

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	June 2018	Review date:	June 2019
Policy Owner:	COO	Page: 1 of 22			
Audience:	Trustees <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy	
	Council <input checked="" type="checkbox"/>	General Public <input checked="" type="checkbox"/>			
	Parents <input checked="" type="checkbox"/>				



Health and Safety & Wellbeing Policy

This is a generic policy which pertains to all of the academies in Staffordshire University Academies Trust. Each academy will have this policy on their web site plus a customised version, which is specific to their situation, which will be found in the password protected policies section of that academy's web site.

1. Success Indicators

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

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

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

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

2. Overview

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

Roles and Responsibilities within each academy

The **Local Academy Council** will:

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

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	June 2018	Review date:	June 2019
Policy Owner:	COO	Page: 2 of 22			
Audience:	Trustees <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy	
	Council <input checked="" type="checkbox"/>	General Public <input checked="" type="checkbox"/>			
	Parents <input checked="" type="checkbox"/>				



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

The **Principal** is responsible for the day to day running of the academy. They will:

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

Senior Leaders within the academy will support the Principal in their role. They will:

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

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

- Ensure that any work that has health and safety implications is prioritised
- Report any concerns regarding unresolved hazards in the academy to the Senior Leadership Team immediately
- Ensure that all work under their control is undertaken in a safe manner
- Carry out a daily check of the grounds and building to spot any disrepair or other hazards such as broken glass etc. in the play areas

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	June 2018	Review date:	June 2019
Policy Owner:	COO	Page: 3 of 22			
Audience:	Trustees <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy	
	Council <input checked="" type="checkbox"/>	General Public <input checked="" type="checkbox"/>			
	Parents <input checked="" type="checkbox"/>				



- Ensure that all cleaning staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling
- Carry out a weekly test of the fire alarm
- Ensure all contractors are 'inducted' and shown the relevant risk assessments, asbestos records and are made aware of any fragile roofs or other hazards in the areas where they will be working
- Fully co-operate with health and safety arrangements during larger building projects
- Adhere to risk assessments, COSHH assessments and safe working practices

All Academy Staff will:

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

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

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

Employer responsibilities

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

On behalf of the Trust Board SUAT's Estates Officer will:

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

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	June 2018	Review date:	June 2019
Policy Owner:	COO	Page: 4 of 22			
Audience:	Trustees <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy	
	Council <input checked="" type="checkbox"/>	General Public <input checked="" type="checkbox"/>			
	Parents <input checked="" type="checkbox"/>				



Health, Safety and Wellbeing Policy

CHARNWOOD PRIMARY ACADEMY

The local policy has five parts;

Part A – Introduction

Part B - The Health and Safety Policy Statement

Part C - Management Arrangements

Part D - The detailed arrangements & procedures for Health, Safety and Wellbeing within the individual SUAT academy, as named above.

Part E - The Key Performance Indicators.

A. Introduction

This individual academy policy containing local arrangements for implementing and communicating health and arrangements will be utilised in conjunction with the SUAT Health, Safety and Wellbeing policy provided on pages one to three (inclusive). In each SUAT academy there will be a comprehensive database of key individuals.

B. Policy Statement

The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Charnwood Local Academy Council recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc. Act 1974.

The Local Academy Council will ensure so far as is reasonably practicable that:

- All places and premises where staff and pupils are required to work and engage in academy activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on the premises or taking part in educational activities elsewhere.)
- All plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work
- Appropriate safe systems of work exist and are maintained

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	June 2018	Review date:	June 2019
Policy Owner:	COO	Page: 5 of 22			
Audience:	Trustees <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy	
	Council <input checked="" type="checkbox"/>	General Public <input checked="" type="checkbox"/>			
	Parents <input checked="" type="checkbox"/>				



- Sufficient information, instruction, training and supervision is available and provided to ensure that staff and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others
 - A healthy working environment is maintained including adequate welfare facilities
- In addition to the above the SUAT academies ensure that, so far as is reasonably practicable, the health and safety of other non-employees is not adversely affected by their activities.

Employee and pupil involvement is an important part of managing safely, and consultation on health and safety with employees, employee representatives and pupils (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>
Jane Meade Chair of Local Academy Council	Katie Stanley Principal
<i>[Insert date]</i>	<i>[Insert date]</i>

C. Management Arrangements

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

Competent Health and Safety Advice

The academy obtains competent health and safety advice from:	Staffordshire County Council Health and Safety Advisory Service
The contact details are:	John Burdett - 07773 791520
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:	Katie Stanley
<i>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:</i>	

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	June 2018	Review date:	June 2019
Policy Owner:	COO	Page: 6 of 22			
Audience:	Trustees <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy	
	Council <input checked="" type="checkbox"/>	General Public <input checked="" type="checkbox"/>			
	Parents <input checked="" type="checkbox"/>				



<ol style="list-style-type: none"> 1. Annual Health and Safety Checklist – October 2. Annual health and safety audit - January 3. Accident investigation reports for identification of reoccurring issues/possible defects 4. Line management meetings- Termly 5. Premises tours - Termly 6. Staff communication - weekly 7. Risk assessment reviews 8. Link Governor Reviews 	
The academy carries out formal evaluations and audits on the management of health and safety twice annually:	
The last audit took place:	Date: October 2017 By: Sarah Jane Walmsley SCC
Name of person responsible for monitoring the implementation of health and safety policies:	Katie Stanley
All staff are aware of the key performance indicators in part E and how they are achieved and monitored	
Workplace inspections - type	Name of person who carries these out
External Grounds	Keith Dolman
Portable Appliances	Calbarrie PAT Testing
Furniture	Charnwood Staff
ICT Equipment	Staffs Tech
Kitchens	Chartwells
Electrical Cupboards and Plant Room	Keith Dolman

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 completed as necessary and inspection of the premises. Contact SCC H&S team as necessary. Log accidents on the portal.
Pupil accidents: Recording in student accident book. Note & text home for head injuries. Notes for all accidents to parents. Accident investigation. Report as required to online portal.
Staff accidents: Recording in staff accident book. Accident investigation. Report as necessary.
Visitor accidents: Record in accident book. Accident investigation. Report as necessary.

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	June 2018	Review date:	June 2019
Policy Owner:	COO	Page: 7 of 22			
Audience:	Trustees <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy	
	Council <input checked="" type="checkbox"/>	General Public <input checked="" type="checkbox"/>			
	Parents <input checked="" type="checkbox"/>				



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 Katie Stanley . 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 Local Academy Council are:
Email reporting procedure to be utilised as required, depending on nature of the accident.
Termly reports to Local Academy Council.

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:	Katie Stanley
Location of the Asbestos Management Log or Record System:	School Office
Staff must not drill or affix anything to walls without first obtaining approval from the premises manager or other relevant person. Staff must be aware of the procedure for gaining approval for works of this nature. Our arrangements to ensure that staff have information about asbestos risk upon employment with the academy are as follows: Staff Induction. Staff made aware of location of asbestos and procedures to follow.	
Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are: Signing of asbestos register once read. A CDM is written.	
Our arrangements to ensure all academy staff such as class teachers or caretakers have information about asbestos risk on the premises: Knowledge of location of asbestos. Rules for working in a building with asbestos given. No removal of carpets. No drilling etc to walls.	
Staff must report damage to asbestos materials to:	Katie Stanley

3. Communication

Name of SLT member who is responsible for communicating with staff on health and safety matters:	Katie Stanley
Our arrangements for inducting staff to health and safety within the academy are: Induction paperwork.	
Our arrangements for communicating about health and safety matters with all staff are: All staff emails Briefings Website Induction	

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	June 2018	Review date:	June 2019
Policy Owner:	COO	Page: 8 of 22			
Audience:	Trustees <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy	
	Council <input checked="" type="checkbox"/>	General Public <input checked="" type="checkbox"/>			
	Parents <input checked="" type="checkbox"/>				



Line management meetings Team meetings
Staff can make suggestions for health and safety improvements by: Staff briefings Email format Line management meetings Team meetings
Staff can share risk management information by: Staff briefings Email format Line management meetings Team meetings
Staff can communicate areas for concern in the context of health and safety by: Written messages in site supervisor log. Discussion with H&S Lead Katie Stanley

4. Construction Work *See also Contractor Management

Name of person coordinating any construction work / acting as the client for any construction project:	Katie Stanley/ Keith Dolman
Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are: Obtaining landlord approval Assuring work with Entrust property services Duty holders will be identified and named as part of any Construction project.	
Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: Hazard Exchange form completion. Obtaining contractor RAMS.	
Our arrangements for the induction of contractors are: Induction prior to works begin. Completion of hazard exchange form. Written induction is signed by contractor.	
Staff should report concerns about contractors to: Katie Stanley/ Keith Dolman	
Any construction activities on the site will be reviewed by: Keith Dolman	
Our arrangements for obtaining contractor risk management documents are: Onsite meetings and e-mails.	

5. Consultation

Name of SLT member who is responsible for consulting with staff on health and safety matters:	Katie Stanley
The name of the Trade Union Health and Safety Representative is:	
Our arrangements for consulting with staff on health and safety matters are: Face to face consultations	

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	June 2018	Review date:	June 2019
Policy Owner:	COO	Page: 9 of 22			
Audience:	Trustees <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy	
	Council <input checked="" type="checkbox"/>	General Public <input checked="" type="checkbox"/>			
	Parents <input checked="" type="checkbox"/>				



Line management meetings
Staff briefings
Staff can raise issues of concern by:
Contacting Katie Stanley – headteacher@charnwood.staffs.sch.uk or in person

6. Contractor Management

Name of person responsible for managing and monitoring contractor activity:	Katie Stanley/ Keith Dolman
Our arrangements for selecting competent contractors are: Confirmation of training records Confirmation of DBS clearances	
Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: Inductions, emails, written inductions, regular monitoring of work, emergency contact details	
Our arrangements for the induction of contractors are: On site meeting and hazard exchange forms completed together.	
Staff should report concerns about contractors to: Katie Stanley/ Keith Dolman	

7. Curriculum Areas – health and safety

Name of 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 Katie Stanley
Risk assessments for these curriculum areas are the responsibility of:	Name(s) Charlotte Tomlinson Jonny Wilcock Cheryl Nowell

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: Identification of staff who meet the criteria for requiring the completion of a DSE assessment upon appointment Completion of DSE assessment by member of staff and signing off by line manager DSE assessments reviewed upon change of working conditions i.e. change of furniture,

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	June 2018	Review date:	June 2019
Policy Owner:	COO	Page: 10 of 22			
Audience:	Trustees <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy	
	Council <input checked="" type="checkbox"/>	General Public <input checked="" type="checkbox"/>			
	Parents <input checked="" type="checkbox"/>				



movement of furniture, chance of office. DSE assessments reviewed every two years. Rectification of any issues is made.	
Name of person who has responsibility for carrying out Display Screen Equipment Assessments:	Katie Stanley
DSE assessments are recorded and any control measures required to reduce risk are managed by:	Katie Stanley

9. Early Years Foundation Stage (EYFS)

Name of person who has overall responsibility for EYFS:	Hayley Green
<p>Our arrangements for the safe management of EYFS (classroom and activities) are:</p> <p>Health</p> <ul style="list-style-type: none"> • 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. • Food storage, preparation, serving, allergy procedures will be carried out as per Food and Drink Policy with all staff holding a food and hygiene certificate to handle food. • A member of staff within each class have a first aid certificate on joining the school and the training officer will ensure these are kept up to date. • 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 within the Reception classroom. • The Sun Protection 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. <p>Safety</p> <ul style="list-style-type: none"> • 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 and Committee 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. 	

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	June 2018	Review date:	June 2019
Policy Owner:	COO	Page: 11 of 22			
Audience:	Trustees <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy	
	Council <input checked="" type="checkbox"/>	General Public <input checked="" type="checkbox"/>			
	Parents <input checked="" type="checkbox"/>				



- 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 a member of staff will be in the setting ensuring the safe arrival and departure of children with their Parent/Carer and a member of staff on the door.
- 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.
- Children will not be released if a password is not given. The child's Parent/Carer will be contacted to seek permission to release the child into the care of the collecting adult.
- 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 support will be given to each member of staff on a daily basis.
- Up to date and accurate attendance registers are kept.
- All staff are aware that a visitor's book is kept in the main school and that all visitors are required to sign in and out.

10. Educational visits / Off-Site Activities

Name of person who has overall responsibility for Educational Visits:	Katie Stanley
The Educational Visits Coordinator is:	Charlotte Tomlinson
Our arrangements for the safe management of educational visits: EVOLVE completed with all relevant paperwork scanned and attached Refer to SUAT Educational Visits Policy	

11. Electrical Equipment [fixed & portable]

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	Keith Dolman
Fixed electrical wiring test records are located:	Medical Room
All staff visually inspect electrical equipment before use.	
Our arrangements for bringing personal electrical items onto the academy site are: Electrical items must be portable appliance tested prior to use on the premises	
Name of person responsible for arranging the testing of portable electrical equipment (PAT):	Karen Brown
Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:	Karen Brown

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	June 2018	Review date:	June 2019
Policy Owner:	COO	Page: 12 of 22			
Audience:	Trustees <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy	
	Council <input checked="" type="checkbox"/>	General Public <input checked="" type="checkbox"/>			
	Parents <input checked="" type="checkbox"/>				



Portable electrical equipment (PAT) testing records are located:	Office Shared Area
Staff must take defective electrical equipment out of use and report to:	Keith Dolman
The portable electrical equipment on the academy site owned and used by contractors is the responsibility of the contractor, who must provide records of this if requested.	

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

Name of competent person responsible for undertaking & reviewing fire risk assessment in addition to any associated action planning, such as the fire evacuation procedure:	Katie Stanley
The Fire Risk Assessment is located:	Staff shared
When the fire alarm is raised the person responsible for calling the fire service is:	Fire Marshal Trinity Fire & Security
Name of person responsible for arranging and recording of fire drills:	Katie Stanley
Name of person responsible for creating and reviewing Fire Evacuation arrangements:	Katie Stanley in conjunction with SLT
Our Fire Evacuation Arrangements are published:	On staff shared and sent to staff via e-mail
Our Fire Marshals are listed:	Katie Stanley, Karen Brown, Keith Dolman
Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at:	Medical Room
Name of person responsible for training staff in fire procedures:	Katie Stanley through induction process
Procedure for communicating fire safety and evacuation arrangements to visitors:	
Procedure for communicating fire safety arrangements to contractors: Katie Stanley or Keith Dolman through meeting	
All staff must be aware of the Fire Procedures in their academy	

13. First Aid *see also Medication

Name of person responsible for carrying out the First Aid Assessment:	Katie Stanley
The First Aid Assessment is located:	Staff Shared
First Aiders are listed:	Katie Stanley Charlotte Tomlinson Ruth Gee Jonny Wilcock Diane Gair Heather Baily

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	June 2018	Review date:	June 2019
Policy Owner:	COO	Page: 13 of 22			
Audience:	Trustees <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy	
	Council <input checked="" type="checkbox"/>	General Public <input checked="" type="checkbox"/>			
	Parents <input checked="" type="checkbox"/>				



	Chris Trickett Hannah Gallimore Theresa Paul Annette Dolman Lisa Leaver Jill Taylor
Name of person responsible for arranging and monitoring First Aid Training:	Karen Brown
Location of First Aid Boxes (including travel):	Medical Room, Every Classroom, Bum bags used for travel stored in medical room
Name of person responsible for checking & restocking first aid boxes:	Diane Gair
In an emergency staff are aware of how to summon an ambulance, through following the below procedure:	
Our arrangements for dealing with an injured person who has to go to hospital are (who is contacted/ who accompanies staff or children to hospital):	
Pupils	Emergency contact is contacted to meet at hospital/LGCS Member(s) of staff accompany in the ambulance if required
Staff	Emergency contact is contacted to meet at hospital/LGCS Member(s) of staff accompany in the ambulance if required
Visitors	Emergency contact is contacted to meet at the hospital/LGCS
Our arrangements for recording the use of First Aid are: Recorded in the first aid books and on the first aid risk assessment	
Our arrangements for monitoring and reporting on first aid and accidents are: Records analysed and reported to LAC. Accidents reported to Staffordshire.	
Our arrangements for identifying trends are: Termly monitoring of accidents	

14. Forest School

Name of person in the academy who leads on Forest School activity:	Jonny Wilcock
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] Always a minimum of 2 staff in attendance Specific Forest activities [i.e. not a normal curriculum subject] only carried out with a qualified member of staff [Level 3]	

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	June 2018	Review date:	June 2019
Policy Owner:	COO	Page: 14 of 22			
Audience:	Trustees <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy	
	Council <input checked="" type="checkbox"/>	General Public <input checked="" type="checkbox"/>			
	Parents <input checked="" type="checkbox"/>				



--

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	Date and Location No glass has changed

16. Hazardous Substances (COSHH)

Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)	Keith Dolman
Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are: KD notified of new substances on the premises Substances are stored in accordance with MSDS MSDS downloaded and COSHH forms produced COSHH and MSDS kept in master file in the medical room and the staff shared.	

17. Health and Safety Law Poster

The Health and Safety at Work poster is located:	Staffroom
--	-----------

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: Hazardous waste is emptied by PHS Recycling emptied regularly to limit fire hazards from storage of combustibles Bins emptied nightly by site and cleaning staff No bins to be kept next to the building overnight for fire safety and security purposes	
Our site housekeeping arrangements are: Premises toured by trust staff Litter removed regularly Bins emptied regularly Exits and fire evacuation routes kept clear at all times Recycling emptied regularly No trailing cables Trip hazards removed as soon as possible e.g. spills, deliveries etc.	
Site cleaning is provided by: External cleaning company	Name and contact details Mark Harden Business Development Manager ServiceMaster Mercia p: 0845 155 1026 m: 07487824720 w: www.servicemastermerciam.co.uk
Cleaning staff have received appropriate information, instruction and training about the	

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	June 2018	Review date:	June 2019
Policy Owner:	COO	Page: 15 of 22			
Audience:	Trustees <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy	
	Council <input checked="" type="checkbox"/>	General Public <input checked="" type="checkbox"/>			
	Parents <input checked="" type="checkbox"/>				



following and are competent:	
Work equipment	
Hazardous substances	
Waste (skips and bins are located away from the academy building)	
Infection control	
Academy security	
Lone working	
First aid and accident reporting	
Fire evacuation	
Management of asbestos	
All staff and pupils must be aware of the arrangements for disposing of waste and the location of waste bins and skips	
Staff in all Depts. who generate waste (e.g. catering/cleaning/curriculum areas) must be aware of the risk assessments and control measures in place for their role. The risk management processes are as follows for each department:	
Department/work area	Procedure
Whole School	Hazardous waste must be put into hazardous waste bins.

19. Infection Control

Name of person responsible for managing infection control:	Katie Stanley Cleaning Staff
Our infection control arrangements (including communicable diseases/hand hygiene standards) are: Risk assessment to be followed SCC informed of any disease outbreaks, high absence levels which could be reported under RIDDOR Cleaning staff follow training and informed of illnesses to ensure adequate cleaning of key areas is undertaken Handwashing facilities available at all times	
We communicate infection control arrangements by: Discussion, Email	

20. Lettings

Name of Premises Manager or member of Leadership team responsible for Lettings:	Katie Stanley
Our arrangements for managing Lettings of the academy rooms or external premises are: Provide induction Lettings provide risk assessment and confirmation of insurance SUAT insurance permits lettings Lettings sign conditions of use	
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.	

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	June 2018	Review date:	June 2019
Policy Owner:	COO	Page: 16 of 22			
Audience:	Trustees <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy	
	Council <input checked="" type="checkbox"/>	General Public <input checked="" type="checkbox"/>			
	Parents <input checked="" type="checkbox"/>				



Hirers are responsible for obtaining the necessary local authority licenses for their activities and these must be provided to the academy on request.

Hirers must provide a register of those present during a letting upon request.

Hirers must have appropriate, valid and current insurances.

21. Lone Working

Our arrangements for managing lone working are:

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:

Email, meetings

We monitor lone working arrangements by:

Cleaners phone in and out of site

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

NOTE Types of equipment to consider in this section:

Ladders and steps, fume cupboards, other extraction systems, PE equipment, D&T machines, lifts & lifting equipment, pressure cookers, autoclaves, fire alarm and smoke detection, emergency lighting, fire extinguishers.

This section must include the arrangements for school/academy kitchens, science laboratories or Design and Technology rooms

Name of person responsible for the selection, maintenance / inspection and testing of equipment:

SUAT [who purchase the following on behalf of MAT schools:

- Development Officer
- Maintenance Building + Engineer
- Compliance
- Site Team

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

Main Office

Staff report any broken or defective equipment to:

Keith Dolman or Karen Brown

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

23. Manual Handling

Name of competent person responsible for

Katie Stanley/Keith Dolman

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	June 2018	Review date:	June 2019
Policy Owner:	COO	Page: 17 of 22			
Audience:	Trustees <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy	
	Council <input checked="" type="checkbox"/>	General Public <input checked="" type="checkbox"/>			
	Parents <input checked="" type="checkbox"/>				



carrying out manual handling risk assessments
Our arrangements for managing manual handling activities are: Ask KD to complete. Follow risk assessment Individual staff risk assessments and occupational health referrals made as required Health and safety focuses remind staff of manual handling procedures Staff must request support for manual handling as required Hazardous manual handling must be avoided
Staff must aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided. Our arrangements for communicating this requirement to staff are: Meetings, Email
Staff who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task.
Staff are trained appropriately to carry out manual handling activities. Formally trained staff are: Keith Dolman
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).

24. Medication

Name of person(s) responsible for the management of and administration of medication to pupils in academy:	Katie Stanley
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:	Katie Stanley, Karen Brown, Ruth Gee
Medication is stored:	Medical Room
A record of the administration of medication is located:	Office
Pupils who administer and/or manage their own medication in an academy are authorised to do so by a parent/doctor and provided with a suitable private location to administer medication/store medication and equipment. Medication is stored in Medical Room	
Staff are trained to administer complex medication by the school nursing service when required. The staff differs dependent on child and medical need.	
Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are: Refer to Managing Medicine in School 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: Staff Room	
Staff must advise the academy leaders if they are taking any medication which might impair their ability to carry out their normal work. Risk assessments must be undertaken for individual members of staff if deemed as being required.	

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

PPE is provided free of charge where a risk assessment identifies this is needed to control a

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	June 2018	Review date:	June 2019
Policy Owner:	COO	Page: 18 of 22			
Audience:	Trustees <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy	
	Council <input checked="" type="checkbox"/>	General Public <input checked="" type="checkbox"/>			
	Parents <input checked="" type="checkbox"/>				



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.	Katie Stanley
Name of person responsible for the checking and maintenance of personal protective equipment provided for staff	Keith Dolman
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 pupil PPE.	Class Teacher
Confirmation of any recorded checks to be provided:	Class Teacher

26. Radiation

Name of the academy Radiation Protection Supervisor (RPS)	Katie Stanley
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: Email or call Katie Stanley, Karen Brown, Keith Dolman Inspections of the areas in question may be required.

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 other who may be exposed to the risk.
Risk assessments are in place for the following areas: Premises and grounds Curriculum / classrooms Hazardous activities or events Lettings or contract work which may affect staff or pupils in the school/academy Fire Risk Assessment Hazardous Substances Work Equipment Manual handling activities

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	June 2018	Review date:	June 2019
Policy Owner:	COO	Page: 19 of 22			
Audience:	Trustees <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy	
	Council <input checked="" type="checkbox"/>	General Public <input checked="" type="checkbox"/>			
	Parents <input checked="" type="checkbox"/>				



Risks related to individuals e.g. health issues Office Control of contractors Risks related to individuals e.g. health issues Staff wellbeing / stress Lone working Working at height	
Name of person who has overall responsibility for the academy risk assessment process and any associated action planning:	Katie Stanley
Our arrangements for carrying out, recording, communicating and reviewing risk assessments are: Risk assessments kept on staff shared Risk assessments reviewed on or before the review date if there are no significant changes to be made Risk assessments reviewed upon significant change prior to the review date Upon review completion, risk assessments saved to the staff shared drive and emailed to all staff	
Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments.	
When an accident or incident occurs a post risk assessment takes place when a new hazard has been identified.	
Risk assessments are created or reviewed when something new is introduced or a change has occurred.	

29. Smoking

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

30. Shared use of premises/shared workplace

Name of Premises Manager or member of Leadership team responsible for Premises Management:	Katie Stanley
The academy premises are shared with another organisation (e.g. Contract caterer/public leisure centre).	Rocklands School Charnwood Children's Centre
Our arrangements for managing health and safety in a shared workplace are: Meetings and shared risk assessments and procedures for shared areas	

31. Stress and Staff Wellbeing

Name of person who has overall responsibility for the health and wellbeing of academy staff:	Katie Stanley
All staff have responsibility to take care of their own health and wellbeing and the school/academy supports staff to do this by implementing the following arrangements: Wellbeing and staff stress risk assessments in place Individual staff risk assessments in place as required	

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	June 2018	Review date:	June 2019
Policy Owner:	COO	Page: 20 of 22			
Audience:	Trustees <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy	
	Council <input checked="" type="checkbox"/>	General Public <input checked="" type="checkbox"/>			
	Parents <input checked="" type="checkbox"/>				



Access to occupational health and thinkwell services
Staff wellbeing initiatives in place
Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated.
All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work.
Individual stress risk assessments take place when a member of staff requires additional individual support.
A team stress risk assessment has been completed involving all staff and this is reviewed regularly. October 2018. Reviewed Annually

32. Training and Development

Name of person who has overall responsibility for the training and development of staff:	Katie Stanley
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: Staff induction – general to trust structures, policies and procedures Risk assessments implemented where required Staff provided with training as identified upon appointment or as roles develop	
The academy has a health and safety training matrix to help in the planning of essential and development training for staff which is updated termly.	
Training records are retained on staff location.	
Training and competency is monitored and measured by:	Katie Stanley

33. Vehicle movement on site

Name of Premises Manager or other staff member responsible for the management of vehicles on site:	Katie Stanley
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 etc): Speed restriction on car parks Signage displayed on car park Barrier to restrict access	

34. 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.

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	June 2018	Review date:	June 2019
Policy Owner:	COO	Page: 21 of 22			
Audience:	Trustees <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy	
	Council <input checked="" type="checkbox"/>	General Public <input checked="" type="checkbox"/>			
	Parents <input checked="" type="checkbox"/>				



Staff and pupils must report all incidents of verbal & physical violence to:	Katie Stanley
Incidents of verbal & physical violence are investigated by:	Katie Stanley
Name of person who has responsibility for site security:	Katie Stanley
<p>Our arrangements for site security are: Magnetic lock system utilised at the front entrance. Staff only have code for access Intruder alarm system in place and activated when the office is not manned. Other door sets are kept locked at all times Windows are locked when offices are not manned</p>	

35. Water System Safety

Name of Premises Manager or other member of staff responsible for managing water system safety.	Katie Stanley
Name of contractors who have undertaken a risk assessment of the water system and date the risk assessment was last completed:	Name: HSL Date
Name of contractors who carry out regular testing of the water system:	HSL
Location of the water system safety manual/testing log:	Medical Room
Our arrangements to ensure contractors have information about water systems are: Contact office staff	
Our arrangements to ensure all academy staff carrying out checks or testing or maintenance have information about the water system: Contact office staff	

36. Working at Height

Name of person(s) responsible managing the risk of work at height on the premises:	Katie Stanley
Date of the most recent working at height risk assessment:	October 2015
Work at height is avoided where possible.	
Our arrangements for managing work at height are: Staff uses ladders where appropriate Support from other staff as required	
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:	Keith Dolman

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	June 2018	Review date:	June 2019
Policy Owner:	COO	Page: 22 of 22			
Audience:	Trustees <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy	
	Council <input checked="" type="checkbox"/>	General Public <input checked="" type="checkbox"/>			
	Parents <input checked="" type="checkbox"/>				



37. Work Experience

Name of person who has overall responsibility for managing work experience and work placements for academy pupils:	Cheryl Nowell
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 Vice Principal followed with early induction and supervision of students by the class teacher.	
The name of the person responsible for the health and safety of people on work experience in the academy premises:	Cheryl Nowell
Our arrangements for managing the health and safety of work experience students in the academy are: Induction with Cheryl Nowell	

38. Volunteers

Name of person who has overall responsibility for managing/coordinating volunteers working within the academy:	Cheryl Nowell
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: Meeting with CN before placement starts. Inductions. Signing of code of conduct.	

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.

To measure Health and Safety Performance the school will record incidences of:

- Weekly Health and Safety checks carried out by Site Technician
- Incidents of slips trips and falls sustained by pupils
- Incidents of D1 notices and time taken to rectify these notices

Monitoring and review

The governing body monitors and reviews the school Health and Safety policy through its Health and Safety committee by:

- considering the Head Teacher's Health and Safety report every term which details any incidents, actions or issues.

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	June 2018	Review date:	June 2019
Policy Owner:	COO	Page: 23 of 22			
Audience:	Trustees <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy	
	Council <input checked="" type="checkbox"/>	General Public <input checked="" type="checkbox"/>			
	Parents <input checked="" type="checkbox"/>				



- considering, with the Finance and Premises committee any improvement work that needs to be completed to rectify any Health and Safety issues.

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.