

# **JOHN TAYLOR MULTI ACADEMY TRUST**



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

**JTMAT schools subscribe to Staffordshire County Council's Strategic H&S Service SLA and therefore schools use this model policy (or the previous version) adapted to reflect local context.**

Implementation date: May 2017

Revised date: July 17, July 19, July 21, July 23

Review date: July 2025

## 1. Success Indicators

The school has a Health, Safety and Wellbeing policy which:

- Provides an overview of the school policy on health, safety and wellbeing.
- Outlines the arrangements the school has in place for health, safety and wellbeing.
- Assigns roles and responsibilities to key staff in the school.
- Is monitored and reviewed regularly by senior leaders.

## 2. Overview

All schools are required to have a Health, Safety and Wellbeing Policy in place.

The School's Health, Safety and Wellbeing Policy should be developed by the Headteacher, members of the School Leadership team in conjunction with the Governing Body/Trust/Academy Board.

## 3. Employer responsibilities

Where the school/sponsor/board of governors is the direct employer of school staff (such as in Academies, Trust Schools, Foundation Schools and Voluntary Aided (VA) Schools) the school must have a Health and Safety Policy in place to comply with the Health and Safety at Work Act. This can be in any format.

Where a County Council is the employer of school staff, such as in Maintained or Community Schools, Voluntary Controlled (VC) or Short Stay Schools it is recommended that schools use the Health, Safety and Wellbeing Policy template to develop their Health, Safety and Wellbeing Policy.

## 4. Day to day management of Health, Safety and Wellbeing

The organisation and arrangements which support the H,S and W Policy (day to day management of Health & Safety) are the responsibility of the Headteacher/Principal and the School Senior Leadership Team (supported and monitored by the Governing Body). Note that the Management of Health and Safety at Work Regulations requires employers to appoint one or more competent people to support their management of health and safety. This may be done by appointing an external provider to provide this advice.

## Occupiers Liability

Regardless of the status of the employer, all school governing bodies have health and safety responsibility as the **occupier** of the premises and therefore must take steps to ensure that the premises are managed effectively to reduce risk to those using, entering or accessing the premises at any time for any reason.

## **5. Template for Health, Safety and Wellbeing Policy**

The Staffordshire Health, Safety and Wellbeing Service provide a template Health, Safety and Wellbeing Policy for schools to customise and adapt for their own use. This is on the next page

May 2017



# Health, Safety and Wellbeing Policy

## *Thomas Russell Infants' School*

The policy has 4 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 School

**Part E** - The Key Performance Indicators



## A. Introduction

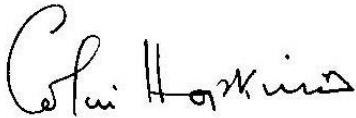

This policy statement complements (and should be read in conjunction with) the School Health and Safety Policy. It records the local organisation and arrangements for implementing the Trust policy.

## B. Policy Statement

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

The Governing Body will ensure so far as is reasonably practicable that:

- all places and premises where staff and pupils are required to work and engage in school/academy activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on the premises or taking part in educational activities elsewhere.)
- all plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
- appropriate safe systems of work exist and are maintained.
- sufficient information, instruction, training and supervision is available and provided to ensure that staff and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others.
- a healthy working environment is maintained including adequate welfare facilities. In addition to the above the school/academy will ensure that so far as is reasonably practicable that the health and safety of other non-employees is not adversely affected by its' activities. Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representatives forms part of this policy. This policy statement and the accompanying organisational arrangements supersede any previously issued.

	
<i>Colin Hopkins, Chair, JTMAT Board of Trustees</i>	<i>Mike Donoghue, CEO, JTMAT</i>
<i>1 September 2023</i>	<i>1 September 2023</i>



### C. Management Arrangements

The following procedures and arrangements have been established within our school 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 school/academy obtains competent health and safety advice from</i>	Staffordshire Health & Safety team
<i>The contact details are</i>	(01785) 355777
<i>In an emergency we contact Duty Officer on 01785 355777</i>	

#### Monitoring Health and Safety

<i>Name of person(s) responsible for the overall monitoring of health and safety in school/academy:</i>	Name Suzy Burton & Tracy Moore
<p><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 Governing Body:</i></p> <p><i>An annual report to the governing body is provided using the Staffs template. An annual report to the Estates manager for the Trust is also completed.</i></p> <p><i>A health, safety and wellbeing report to the Governing Body every half term.</i></p> <p><i>Daily and weekly monitoring is completed by the HT, site supervisor and cleaner with both formal and informal checks being made.</i></p> <p><i>Our health and safety governor also conducts a meeting with the HT once per term.</i></p> <p><i>We buy into a service level agreement with Staffordshire to provide the appropriate health and safety checks eg legionella, asbestos, fire alarm.</i></p>	
<i>The school/academy carries out formal evaluations and audits on the management of health and safety (frequency).</i>	
<i>The last audit took place</i>	<p><i>Date: July 2023</i></p> <p><i>By: Tracy Moore/ Verena Bartram-Rose (Entrust)</i></p>



<i>Name of person responsible for monitoring the implementation of health and safety policies</i>	<i>Name Katie Manning Nik Antona</i>
<i>All staff are aware of the key performance indicators in part E and how they are monitored</i>	
<i>Workplace inspections - type</i>	<i>Name of person who carries these out</i>
<i>Fire alarm – weekly</i>	<i>Chris Morley – Site Supervisor</i>
<i>Legionella</i>	<i>Chris Morley</i>

#### **D. Detailed Health and Safety Arrangements**

In-depth walkabout of site carried out every half-term by co-head and office manager.

Staff inspect their environment on a daily basis to check for hazards, which are reported to co-heads and/or school office.

Fire exits, regular flushing, ladder checks, fire alarm, emergency lighting checks carried out by Site Supervisor to appropriate schedule.

Office staff check fire-fighting equipment monthly.

Risk assessments read and signed by staff annually.

#### **1. Accident Reporting, Recording & Investigation**

<i>Our arrangements for recording and investigating:</i>
<i>pupil accidents:</i> All incidents requiring attention from First Aider are recorded. Accidents requiring referral to hospital are reported via the SCC Info Exchange portal. Risk assessments are annotated/amended as appropriate.
<i>staff accidents:</i> All incidents are recorded and reported to governors where appropriate. More serious accidents would be referred as per legislation.
<i>visitor accidents:</i> All incidents would be recorded as per staff accidents.
<i>The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is:</i> Rebecca Crowden (Office Manager)
<i>Our arrangements for reporting to the Governing Body or Academy Board are:</i>



H & S report to governors and individual report to governor if required. Written by HT/Office Manager

*Our arrangements for reviewing accidents and identifying trends are:* Half-termly audit of records and report made to governors, noting trends and actions. Risk assessments are annotated/amended as appropriate.

## 2. Asbestos

<i>Name of Premises Manager responsible for Managing Asbestos.</i>	<i>Name</i> Chris Morley (Site Supervisor)
<i>Location of the Asbestos Management Log or Record System.</i>	<i>Location</i> School office
<i>Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are:</i> Contractors inspect and sign asbestos register, location of work is discussed and hazard exchange form completed.	
<i>Our arrangements to ensure all school/academy staff such as class teachers or caretakers have information about asbestos risk on the premises:</i> All staff advised annually in writing where asbestos is in school and sign to acknowledge this in asbestos register. HSF 50 form completed on an annual basis by the site supervisor carrying out a visual inspection of asbestos sites.	
<i>Staff must report damage to asbestos materials to:</i>	<i>Name</i> Suzy Burton/Tracy Moore
<i>Staff must not drill or affix anything to walls without first obtaining approval from the premises manager.</i>	

## 3. Communication

<i>Name of SLT member who is responsible for communicating with staff on health and safety matters:</i>	<i>Name</i> Suzy Burton/Tracy Moore
<i>Our arrangements for communicating about health and safety matters with all staff are:</i> Annual briefing, plus relevant updates in staff meetings and on inset days. Health, safety and wellbeing are a standing item on weekly staff meetings. Forms are available in the staffroom for staff to report health and safety concerns or near misses.	
<i>Staff can make suggestions for health and safety improvements by:</i> speaking to the Co-headteachers or office manager or at a MAT level by contacting the Estates Manager. Forms are available in the staffroom for staff to report health	





and safety concerns or near misses.

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

<i>Name of person coordinating any construction work / acting as Client for any construction project.</i>	<i>Name Suzy Burton/Tracy Moore/JTMAT Estates Manager</i>
<i>Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are: Appropriate external advice sought. Relevant paperwork completed by contractors (i.e method statements, risk assessments, hazard exchange form) and reviewed. Regular checks by the Co-Heads on work being completed to an acceptable standard and following health and safety expectations.</i>	
<i>Duty holders will be identified and named as part of any Construction project.</i>	
<i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: Site meeting between co-head/s and contractor to exchange key information and agree monitoring arrangements.</i>	
<i>Our arrangements for the induction of contractors are: Co-Heads or Office Manager goes through hazard exchange form and premises safety arrangements with contractor.</i>	
<i>Staff should report concerns about contractors to: Co-Heads/Office Manager</i>	
<i>We will review any construction activities on the site by: Monitoring during works and final inspection before signing off.</i>	

#### 5. Consultation

<i>Name of SLT member who is responsible for consulting with staff on health and safety matters:</i>	<i>Name Suzy Burton/Tracy Moore</i>
<i>The name of the Trade Union Health and Safety Representative is:</i>	<i>Name None currently in place</i>
<i>Our arrangements for consulting with staff on health and safety matters are: Weekly staff meetings, email updates, standing item in staff meetings, comments and suggestions on risk assessments encouraged.</i>	
<i>Staff can raise issues of concern by: Speaking to Co-Heads or Office Manager</i>	



## 6. Contractor Management

<i>Name of person responsible for managing and monitoring contractor activity</i>	<i>Name</i> Suzy Burton/Tracy Moore/Rebecca Crowden
<i>Our arrangements for selecting competent contractors are:</i> Via the Staffordshire CC approved list; by recommendation from Entrust Property Services or JTMAT Estates Manager.	
<i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are:</i> Hazard exchange form completed before work starts; site meeting before work starts.	
<i>Our arrangements for the induction of contractors are:</i> See above	
<i>Staff should report concerns about contractors to:</i> Co-Heads/Office Manager	

## 7. Curriculum Areas – health and safety

<i>Name of person who has overall responsibility for the curriculum areas as follows</i> Suzy Burton/Tracy Moore	<i>Head of Dept. or Curriculum Lead Name</i> See below table
<i>Risk assessments for these curriculum areas are the responsibility of:</i>	<i>Name(s) Subject leaders below</i>

<b>Area of development</b>	<b>Governor</b>	<b>Staff member</b>
Safeguarding	Tim Hopkins	Co-heads
Antibullying	Tim Hopkins	Co-Heads
Online Safety	Tim Hopkins	Co-Heads
SEND	Jo Turrell	Rebecca Walker
Pupil Premium	Jo Turrell	Co-Heads
Curriculum and assessment	L&S Committee	Co-Heads
Health and Safety	Nik Antona	Co-Heads
EYFS	Tim Hopkins	Samantha Toft
English	L&S Committee	Tracy Moore/Katie Smith
Maths	L&S Committee	Rebecca Walker/Lauren Sutton



Science	L&S committee	Amelia Cooper
PSHE/British Values/RSE	L&S Committee	Co-Heads
Physical Education	L&S Committee	Jess Lamond
Computing	L&S committee	Sam Toft
History/Geography	L&S Committee	Suzy Burton
RE/Collective Worship	L&S Committee	Tracy Moore
Art/Design and Technology	L&S Committee	Kirstie Raw
Music	L&S Committee	Lauren Sutton
MFL	N/A	N/A
Forest School	L&S committee	Rebecca Garratt/Sam Toft
Looked after children	Tim Hopkins/Katie Manning	Co-Heads
Wellbeing	L&S Committee	Co-Heads Marie Warner/Samantha Hollender

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

*The school/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: Annual review for those staff who DSE assessment applies to.*

<i>Name of person who has responsibility for carrying out Display Screen Equipment Assessments</i>	<i>Name Rebecca Crowden</i>
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<i>DSE assessments are recorded and any control measures required to reduce risk are managed by</i>	<i>Name Rebecca Crowden</i>
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### 9. Early Years Foundation Stage (EYFS)

<i>Name of person who has overall responsibility for EYFS</i>	<i>Name Suzy Burton/Tracy Moore</i>
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*Our arrangements for the safe management of EYFS are:* Day-to-day management is by class teachers, monitored by Co-Heads. Regular meetings and updates as appropriate. Risk assessments in place for the EYFS environments including outdoor area. EYFS conduct a daily visual check of EYFS outdoor area which is recorded. Any defects are immediately notified.

## 10. Educational visits / Off-Site Activities

<i>Name of person who has overall responsibility for Educational Visits</i>	<i>Name Suzy Burton/Tracy Moore</i>
<i>The Educational Visits Coordinator is</i>	<i>Name Tracy Moore</i>
<i>Our arrangements for the safe management of educational visits:</i> Risk assessments are completed on Evolve for school trips. Risk assessments are also in place for all trips within walking distance of the school. These are completed on Evolve using the Local Area visit module.	

## 11. Electrical Equipment [fixed & portable]

<i>Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:</i>	<i>Name Rebecca Crowden</i>
<i>Fixed electrical wiring test records are located:</i>	<i>In Operational Control folder (Vol 1) in school office.</i>
<i>All staff visually inspect electrical equipment before use.</i>	
<i>Our arrangements for bringing personal electrical items onto the school site are:</i> Must be PAT tested Agreed with HT prior to use	
<i>Name of person responsible for arranging the testing of portable electrical equipment (PAT):</i>	<i>Name Rebecca Crowden</i>
<i>Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:</i>	<i>Name Suzy Burton/Tracy Moore</i>
<i>Portable electrical equipment (PAT) testing records are located:</i>	<i>In Operational Control folder (Vol 1) in school office.</i>
<i>Staff must take defective electrical equipment out of use and report to:</i>	<i>Name Co-Heads/Office Manager</i>



*The portable electrical equipment on the school/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]**

<i>Name of competent person responsible for undertaking &amp; reviewing fire risk assessment in addition to any associated action planning</i>	<i>Name</i> Suzy Burton/Tracy Moore
<i>The Fire Risk Assessment is located .....</i>	In fire log folder in school office.
<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>Name</i> Co-Heads or office staff  Yes, during non-school hours.
<i>Name of person responsible for arranging and recording of fire drills</i>	<i>Name</i> Suzy Burton/Tracy Moore
<i>Name of person responsible for creating and reviewing Fire Evacuation arrangements</i>	<i>Name</i> Suzy Burton/Tracy Moore
<i>Our Fire Evacuation Arrangements are published ...</i>	<i>Location</i> In fire log folder and on walls on classrooms.
<i>Our Fire Marshals are listed</i>	<i>Location</i> Fire log folder
<i>Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at</i>	<i>Location</i> School office
<i>Name of person responsible for training staff in fire procedures</i>	<i>Name</i> Suzy Burton/Tracy Moore
<i>All staff must be aware of the Fire Procedures in school This is reviewed with staff on an annual basis.</i>	

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

<i>Name of person responsible for carrying out the First Aid Assessment</i>	<i>Name</i> Suzy Burton/Tracy Moore
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<i>The First Aid Assessment is located</i>	<i>Location</i> Operational Control folder (Vol 1) in school office
<i>First Aiders are listed</i>	<i>Location</i> In school office and staff room
<i>Name of person responsible for arranging and monitoring First Aid Training</i>	<i>Name</i> Suzy Burton/Tracy Moore
<i>Location of First Aid Box</i>	Listed in First Aid section of Operational Control folder (Vol 1)
<i>Name of person responsible for checking &amp; restocking first aid boxes</i>	Bridget Robinson
<i>In an emergency staff are aware of how to summon an ambulance</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):</i>	
<i>pupils</i>	Office staff contact parent/carer Staff member as appropriate accompanies to hospital
<i>staff</i>	As above
<i>visitors</i>	Individual case assessed and responded to separately if contact details available.
<i>Our arrangements for recording the use of First Aid are</i> First aid record books; appropriate reporting channel for more serious incidents	

#### 14. Forest School

<i>Name of person in school who leads on Forest School activity</i>	Rebecca Garratt/Sam Toft
<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> Risk assessment in place and reviewed on an annual basis; appropriate levels of supervision always maintained; any issues raised promptly with SLT.	

#### 15. Glass & Glazing

<i>All glass in doors and side panels are constructed of safety glass</i>
<i>All replacement glass is of safety standard</i>



*A glass and glazing assessment took place in (year) and the record can be found 2012 – school office*

**16. Hazardous Substances (COSHH)**

<i>Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)</i>	Kindred cleaning company for cleaning materials B Robinson for substances in school
<i>Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are:</i> Kindred cleaners and Site Supervisor manage the appropriate chemicals for use. Cupboard is kept locked at all times. COSHH assessments are readily available	

**17. Health and Safety Law Poster**

<i>The Health and Safety at Work poster is located:</i>	Staff room & school office
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**18. Housekeeping, cleaning & waste disposal**

<i>All staff and pupils share the responsibility for keeping the school/academy site clean, tidy and free from hazards</i>
<i>Our waste management arrangements are:</i> East Staffs BC
<i>Our site housekeeping arrangements are:</i> Kindred (contractors)



<i>Site cleaning is provided by: External cleaning company</i>	<i>Name and contact details</i> Kindred Jessica Edwards (Regional Manager) Tel 07801 575471
<i>Cleaning staff have received appropriate information, instruction and training about the following and are competent:</i>	
<i>work equipment</i> Yes	
<i>hazardous substances</i> Yes	
<i>Waste skips and bins are located away from the school/academy building.</i> Yes	
<i>All staff and pupils must be aware of the arrangements for disposing of waste and the location of waste bins and skips.</i> Yes	
<i>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.</i> Yes	

## 19. Infection Control

<i>Name of person responsible for managing infection control:</i>	<i>Name</i> Suzy Burton/Tracy Moore
<i>Our infection control arrangements (including communicable diseases/hand hygiene standards) are:</i> Follow the HSE infection and illness guidance, keep updated with Government guidance and relevant notifications, use expertise across JTMAT. Follow SCC Infection Control Management Arrangements document	

## 20. Lettings

<i>Name of Premises Manager or member of Leadership team responsible for Lettings</i>	<i>Name</i> Suzy Burton/Tracy Moore
<i>Our arrangements for managing Lettings of the school/academy /rooms or external premises are:</i> See lettings policy.	
<i>The health and safety considerations for Lettings are considered and reviewed annually.</i>	
<i>Hirers have in place their own risk assessments, first aid arrangements/ fire procedures and emergency procedures.</i> Yes	





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

*Yes*

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

## 21. Lone Working

*Our arrangements for managing lone working are: Risk assessment in place. Lone working is discouraged for H&S reasons, but if unavoidable, staff let Co-heads know if in school as lone worker and start and finish times. Staff are also requested to inform their own contact at home of their location. Only regular lone worker is our Site Supervisor.*

## 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*

*Name Co-heads/office manager liaise with contractors to book in compliance testing*

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

*Location Operational control files*

*Staff report any broken or defective equipment to:*

*Name Office staff*

*The equipment on the school/academy site owned and used by contractors is the responsibility of the contractor, who must provide records of testing , inspection and maintenance if requested:*

## 23. Manual Handling

*Name of competent person responsible for carrying out manual handling risk assessments*

*Name Suzy Burton/Tracy Moore*

*Our arrangements for managing manual handling activities are: Risk assessment in place, individual risk assessments if required, staff briefing on manual handling plus online training course completed by staff.*



<i>Staff must aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided.</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.</i>
<i>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).</i>

## 24. Medication

<i>Name of person responsible for the management of and administration of medication to pupils in school/academy</i>	<i>Name Suzy Burton/Tracy Moore (assistant head in their absence)</i>
<i>Our arrangements for the administration of medicines to pupils are: Prescription medication only, consent forms completed for all medication given, medication kept in securely and appropriately.</i>	
<i>The names members of staff who are authorised to give / support pupils with medication are:</i>	<i>S Burton, T Moore, L Sutton, R Crowden, B Robinson</i>
<i>Medication is stored:</i>	<i>Location Staffroom fridge/head's office in locked cupboard</i>
<i>A record of the administration of medication is located:</i>	<i>Location Head's office</i>
<i>Pupils who administer and/or manage their own medication in school are authorised to do so by a (name) and provided with a suitable private location to administer medication/store medication and equipment.</i>	
<i>Staff are trained to administer complex medication by the school nursing service when required.</i>	
<i>Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are: Care plans in place completed by parent and stored in school office, reviewed annually or when a change is required. If other emergency then follow 999 advice and keep a log of actions</i>	



*Staff who are taking medication must keep this personal medication in a secure area in a staff only location.*

*Staff must advise the school/academy leaders if they are taking any medication which might impair their ability to carry out their normal work.*

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

*PPE is provided free of charge where a risk assessment identifies this is needed to control a risk and the risk cannot be controlled by another means.*

<i>Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for school/academy staff.</i>	Name Suzy Burton/Tracy Moore
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<i>Name of person responsible for the checking and maintenance of personal protective equipment provided for staff</i>	Name Bridget Robinson
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*PPE provided for use in curriculum lessons is not “personal” as it is provided by pupils in classroom situations.*

<i>Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for pupils.</i>	Name Suzy Burton/Tracy Moore
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*All PPE provided for use in a classroom environment is kept clean, free from defects and replaced as necessary.*

<i>Name(s) of person responsible for cleaning and checking pupil PPE.</i>	Name Class teachers or TA of the child requiring PPE if 1-1
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## **26. Radiation**

<i>Name of the school/academy Radiation Protection Supervisor (RPS)</i>	Name N/A
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<i>Name of the Radiation Protection Adviser (RPA)</i>	Name N/A
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## **27. Reporting Hazards or Defects**

*All staff and pupils must report any hazards, defects or dangerous situations they see at school/academy.*

*Our arrangements for the reporting of hazards and defects: Form to be completed available in the staff room.*



Report directly to Co-heads or school office

## 28. Risk Assessments

<p><i>The school/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. Care plans in place for children with particular risk factors. Risk assessments available to all staff in school.</i></p>	
<p><i>Risk assessments are in place for the following areas:</i></p> <ul style="list-style-type: none"> <li>• Premises and grounds</li> <li>• Classroom areas</li> <li>• Hazardous activities or events</li> <li>• Fire Risk Assessment</li> <li>• Hazardous Substances</li> <li>• Work Equipment</li> <li>• Manual handling activities</li> <li>• Risks related to individuals e.g. health issues</li> <li>• Forest school</li> <li>• P.E Activities</li> <li>• Behavioural needs</li> <li>• Individual children</li> </ul>	
<p><i>Name of person who has overall responsibility for the school/academy risk assessment process and any associated action planning</i></p>	<p><i>Name Suzy Burton/Tracy Moore</i></p>
<p><i>Our arrangements for carrying out, recording, communicating and reviewing risk assessments are:</i></p> <p>Annual review of all RAs; staff sign annually to say they have read and understood RAs; changes and additions made when deemed necessary. Staff are encouraged to report any problems that arise with RA.</p>	
<p><i>Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments. Yes</i></p>	
<p><i>When an accident or incident occurs a post risk assessment takes place when a new hazard has been identified. Yes</i></p>	
<p><i>Risk assessments are created or reviewed when something new is introduced or a change has occurred. Yes</i></p>	



## 29. Smoking

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

## 30. Shared use of premises/shared workplace

<i>Name of Premises Manager or member of Leadership team responsible for Premises Management</i>	<i>Name N/A</i>
<i>The school/academy premises are shared with another organisation (e.g.Contract caterer/public leisure centre).</i>	<i>Name N/A</i>
<i>Our arrangements for managing health and safety in a shared workplace are: N/A</i>	

## 31. Stress and Staff Well-being

<i>Name of person who has overall responsibility for the health and wellbeing of school/academy staff</i>	<i>Name Co-heads; Wellbeing team led by Marie Warner/Samantha Hollender</i>
<i>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 team meet regularly and engage with staff; two qualified mental health first-aiders among staff; risk assessment in place; Occ Health and counselling service offered (Thinkwell service); 'open door' policy operated by Co-heads; Wellbeing discussion as part of P.M reviews with Co-heads. Wellbeing Award for Schools (WAS) achieved Jun 2021</i>	
<i>Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated. Yes</i>	
<i>All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work. Yes – wellbeing is a standing agenda item on staff meetings</i>	
<i>Individual stress risk assessments take place when a member of staff requires additional individual support. Yes</i>	
<i>A team stress risk assessment has been completed involving all staff and this is reviewed regularly. Date Completed / reviewed October 2021</i>	



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

<i>Name of person who has overall responsibility for managing the swimming pool and it's environment.</i>	<i>Name N/A</i>
<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. N/A</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. N/A</i>	
<i>The health and safety considerations within curriculum swimming must be planned, supervised and managed by staff who include in their lesson planning. N/A</i>	

### 33. Training and Development

<i>Name of person who has overall responsibility for the training and development of staff.</i>	<i>Name Suzy Burton/Tracy Moore</i>
<i>All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures. Yes</i>	
<i>Our arrangements for carrying out suitable and sufficient health and safety training for all staff are: Induction for new staff and volunteers; standing item on weekly staff meeting agenda; annual briefing for all staff; email updates as relevant; training matrix completed for staff development needs online training package tailored to all staff individually; proactive and responsive to staff needs and requests.</i>	
<i>The school/academy has a health and safety training matrix to help in the planning of essential and development training for staff.</i>	
<i>Training records are retained and are located In maturity statement folder in school office.</i>	
<i>Training and competency as a result of training is monitored and measured by:</i>	<i>Name Suzy Burton/Tracy Moore</i>



	<i>Courses recorded on School IP CPD logs and Click HSE Portal</i>
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**34. Vehicles owned or operated by the school/academy**

<i>Name of person who has overall responsibility for the school/academy vehicles</i>	<i>Name N/A</i>
<i>The school/academy operates (no. of xx) minibus/coaches/cars/other vehicles (e.g. quad bikes/ride on mowers).</i>	<i>List N/A</i>
<i>Name of person who manages the driver medical examinations</i>	<i>N/A</i>
<i>Name of person who manages the vehicle license requirements</i>	<i>N/A</i>
<i>Name of person who undertakes vehicle checks such as oil, water and routine roadworthiness.</i>	<i>N/A</i>
<i>Name of person who arranges servicing and maintenance of the academy vehicles</i>	<i>N/A</i>
<i>Our arrangements for the safe use of school/academy vehicles are: N/A</i>	

**35. Vehicle movement on site**

<i>Name of Premises Manager responsible for the management of vehicles on site</i>	<i>Name Co-Heads/Site Supervisor/Office staff</i>
<i>Restriction on vehicle movement at certain times due to pedestrian movement; segregation of vehicles from pedestrian areas; children's areas separated from vehicle access by locked gate.</i>	

**36. Violence and Aggression and School/Academy Security**

<i>The school/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>
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<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 &amp; physical violence to:</i>	<i>Name Suzy Burton/Tracy Moore</i>
<i>Incidents of verbal &amp; physical violence are investigated by:</i>	<i>Name Suzy Burton/Tracy Moore</i>
<i>Name of person who has responsibility for site security:</i>	<i>Name Suzy Burton/Tracy Moore</i>
<i>Our arrangements for site security are: Site Supervisor unlocks and locks up. School is alarmed and key holders are limited. Boundary fences and walls are inspected regularly.</i>	

### **37. Water System Safety**

<i>Name of Premises Manager responsible for managing water system safety.</i>	<i>Name Chris Morley</i>
<i>Name of contractors who have undertaken a risk assessment of the water system</i>	<i>Name Concept Environmental Solutions</i>
<i>Name of contractors who carry out regular testing of the water system:</i>	<i>Name Concept Environmental Solutions</i>
<i>Location of the water system safety manual/testing log</i>	<i>Location Cleaners cupboard</i>
<i>Our arrangements to ensure contractors have information about water systems are: Meeting with Co-heads/Site Supervisor/Office staff</i>	
<i>Our arrangements to ensure all school/academy staff carrying out checks or testing or maintenance have information about the water system: Hazard exchange forms; site meetings prior to work.</i>	

### **38. Working at Height**

<i>Name(s) of person responsible managing the risk of work at height on the premises:</i>	<i>Name Suzy Burton/Tracy Moore</i>
<i>Work at height is avoided where possible.</i>	





<p><i>Our arrangements for managing work at height are:</i>          Risk assessment for working at height and staff reminded to only use step ladders provided. Training provided and kick steps are available in each year group. 6-monthly ladder checks carried out.</p>
<p><i>Appropriate equipment is provided for work at height where required. Kick steps are provided in each year group</i></p>
<p><i>Staff who carry out work at height are trained to use the equipment provided</i></p>
<p><i>Work at height equipment is regularly inspected, maintained and records are kept (Location)</i></p>

**39. Work Experience**

<p><i>Name of person who has overall responsibility for managing work experience and work placements for school/academy pupils.</i></p>	<p><i>Name Lauren Sutton</i></p>
<p><i>Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are:</i> Students are overseen by Lauren Sutton and the class teacher to whom they are assigned. All students are given an induction pack and are taken through fire safety arrangements and appropriate RAs. DBS checks are obtained/checked when appropriate.</p>	
<p><i>The name of the person responsible for the health and safety of people on work experience in the school/academy premises:</i></p>	<p><i>Name Lauren Sutton</i></p>
<p><i>Our arrangements for managing the health and safety of work experience students in the school/academy are:</i> Initial induction process; consistent supervision; wellbeing monitored.</p>	

**40. Volunteers**

<p><i>Name of person who has overall responsibility for managing/coordinating volunteers working within the school/academy:</i></p>	<p><i>Name Lauren Sutton</i></p>
<p><i>Volunteers are considered as a member of staff and all health and safety arrangements including induction and training must apply.</i></p>	



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

It is important that school leaders, governors and managers can monitor the health and safety performance of their school in order to determine where progress is being made and where further actions and resources may be required.

*School/Academy KPI's may be added here – include how you evaluate your success in this area.*

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