



Health, Safety and Wellbeing Policy 2025

Perton Primary Academy

Last reviewed	July 2025
Reviewed by	Operations Director
Approved by	Trust Board
Date of approval	July 2025
Policy owner	Operations Director
Location	Website

This is a Health, Safety and Wellbeing Policy template, which is adopted by all academies within Staffordshire University Academies Trust. Each Academy will have a copy of this policy template on their website plus a customised version, specific to their arrangements, which will be readily accessible to all employees, volunteers, temporary staff and others who are required to read and be aware of this policy's contents. Everyone's health, safety and wellbeing matters.

Success Indicators

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

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

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 Statement. In each SUAT academy there will be a comprehensive database of key individuals.

The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Academy Perton Primary Local Academy Council recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc. Act 1974. SUAT academies ensure that, so far as is reasonably practicable, the health and safety of other non-employees is not adversely affected by their activities.

Employee and pupil involvement is an important part of managing safely, and consultation on health and safety with employees, employee representatives and students/pupils (where relevant) forms part of this policy. This policy statement and the accompanying organisational arrangements supersede any previously issued. The Headteacher will draw this policy to the attention of all employees, and review at least annually.

<i>Marcus Francis - Chair of Local Academy Council</i>	<i>Victoria Jackson - Head Teacher</i>
<i>06/10/2025</i>	<i>06/10/2025</i>
<i>Next date for policy ratification (autumn term LAC):</i>	<i>14/10/2025</i>

Management Arrangements

The following procedures and arrangements have been established within Perton Primary Academy to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

Competent Health and Safety Advice

<i>The academy obtains competent health and safety advice from:</i>	<i>John Burdett</i>
<i>The contact details are:</i>	<i>John.burdett@staffordshire.gov.uk</i>

Roles and Responsibilities Table

Leader / person responsible for reporting and investigating accidents and incidents:	<i>Emma Owen</i>
Premises Manager responsible for Managing Asbestos:	<i>Emma Owen</i>
SLT member who is responsible for communicating with staff on health and safety matters:	Victoria Jackson
SLT member who is responsible for consulting with staff on health and safety matters (if different):	
Manager / responsible person for coordinating any construction work / acting as the client for any construction project:	Victoria Jackson /Emma Owen
Manager / responsible person for managing and monitoring contractor activity:	Victoria Jackson /Emma Owen
Person who has overall responsibility for the curriculum areas as follows: e.g. Science D&T PE Art Catering Drama Forest School	Head of Dept. or Curriculum Lead Name
Person who has responsibility for carrying out Display Screen Equipment Assessments:	Emma Owen
Person who has overall responsibility for EYFS:	Victoria Jackson /Abbey Darbey
Person who has overall responsibility for Educational Visits:	
Person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	Emma Owen/ Simon Turner
Person responsible for arranging the testing of portable electrical equipment (PAT):	Simon Turner
SLT member who is responsible for developing and maintaining the school's response to major risks Business Continuity Plan (BCP):	Victoria Jackson
Competent person responsible for undertaking and reviewing the fire risk assessment in addition to any associated action planning, such as the fire evacuation procedure:	Emma Owen
Person responsible for arranging and recording of fire drills:	Emma Owen
Person responsible for creating and reviewing Fire Evacuation arrangements:	Emma Owen / Victoria Jackson
Person responsible for training staff in fire procedures:	SUAT
Person trained in fire risk assessment:	Emma Owen
Person responsible for carrying out the First Aid Assessment:	Emma Owen
Person responsible for checking & restocking first aid boxes:	All staff
Person responsible for managing the gas safety systems on the academy premises:	
Person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments):	Emma Owen
Person responsible for managing infection control:	Victoria Jackson / Emma Owen

Premises Manager or member of Leadership team responsible for Lettings:	N/A
Premises Manager or member of Leadership team responsible for Lone Working:	Emma Owen / Victoria Jackson
Person responsible for the selection, maintenance / inspection and testing of equipment:	Emma Owen / Victoria Jackson
Competent person responsible for carrying out manual handling risk assessments:	Emma Owen / Victoria Jackson
Person(s) responsible for the management of and administration of medication to pupils in the academy:	All staff with Peadriactic training
Members of staff who are authorised to give / support pupils with medication are:	All staff with Peadriactic training – See training log
Person responsible for selecting suitable personal protective equipment (PPE) for academy staff:	Emma Owen
Person responsible for the checking and maintenance of personal protective equipment provided for staff:	Emma Owen
Person who has overall responsibility for the academy's general risk assessment process and any associated action planning:	Emma Owen
Person who has overall responsibility for the academy's individual risk assessment process and any associated action planning:	Emma Owen
Premises Manager or member of Leadership team responsible for communicating with those who share the premises:	Victoria Jackson
Person who has overall responsibility for the health and wellbeing of academy staff:	Abbey Darbey
Person who leads on Academy Mental Health and Wellbeing:	Abbey Darbey
Person who has overall responsibility for managing the swimming pool and its environment:	N/A
Person who has overall responsibility for the training and development of staff:	Victoria Jackson
Training and use of new competency training / skills is monitored and measured by:	Victoria Jackson
Person who has overall responsibility for the academy vehicles:	N/A
Premises Manager or other staff member responsible for the management of vehicles on site:	Victoria Jackson/ Emma Owen
Premises Manager or other member of staff responsible for managing water system safety:	Simon Turner
Person responsible managing the risk of work at height on the premises:	Emma Owen
Person who has overall responsibility for managing work experience and work placements for Academy pupils:	Lorraine Wallet
Person who has overall responsibility for managing/coordinating volunteers working within the academy:	Victoria Jackson/ Lorraine Wallet

Detailed Health and Safety Arrangements

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

This health and safety policy will be shared with all staff members, including staff working on a temporary or volunteer basis. Each staff member will be required to confirm in writing that they have read, understood and will adhere to this policy document along with the H&S Policy Statement.

Where specific responsibilities for health, safety and wellbeing are allocated to employees, these delegated responsibilities are detailed in responsibilities matrix above. The following procedures and arrangements have been established within the Academy to eliminate or reduce health and safety risks to an acceptable level and to comply with legal requirements.

1. Accident Reporting, Recording & Investigation

<i>Our arrangements for recording and investigating:</i>	
Pupil accidents: All accidents are reported on file in each classroom – Parents are given bump notes to advise.	
Staff accidents: All accidents are reported in accident book and then kept in filing cabinet.	
Visitor accidents: All accidents are reported in accident book and then kept in filing cabinet	
<i>The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: Emma Owen</i>	
<i>Our arrangements for reporting to the Local Academy Council are: Through H&S incident reporting system</i>	
<i>Our arrangements for reviewing accidents and identifying trends are: Staff log and we look for any trends</i>	
<i>All reporting should be made in accordance with the Accident and Incident Reporting Guidance.</i>	

2. Asbestos

<i>Location of the Asbestos Management Log or Record System:</i>	<i>Main Office</i>
<i>Staff must not drill or affix anything to walls, or undertake any kind of intrusive work to the fabric of the building without first obtaining approval from the Premises Manager or other trained member of SLT. The Asbestos Management Policy contains further information about managing asbestos on the premises and must be read by those who are responsible for managing asbestos on the premises, working on the fabric of the building and those who manage contractors.</i>	
<i>Staff must be aware of the procedure for gaining approval for works of this nature, which is.....</i>	
<i>Our arrangements to ensure that staff have information about asbestos risk upon</i>	

<i>employment with the academy are as follows:</i>	
<i>Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are: Risk register is checked and signed</i>	
<i>Our arrangements to ensure all academy staff such as class teachers or caretakers have information about asbestos risk on the premises:</i> All staff are made aware of the asbestos in the building during induction. Asbestos policy is available for staff to read and sign to say they have understood.	
<i>All staff must receive annual asbestos awareness training.</i>	
<i>Staff trained in the management of asbestos are:</i> Victoria Jackson Emma Owen Simon Turner	
<i>Staff must report damage to asbestos materials to:</i>	Emma Owen
<i>Our Asbestos Management Plan is located:</i>	Main Office All staff must sign to confirm that they have read and understood the asbestos management plan, on an annual basis or upon changes to the plan.
<i>Guidance for managing asbestos in schools includes:</i>	https://www.gov.uk/guidance/asbestos-management-in-schools https://www.hse.gov.uk/services/education/asbestos-faqs.htm

3. Communication

<i>Our arrangements for inducting staff to health and safety within the academy are: Victoria Jackson goes through our H&S policies</i>	
<i>Our arrangements for communicating about health and safety matters with all staff are: Victoria Jackson during briefings, staff meeting and via email</i>	
<i>Staff can make suggestions for health and safety improvements by: email to Victoria Jackson and Emma Owen</i>	
<i>Staff can share risk management information by: email</i>	
<i>Staff can communicate areas for concern in the context of health and safety by: email</i>	
<i>The name of the Trade Union Health and Safety Representative is:</i>	
<i>Our arrangements for consulting with staff on health and safety matters are: staff meetings</i>	

<i>Staff can raise issues of concern or make suggestions for improvement by: email to Victoria Jackson and Emma Owen</i>
<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: via email / Simon Turners book in staff room.</i>

4. Construction Work and Contractor Management

<i>Our arrangements for managing construction projects and works within the scope of the Construction Design and Management Regulations are:</i> <i>(Duty holders will be identified and named as part of any construction project). https://www.hse.gov.uk/construction/cdm/2015/index.htm</i>
<i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: Emma Owen</i>
<i>Our arrangements for the induction of contractors are: Emma Owen / Victoria Jackson</i>
<i>Staff should report concerns about contractors to: Emma Owen / Victoria Jackson</i>
<i>We will review any construction and works activities on the site by: visiting</i>
<i>Our arrangements for obtaining contractor risk management documents are: All documents are seen and signed prior to work commencing</i>
<i>Staff will be informed about construction projects by: email</i>
<i>Our arrangements for notifying staff of contractor activity on site are: staff will be advised by email and staff meetings</i>
<i>Our arrangements for selecting competent contractors are (this should include verification of DBS data): we use contractors that have had all relevant checks through SUAT</i>
<i>Our arrangements for the exchange of health and safety information / risk assessments / safe working arrangements / monitoring are: Emma Owen to arrange directly with contractors to be completed prior to work commencing</i>
<i>Refer to the Managing Contractors Policy for further detail, which must be read by those who are responsible for building works and maintenance and managing contractors.</i>

5. Curriculum Areas – health and safety

<i>Risk assessments for these curriculum areas are the responsibility of:</i>	<i>Name(s)</i>
<i>These risk assessments are located:</i>	
<i>Risk assessments are reviewed:</i>	<i>E.g. annually or following a change in policy / procedure / following an accident or incident</i>

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

<i>The Academy assesses the risk of the use of computers/laptops by carrying out a DSE assessment for staff using this type of equipment continuously and regularly for over an hour.</i>	
<i>Our arrangements for carrying out DSE assessments are: Assessments done every 2 years</i>	
<i>DSE assessments are recorded and any control measures required to reduce risk are managed by:</i>	<i>Victoria Jackson</i>
<i>DSE Assessments are reviewed:</i>	<i>Every two years or on a change to the work station / work location / home or remove working</i>
<i>The DSE Policy should be referred to for further information.</i>	

7. Early Years Foundation Stage (EYFS)

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

8. Educational visits / Off-Site Activities

<i>The Educational Visits Coordinator is:</i>	<i>Name</i>
<i>Our arrangements for the safe management of educational visits are:</i>	
<i>Our arrangements for managing Local Area Visits are:</i>	
<i>Visit risk management information is communicated to visit attendees by:</i>	
<i>Educational visits must be risk managed on Evolve. Visits must not proceed if they have not been approved on Evolve.</i>	
<i>Refer to the Educational Visits Policy and Local Area Visits Policy for more detail regarding managing the risks for educational visits.</i>	
<i>Evolve forms must be submitted by:</i>	
<i>E.g. 2 weeks before the visit for non adventurous visits.</i>	
<i>E.g. 6 weeks for adventurous activities and residential.</i>	

9. Electrical Equipment [fixed & portable]

<i>Fixed electrical wiring test records are located:</i>	<i>In office</i>
<i>Fixed electrical test defects must be actioned within the designated timescales:</i>	<i>D1: Immediate</i> <i>C1: 6 months</i> <i>C2: 2 years</i>

	<i>FI: further investigation required as soon as possible</i>
<i>All staff visually inspect electrical equipment before use:</i>	
<i>Our arrangements for bringing personal electrical items onto the academy site are: E.g. no personal electrical items are permitted on site without approval from SLT and a valid and verified PAT test (within the last 12 months). When PAT testing is taking place, staff must ensure that equipment is accessible e.g. not locked away.</i>	
<i>Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:</i>	<i>Simon Turner</i>
<i>The academy's PAT testing will be undertaken to a frequency of: (e.g. annually)</i>	<i>Annually</i>
<i>Portable electrical equipment (PAT) testing records are located:</i>	<i>Office</i>
<i>Staff must take defective electrical equipment out of use and report to:</i>	<i>Simon Turner / Victoria Jackson</i>
<i>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.</i>	
<i>Refer to the Electrical Safety Policy for further details.</i>	

10. Emergency Preparedness

<i>We test the BCP arrangements by:</i>	
<i>Our arrangements for communicating emergency arrangements to all employees are: Via email</i>	
<i>Our arrangements for communicating the BCP to the LAC are: Via email</i>	
<i>Our bomb threat, lock down and invacuation procedures are updated: Annually</i>	
<i>The person responsible for updating these procedures is: Emma Owen / Victoria Jackson</i>	
<i>We communicate these procedures with building occupants by: via email</i>	
<i>We test the procedures by: testing termly</i>	
<i>We provide training on our emergency procedures by:</i>	
<i>Name of person who has responsibility for site security:</i>	<i>Name</i>
<i>Our arrangements for site security are:</i>	
<i>Site security is inspected by:</i>	
<i>Site security is inspected: (frequency)</i>	
<i>Our site security risk assessment is located:</i>	
<i>Please see the Security Policy for further details.</i>	

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11. Fire Precautions & Procedures

<i>The Fire Risk Assessment is located:</i>	<i>Staff share</i>
<i>All staff must read the fire risk assessment. NB. The fire risk assessment must be undertaken on an annual basis as a minimum, and upon changes to the building, fire safety practices and staffing.</i>	
<i>When the fire alarm is raised the person responsible for calling the fire service is: OR The site has a fire alarm which activates a response from (a 3rd party / listening service):</i>	<i>Fire marshal or Headteacher will call fire service</i>
<i>Our Fire Evacuation Arrangements are published:</i>	<i>Around school</i>
<i>Our Fire Marshals are listed:</i>	<i>In fire log book and staff room</i>
<i>Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Logbook located at:</i>	<i>Office</i>
<i>Procedure for communicating fire safety and evacuation arrangements to visitors: visitors are told arrangements for if we have a drill.</i>	
<i>Procedure for communicating fire safety arrangements to contractors: advised on arrival</i>	
<i>All staff must be aware of the Fire Procedures in their Academy. Employee awareness of the fire procedures in the academy is repeated: (state frequency)</i>	
<i>Please see the Fire Safety Policy for further information.</i>	
<i>No smoking or vaping is permitted on site or in vehicles owned or operated by the academy.</i>	
<i>Contractors, visitors, volunteers and temporary staff are informed that smoking and vaping is not permitted on site.</i>	
<i>Posters are displayed externally to confirm that the academy is a non-smoking site.</i>	

12. First Aid *see also Medication

<i>The First Aid Assessment is located:</i>	<i>First aid room and staff share</i>
<i>First Aiders are listed:</i>	<i>First aid room</i>
<i>Name of person responsible for arranging and monitoring First Aid Training:</i>	<i>Lorraine Wallett</i>
<i>Location of First Aid Boxes (including travel):</i>	<i>Each classroom has their own we have spares in the first aid room.</i>
<i>Number of First Aid Boxes (including travel):</i>	
<i>In an emergency staff are aware of how to summon an ambulance, through following the below procedure:</i>	

<i>Our arrangements for dealing with an injured person who has to go to hospital are (who is contacted/ who accompanies staff or children to hospital): Parents are contacted a member of SLT would go with the child if parents are not here.</i>	
<i>Pupils</i>	
<i>Staff</i>	
<i>Visitors</i>	
<i>Our arrangements for recording the use of First Aid are: First aid records</i>	
<i>Our arrangements for monitoring and reporting on first aid and accidents are: First aid folders</i>	
<i>Our arrangements for identifying trends are: Look through first aid records</i>	
<i>The First Aid Policy contains further details.</i>	

13. Forest School

<i>Name of person in the Academy who leads on Forest School activity:</i>	
<i>Date of training:</i>	
<i>Our arrangements for developing, organising and running Forest School activity. Include here any details with regard to risk assessment, communication and supervision etc.</i>	

14. Gas Safety

<i>Date of the most recent gas line test (5 yearly):</i>	
<i>Date of the most recent gas system test: E.g. Boilers Kitchen Equipment Science Labs</i>	
<i>Our procedure in the event of a gas leak is:</i>	
<i>The Academy uses only gas safety registered contractors to work with gas systems on site.</i>	

15. Glass & Glazing

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

16. Hazardous Substances (COSHH)

<i>Hazardous substance risk management documentation is located:</i>	<i>Office</i>
<i>Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control, communication of hazardous substance assessments, review of assessments, etc.) are: COSHH folder no substances are to be brought in unless we have COSHH for them.</i>	

<i>Further information can be found in the Hazardous Substances Policy.</i>
<i>Staff are not permitted to bring hazardous substances onto site. Substances must be ordered by the academy and if the substance is not already in use, the following must be undertaken prior to use:</i>
<ul style="list-style-type: none"> - <i>The substance must be approved for use by a Senior Leader</i> - <i>The substance must COSHH assessed and a current material safety data sheet kept on file with the COSHH assessment</i> - <i>The substance must be added to the approved list</i>
<i>Bleach is not permitted for use on academy sites unless it is being used in accordance with UKHSA guidance to clean the premises following an outbreak of infection or during deep cleaning. Use must be when children are not present and the product must be taken off site following use.</i>
<i>It is absolutely essential that de-scaler does not come into any contact with bleach or bleach-based product because this reacts to liberate chlorine gas.</i>

17. Housekeeping, Cleaning & waste disposal

<i>All staff and pupils share the responsibility for keeping the Academy site clean, tidy and free from hazards.</i>	
<i>Our waste management arrangements are (including recycling and food waste collection): To be put in designated bins emptied weekly</i>	
<i>Our site housekeeping arrangements are: Rubbish is taken out daily, cleaners are in daily. Deep clean through school holidays.</i>	
<i>Site cleaning is provided by: In house cleaners OR External cleaning company</i>	<i>In house cleaners</i>
<i>Cleaning staff have received appropriate information, instruction and training about the following and are competent: Yes</i>	
<i>Work equipment : Hoovers, mops and buckets cleaning products</i>	
<i>Hazardous substances all have COSHH</i>	
<i>Waste (skips and bins are located away from the academy building)</i>	
<i>Our arrangements for disposing of waste and the location of waste bins and skips are communicated to employees and pupils: Via email</i>	
<i>Infection control</i>	
<i>Academy security</i>	
<i>Lone working</i>	
<i>First aid and accident reporting</i>	

<i>Fire evacuation</i>	
<i>Management of asbestos</i>	
<i>All staff and pupils must be aware of the arrangements for disposing of waste and the location of waste bins and skips. Skips should be covered where possible and located at a suitable distance from the building based on risk assessment and the types of waste being disposed of e.g. skips containing flammable waste should be located further from the building.</i>	
<i>Staff in all depts. / work areas who generate waste (e.g. catering/cleaning/curriculum areas) must be aware of the risk assessments and control measures in place for their role. The risk management processes are as follows for each department / work area:</i>	
Department/work area	Procedure

18. Infection Control

<i>Our infection control arrangements (including communicable diseases/hand hygiene standards) are: communicated via email and staff briefings</i>
<i>Infection control standards and the effectiveness of risk management procedures will be monitored by: SLT</i>
<i>We communicate infection control arrangements by: email</i>
<i>Infection control arrangements must be communicated to all occupants of the premises, as part of their induction to site and in accordance with their role and activities they conduct on site.</i>
<i>Further information can be found in the Infection Control Policy and Risk Assessment.</i>

19. Lettings

<i>Our arrangements for managing Lettings of the Academy rooms or external premises are: N/A</i>
<i>The health and safety considerations and documentation for Lettings are reviewed annually: N/A</i>
<i>Hirers have in place their own risk assessments, first aid arrangements/ fire procedures and emergency procedures: N/A</i>
<i>Hirers are responsible for obtaining the necessary local authority licenses for their activities and these must be provided to the Academy on request, prior to commencement of the letting.</i>
<i>Hirers must provide a register of those present during a letting upon request:</i>

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: N/A

20. Lone Working

Our arrangements for managing lone working are: risk assessments to be followed

*(Lone working is defined by the Health & Safety Executive (HSE) as **people who work by themselves without close or direct supervision**. This doesn't necessarily mean that the worker is physically alone; it means they are in a separate location to the rest of their team or manager).*

Lone working arrangements are communicated by: email

We monitor lone working arrangements by: use of walkie talkies

Lone workers are required to report any health information which may impact safety arrangements for lone working to their line manager / SLT.

Refer to the Lone Working Policy for further details.

21. 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.*

Records of maintenance and inspection of equipment are retained and are located:

Office

Staff report any broken or defective equipment to:

Emma Owen/ 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

22. Manual Handling and Safety Interventions

Our arrangements for managing manual handling activities are: Policy to be followed

Further information can be found in the Manual Handling Policy.

<i>Staff must be aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided. Our arrangements for communicating this requirement to staff are: email</i>
<i>Staff who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task.</i>
<i>Staff are trained appropriately to carry out manual handling activities. Formally trained staff are: Names</i>
<i>Name of competent person responsible for undertaking risk assessments for supporting individuals:</i>
<i>Where people handling takes place an Individual Manual Handling Plan and risk assessment must be in place and communicated to all parties (including where appropriate the young person/their parents/carers/support staff).</i>
<i>Staff trained in supporting individuals are:</i>
<i>Individuals formally trained in restrictive physical intervention and positive handling are: Person responsible for undertaking individual safety intervention plans and risk assessments: Restrictive physical intervention and positive handling training is arranged by: Victoria Jackson Restrictive physical intervention and positive handling risk management information is: This information is located: Training must be undertaken on a regular basis.</i>
<i>Further details can be found in the Managing Safety Interventions Policy.</i>

23. Medication

<i>Our arrangements for the administration of medicines to pupils are:</i>	
<i>Where medication is provided, the records must be signed by the staff member providing the medication plus a witness.</i>	
<i>Medication is stored: In first aid room/ out of reach in classrooms</i>	<i>Location (There may be multiple locations depending on the type of medication)</i>
<i>A record of the administration of medication is located: First aid room</i>	<i>Location</i>
<i>Pupils who administer and/or manage their own medication in an academy are authorised to do so by Parent/ carer and provided with a suitable private location to administer medication/store medication and equipment. This medication is stored in first aid room.</i>	
<i>Staff are trained to administer complex medication by the school nursing service when required. Trained staff are: Names</i>	
<i>Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are: to follow child's healthcare plan</i>	
<i>Staff who are taking medication must keep this personal medication in a secure area in a</i>	

<i>staff only location. Secure locations are defined as: Locked locker</i>
<i>Staff must advise the academy leaders if they are taking any medication which might impair their ability to carry out their normal work. Risk assessments must be undertaken for individual members of staff if deemed as being required.</i>
<i>Further information can be found in the Medication Policy / Supporting Students with Medical Conditions Policy.</i>

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

<i>PPE is provided free of charge where a risk assessment identifies this is needed to control a risk and the risk cannot be controlled by another means.</i>	
<i>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>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>	
<i>Confirmation of any recorded checks to be provided:</i>	

25. Radiation (where applicable)

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

26. Risk Assessments

<i>The academy has in place risk assessments for any identified significant risk. Control measures which are put in place to eliminate or reduce risk are communicated to staff, pupils and others who may be exposed to the risk.</i>
<i>Risk assessments are in place for the following areas: (examples, not an exhaustive list) Premises and grounds Curriculum / classrooms Hazardous activities or events Lettings or contract work which may affect staff or pupils in the Academy Fire Risk Assessment Hazardous Substances Work Equipment Manual handling activities Risks related to individuals e.g. health issues (personal or work related, for staff and pupils)</i>
<i>Our arrangements for carrying out, recording, communicating and reviewing general risk</i>

<i>assessments are: when renewed are sent out to all staff via email</i>
<i>Our arrangements for carrying out, recording, communicating and reviewing individual risk assessments are: emailed and signed by staff</i>
<i>Consider staff and children</i>
<i>Individual risk assessments must be retained as confidential, not kept in general risk assessment files and shared on a need to know basis.</i>
<i>The location in which the academy keeps risk assessments is: Staff Share</i>
<i>General Individual</i>
<i>(Risk assessments must be easily accessible to all staff and those who need to read the information contained within them)</i>
<i>The process for developing new risk assessments is: Update – send out to all staff</i>
<i>Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments.</i>
<i>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.</i>
<i>Risk assessments are created or reviewed when something new is introduced or a change has occurred.</i>
<i>Further information is located in the Risk Assessment Policy.</i>

27. Shared use of Premises/Shared Workplace

<i>The academy premises are shared with another organisation (e.g. contract caterer/public leisure centre, childcare, school).</i>	<i>N/A</i>
<i>Our arrangements for managing health and safety, including the communication of safety and risk management information, in a shared workplace are:</i>	
<i>Information shared with those on the same premises is:</i>	
<i>E.g. fire evacuation procedure, fire risk assessment, asbestos management arrangements</i>	

28. Stress and Staff Wellbeing

<i>Academy mental health first aid trained staff are:</i>	
<i>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:</i>	
<i>Solutions to stress hazards and suggestions on how to minimise stress are identified, discussed and communicated.</i>	
<i>All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work by:</i>	
<i>All staff have the opportunity to discuss mental health and wellbeing concerns</i>	

<i>confidentially. Staff can access support by:</i>
<i>Individual stress risk assessments take place when a member of staff requires additional individual support. Staff can discuss individual risk assessments with.....</i>
<i>A team stress risk assessment has been completed involving all staff and this is reviewed regularly.</i>
<i>Date completed / reviewed.</i>
<i>Arrangements are in place to support pupil mental health and wellbeing. Detail surrounding these arrangements can be found (location)</i>
<i>Staff can access support for pupils by:</i>
<i>Resources to support pupil mental health and wellbeing can be found (location):</i>
<i>The Mental Health and Wellbeing Policy contains further information.</i>

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

<i>Our arrangements for carrying out suitable swimming pool management (including minimum supervision standards, how to summon assistance in emergency, what to do if problem identified with pool water quality, supervision in changing areas, max numbers of swimmers, conditions of hire to outside organisations, first aid provision, training plant operators): N/A</i>
<i>Staff operating the swimming pool have received appropriate training and information.</i>
<i>Emergency procedures are in place for the use of the swimming pool and all staff who supervise swimming activities are trained appropriately in these procedures.</i>
<i>The health and safety considerations within curriculum swimming must be planned, supervised and managed by staff who include in their lesson planning. Appropriate risk assessments must be in place for activities, supervision and safeguarding.</i>
<i>Contractors providing swimming provision / temporary pools are vetted by:</i>
<i>Name and procedure for vetting:</i>
<i>Swimming which takes place off site shall be managed in accordance with Educational Visits arrangements.</i>

30. Training and Development

<i>All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.</i>	
<i>Our arrangements for carrying out suitable and sufficient health and safety training for all staff are:</i>	
<i>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).</i>	
<i>Training records are retained and are located (state location).</i>	
<i>Training certificates are kept (state location).</i>	
<i>Staff receive refresher H&S training:</i>	<i>Detail when and by what means</i>
<i>Staff can request training by:</i>	

31. Vehicles owned or operated by the academy (where applicable) and vehicle movement on site:

<i>The academy operates (no. of xx) minibus/coaches/cars/other vehicles (e.g. quad bikes/ride on mowers).</i>	<i>List</i>
<i>Name of person who manages the driver medical examinations and qualifications:</i>	
<i>Name of person who manages the vehicle license requirements:</i>	
<i>Name of person(s) who undertakes vehicle checks such as oil, water and routine roadworthiness:</i>	
<i>Frequency of checks:</i>	
<i>Name of person who arranges servicing and maintenance of the academy vehicles:</i>	
<i>Frequency of servicing and maintenance:</i>	
<i>Person who arranges insurance:</i>	
<i>Person who arranges vehicle tax:</i>	
<i>Our arrangements for the safe use of academy vehicles are:</i>	
<i>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.):</i>	
<i>Refer to the Vehicles Policy for further information.</i>	

32. Violence and Aggression

<i>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.</i>	
<i>A risk assessment is carried out where staff are at increased risk of injury due to their work.</i>	
<i>Training, information and instruction is available to staff to help them manage the risk of violence and aggression where required.</i>	
<i>Staff and pupils must report all incidents of verbal and physical violence to:</i>	<i>Victoria Jackson / Abbey Darbey</i>
<i>Incidents of verbal and physical violence are investigated by:</i>	<i>Victoria Jackson / Abbey Darbey</i>
<i>Staff and others, as necessary, are appropriately debriefed following an incident.</i>	
<i>Refer to the Management of Violence and Aggression Policy for further information.</i>	

33. Water System Safety

<i>Name of contractors who have undertaken a risk assessment of the water system and date the risk assessment was last completed:</i>	<i>HSL</i>
	<i>Date</i>
<i>Actions resulting from the risk assessment must be completed within the designated timescales:</i>	<i>D1: immediate C1: 6 months C2: 2 years</i>
<i>Name of contractors who carry out regular testing of the water system:</i>	<i>HSL</i>
<i>Location of the water system safety manual/testing log:</i>	<i>Office</i>
<i>Person who reviews the water system safety</i>	<i>Simon Turner</i>

<i>log and contractor reports:</i>	
<i>Person who undertakes water hygiene regimes in the academy:</i>	<i>Simon Turner</i>
<i>Our arrangements to ensure contractors have information about water systems are: To be given water folders</i>	
<i>Our arrangements to ensure all academy staff carrying out checks or testing or maintenance have information about the water system: Only Simon Turner to do this</i>	
<i>Refer to the Water System Safety Policy for further information.</i>	

34. Working at Height

<i>Date of the most recent working at height risk assessment:</i>	<i>17/09/2025</i>
<i>Work at height is avoided where possible.</i>	
<i>Our arrangements for managing work at height are (include planning and risk assessment etc.):</i>	
<i>Refer to the Working at Height Policy for further information.</i>	
<i>Appropriate equipment is provided for work at height where required.</i>	
<i>Staff who carry out work at height are trained to work at height and to use the equipment provided.</i>	
<i>Work at height equipment is regularly inspected, maintained and records are kept (location) and last inspected on (date).</i>	
<i>Name of person(s) responsible for inspecting and recording inspections:</i>	<i>Simon Turner</i>

35. Work Experience

<i>Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are:</i>	
<i>The name of the person responsible for the health and safety of people on work experience in the academy premises:</i>	
<i>Our arrangements for managing the health and safety of work experience students in the academy are:</i>	

36. Volunteers

<i>Volunteers are considered as a member of staff and all health and safety arrangements including induction and training must apply. Arrangements for the induction of volunteers are:</i>
