handley
Our arrangements for site security are: Magnetic lock system utilised at the front entrance. Staff only have cards for access. Intruder alarm system in place Security risk assessment in place Other door sets are kept locked at all times Windows are locked when offices are not manned	
<i>Refer to the Management of Violence and Aggression Policy for further information.</i>	

### 37. Water System Safety

Name of Premises Manager or other member of staff responsible for managing water system safety:	Victoria Jackson and Chris Handley
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Name of contractors who have undertaken a risk assessment of the water system and date the risk assessment was last completed:	Name: IWS Date: September 2021
Name of contractors who carry out regular testing of the water system:	IWS
Location of the water system safety manual/testing log:	Head teacher's Office
Our arrangements to ensure contractors have information about water systems are: Complete an hazard exchange form	
Our arrangements to ensure all academy staff carrying out checks or testing or maintenance have information about the water system: Emma Owen and Chris Handley to carry out water testing.	
<a href="#">Refer to the Water System Safety Policy for further information.</a>	

### 38. Working at Height

Name of person(s) responsible managing the risk of work at height on the premises:	Victoria Jackson and Chris Handley
Date of the most recent working at height risk assessment:	11.01.2022
Work at height is avoided where possible.	
Our arrangements for managing work at height are: Risk assessments in place <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 use the equipment provided.	
Work at height equipment is regularly inspected, maintained and records are kept (location) and last inspected on (date).	
Name of person(s) responsible for inspecting and recording inspections:	Chris Handley

### 39. Work Experience

Name of person who has overall responsibility for managing work experience and work placements for Academy pupils:	Victoria Jackson and Kate Willis
Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are: All arrangements are carried out ahead of work placements once approved by the head teacher followed with early induction and supervision of students by the class teacher.	

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The name of the person responsible for the health and safety of people on work experience in the academy premises:	Emma Owen
Our arrangements for managing the health and safety of work experience students in the Academy are: All arrangements are carried out ahead of work placements once approved by the head teacher followed with early induction and supervision of students by the class teacher.	

#### 40. Volunteers

Name of person who has overall responsibility for managing/coordinating volunteers working within the academy:	Victoria Jackson, Kate Willis and Lorraine Wallet.
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:	

#### 41. Gas Safety

Name of person(s) responsible for managing the gas safety systems on the academy premises:	Chris Handley
Date of the most recent gas line test (5 yearly):	09.07.2019
Date of the most recent gas system test: E.g. Boilers Kitchen Equipment	23.02.2021
Our procedure in the event of a gas leak is: <ul style="list-style-type: none"> <li>• Phone the National Gas Emergency Service on 0800 111 999 to report the leak</li> <li>• Turn off the gas supply – the tap is located inside the kitchen store cupboard. In the event of a gas leak or suspected gas leak any member of staff should be able to turn off the supply. To turn the supply off turn the blue wheel clockwise to close.</li> <li>• Evacuate the building</li> <li>• Once the problem has been identified by the National Gas Emergency Service arrange for necessary repairs to be undertaken.</li> <li>• Ensure either the National Gas Emergency Service or the contractors carrying out repairs test all gas appliances before leaving the premises.</li> <li>• Once clearance has been given the Head teacher will authorise entering the school building.</li> </ul>	
The Academy uses only gas safety registered contractors to work with gas systems on	

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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.

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

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Staff awareness on how to manage risks in school	Continually develop and communicate risk assessments to all parties that risk assessments are relevant to	Reduce risks in school by using risk assessments proactively and staff understanding of control measures to implement	Reduce the number of near misses incidents/accidents	All staff to follow procedures in school

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