

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	March 2020	Review date:	As required
Policy Owner:	Operations Manager	Page: 1 of 5			
Audience:	Trustees <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy Council <input checked="" type="checkbox"/>	
	Parents <input checked="" type="checkbox"/>	General Public <input checked="" type="checkbox"/>			



Health and Safety & Wellbeing Policy (Academy Closure Addendum)

This addendum is to be utilised in conjunction with the academy Health, Safety and Wellbeing policy and provides the temporary arrangements for the management of health and safety pertaining to temporary closures.

Charnwood Primary Academy

Area of Health and Safety	Management Arrangements
Communication and Guidance	
Health and safety arrangements will be communicated by: (Include how arrangements will be communicated to staff, parents, pupils, contractors / visitors to site, lettings)	<ul style="list-style-type: none"> -Documents placed on website -Daily checks completed when staff in school with key worker children -E-mail to parents and staff as needed -Contractors complete hazard exchange forms -Visitors/contractors have arrangements communicated following social distancing rules
Staff report health and safety issues to: (Please include the format for reporting e.g. email addresses).	-staff report any issues to premises manager on headteacher@charnwood.staffs.sch.uk
Hazards / defects on the premises are reportable to: (Please include the format for reporting e.g. email addresses).	-staff report any issues to premises manager on headteacher@charnwood.staffs.sch.uk -Premises Manager to arrange for hazards etc to be looked at if an emergency and if safe to do so.
The academy obtains health and safety advice from: (Please include their contact details).	John Burdett john.burdett@staffordshire.gov.uk 01785 355777
COVID-19 risk management guidance and resources are available from:	<ul style="list-style-type: none"> - Public Health England - DFE Coronavirus Helpline - NHS - World Health Organisation - SUAT and Academy Websites - Staffordshire Learning Net
Lone working is managed by:	<ul style="list-style-type: none"> - All staff operate within teams with SLT member on each team so will not be lone working during temporary closures. - Academy lone working procedure which is on academy website. - Lone working risk assessments completed for every staff member undertaking lone working - Individual risk assessment

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	- Methods of communication which are via e-mail
Home Working	
Our arrangements for risk managing home working are:	<ul style="list-style-type: none"> - Risk assessment, including display screen assessments as required - Regular/Maintained lines of communication - Individual risk assessments - Staff report concerns and encouraged to request support when needed - Taking breaks as required - Access to IT support, which can be requested by contacting Staffs Tech - Assessment of workspace and suitability
Communication with home workers will be made and maintained by: (Include how homeworkers can report concerns / request support)	<ul style="list-style-type: none"> - Contact via head teacher – headteacher@charnwood.staffs.sch.uk - Weekly Zoom catch up - Regular e-mails, calls and texts to all staff
Accidents, Incidents, First Aid	
The process for reporting, recording and investigating accidents and incidents is:	<ul style="list-style-type: none"> - Normal procedures within school to parents of children concerned - Head teacher informed via call/e-mail if not on site
First aid arrangements are:	<ul style="list-style-type: none"> - Always a first aider on school site - Processes continue as normal. - Head teacher informed if not on site
Our process for checking and restocking first aid boxes are:	<ul style="list-style-type: none"> - Checks completed as normal by Di Gair when she is on site - Any shortages to be reported immediately via e-mail to Di Gair
Our arrangements for the administration of medicines to pupils are:	<ul style="list-style-type: none"> - Staff to only administer medicines as directed by the doctor. Parents to complete medicine administration form. - Pupils/Staff to not be in school if show any signs of any illness.
The names members of staff who are authorised to give / support pupils with medication are:	<ul style="list-style-type: none"> - Members of SLT
Premises	
Asbestos risks are managed by:	<ul style="list-style-type: none"> - Asbestos register on site denoting the location of asbestos containing materials - Staff informed not to undertake any intrusive works - Contractors are managed and made aware of the locations of asbestos and how this affects their work on site. They are not permitted to undertake intrusive works as standard - Visitors and volunteers in the academy are

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	<p>inducted to academy arrangements with regards to the management of asbestos by Premises Manager</p> <ul style="list-style-type: none"> - Only emergency work to be undertaken during lockdown period
Concerns relating to asbestos on the premises should be reported to: (Include means of contact).	<ul style="list-style-type: none"> - Premises Manager - Katie Stanley - headteacher@charnwood.staffs.sch.uk
Our arrangements for managing contractors on site are: (Including the exchange of health and safety information / risk assessments/safe working arrangements/monitoring)	<ul style="list-style-type: none"> - Hazard exchange form completed and shared with the contractor in advance of work commencement. This includes risk management measures in consideration of COVID-19 - The contractor provides risk assessments and method statements as necessary to the work - Contractor is inducted to site (PHE guidance is followed in relation to hygiene e.g. social distancing, handwashing, cleaning regimes) - Staff are informed of contractor attendance to site and the purpose for the visit - Contractors are monitored by a designated member of staff during their visit
Our waste management arrangements are:	<ul style="list-style-type: none"> - Follow infection control policy, infection control risk assessments and COVID-19 risk assessments - Follow PHE and NHS guidance - Disposal routes for waste are: - Cleaning materials – To be washed at high temperatures regularly and/or wiped down. - Suspected COVID-19 waste – To use appropriate bins - Combustible waste – To use appropriate bins - Hazardous waste – To use appropriate bins
Our site housekeeping arrangements are:	<ul style="list-style-type: none"> - Daily cleaning of areas used within school especially all touch points. - Storage of combustible materials in appropriate places as normal - Storage of cleaning items in cleaning cupboard - Waste removal methods and frequencies – bins emptied daily within school - Management of deliveries – contents to be wiped down and left for identified time - Management of electrical devices – daily cleaning, no sharing.

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Site security arrangements are:	<ul style="list-style-type: none"> - Intruder alarm checks – as normal monitored by designated member of staff - Site security inspections – completed daily by staff - Security risk assessment – as normal - Signing in and out procedures – staff sign children in and out collecting phone numbers for emergency. - Visitor and volunteer management – follow usual signing in procedures if needed to be on site
Fire Safety	
Our fire evacuation arrangements are published:	<ul style="list-style-type: none"> - If fire alarm sounds evacuate building immediately and check register - Member of SLT follow procedure to check alarm board if able
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):	<ul style="list-style-type: none"> - Member of SLT on site is responsible for calling emergency services
The fire risk assessment is located:	<ul style="list-style-type: none"> - On school website
Risk Assessments	
New risk assessments relating to COVID-19 are: These can be found (location):	<ul style="list-style-type: none"> - Can be found on staff share in risk assessment folder
Amended risk assessments relating to COVID-19 are: These can be found (location):	<ul style="list-style-type: none"> - Can be found on staff share in risk assessment folder
Wellbeing	
Staff and pupil wellbeing is supported by:	<ul style="list-style-type: none"> - Contact with others when in school - Regular catch ups on social platforms like zoom - Regular calls, chats, emails - Daily communication on dojo for pupils if needed - Weekly pupil safe and well checks
Resources for mental health and wellbeing can be found:	<ul style="list-style-type: none"> - On school website

Statutory Compliance Maintenance and Inspections

Internal Academy Inspections	
Workplace inspections - type	Name of person who carries these out

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Fire alarm	Site Supervisor or designated trained person in their absence
Emergency lighting	Site Supervisor or designated trained person in their absence
Intruder alarm	Site Supervisor or designated trained person in their absence
Water temperature	Site Supervisor or designated trained person in their absence
Water flushing	Site Supervisor or designated trained person in their absence
Fire doors	Site Supervisor or designated trained person in their absence
Fire extinguisher	Site Supervisor or designated trained person in their absence
Ladder logs	Site Supervisor or designated trained person in their absence
Playground equipment	Staff on site daily before use
External equipment	Staff on site daily before use
Site security inspections	Staff on site daily before use
Full premises inspection	Site Supervisor or designated trained person in their absence
Asbestos	Site Supervisor or designated trained person in their absence

Location of records: _Site Supervisor Cupboard

Contracted Inspections – Statutory Compliance	
Type of Inspection	Maintenance Regime Details
Fire alarm	Lantern – 6 monthly
Intruder alarm	Chubb – 6 monthly
Water hygiene	IWS – 6 monthly
Legionella risk assessment	IWS – 6 monthly
Boilers and plant equipment	Sure Maintenance – 12 monthly
Gas lines	Sure Maintenance
Fixed electrical	Speed Electric – 5 yearly
Air conditioning	MITIE – 6 monthly
Emergency lights	Marlowe – 6 monthly
Sewage treatment	Lichfield Drains
Asbestos	ENTRUST

Location of records: _ENTRUST Property Portal