



# **Health, Safety and Wellbeing Policy 2025**

## **Horton St Michaels First School & Nursery**

<b>Last reviewed</b>	July 2025
<b>Reviewed by</b>	Operations Director
<b>Approved by</b>	Trust Board
<b>Date of approval</b>	July 2025

<b>Policy owner</b>	<b>Operations Director</b>
<b>Location</b>	<b>Website</b>

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

### **Success Indicators**

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

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

This individual academy policy containing local arrangements for implementing and communicating health and arrangements will be utilised in conjunction with the SUAT Health, Safety and Wellbeing Policy Statement. In each SUAT academy there will be a comprehensive database of key individuals.

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

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

<i>[Signature]</i>	<i>[Signature]</i>
JULIA MCCANN <b>Chair of Local Academy Council</b>	REBECCA WALKER <b>Principal/Head Teacher</b>
<i>[Insert date]</i>	<i>[Insert date]</i>
Next date for policy ratification (autumn term LAC):	<i>[Insert date]</i>

### **Management Arrangements**

The following procedures and arrangements have been established within Horton St Michaels 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:	Entrust Health, Safety and Wellbeing Adviser: John Burdett SUAT Estate Coordinator: Hope Brooks
The contact details are:	John Burdett: 07773791520/john.burdett@staffordshire.gov.uk Hope Brooks: 01782969465/07519106873/hbrooks@suatrust.co.uk
In an emergency we contact:	Hope Brooks, John Burdett or Entrust Duty Officer 01785 355777/ <a href="mailto:shss@staffordshire.gov.uk">shss@staffordshire.gov.uk</a>
The Health and Safety at Work poster is located:	Staffroom

### Monitoring Health and Safety

Name of person(s) responsible for the overall monitoring of health and safety in the Academy:	Executive Head Teacher Rebecca Walker Delegated to Office Manager Julia Shenton
Our arrangements for the monitoring of health and safety are (include here how performance is measured, reported upon when these are reported and how e.g. annual report to Local Academy Council):	
<ul style="list-style-type: none"> <li>• Annual Health and Safety report to the Local Academy Council</li> <li>• Self Audit – Monitor, Review, Development Plan – October and Summer term Annually</li> <li>• Annual policy, procedure, risk assessment review – September Annually</li> <li>• Accident investigation reports for identification of reoccurring issues/possible defects</li> <li>• Health and Safety on the weekly staff meeting agenda/ LAC meetings termly SCC &amp; SUAT Audits.</li> </ul>	
The Academy carries out formal evaluations and audits on the management of health and safety (frequency):	
<ul style="list-style-type: none"> <li>• Internal Audit - Annually</li> <li>• External Audit – Within 4 years of previous audit</li> <li>• Annual performance review targets for staff with a health and safety responsibility</li> </ul>	
The last audit took place:	Date:05/07/2021 By:John Burdett
Name of person responsible for monitoring the implementation of health and safety policies:	Office Manager Julia Shenton
<b>All staff are aware of the key performance indicators in the Health, Safety and Wellbeing Policy Statement, and how they are achieved and monitored.</b>	
<b>Workplace inspections - type</b>	<b>Name of person who carries these out</b>
roles	Executive Headteacher/Office Manager
Asbestos 6 monthly check	Office Manager
Asbestos annual check	Entrust
Monthly water temperature checks	HSL through Entrust
Emergency lighting	Office Manager
Fire alarm tests	Lantern/Office Manager

Fire extinguishers	Chubb
PE equipment	Sports Inspection Service Ltd
Outdoor play equipment	Sports Inspection Service Ltd
PAT testing	Calbarrie Compliance Service
Display Screen	Office Manager
Building and grounds	Office Manager

### **Roles and Responsibilities Table**

Leader / person responsible for reporting and investigating accidents and incidents:	Rebecca Walker
Premises Manager responsible for Managing Asbestos:	Julia Shenton
SLT member who is responsible for communicating with staff on health and safety matters:	Rebecca Walker
SLT member who is responsible for consulting with staff on health and safety matters (if different):	Rebecca Walker
Manager / responsible person for coordinating any construction work / acting as the client for any construction project:	Angela Woodward
Manager / responsible person for managing and monitoring contractor activity:	Angela Woodward
Person who has overall responsibility for the curriculum areas as follows: e.g. Science D&T PE Art Catering Drama Forest School	Anna Bennett Lacey Royall Emma Ashford Katie Kirk Rachael Poyntz-Roberts Ian Wolvers Michelle Fleming
Person who has responsibility for carrying out Display Screen Equipment Assessments:	Rebecca Walker
Person who has overall responsibility for EYFS:	Emma Ashford
Person who has overall responsibility for Educational Visits:	Rebecca Walker
Person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	Angela Woodward
Person responsible for arranging the testing of portable electrical equipment (PAT):	Angela Woodward
SLT member who is responsible for developing and maintaining the school's response to major risks Business Continuity Plan (BCP):	Rebecca Walker
Competent person responsible for undertaking and reviewing the fire risk assessment in addition to any associated action	Julia Shenton

planning, such as the fire evacuation procedure:	
Person responsible for arranging and recording of fire drills:	Julia Shenton
Person responsible for creating and reviewing Fire Evacuation arrangements:	Julia Shenton
Person responsible for training staff in fire procedures:	Julia Shenton
Person trained in fire risk assessment:	Julia Shenton
Person responsible for carrying out the First Aid Assessment:	Julia Shenton
Person responsible for checking & restocking first aid boxes:	Jill Hill
Person responsible for managing the gas safety systems on the academy premises:	Angela Woodward
Person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments):	Julia Shenton
Person responsible for managing infection control:	Julia Shenton
Premises Manager or member of Leadership team responsible for Lettings:	Rebecca Walker
Premises Manager or member of Leadership team responsible for Lone Working:	Rebecca Walker/Julia Shenton
Person responsible for the selection, maintenance / inspection and testing of equipment:	Angela Woodward
Competent person responsible for carrying out manual handling risk assessments:	Julia Shenton
Person(s) responsible for the management of and administration of medication to pupils in the academy:	Julia Shenton
Members of staff who are authorised to give / support pupils with medication are:	All First Aid Staff and SLT
Person responsible for selecting suitable personal protective equipment (PPE) for academy staff:	Angela Woodward
Person responsible for the checking and maintenance of personal protective equipment provided for staff:	Angela Woodward
Person who has overall responsibility for the academy's general risk assessment process and any associated action planning:	Julia Shenton
Person who has overall responsibility for the academy's individual risk assessment process and any associated action planning:	Julia Shenton/Rebecca Walker
Premises Manager or member of Leadership team responsible for communicating with those who share the premises:	Rebecca Walker
Person who has overall responsibility for the health and wellbeing of academy staff:	Rebecca Walker
Person who leads on Academy Mental Health and Wellbeing:	Rebecca Walker
Person who has overall responsibility for managing the swimming pool and its environment:	N/A
Person who has overall responsibility for the training and development of staff:	Rebecca Walker
Training and use of new competency training / skills is monitored and measured by:	Rebecca Walker
Person who has overall responsibility for the academy vehicles:	N/A
Premises Manager or other staff member responsible for the management of vehicles on site:	Rebecca Walker/Julia Shenton/Angela Woodward
Premises Manager or other member of staff responsible for managing water system safety:	Julia Shenton

Person responsible managing the risk of work at height on the premises:	Rebecca Walker/Julia Shenton
Person who has overall responsibility for managing work experience and work placements for Academy pupils:	N/A
Person who has overall responsibility for managing/coordinating volunteers working within the academy:	Angela Woodward/Julia Shenton

### **Detailed Health and Safety Arrangements**

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

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

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

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

Our arrangements for recording and investigating:
Pupil accidents: SLT/Teaching staff
Staff accidents: Rebecca Walker/SLT
Visitor accidents: Rebecca Walker/SLT
The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: H&S & Wellbeing Service will assist with this on our behalf on notification of injury. Executive Head teacher has responsibility of notification to H&S service with the assistance of Julia Shenton through the My H&S Portal
Our arrangements for reporting to the Local Academy Council are: Termly review of accident book to identify trends/causes.
Our arrangements for reviewing accidents and identifying trends are: Termly review of accident book to identify trends/causes. Review/update risk assessments as required.
<b>All reporting should be made in accordance with the Accident and Incident Reporting Guidance.</b>

#### **2. Asbestos**

Location of the Asbestos Management Log or Record System:	School office
Staff must not drill or affix anything to walls, or undertake any kind of intrusive work to the fabric of the building without first obtaining approval from the Premises Manager or other trained member of SLT. The Asbestos Management Policy contains further information about managing asbestos on the premises and must be read by those who are	

<p>responsible for managing asbestos on the premises, working on the fabric of the building and those who manage contractors.</p> <p>Staff must be aware of the procedure for gaining approval for works of this nature, which is to communicate any planned work through the office managers who will communicate with SUAT &amp; Entrust.</p> <p>Our arrangements to ensure that staff have information about asbestos risk upon employment with the academy are as follows: Health and Safety induction, staff meeting reminders, asbestos awareness training, explanation of and access to asbestos register.</p>	
<p>Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are: All contractors read and sign the Asbestos Risk Register BEFORE commencing works. Completion of HSF45 Intrusive Works Assessment/HSF46 Control of Contractors form.</p>	
<p>Our arrangements to ensure all academy staff such as class teachers or caretakers have information about asbestos risk on the premises: H&amp;S Induction for all new starters. Updates given in staff meetings. Asbestos awareness training video. Asbestos register explained and shown.</p>	
<p><b>All staff must receive annual asbestos awareness training.</b></p> <p><b>Staff trained in the management of asbestos are:</b>                  Rebecca Walker                  Angela Woodward                  Julia Shenton</p>	
<p>Staff must report damage to asbestos materials to:</p>	<p>Office Managers</p>
<p>Our Asbestos Management Plan is located:</p>	<p>School office and on the shared drive/H&amp;S/Asbestos</p> <p><b>All staff must sign to confirm that they have read and understood the asbestos management plan, on an annual basis or upon changes to the plan.</b></p>
<p>Guidance for managing asbestos in schools includes:</p>	<p><a href="https://www.gov.uk/guidance/asbestos-management-in-schools">https://www.gov.uk/guidance/asbestos-management-in-schools</a></p> <p><a href="https://www.hse.gov.uk/services/education/asbestos-faqs.htm">https://www.hse.gov.uk/services/education/asbestos-faqs.htm</a></p>

### 3. Communication

<p>Our arrangements for inducting staff to health and safety within the academy are: Health and Safety induction completed with Office Manager within 2 weeks of appointment.</p>
<p>Our arrangements for communicating about health and safety matters with all staff are: Staff meetings, email, H&amp;S noticeboard in staff room, H&amp;S folder on staff share on computer network, H&amp;S communication log book located in the school office, verbal discussions.</p>
<p>Staff can make suggestions for health and safety improvements by: Staff meeting discussion.</p>
<p>Staff can share risk management information by: Updating risk assessment pro formas, discussion in staff meetings.</p>

Staff can communicate areas for concern in the context of health and safety by: Recording repairs required in the H&S communication log book located in the school office, advising Office Managers, discussion in staff meetings.	
The name of the Trade Union Health and Safety Representative is:	N/A
Our arrangements for consulting with staff on health and safety matters are: Executive Head via weekly staff briefing, regular email communication from Premises Manager.	
Staff can raise issues of concern <b>or make suggestions for improvement by:</b> discussion in staff meeting, discussion with Executive Headteacher/Deputy Executive Head and/or Office Managers.	
All staff and pupils must report any hazards, defects or dangerous situations they see at the academy, in a timely manner.	

#### 4. Construction Work and Contractor Management

Our arrangements for managing construction projects and works within the scope of the Construction Design and Management Regulations are:	
Office Manager consult and subscribe to the property management services.	
(Duty holders will be identified and named as part of any construction project). <a href="https://www.hse.gov.uk/construction/cdm/2015/index.htm">https://www.hse.gov.uk/construction/cdm/2015/index.htm</a>	
Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: Office Manager completes relevant H&S forms with contractor (support from SUAT) sight of asbestos register and risk assessments prior to commencement of work.	
Our arrangements for the induction of contractors are: Exchange of information sheets and risk assessments completed by Office Manager and contractor. Site induction completed by Office Manager.	
Staff should report concerns about contractors to: Executive Head Teacher/ Senior Teacher or Office Managers.	
We will review any construction and work activities on the site by regular monitoring against work specification and H&S documents.	
Our arrangements for obtaining contractor risk management documents are: Meeting with contractor prior to commencement of work and regular contact via email/ phone.	
Staff will be informed about construction projects by weekly staff meetings/ discussions/ emails and WhatsApp group.	
Our arrangements for notifying staff of contractor activity on site are: via email, weekly briefing sheet, staff WhatsApp group.	
Our arrangements for selecting competent contractors are (this should include verification of DBS data):via SUAT approved contractor list.	
Our arrangements for the exchange of health and safety information / risk assessments / safe working arrangements / monitoring are: Meeting with contractor prior to commencement of work and regular contact via email/ phone, email H&S documents.	
Refer to the Managing Contractors Policy for further detail, which must be read by those who are responsible for building works and maintenance and managing contractors.	

#### 5. Curriculum Areas – health and safety

Risk assessments for these curriculum areas are the responsibility of:	Emma Ashford - EYFS/Music/Phonics & Early Reading Lacey Royall – Science, ICT Ian Wolvers – Maths, RE Rachael Poyntz-Roberts – Art, D&T Anna Bennett – English, History,
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	Geography Katie Kirk – PE Michelle Fleming – Forest School Rebecca Walker/Anna Bennett/Teaching Staff - Visits
These risk assessments are located:	Shared Area/Risk Assessments
Risk assessments are reviewed:	Annually or following a change in policy / procedure / following an accident or incident.

#### 6. 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: Office Manager to identify who should complete DSE assessments, provide assessment form to staff member to complete and review the results with Executive Head Teacher.	
DSE assessments are recorded and any control measures required to reduce risk are managed by:	Office Manager
DSE Assessments are reviewed:	E.g. every two years or on a change to the work station / work location / home or remove working
<b>The DSE Policy should be referred to for further information.</b>	

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

Records of EYFS risk management (e.g. risk assessments and checklists) are located:	Catkins/Hazel classroom
Our arrangements for the safe management of EYFS (classroom and activities) are:  Supervision ratios: Always at least 2 staff present, ratios as advised by law. Risk assessments are reviewed annually or before if an incident occurs, all staff read and understand them, staff are encouraged to review risk assessments and take ownership of them. Daily checklists are carried out and kept by teachers. EYFS Policy in place. Continual assessment of provision and area. COSHH assessments.	

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

The Educational Visits Coordinator is:	Rebecca Walker/Anna Bennett
Our arrangements for the safe management of educational visits are: Use of Evolve, risk assessments and trained staff. Correct ratios are used and good communication between venues staff and schools.	
Our arrangements for managing Local Area Visits are: to adhere to the local walks risk assessment.	
Visit risk management information is communicated to visit attendees by: Lead teacher	
Educational visits must be risk managed on Evolve. Visits must not proceed if they have	

not been approved on Evolve.
Refer to the Educational Visits Policy and Local Area Visits Policy for more detail regarding managing the risks for educational visits.
Evolve forms must be submitted by:  2 weeks before the visit for non-adventurous visits. 6 weeks for adventurous activities and residential.

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

Fixed electrical wiring test records are located:	School Office/My H&S Portal
Fixed electrical test defects must be actioned within the designated timescales:	D1: Immediate C1: 6 months C2: 2 years FI: further investigation required as soon as possible
All staff visually inspect electrical equipment before use: Yes	
Our arrangements for bringing personal electrical items onto the academy site are: E.g. no personal electrical items are permitted on site without approval from SLT and a valid and verified PAT test (within the last 12 months). When PAT testing is taking place, staff must ensure that equipment is accessible e.g. not locked away.	
Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:	Angela Woodward
The academy's PAT testing will be undertaken to a frequency of: (e.g. annually)	Annually
Portable electrical equipment (PAT) testing records are located:	School Office
Staff must take defective electrical equipment out of use and report to:	Office Managers
The portable electrical equipment on the Academy site owned and used by contractors is the responsibility of the contractor, who must provide records of this if requested.  Refer to the Electrical Safety Policy for further details.	

### 10. Emergency Preparedness

We test the BCP arrangements by:	Executive Headteacher discussion with Office Managers/Staff
Our arrangements for communicating emergency arrangements to all employees are inset training days or if an incident requires review and refresher training.	
Our arrangements for communicating the BCP to the LAC are at the beginning of the academic year.	
Our bomb threat, lock down and invacuation procedures are updated annually.	
The person responsible for updating these procedures is: Rebecca Wallker	
We communicate these procedures with building occupants by email annually on INSET.	
We test the procedures by: annual practice evacuation.	

We provide training on our emergency procedures by: discussion of scenarios with Executive Headteacher.	
Name of person who has responsibility for site security:	Name Rebecca Walker delegated to Julia Shenton/Angela Woodward
Our arrangements for site security are:	
Site security is inspected by: Office Managers	
Site security is inspected: Daily	
Our site security risk assessment is located: Staff Share/Risk Assessments	
Please see the Security Policy for further details.	

### 11. Fire Precautions & Procedures

The Fire Risk Assessment is located:  All staff must read the fire risk assessment. NB. The fire risk assessment must be undertaken on an annual basis as a minimum, and upon changes to the building, fire safety practices and staffing.	School Office and on Staff Share/H&S/Fire
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):	Headteacher/ Office Manager (if head not in) Senior Teacher if Office Manager not in.
Our Fire Evacuation Arrangements are published:	In the Fire Logbook in Fire file in Main Office and on Staff Share/H&S/Fire
Our Fire Marshals are listed:	Fire Evacuation Procedure
Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Logbook located at:	School office
Procedure for communicating fire safety and evacuation arrangements to visitors: Office Managers	
Procedure for communicating fire safety arrangements to contractors: Office Managers	
All staff must be aware of the Fire Procedures in their Academy. Employee awareness of the fire procedures in the academy is repeated: (state frequency)	
Please see the Fire Safety Policy for further information.	
No smoking or vaping is permitted on site or in vehicles owned or operated by the academy.	
Contractors, visitors, volunteers and temporary staff are informed that smoking and vaping is not permitted on site.	
Posters are displayed externally to confirm that the academy is a non-smoking site.	

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

The First Aid Assessment is located:	School Office and on Office drive/H&S/First Aid
First Aiders are listed:	Staffroom,Hall,classrooms,office
Name of person responsible for arranging and monitoring First Aid Training:	Julia Shenton
Location of First Aid Boxes (including travel):	
<b>Number of First Aid Boxes (including travel):</b>	6
In an emergency staff are aware of how to summon an ambulance, through following the below procedure: Call 999 use school phone.	
Our arrangements for monitoring and reporting on first aid and accidents are: Signed accident book/ bumped head forms and copy to parents. Signed medication forms & My H&S portal.	
Our arrangements for monitoring and reporting on first aid and accidents are: Signed accident book/ bumped head forms & copy to parents. Signed medication sheet & My H&S portal.	
Our arrangements for identifying trends are: Use an accident monitoring form to identify trends termly. Risk assessment amended accordingly.	
<b>The First Aid Policy contains further details.</b>	

**13. Forest School**

Name of person in the Academy who leads on Forest School activity:	Michelle Fleming
Date of training:	05/03/2025
Our arrangements for developing, organising and running Forest School activity - all risk assessments are completed and kept up to by Michelle Fleming. Other times spent in the forest are risk assessed by the class teachers.	

**14. Gas Safety**

Date of the most recent gas line test (5 yearly):	11/09/2022
Date of the most recent gas system test: Boilers	09/11/2024
<p>Our procedure in the event of a gas leak is: Our procedure in the event of a gas leak is:</p> <ol style="list-style-type: none"> <li>1. Raise the alarm</li> <li>2. Extinguish all sources of ignition</li> <li>3. Open all doors and windows. Ventilate at low level (LPG is heavier than air)</li> <li>4. Shut off the valve on the emergency control outside the building by turning clockwise, if safe to do so (eg) smell of gas is faint.</li> <li>5. Make your way to assembly area</li> <li>6. Contact Flogas on 0345 720 0100</li> </ol> <p style="text-align: center;">DO NOT USE YOUR MOBILE PHONE UNTIL YOU ARE AT THE ASSEMBLY AREA. THIS IS A POTENTIAL IGNITION SOURCE</p> <p>Do not return to the property until you are informed by Flogas that it is safe to return.</p> <p><b>GAS FAILURE</b></p>	

1. Turn off gas at each appliance
2. Shut off the emergency control outside the building
3. Contact Flogas on 0345 720 0100

The Academy uses only gas safety registered contractors to work with gas systems on site.

### 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

### 16. Hazardous Substances (COSHH)

Hazardous substance risk management documentation is located:

Office drive/H&S/COSHH

Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control, communication of hazardous substance assessments, review of assessments, etc.) are:

Records of hazardous substances are kept and the Office Manager is responsible for maintaining COSHH assessments. COSHH assessments in H&S folder on staff share. Assessments and COSHH are reviewed annually or sooner if an incident occurs. Hazardous substances are kept locked away as practicable or out of reach when not in use and carefully controlled while in use.

Further information can be found in the Hazardous Substances Policy.

Staff are not permitted to bring hazardous substances onto site. Substances must be ordered by the academy and if the substance is not already in use, the following must be undertaken prior to use:

- The substance must be approved for use by a Senior Leader
- The substance must COSHH assessed and a current material safety data sheet kept on file with the COSHH assessment
- The substance must be added to the approved list

Bleach is not permitted for use on academy sites unless it is being used in accordance with UKHSA guidance to clean the premises following an outbreak of infection or during deep cleaning. Use must be when children are not present and the product must be taken off site following use.

It is absolutely essential that de-scaler does not come into any contact with bleach or bleach-based product because this reacts to liberate chlorine gas.

### 17. 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- SMDC is contracted to supply and empty four bins, one general rubbish, one cardboard/paper bin and one organic waste bin PHS is contracted to supply and empty one yellow bag waste bin and one sanitary bin (including recycling and food waste collection).

Our site housekeeping arrangements are: Intelligent Workplace Cleaning

Site cleaning is provided

Lynne Van Loggerenberg

by: In house cleaners OR External cleaning company	WORKPLACE  Intelligent Workplace Solutions Ltd 07710 228247  www.workplace.co.uk 40a Station Rd, Reading, Berkshire RG10 9NT, England (3737792)
Cleaning staff have received appropriate information, instruction and training from Intelligent Workplace about the following and are competent.	
Work equipment (state machinery) - stored in the cleaning cupboard.	
Hazardous substances - items in use are locked in cleaner's cupboard in general office, surplus stock is locked in outside store	
Waste (skips and bins are located away from the academy building)	
Our arrangements for disposing of waste and the location of waste bins and skips are communicated to employees and pupils via email.	
Infection control - Infection control measures in place through Workplace procedures.	
Academy security - Key holder. Aware of entry and exit alarm procedures and site security arrangements.	
Lone working – Lone worker policy, lone worked risk assessment signed.	
First aid and accident reporting - First aid and accident reporting: Key holder aware of academy procedures, academy accident book and reporting to IWP line manager. Aware of location of academy first aid provision and First Aiders.	
Fire evacuation - aware of academy procedures, exit and assembly points.	
Management of asbestos - aware of location of asbestos register and asbestos within the building.	
All staff and pupils must be aware of the arrangements for disposing of waste and the location of waste bins and skips. Skips should be covered where possible and located at a suitable distance from the building based on risk assessment and the types of waste being disposed of e.g. skips containing flammable waste should be located further from the building.	
Staff in all depts. / work areas who generate waste (e.g. catering/cleaning/curriculum areas) must be aware of the risk assessments and control measures in place for their role. The risk management processes are as follows for each department / work area:	
<b>Department/work area</b>	<b>Procedure</b>
Kitchen	Cook to dispose of all waste daily at the end of each meal time. Waste to be sorted into general/recycling/food and disposed of in the relevant bins
EYFS Hazel and Catkins	Waste to be sorted into general/recycling waste ready for the cleaner to dispose of at the end of each day. Sharp waste (eg broken glass) to be carefully disposed of immediately by an adult to the appropriate bin to avoid injury
KS1- Sycamore	Waste to be sorted into general/recycling waste ready for the cleaner to dispose of at the end of each day. Sharp waste (eg broken glass) to be carefully disposed of immediately by

	an adult to the appropriate bin to avoid injury
KS2 – Maple	Waste to be sorted into general/recycling waste ready for the cleaner to dispose of at the end of each day. Sharp waste (eg broken glass) to be carefully disposed of immediately by an adult to the appropriate bin to avoid injury
Staffroom	Waste to be sorted into general/recycling waste ready for the cleaner to dispose of at the end of each day. Sharp waste (eg broken glass) to be carefully disposed of immediately by an adult to the appropriate bin to avoid injury
Head teacher/ Office	Waste to be sorted into general/recycling waste ready for the cleaner to dispose of at the end of each day. Sharp waste (eg broken glass) to be carefully disposed of immediately by an adult to the appropriate bin to avoid injury

### 18. Infection Control

<p>Our infection control arrangements (including communicable diseases/hand hygiene standards) are: Our infection control arrangements (including communicable diseases/hand hygiene standards) are: we request children not to return to school until 48 hours after their last bout of illness for cases of sickness and diarrhoea. We regularly remind parents to check for Head Lice. We have posters in all washrooms regarding hand hygiene and during outbreaks of sickness we use alcohol gel (adults only). Children always wash their hands before snack and lunch. We use NHS guidelines for exclusion from school e.g. chicken pox, 'slapped cheek'. We request specific additional cleaning from Workplace as required.</p>
<p>Infection control standards and the effectiveness of risk management procedures will be monitored by: Office Managers</p>
<p>We communicate infection control arrangements by: Office Manager/ Headteacher, induction when starting, posters in school, newsletters, welcome pack, staff training, H&amp;S noticeboard in staff room</p>
<p>Infection control arrangements must be communicated to all occupants of the premises, as part of their induction to site and in accordance with their role and activities they conduct on site.</p>
<p>Further information can be found in the Infection Control Policy and Risk Assessment.</p>

### 19. Lettings

<p>Our arrangements for managing Lettings of the Academy rooms or external premises are:  Lettings are approved by the Local Academy Council/Trust  Lettings request form completed  Letting agreement completed  H&amp;S/fire evacuation procedures explained  Risk assessment completed  Insurance details obtained</p>
<p>The health and safety considerations and documentation for Lettings are reviewed annually by the LAC.</p>
<p>Hirers have in place their own risk assessments, first aid arrangements/ fire procedures and emergency procedures.</p>
<p>Hirers are responsible for obtaining the necessary local authority licenses for their activities and these must be provided to the Academy on request, prior to commencement of the letting.</p>

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

Hirers must have appropriate DBS clearances according to the nature of their letting and those in attendance of the letting.

Hirers must have appropriate, valid and current insurances.

## 20. Lone Working

Our arrangements for managing lone working are:

We follow the SUAT Lone Working Policy. We recommend staff do not work alone at school in the winter months when it is dark. Staff usually leave together during dark nights. If staff are to be in school alone, we request that they notify the Office Manager or advise a family member of their whereabouts and complete signing in and out book. Staff message on WhatsApp when in school and when leaving school. Lone Worker risk assessment read by all staff prior to holidays.

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

Lone working arrangements are communicated by: H&S induction, staff meetings, notice on H&S noticeboard in the staff room, email/WhatsApp

We monitor lone working arrangements by signing in and out book.

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

Refer to the Lone Working Policy for further details.

## 21. Maintenance / Inspection of Equipment (including selection of equipment)

NOTE: Types of equipment to consider in this section:

Ladders and steps, fume cupboards, other extraction systems, PE equipment, D&T machines, lifts & lifting equipment, pressure cookers, autoclaves, fire alarm and smoke detection, emergency lighting, fire extinguishers, sprinkler systems, automatic doors, automatic barriers, roller shutters, air conditioning.

This section **must include** the arrangements for academy kitchens, science laboratories, design and technology rooms.

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

Office  
Entrust Property Portal

Staff report any broken or defective equipment to:

Office Manager/H&S Communications  
logbook in school office.

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
Ladders	Annually – Site Technician
PE equipment	Annually – Sports Inspection Service Ltd
Outdoor fixed play equipment	Annually – Sports Inspection Service Ltd
Fire alarm	3 monthly - Lantern



Emergency lighting	Monthly – Site Technician
Fire extinguishers	Annually - Chubb

## 22. Manual Handling and Safety Interventions

Our arrangements for managing manual handling activities are in accordance with the Manual Handling Policy.
Staff must be aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided. Our arrangements for communicating this requirement to staff are via email/discussion.
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: Cheryl Pritchard Peter Crowhurst Sammi Stirrup Katie Kirk Kitty Kirkham Michelle Hebblethwaite
Name of competent person responsible for undertaking risk assessments for supporting individuals: Julia Shenton
Where people handling takes place an Individual Manual Handling Plan and risk assessment must be in place and communicated to all parties (including where appropriate the young person/their parents/carers/support staff).
Staff trained in supporting individuals are: N/A
Individuals formally trained in restrictive physical intervention and positive handling are: N/A
Person responsible for undertaking individual safety intervention plans and risk assessments: N/A
Restrictive physical intervention and positive handling training is arranged by:
Restrictive physical intervention and positive handling risk management information is:
This information is located: N/A
Training must be undertaken on a regular basis.
Further details can be found in the Managing Safety Interventions Policy.

## 23. Medication

Our arrangements for the administration of medicines to pupils are: Parent must complete a Medication Form prior to medication being left at school. Medicine must be clearly labelled with child's name and dosage. Office Manager to administer the medicine (or Senior teacher in her absence). All medicines stored in Staff Room. Regular medications must be covered under a Health Care Plan.	
Where medication is provided, the records must be signed by the staff member providing the medication plus a witness.	
Medication is stored:	Location

Staffroom/fridge	(There may be multiple locations depending on the type of medication)
A record of the administration of medication is located:	School office, records retained on pupil file.
Pupils who administer and/or manage their own medication in an academy are authorised to do so by (name/job role) and provided with a suitable private location to administer medication/store medication and equipment. N/A	
Staff are trained to administer complex medication by the school nursing service when required. Trained staff are: Rebecca Walker, Katie Kirk, Sharon Lahouni	
All staff are trained to administer emergency medication. All emergency medication is kept in the pupil's classroom.	
Staff who are taking medication must keep this personal medication in a secure area in a staff only location. Secure locations are defined as: First Aid cupboard, Executive Headteachers office	
Staff must advise the academy leaders if they are taking any medication which might impair their ability to carry out their normal work. Risk assessments must be undertaken for individual members of staff if deemed as being required.	
Further information can be found in the Medication Policy / Supporting Students with Medical Conditions Policy.	

#### 24. 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.	
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:	Angela Woodward
All PPE provided for use in a classroom environment is kept clean, free from defects and replaced as necessary. Defects to PPE must be reported and the PPE must not be used.	
Name(s) of person responsible for cleaning and checking PPE:	Class Teacher
Confirmation of any recorded checks to be provided:	None recorded

#### 25. Radiation (where applicable)

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

#### 26. Risk Assessments

The academy has in place risk assessments for any identified significant risk. Control measures which are put in place to eliminate or reduce risk are communicated to staff, pupils and others who may be exposed to the risk.
Risk assessments are in place for the following areas:

<p>Classroom Risk Assessment – Hazel and Catkins  Classroom Risk Assessment – Sycamore  Classroom Risk Assessment – Maple  Early Years Foundation Stage Risk Assessments - 2014  Premises- External  LPG Bulk Storage &amp; Use  EYFS Mud Kitchen RA (2016)  Walk to St Augustine’s Church  School Grounds and Gardening Activities  Science – Classroom Lesson  Performing Arts – Classroom Lesson  Art &amp; Design Lessons  Lone Working  Staff Well Being  Work Related Stress  Catering Activities by school staff &amp; pupils  Contractors &amp; Inhouse Building Work  Office &amp; Reprographics Area  Pupil Well Being  Premises – Internal Areas  Manual Handling – Lunchtime Supervision  PE Lesson  Volunteer Policy &amp; RA  Coach Hire  Use of Steps &amp; Ladders  Roof Access  Working at Heights  COSHH</p>
<p>Our arrangements for carrying out, recording, communicating and reviewing general risk assessments are: They are reviewed annually or before if an incident/ accident happens. They are kept on the shared drive, A copy of the classroom risk assessments &amp; related risk assessments are kept in the relevant classroom pack.</p>
<p>Our arrangements for carrying out, recording, communicating and reviewing individual risk assessments are: Risk Assessments are reviewed and updated. They are emailed to staff for reading, staff confirm they have read by completing the online Forms. Risk Assessments are saved on the staff share/Risk Assessments.</p>
<p>Individual risk assessments must be retained as confidential, not kept in general risk assessment files and shared on a need-to-know basis.</p>
<p>The location in which the academy keeps risk assessments is:</p> <p><b>General - staff share/Risk Assessments</b>  <b>Individual</b> – office/H&amp;S/Risk Assessments/Individual</p> <p>(Risk assessments must be easily accessible to all staff and those who need to read the information contained within them)</p>
<p>The process for developing new risk assessments is: Premises Manager reviews or creates existing or new risk assessments following discussion with staff.</p>
<p>Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments.</p>
<p>When an accident or incident occurs a post risk assessment takes place when a new hazard has been identified and / or additional controls are required.</p>

Risk assessments are created or reviewed when something new is introduced or a change has occurred.
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Further information is located in the Risk Assessment Policy.
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## 27. Shared use of Premises/Shared Workplace

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

## 28. Stress and Staff Wellbeing

Academy mental health first aid trained staff are:	Rebecca Walker
All staff have responsibility to take care of their own health and wellbeing and the academy supports staff to do this by implementing the following arrangements: Daily interactions to check each other's wellbeing Flexible working arrangements Open door policy with SLT Kindness gestures e.g. cakes	
Solutions to stress hazards and suggestions on how to minimise stress are identified, discussed and communicated.	
All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work.	
All staff have the opportunity to discuss mental health and wellbeing concerns confidentially.	
Individual stress risk assessments take place when a member of staff requires additional individual support. Staff can discuss individual risk assessments with Executive Headteacher.	
A team stress risk assessment has been completed involving all staff and this is reviewed regularly.	
Date completed /reviewed November 2024	
Arrangements are in place to support pupil mental health and wellbeing. Detail surrounding these arrangements can be found (location)	
Staff can access support for pupils by:	
Resources to support pupil mental health and wellbeing provided by teaching staff and external organisations e.g. Relax Kids	
The Mental Health and Wellbeing Policy contains further information.	

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

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
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swimmers, conditions of hire to outside organisations, first aid provision, training plant operators): N/A
Staff operating the swimming pool have received appropriate training and information.
Emergency procedures are in place for the use of the swimming pool and all staff who supervise swimming activities are trained appropriately in these procedures.
The health and safety considerations within curriculum swimming must be planned, supervised and managed by staff who include in their lesson planning. <b>Appropriate risk assessments must be in place for activities, supervision and safeguarding.</b>
Contractors providing swimming provision / temporary pools are vetted by:  Name and procedure for vetting:
<b>Swimming which takes place off site shall be managed in accordance with Educational Visits arrangements.</b>

### 30. Training and Development

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: training needs identified by Executive Headteacher/Premises Manager upon appointment and regularly reviewed.	
The Academy has a health and safety training matrix to help in the planning of essential and development training for staff which is updated regularly.	
Training records and certificates are retained and are located by the Office Managers saved on office drive/Personnel/Staff Training	
<b>Staff receive refresher H&amp;S training:</b>	Monitored and booked by Office Manager when required.
Staff can request training by:	Emailing/discussing with Office Managers/Executive Head Teacher

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

The academy operates (no. of xx) minibus/coaches/cars/other vehicles (e.g. quad bikes/ride on mowers).	N/A
Name of person who manages the driver medical examinations and qualifications:	N/A
Name of person who manages the vehicle license requirements:	N/A
Name of person(s) who undertakes vehicle checks such as oil, water and routine roadworthiness:	N/A
Frequency of checks:	N/A
Name of person who arranges servicing and maintenance of the academy vehicles:	N/A
Frequency of servicing and maintenance:	N/A
Person who arranges insurance:	N/A
Person who arranges vehicle tax:	N/A
Our arrangements for the safe access and movement of vehicles on site are (include restriction on vehicle movement at certain times, speed limits, segregation vehicles from pedestrian areas, restrictions on reversing vehicles, special arrangements for deliveries, risk assessment etc.): Car park at front of the school. No vehicle access to pupil areas.	

<p>Movement of cars on car park is usually before or after pupil arrival or when they are securely on site. Gates kept shut throughout the day to restrict access. <a href="#">The Site and Security risk assessment is held in the H&amp;S folder, School Office and staff shared area.</a></p> <p>Refer to the Vehicles Policy for further information.</p>
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### 32. Violence and Aggression

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

### 33. Water System Safety

<p>Name of contractors who have undertaken a risk assessment of the water system and date the risk assessment was last completed:</p>	<p>Concept Environmental Solutions 09/12/2024</p>
<p>Actions resulting from the risk assessment must be completed within the designated timescales:</p>	<p>D1: immediate C1: 6 months C2: 2 years</p>
<p>Name of contractors who carry out regular testing of the water system:</p>	<p>HSL</p>
<p>Location of the water system safety manual/testing log:</p>	<p>School Office</p>
<p>Person who reviews the water system safety log and contractor reports:</p>	<p>Office Managers</p>
<p>Person who undertakes water hygiene regimes in the academy:</p>	<p>Peter Crowhurst</p>
<p>Our arrangements to ensure contractors have information about water systems are: Water Hygiene Log Book, Water Hygiene Risk Assessment file, asbestos register and Control of Contractors form handed to contractor.</p>	
<p>Our arrangements to ensure all academy staff carrying out checks or testing or maintenance have information about the water system: Appropriate training, use of the Water Hygiene Log Book and Water Hygiene Risk Assessment file, suitable testing equipment provided and regularly calibrated.</p>	
<p>Refer to the Water System Safety Policy for further information.</p>	

### 34. Working at Height

<p>Date of the most recent working at height risk assessment:</p>	<p>06/03/2025</p>
<p>Work at height is avoided where possible.</p>	
<p>Our arrangements for managing work at height are: Step ladders to be used for all work at height, with two people, one to hold ladder, one on the ladder. Refer to the Working at Height Policy for further information.</p>	
<p>Appropriate equipment is provided for work at height where required.</p>	

Staff who carry out work at height are trained to work at height and to use the equipment provided.	
Work at height equipment is regularly inspected, maintained and records are kept in the school office and last inspected on 17/07/2025	
Name of person(s) responsible for inspecting and recording inspections:	Peter Crowhurst

### 35. Work Experience

Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are: Induction is completed on the first day by the Office Manager and Classroom teacher.	
The name of the person responsible for the health and safety of people on work experience in the academy premises:	Office Managers
Our arrangements for managing the health and safety of work experience students in the academy are: H&S induction slides completed.	

### 36. Volunteers

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: H&S induction slides completed.
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