

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	June 2023	Review date:	June 2024
Policy Owner:	Operations Manager	Page: 1 of 32			
Audience:	Trustees <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy Council <input checked="" type="checkbox"/>	Parents <input checked="" type="checkbox"/>
		General Public <input checked="" type="checkbox"/>			

Health, Safety and Wellbeing Policy

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.

1. Success Indicators

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

- Provides an overview of the Trust's policy on health, safety and wellbeing
- Outlines the arrangements that 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

2. Overview

Every Academy must have a Health, Safety and Wellbeing Policy in place which complies with the Health and Safety at Work Act 1974.

All academies are required to have a Health, Safety and Wellbeing Policy in place which is updated at least annually, or upon any changes to the roles, responsibilities, practices or procedures that are detailed in the academies' customised version. The Trust is responsible for reviewing the policy template annually in June.

Tailored policies should be developed by the Head Teacher, Senior Leadership Team, Premises Manager and H&S Coordinator, in conjunction with staff. The tailored policy should be shared with and approved by the LAC during the autumn term, annually, and thereafter shall be monitored by the SLT and LAC.

The organisation and arrangements which support the Health, Safety and Wellbeing Policy (the day to day management of Health and Safety) are the responsibility of the Head Teacher and senior leadership team, as monitored by the LAC.

All academies have health and safety responsibilities 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 and for any reason.

The health and safety management standards deployed by the academies and Trust aim to:

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	June 2023	Review date:	June 2024
Policy Owner:	Operations Manager	Page: 2 of 32			
Audience:	Trustees <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy Council <input checked="" type="checkbox"/>	
	Parents <input checked="" type="checkbox"/>	General Public <input checked="" type="checkbox"/>			

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

3. Roles and Responsibilities within each Academy

The **Local Academy Council** will:

- Give strategic guidance.
- Monitor and review health and safety issues.
- Ensure adequate resources for health and safety are available.
- [Monitor](#) plant, equipment and systems of work to ensure that they are safe.
- Ensure that the Academy provides adequate training, information, instruction, induction and supervision to enable everyone in the Academy to be safe.
- Ensure that the premises is maintained in a condition that is safe and without significant risk. [This includes the health and safety of people on the premises or taking part in educational activities off site.](#)
- Provide a working environment that is safe and healthy.
- Provide adequate welfare facilities for staff and pupils.
- In their critical friend role, maintain an interest in all the health and safety matters.
- Review and monitor the effectiveness of this policy.
- [Provide a Link LAC member for Health and Safety.](#)

The **Principal/Head Teacher** is responsible for the day to day running of the Academy. They will:

- Promote a positive, open health and safety culture in their Academy.
- Report to LAC members on key health and safety issues.
- Seek advice from other organisations or professionals, such as the Health and Safety Executive, safety advisers etc. as and when necessary.
- Ensure that all staff co-operate with the policy.
- Devise and implement safety procedures.
- Ensure that risk assessments are reviewed on an annual basis.
- Ensure relevant staff have access to appropriate training.

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	June 2023	Review date:	June 2024
Policy Owner:	Operations Manager	Page: 3 of 32			
Audience:	Trustees <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy Council <input checked="" type="checkbox"/>	
	Parents <input checked="" type="checkbox"/>	General Public <input checked="" type="checkbox"/>			

- Meet with the Facilities Manager (or their equivalent) regularly to ensure that any building/grounds issues are dealt with in a timely manner.
- [Ensure that non employees are not adversely affected by Academy activities.](#)

Senior Leaders within the Academy will support the Principal/Head Teacher in their role. They will:

- Ensure risk assessments are accurate, suitable and reviewed annually
- Deal with any hazardous practices, equipment or building issues and report to the Principal/Head Teacher if they remain unresolved
- Provide a good example, guidance and support to staff on health and safety issues
- Carry out a health and safety induction for all staff and keep records of that induction
- Keep up to date with new developments in Health and Safety issues for their Academy
- Carry out investigations into accidents and produce reports / statements for any civil or criminal action which may arise
- Ensure any contractors on site are competent in health and safety matters
- Complete an annual health and safety report for the Local Academy Council, during the summer term, in conjunction with the Premises Manager
- [Ensure that non employees are not adversely affected by Academy activities.](#)

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

- Ensure that any work that has health and safety implications is prioritised
- Report any concerns regarding unresolved hazards in the academy to the Senior Leadership Team immediately
- Ensure that all work under their control is undertaken in a safe manner
- Carry out a daily check of the grounds and building to spot any disrepair or other hazards such as broken glass etc. in the play areas
- Ensure that all cleaning and catering staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling
- Carry out a weekly test of the fire alarm and other such internal statutory compliance checks, to the required frequency
- Ensure all contractors are 'inducted' and provided with the relevant risk assessments, asbestos records, hazard exchange form, hot works permits and are made aware of any fragile roofs or other hazards in the areas where they will be working
- Fully co-operate with health and safety arrangements during larger building projects
- Adhere to risk assessments, COSHH assessments and safe working practices
- Complete an annual health and safety report for the Local Academy Council, during the summer term, in conjunction with the Senior Leadership Team

All Academy Staff will:

- Read the Health and Safety Policy

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	June 2023	Review date:	June 2024
Policy Owner:	Operations Manager	Page: 4 of 32			
Audience:	Trustees <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy Council <input checked="" type="checkbox"/>	
	Parents <input checked="" type="checkbox"/>	General Public <input checked="" type="checkbox"/>			

- Comply with the academy's health and safety arrangements, including the adherence to risk assessments, health and safety procedures and policies
- Take reasonable care of their own and other people's health and safety
- Leave the classroom / playground / office in a reasonably tidy and safe condition
- Follow safety instructions when using equipment
- Supervise students/pupils and advise them on how to use equipment safely
- Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate member of staff
- Follow the accident reporting procedure (which is a separate document)
- Contribute to and highlight any gaps in the academy's risk assessments and health and safety procedures
- [Ensure that non employees are not adversely affected by Academy activities.](#)

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

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

Employer responsibilities

The Trust is the direct employer of all of its staff and accordingly ensures that there is a Health and Safety Policy in place to comply with the Health and Safety at Work Act 1974.

On behalf of the Trust Board SUAT's Operations Manager will:

- Provide advice and guidance to help academies fulfil their health and safety responsibilities
- Answer queries from staff on health and safety issues
- Visit, where necessary, to give advice on all aspects of new and existing health and safety policies and procedures
- Advise on and facilitate (when necessary) staff safety training
- Draft and/or advise on procedures and guidance for health and safety
- Interpret and advise on new legislation impacting on the working environment
- Attend meetings to advise on occupational safety issues
- [Provide health and safety policies and procedures](#)
- Give strategic guidance, monitor and review health and safety issues
- Ensure adequate resources for health and safety are available
- Ensure that the premises is maintained in a condition that is safe and without significant risk to health. [This includes to health and safety of people on the premises or taking part in educational activities off site](#)

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	June 2023	Review date:	June 2024
Policy Owner:	Operations Manager	Page: 5 of 32			
Audience:	Trustees <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy Council <input checked="" type="checkbox"/>	
	Parents <input checked="" type="checkbox"/>	General Public <input checked="" type="checkbox"/>			

Health, Safety and Wellbeing Policy

Horton St Michael's CE First School

The local policy has five parts;

Part A – Introduction

Part B - The Health and Safety Policy Statement

Part C - Management Arrangements

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

Part E - The Key Performance Indicators.

A. Introduction

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

B. Policy Statement

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

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

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

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	June 2023	Review date:	June 2024
Policy Owner:	Operations Manager	Page: 6 of 32			
Audience:	Trustees <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy Council <input checked="" type="checkbox"/>	Parents <input checked="" type="checkbox"/>
					General Public <input checked="" type="checkbox"/>

- A healthy working environment is maintained including adequate welfare facilities

In addition to the above the SUAT academies ensure that, so far as is reasonably practicable, the health and safety of other non-employees is not adversely affected by their activities.

Employee and pupil involvement is an important part of managing safely, and consultation on health and safety with employees, employee representatives and students/pupils (where relevant) forms part of this policy.

This policy statement and the accompanying organisational arrangements supersede any previously issued.

[Signature]	[Signature]
[Name], Chair of Local Academy Council Helen Stead	[Name], Principal/Head Teacher Rebecca Walker
[Insert date]	[Insert date]

C. Management Arrangements

The following procedures and arrangements have been established within Horton St Michael's to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

Competent Health and Safety Advice

<i>The academy obtains competent health and safety advice from:</i>	Entrust Health, Safety and Wellbeing Adviser: John Burdett SUAT Estate Coordinator: Hope Brooks
<i>The contact details are:</i>	John Burdett: 07773791520/john.burdett@staffordshire.gov.uk Hope Kirkham: 01782969465/07519106873/hbrooks@suatrust.co.uk
<i>In an emergency we contact:</i>	Hope Kirkham, John Burdett or Entrust Duty Officer 01785 355777/ shss@staffordshire.gov.uk

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	

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	June 2023	Review date:	June 2024
Policy Owner:	Operations Manager	Page: 7 of 32			
Audience:	Trustees <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy Council <input checked="" type="checkbox"/>	
	Parents <input checked="" type="checkbox"/>	General Public <input checked="" type="checkbox"/>			

performance is measured, reported upon when these are reported and how e.g. annual report to Local Academy Council):

- 1 Annual Health and Safety report to the Local Academy Council
- 2 Self Audit – Monitor, Review, Development Plan – October Annually
- 3 Annual policy, procedure, risk assessment review – September Annually
- 4 Accident investigation reports for identification of reoccurring issues/possible defects
- 5 Health and Safety on the weekly staff meeting agenda/ LAC meetings termly
- 6 SCC & SUAT Audits.

The Academy carries out formal evaluations and audits on the management of health and safety (frequency):

- 1 Internal Audit - Annually
- 2 External Audit – Within 4 years of previous audit
- 3 Annual performance review targets for staff with a health and safety responsibility

The last audit took place:

Date: June 2022

By: John Burdette

Name of person responsible for monitoring the implementation of health and safety policies:

Office Manager Julia Shenton

All staff are aware of the key performance indicators in part E and how they are achieved and monitored

Workplace inspections - type	Name of person who carries these out
Health and safety walk round building	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

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	June 2023	Review date:	June 2024
Policy Owner:	Operations Manager	Page: 8 of 32			
Audience:	Trustees <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy Council <input checked="" type="checkbox"/>	
	Parents <input checked="" type="checkbox"/>	General Public <input checked="" type="checkbox"/>			

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.

1. Accident Reporting, Recording & Investigation

Our arrangements for recording and investigating:
Pupil accidents: Pupil accidents are recorded on the accident record forms by the person carrying out the first aid. They are stored in the general office and a copy of the bumped head forms are given to the parents. Bumped head notes are sent home for all head injuries. Accident investigation forms are completed for accidents of a more serious nature and details submitted via Entrust H&S online accident reporting system. Pupil accidents are reviewed termly and reported to the Local Academy Council if any trends arise. Should a serious injury occur the parents are called and asked to assess the injury or 999 called.
Staff accidents: All accidents are reported to the school office and recorded in the accident book. Appropriate action is taken in the event of any major injury and next of kin are informed. In all cases a 'Notification of Accident, Ill Health or Dangerous Occurrence' Form (HSF40) will be completed and sent to the Health and Safety Officer. Accidents reported via Entrust H&S on line reporting system. Accidents are reviewed termly and reported to the Local Academy Council
Visitor accidents: Accidents are recorded in the accident book kept in the school office. Staff procedure followed for major injury
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 HEALTH & SAFETY Portal
Our arrangements for reporting to the Local Academy Council are: Termly review of accident book to identify trends/causes. Review/update risk assessments as required.

2. Asbestos

Name of Premises Manager responsible for Managing Asbestos:	Office Manager
Location of the Asbestos Management Log or Record System:	General Office

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	June 2023	Review date:	June 2024
Policy Owner:	Operations Manager	Page: 9 of 32			
Audience:	Trustees <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy Council <input checked="" type="checkbox"/>	
	Parents <input checked="" type="checkbox"/>	General Public <input checked="" type="checkbox"/>			

Staff must not drill or affix anything to walls, or undertake any kind of intrusive work to the fabric of the building without first obtaining approval from the Premises Manager or other trained member of SLT. The Asbestos Management Policy contains further information about managing asbestos on the premises *and must be read by those who are responsible for managing asbestos on the premises, working on the fabric of the building and those who manage contractors.*

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 manager who will communicate with SUAT & Entrust.

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.

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.

Our arrangements to ensure all academy staff such as class teachers or caretakers have information about asbestos risk on the premises: H&S Induction for all new starters. Updates given in staff meetings. Asbestos awareness training video. Asbestos register explained and shown.

Staff who receive annual training in asbestos awareness are:
Office Manager- Julia Shenton
Executive Head Teacher- Mrs Walker
Senior Teacher – Emma Ashford/Lacey Royall

Staff must report damage to asbestos materials to: Office Manager

Guidance for managing asbestos in schools includes:

<https://www.gov.uk/guidance/asbestos-management-in-schools>

<https://www.hse.gov.uk/services/education/asbestos-faqs.htm>

3. Communication

Name of SLT member who is responsible for communicating with staff on health and safety matters:	Executive Head teacher
<i>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</i>	

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	June 2023	Review date:	June 2024
Policy Owner:	Operations Manager		Page: 10 of 32		
Audience:	Trustees <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy Council <input checked="" type="checkbox"/>	Parents <input checked="" type="checkbox"/>
		General Public <input checked="" type="checkbox"/>			

Our arrangements for communicating about health and safety matters with all staff are: Staff meetings, email, H&S noticeboard in staff room, H&S folder on staff share on computer network
Staff can make suggestions for health and safety improvements by: Staff meeting discussions.
Staff can share risk management information by: Updating risk assessment pro formas, discussion in staff meetings.
Staff can communicate areas for concern in the context of health and safety by: Recording repairs required in defects book in staff room, advising Office Manager, discussion in staff meetings.

4. Construction Work *See also Contractor Management

Name of person coordinating any construction work / acting as the client for any construction project:	Office Manager & We consult and subscribe to the property management services.
Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are: Seek advice as required from Entrust Property Engineer along with John Burdett (H&S). Follow guidance on the SLN, follow SUAT policy. (Duty holders will be identified and named as part of any construction project). https://www.hse.gov.uk/construction/cdm/2015/index.htm	
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, 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 Mrs Walker/ Senior Teacher – Miss Ashford/ Office manager Julia Shenton	
We will review any construction 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	

5. Consultation

Name of SLT member who is responsible for consulting with staff on health and safety matters:	Executive Head teacher. May be delegated to Office Manager.
The name of the Trade Union Health and Safety Representative is:	N/A

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	June 2023	Review date:	June 2024
Policy Owner:	Operations Manager	Page: 11 of 32			
Audience:	Trustees <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy Council <input checked="" type="checkbox"/>	
	Parents <input checked="" type="checkbox"/>	General Public <input checked="" type="checkbox"/>			

Our arrangements for consulting with staff on health and safety matters are: Staff meetings, information available in the school office, notice board in staff room, staff share drive.

Staff can raise issues of concern by: Staff meetings, direct to the Executive Head teacher, defects book.

6. Contractor Management

Name of person responsible for managing and monitoring contractor activity:	Office Manager
Our arrangements for selecting competent contractors are (this should include verification of DBS data) Consultation with property consultants, SCC/SUAT approved list, tendering process. Entrust Property Management Services for big projects.	
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, 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	
Our arrangements for notifying staff of contractor activity on site are: Staff meetings weekly, progress updates & discussions.	
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.	

7. Curriculum Areas – health and safety

Name of person who has overall responsibility for the curriculum areas as follows: e.g. Science D&T PE Art Catering Drama Forest School	Head of Dept. or Curriculum Lead Name Head of School – Mrs R Walker EYFS – Miss Ashford KS1 –Mr Wolvers/Mrs Poyntz-Roberts KS2 – Miss Kirk/Miss Royall Science – Mr Wolvers Visits – Mrs R Walker/ Anna Bennett/ Hope Brooks
Risk assessments for these curriculum areas are the responsibility of:	As above, assisted by Office Manager
These risk assessments are located:	On the Shared Drive, One Drive & in the cupboard outside the main office.
<i>Risk assessments are reviewed:</i>	<i>E.g. annually or following a change in policy / procedure / following an</i>

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	June 2023	Review date:	June 2024
Policy Owner:	Operations Manager		Page: 12 of 32		
Audience:	Trustees <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy Council <input checked="" type="checkbox"/>	
	Parents <input checked="" type="checkbox"/>	General Public <input checked="" type="checkbox"/>			

	<i>accident or incident</i>
--	-----------------------------

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

The Academy assesses the risk of the use of computers/laptops by carrying out a DSE assessment for staff using this type of equipment continuously and regularly for over an hour.	
Our arrangements for carrying out DSE assessments are: Office Manager to identify who should complete DSE assessments, provide assessment form to staff member to complete and review the results.	
Name of person who has responsibility for carrying out Display Screen Equipment Assessments:	Office Manager
DSE assessments are recorded and any control measures required to reduce risk are managed by:	Office Manager
<i>DSE Assessments are reviewed:</i>	<i>Every two years or on a change to the work station / work location / home or remove working</i>

9. Early Years Foundation Stage (EYFS)

Name of person who has overall responsibility for EYFS:	Miss Ashford
Records of EYFS risk management (e.g. risk assessments and checklists) are located:	In the risk assessment file in the main office, on the One Drive, Staff Shared drive, and in classroom packs in each 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.	

10. Educational visits / Off-Site Activities

Name of person who has overall responsibility for Educational Visits:	Executive Head Teacher
The Educational Visits Coordinator is:	Name 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.	

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	June 2023	Review date:	June 2024
Policy Owner:	Operations Manager	Page: 13 of 32			
Audience:	Trustees <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy Council <input checked="" type="checkbox"/>	
	Parents <input checked="" type="checkbox"/>	General Public <input checked="" type="checkbox"/>			

Visit risk management information is communicated to visit attendees by: emails to parents.
<i>Educational visits must be risk managed on Evolve. Visits must not proceed if they have not been approved on Evolve.</i>
Refer to the Educational Visits Policy for more detail regarding managing the risks for educational visits.
<i>Evolve forms must be submitted by:</i>
<i>2 weeks before the visit for non-adventurous visits.</i>
<i>6 weeks for adventurous activities and residential.</i>

11. Electrical Equipment [fixed & portable]

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	Julia Shenton/Ange Woodward
Fixed electrical wiring test records are located:	In Health & Safety File in Main Office
All staff visually inspect electrical equipment before use:	Yes
Our arrangements for bringing personal electrical items onto the academy site are: no personal electrical items are permitted on site without approval from SLT and a valid and verified PAT test (within the last 12 months).	
Name of person responsible for arranging the testing of portable electrical equipment (PAT):	Julia Shenton
Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:	Julia Shenton
The academy's PAT testing will be undertaken to a frequency of: (e.g. annually)	Annually
Portable electrical equipment (PAT) testing records are located:	In Health & Safety File in Main Office
Staff must take defective electrical equipment out of use and report to:	Office Manager
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.	

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

Name of competent person responsible for undertaking & reviewing fire risk assessment in	Julia Shenton
--	---------------

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	June 2023	Review date:	June 2024
Policy Owner:	Operations Manager	Page: 14 of 32			
Audience:	Trustees <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy Council <input checked="" type="checkbox"/>	
	Parents <input checked="" type="checkbox"/>	General Public <input checked="" type="checkbox"/>			

addition to any associated action planning, such as the fire evacuation procedure: 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.	
The Fire Risk Assessment is located:	In the Fire File in the Main Office
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.
Name of person responsible for arranging and recording of fire drills:	Office Manager
Name of person responsible for creating and reviewing Fire Evacuation arrangements:	Office Manager
Our Fire Evacuation Arrangements are published:	In the Fire Logbook in Fire file in Main Office
Our Fire Marshals are listed:	In Fire Logbook & sign in
Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at:	Main Office Fire File
Name of person responsible for training staff in fire procedures:	Office Manager
Name of the person trained in fire risk assessment:	Julia Shenton
Procedure for communicating fire safety and evacuation arrangements to visitors: on Induction & signs by signing in book.	
Procedure for communicating fire safety arrangements to contractors: On induction and hazard exchange forms	
All staff must be aware of the Fire Procedures in their Academy.	
Please see the Fire Safety Policy for further information.	

13. First Aid *see also Medication

Name of person responsible for carrying out the First Aid Assessment:	Office Manager
The First Aid Assessment is located:	In Care Plans, website, health & Safety file.
First Aiders are listed:	In Staff Room

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	June 2023	Review date:	June 2024
Policy Owner:	Operations Manager	Page: 15 of 32			
Audience:	Trustees <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy Council <input checked="" type="checkbox"/>	
	Parents <input checked="" type="checkbox"/>	General Public <input checked="" type="checkbox"/>			

Name of person responsible for arranging and monitoring First Aid Training:	Office Manager
Location of First Aid Boxes (including travel):	In First Aid cupboard
Name of person responsible for checking & restocking first aid boxes:	Office Manager
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 dealing with an injured person who has to go to hospital are (who is contacted/ who accompanies staff or children to hospital):	
Pupils	Headteacher/ Office Services Manager
Staff	Headteacher/ Office Services Manager
Visitors	Headteacher/ Office Services Manager
Our arrangements for recording the use of First Aid are: Signed accident book/ bumped head forms & Copy to parents. Signed medication sheet.	
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 health & Safety	
Our arrangements for identifying trends are: Use an accident monitoring form to identify trends termly. Risk assessment amended accordingly.	

14. Forest School

Name of person in the Academy who leads on Forest School activity:	Alicia Mahon
Date of training:	
Our arrangements for developing, organising and running Forest School activity. Include here any details with regard to risk assessment, communication and supervision etc. All risk assessments are completed and kept up to date by Greenwood Growth who deliver the sessions to the children. Other times spent in the forest are risk assessed by the class teachers.	

15. Glass & Glazing

All glass in doors and side panels are constructed of safety glass: Yes	
All replacement glass is of safety standard: Yes	
A glass and glazing assessment took place in (year) and the record can be found	Date and Location

16. Hazardous Substances (COSHH)

Name of person responsible for carrying out risk assessment for hazardous substances (COSHH)	Office Manager
--	----------------

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	June 2023	Review date:	June 2024
Policy Owner:	Operations Manager		Page: 16 of 32		
Audience:	Trustees <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy Council <input checked="" type="checkbox"/>	
	Parents <input checked="" type="checkbox"/>	General Public <input checked="" type="checkbox"/>			

Assessments)	
Hazardous substance risk management documentation is located:	In Main Office COSHH File & Shared Drive
<p><i>Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control, communication of hazardous substance assessments, review of assessments, etc.) are:</i> 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.</p>	
<p><i>Staff are not permitted to bring hazardous substances onto site. Substances must be ordered by the Academy and if the substance is not already in use, the following must be undertaken prior to use:</i></p> <ul style="list-style-type: none"> - <i>The substance must be approved for use by a Senior Leader</i> - <i>The substance must COSHH assessed and a current material safety data sheet kept on file with the COSHH assessment</i> - <i>The substance must be added to the approved list</i> 	
<p><i>Bleach is not permitted for use on Academy sites unless it is being used in accordance with UKHSA guidance to clean the premises following an outbreak of infection or during deep cleaning. Use must be when children are not present and the product must be taken off site following use.</i></p> <p><i>It is absolutely essential that de-scaler does not come into any contact with bleach or bleach-based product because this reacts to liberate chlorine gas.</i></p>	

17. Health and Safety Law Poster

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

18. Housekeeping, cleaning & waste disposal

All staff and pupils share the responsibility for keeping the Academy site clean, tidy and free from hazards.	
Our waste management arrangements are: ESBC 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	
Our site housekeeping arrangements are: Intelligent Workplace Cleaning	
Site cleaning is provided by: In house cleaners OR External cleaning company	Lynne Van Loggerenberg WORKPLACE Intelligent Workplace Solutions Ltd 07710 228247 www.workplace.co.uk

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	June 2023	Review date:	June 2024
Policy Owner:	Operations Manager	Page: 17 of 32			
Audience:	Trustees <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy Council <input checked="" type="checkbox"/>	
	Parents <input checked="" type="checkbox"/>	General Public <input checked="" type="checkbox"/>			

	40a Station Rd, Reading, Berkshire RG10 9NT, England (3737792)
Work equipment: vacuum cleaner stored in staff toilet, all other equipment in cleaning cupboard or outside store	
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)	
Infection control: Infection control aware of academy requirements. 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: Workplace Lone Working Policy	
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	
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:	
Department/work area	Procedure
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

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	June 2023	Review date:	June 2024
Policy Owner:	Operations Manager		Page: 18 of 32		
Audience:	Trustees <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy Council <input checked="" type="checkbox"/>	
	Parents <input checked="" type="checkbox"/>	General Public <input checked="" type="checkbox"/>			

	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

19. Infection Control

<i>Name of person responsible for managing infection control:</i>	Office Manager
<i>Our infection control arrangements (including communicable diseases/hand hygiene standards) are:</i> 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 eg chicken pox, 'slapped cheek'. We request specific additional cleaning from Workplace as required	
Infection control standards and the effectiveness of risk management procedures will be monitored by: Office Manager/ Headteacher	

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	June 2023	Review date:	June 2024
Policy Owner:	Operations Manager	Page: 19 of 32			
Audience:	Trustees <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy Council <input checked="" type="checkbox"/>	
	Parents <input checked="" type="checkbox"/>	General Public <input checked="" type="checkbox"/>			

We communicate infection control arrangements by: induction when starting, posters in school, newsletters, welcome pack, staff training, H&S noticeboard in staff room

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.

Further information can be found in the Infection Control Policy and Risk Assessment.

20. Lettings

Name of Premises Manager or member of Leadership team responsible for Lettings:	Executive Headteacher/ Office Manager
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&S/fire evacuation procedures explained Risk assessment completed Insurance details obtained	
The health and safety considerations for Lettings are considered and reviewed annually: By the LAC	
Hirers have in place their own risk assessments, first aid arrangements/ fire procedures and emergency procedures:	
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.	
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:	

21. 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.
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

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	June 2023	Review date:	June 2024
Policy Owner:	Operations Manager	Page: 20 of 32			
Audience:	Trustees <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy Council <input checked="" type="checkbox"/>	
	Parents <input checked="" type="checkbox"/>	General Public <input checked="" type="checkbox"/>			

advise a family member of their whereabouts and complete signing in and out book.

(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.

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.

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, 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.

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

Office Manager – school checks
Lantern – fire alarm and emergency lighting
Chubb – fire extinguishers
Sports Inspection Service Ltd – PE and outdoor equipment
Kitchen - Chartwells
Cleaning equipment – IWS

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/Defects Book in staff room

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 – Office Manager

PE equipment

Annually – Sports Inspection Service Ltd

Outdoor fixed play equipment

Annually – Sports Inspection Service Ltd

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	June 2023	Review date:	June 2024
Policy Owner:	Operations Manager	Page: 21 of 32			
Audience:	Trustees <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy Council <input checked="" type="checkbox"/>	Parents <input checked="" type="checkbox"/>
					General Public <input checked="" type="checkbox"/>

Fire alarm	3 monthly - Lantern
Emergency lighting	monthly – Office Manager
Fire extinguishers	Annually - Chubb

23. Manual Handling

Name of competent person responsible for carrying out manual handling risk assessments	Office Manager
Our arrangements for managing manual handling activities are:	
Further information can be found in 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:	
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:	
Names	
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).	
Restrictive physical intervention training is arranged by: N/A	
Restrictive physical intervention risk management information is: N/A	
This information is located: N/A	

24. Medication

Name of person(s) responsible for the management of and administration of medication to pupils in the academy:	Office Services Manager
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.	
The names members of staff who are authorised to give / support pupils with medication are:	Office Manager Class Teacher
Medication is stored:	First Aid Cupboard
A record of the administration of medication is	First Aid Cupboard

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	June 2023	Review date:	June 2024
Policy Owner:	Operations Manager	Page: 22 of 32			
Audience:	Trustees <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy Council <input checked="" type="checkbox"/>	
	Parents <input checked="" type="checkbox"/>	General Public <input checked="" type="checkbox"/>			

located:	
Pupils who administer and/or manage their own medication in an academy are authorised to do so by Executive Headteacher and provided with a suitable private location to administer medication/store medication and equipment. Medication is stored in staff room	
Staff are trained to administer complex medication by the school nursing service when required. Trained staff are: Jill Hill, Katie Kirk, Michelle Fleming, Sharon Lahouni	
Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are: 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: Resources Room/Headteacher 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 and Supporting Students with Medical Conditions Policy .	

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.	
Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for academy staff.	Office Manager
Name of person responsible for the checking and maintenance of personal protective equipment provided for staff	Office Manager
PPE provided for use in curriculum lessons is not "personal" as it is provided by pupils in classroom situations.	
Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for pupils.	Class Teacher
All PPE provided for use in a classroom environment is kept clean, free from defects and replaced as necessary. 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

26. Radiation (where applicable)

Name of the academy Radiation Protection	N/A
--	-----

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	June 2023	Review date:	June 2024
Policy Owner:	Operations Manager	Page: 23 of 32			
Audience:	Trustees <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy Council <input checked="" type="checkbox"/>	
	Parents <input checked="" type="checkbox"/>	General Public <input checked="" type="checkbox"/>			

Supervisor (RPS)	
Name of the Radiation Protection Adviser (RPA)	N/A
We manage radiation risks by:	N/A

27. Reporting Hazards or Defects

All staff and pupils must report any hazards, defects or dangerous situations they see at the Academy, in a timely manner.

Our arrangements for the reporting of hazards and defects: Report to Office Manager, Head of School or Executive Headteacher. Defects book kept in staff room on H&S board.

28. Risk Assessments

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

Risk assessments are in place for the following areas:

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 & 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 & Design Lessons
 Lone Working
 Staff Well Being
 Work Related Stress
 Catering Activities by school staff & pupils
 Contractors & Inhouse Building Work
 Office & Reprographics Area
 Pupil Well Being
 Premises – Internal Areas
 Manual Handling – Lunchtime Supervision
 PE Lesson
 Volunteer Policy & RA
 Coach Hire
 Use of Steps & Ladders
 Roof Access
 Working at Heights

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	June 2023	Review date:	June 2024
Policy Owner:	Operations Manager	Page: 24 of 32			
Audience:	Trustees <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy Council <input checked="" type="checkbox"/>	Parents <input checked="" type="checkbox"/>

Name of person who has overall responsibility for the Academy risk assessment process and any associated action planning:	Office Manager
Our arrangements for carrying out, recording, communicating and reviewing 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 & related risk assessments are kept in the relevant classroom pack.	
The location in which the academy keeps risk assessments is: Main Office	
Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments.	
When an accident or incident occurs a post risk assessment takes place when a new hazard has been identified.	
Risk assessments are created or reviewed when something new is introduced or a change has occurred.	
Further information is located in the Risk Assessment Policy.	

29. Smoking

<i>No smoking or vaping is permitted on site or in vehicles owned or operated by the academy.</i>
<i>Contractors, visitors, volunteers and temporary staff are informed that smoking and vaping is not permitted on site.</i>

30. Shared use of premises/shared workplace

Name of Premises Manager or member of Leadership team responsible for Premises Management:	Executive Headteacher delegated to Office Manager
The academy premises are shared with another organisation (e.g. contract caterer/public leisure centre).	Chartwells Compass Group - catering Workplace Cleaning
Our arrangements for managing health and safety, including the communication of safety and risk management information, in a shared workplace are:	

31. Stress and Staff Wellbeing

Name of person who has overall responsibility for the health and wellbeing of Academy staff:	Mrs Bennett
Name of the person who leads on Academy Mental Health and Wellbeing:	Mrs Bennett
Academy mental health first aid trained staff are:	Mrs Bennett

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	June 2023	Review date:	June 2024
Policy Owner:	Operations Manager		Page: 25 of 32		
Audience:	Trustees <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy Council <input checked="" type="checkbox"/>	
	Parents <input checked="" type="checkbox"/>	General Public <input checked="" type="checkbox"/>			

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:

Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated.

All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work.

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.....

A team stress risk assessment has been completed involving all staff and this is reviewed regularly.

November 2022, Risk assessment reviewed November 2023

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 can be found (location):

The Mental Health and Wellbeing Policy contains further information.

32. Swimming Pool Operating Procedures (where applicable)

Name of person who has overall responsibility for managing the swimming pool and its environment.

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):

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.

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	June 2023	Review date:	June 2024
Policy Owner:	Operations Manager	Page: 26 of 32			
Audience:	Trustees <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy Council <input checked="" type="checkbox"/>	
	Parents <input checked="" type="checkbox"/>	General Public <input checked="" type="checkbox"/>			

33. Training and Development

Name of person who has overall responsibility for the training and development of staff:	Executive Headteacher
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:	
The Academy has a health and safety training matrix to help in the planning of essential and development training for staff which is updated on (state regularity of updates).	
Training records are retained and are located (state location)	
Training and competency is monitored and measured by:	Executive Headteacher
<i>Staff can request training by:</i>	<i>Emailing Executive Headteacher</i>

34. Vehicles owned or operated by the academy (where applicable)

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

35. Vehicle movement on site

Name of Premises Manager or other staff member responsible for the management of vehicles on site:	Office Manager
Our arrangements for the safe access and movement of vehicles on site are (include	

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	June 2023	Review date:	June 2024
Policy Owner:	Operations Manager	Page: 27 of 32			
Audience:	Trustees <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy Council <input checked="" type="checkbox"/>	
	Parents <input checked="" type="checkbox"/>	General Public <input checked="" type="checkbox"/>			

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. 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.

36. Violence and Aggression and Academy Security

The Academy provides a place of work which is designed and managed to minimise the risk of violence and aggression to staff, pupils and visitors.	
A risk assessment is carried out where staff are at increased risk of injury due to their work.	
Training, information and instruction is available to staff to help them manage the risk of violence and aggression where required.	
Staff and pupils must report all incidents of verbal & physical violence to:	Executive Headteacher/ Senior Teacher
Incidents of verbal & physical violence are investigated by:	Executive Headteacher/ Senior Teacher
Name of person who has responsibility for site security:	Executive Headteacher/ Senior Teacher
Our arrangements for site security are: A key register is kept by the Office Manager. Key holders are trained on setting the security alarm and opening and closing procedure for the academy. All windows and doors are secured by staff before locking up. All gates to access pupil areas are secured during the school day. The internal security door is operated by an adult only once visitors have been suitably identified and signed in.	
Staff and others, as necessary, are appropriately debriefed following an incident.	
Refer to the Management of Violence and Aggression Policy for further information.	

37. Water System Safety

Name of Premises Manager or other member of staff responsible for managing water system safety:	Office Manager
Name of contractors who have undertaken a risk assessment of the water system and date the risk assessment was last completed:	Concept Environmental Solutions 14/03/23
Name of contractors who carry out regular testing of the water system:	HSL
Location of the water system safety manual/testing log:	Main Office
Person who reviews the water system safety log and contractor reports:	Office Manager

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	June 2023	Review date:	June 2024
Policy Owner:	Operations Manager	Page: 28 of 32			
Audience:	Trustees <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy Council <input checked="" type="checkbox"/>	Parents <input checked="" type="checkbox"/>
					General Public <input checked="" type="checkbox"/>

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.

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.

Refer to the Water System Safety Policy for further information.

38. Working at Height

Name of person(s) responsible managing the risk of work at height on the premises:	Executive Headteacher delegated to Office Manager
Date of the most recent working at height risk assessment:	October 2023
Work at height is avoided where possible.	
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.	
Appropriate equipment is provided for work at height where required.	
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 health and safety file in the main office and last inspected in November 2022	
Name of person(s) responsible for inspecting and recording inspections:	Office Manager

39. Work Experience NOT Applicable

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

40. Volunteers

Name of person who has overall responsibility for managing/coordinating volunteers working within the academy:	Office Manager
--	----------------

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	June 2023	Review date:	June 2024
Policy Owner:	Operations Manager		Page: 29 of 32		
Audience:	Trustees <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy Council <input checked="" type="checkbox"/>	
	Parents <input checked="" type="checkbox"/>	General Public <input checked="" type="checkbox"/>			

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:

41. Gas Safety

Name of person(s) responsible for managing the gas safety systems on the academy premises:	Office Manager
Date of the most recent gas line test (5 yearly):	October 2020
Date of the most recent gas system test: E.g. Boilers Kitchen Equipment	Boiler Test October 2023 Gas tank (5 yearly) inspected March 2020
<p><i>Our procedure in the event of a gas leak is:</i></p> <ol style="list-style-type: none"> 1. Raise the alarm 2. Extinguish all sources of ignition 3. Open all doors and windows. Ventilate at low level (LPG is heavier than air) 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. 5. Make your way to assembly area 6. Contact Flogas on 0345 720 0100 DO NOT USE YOUR MOBILE PHONE UNTIL YOU ARE AT THE ASSEMBLY AREA. THIS IS A POTENTIAL IGNITION SOURCE 7. Do not return to the property until you are informed by Flogas that it is safe to return. <p>GAS FAILURE</p> <ol style="list-style-type: none"> 1. Turn off gas at each appliance 2. Shut off the emergency control outside the building 3. Contact Flogas on 0345 720 0100 	
<p><i>The Academy uses only gas safety registered contractors to work with gas systems on site.</i></p>	

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	June 2023	Review date:	June 2024
Policy Owner:	Operations Manager	Page: 30 of 32			
Audience:	Trustees <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy Council <input checked="" type="checkbox"/>	
	Parents <input checked="" type="checkbox"/>	General Public <input checked="" type="checkbox"/>			

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

It is important that SUAT's academy leaders, Local Academy Council members and managers can monitor the health and safety performance of their academy in order to determine where progress is being made and where further actions and resources may be required.

Key Performance Indicators

KPI	Measure	Actions	Timescale
All Academies have external audit results of level four and above.	External audits produce a result of a level four or above at each Academy's next external audit. Each of the ten audit areas to achieve a level four as a minimum.	<ul style="list-style-type: none"> Annual visit to review H&S practice Support to prepare for audits, ensuring Academy access to audit criteria Ensuring access to H&S templates and information on Teams Maintain SUAT H&S Policies Centralised document sharing for verification 	At each Academy's next audit.
All Academies have a live Team Stress Risk Assessment.	The Team Stress risk assessment is reviewed by each Academy regularly and risk assessment reviews shall not exceed 12 calendar months. There is evidence that the risk assessment has been informed by a staff stress and wellbeing survey. There is evidence of staff consultation regarding the control measures.	<ul style="list-style-type: none"> Access to team stress risk assessment template and guidance regarding its completion. Access to survey templates and information. Access to the HSE stress indicator tool and guidance. Team stress risk assessments to be shared via Teams. 	August 2024
All Academies	Academies use the	<ul style="list-style-type: none"> Access to the 	August 2024

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	June 2023	Review date:	June 2024
Policy Owner:	Operations Manager	Page: 31 of 32			
Audience:	Trustees <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy Council <input checked="" type="checkbox"/>	
	Parents <input checked="" type="checkbox"/>	General Public <input checked="" type="checkbox"/>			

<p>evidence a review process for health and safety practices, undertaken at least annually, and can evidence actions taken as a result of practice reviews.</p>	<p>MRDP evaluation and checklist to review health and safety performance in the autumn term.</p> <p>The MRDP is shared with the Trust central team by 31st December annually. Common themes and actions are identified.</p> <p>Actions identified through the MRDP are undertaken and are recorded in the MRDP action plan. Actions identified are completed by the end of the summer term of progress towards completing the action is documented.</p> <p>Risk assessments, COSHH assessments and procedures are reviewed annually or upon a change in practice, if/when an accident or incident occurs, or changes in personnel.</p> <p>The Health and Safety Policy is reviewed annually before 1st September and shared with staff. There is written evidence of staff receiving and reading the policy.</p>	<p>MRDP template and action plan.</p> <ul style="list-style-type: none"> • Review the Health and Safety Policy template annually. • Review risk assessments and procedures annually. Shared with staff and evidence reading and receipt. • Risk assessment registers are used for tracking and to avoid review lapses. • Example risk assessments accessible via the SLN and Teams. • Risk assessments are in place for foreseeable risks resulting from use of the premises, educational visits, the workplace (including stress and wellbeing), use of equipment and substances, and activities. • COSHH assessments are in place for all hazardous substances. • Health and safety documentation is communicated to staff on compilation and revision. Their involvement is sought and 	
---	--	--	--

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	June 2023	Review date:	June 2024
Policy Owner:	Operations Manager	Page: 32 of 32			
Audience:	Trustees <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy Council <input checked="" type="checkbox"/>	Parents <input checked="" type="checkbox"/>

		<p>encouraged during reviews.</p> <ul style="list-style-type: none"> Internal reviews. External audit. 	
<p>There is a managed statutory compliance regime in place for each premises, assets are managed and all defects are addressed within the designated time scale.</p>	<p>There are no defects outstanding beyond the designated time periods for action.</p> <p>All statutory compliance and planned preventative maintenance (both contracted and managed internally) is undertaken to the required timescales.</p>	<ul style="list-style-type: none"> Health and Safety and Premises Planner is used to document actions and plans in relation to statutory compliance regimes. Certificates from inspections are retained on file locally and are uploaded to the Trust Teams platform. Actions taken to address defects are maintained on record. Each Academy has an asset register which details which assets must be maintained. Maintain statutory compliance SLA. Maintain insurance Engineering Inspections. Internal audits. External audits. Centralised system for data collation, monitoring and reporting. 	Ongoing.
<p>Every contractor working on site receives the</p>	<p>Contractor accidents are minimised and minor if they occur.</p>	<ul style="list-style-type: none"> Access to contractor management information and 	Ongoing. Annual review.

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	June 2023	Review date:	June 2024
Policy Owner:	Operations Manager		Page: 33 of 32		
Audience:	Trustees <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy Council <input checked="" type="checkbox"/>	
	Parents <input checked="" type="checkbox"/>	General Public <input checked="" type="checkbox"/>			

<p>required safety information from their employer and the Academy.</p> <p>Contractor accidents and incidents are minimised.</p>	<p>Documentation which is appropriate to the projects or works taking place on site is completed for every occasion where there is a contractor or contractors working on site.</p> <p>Only contractors which are appropriately trained, certified, insured, have the appropriate health and safety measures and financial stability shall work on Academy sites.</p>	<p>templates.</p> <ul style="list-style-type: none"> • Annual update of the Contractor and Asbestos Management policies. • Internal audits. • External audits. • Obtain contractor risk assessments and method statements as a minimum. • Contractor vetting is undertaken. <p>As a minimum, the documentation completed will include:</p> <ul style="list-style-type: none"> • Completion of the hazard exchange form with a signature from all contractors working on site • A review of the asbestos register with all contractors working on site required to sign the declaration • Intrusive works shall be subject to an intrusive works form and consultation with the Asbestos Management Team <p>Necessary surveys shall be undertaken for example, R&D, structural, underground services.</p>	
--	---	--	--

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	June 2023	Review date:	June 2024
Policy Owner:	Operations Manager	Page: 34 of 32			
Audience:	Trustees <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy Council <input checked="" type="checkbox"/>	
	Parents <input checked="" type="checkbox"/>	General Public <input checked="" type="checkbox"/>			

<p>There is an adequate training programme in place for all employees.</p>	<p>Mandatory training does not lapse.</p> <p>Training requirements are met and continually reviewed.</p> <p>Each Academy ensures that staff are trained appropriately to fulfil their duties.</p>	<ul style="list-style-type: none"> • Training is recorded and monitored via a training matrix. • Staff training certificates are retained on personnel files. • Training needs are identified on induction of new staff, changes in roles and responsibilities and training is arranged. • Training needs analysis identifies training needs. • Training matrix uploaded to the Trust Teams platform. 	<p>Ongoing. Annual review.</p>
<p>There are robust business continuity plans in place across the Trust.</p>	<p>Each Academy has a Business Continuity Plan which is updated for September annually.</p> <p>Each Academy has a Cyber Response Plan which is updated for September annually.</p> <p>Both plans are updated if there are changes to roles / responsibilities / procedures.</p> <p>Each Academy undertakes a desktop exercise to 'test' the actions that they would take in the event of an emergency.</p>	<ul style="list-style-type: none"> • The business continuity plan template is reviewed annually. • Academies undertake a desktop BCP exercise annually. • The cyber response plan template is reviewed annually. • Upload both documents to the Trust Teams platform. • Procedures are tested where possible e.g. fire evacuation, bomb threat evacuation, lock down. 	<p>August 2024</p>

Staffordshire University Academies Trust		Trust Policy Document			
Approved by:	Trust Board	Issue date:	June 2023	Review date:	June 2024
Policy Owner:	Operations Manager	Page: 35 of 32			
Audience:	Trustees <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Pupils <input checked="" type="checkbox"/>	Local Academy Council <input checked="" type="checkbox"/>	Parents <input checked="" type="checkbox"/>
		General Public <input checked="" type="checkbox"/>			

		<ul style="list-style-type: none"> • Internal review. • External audit. 	
<p>Educational visits are subject to a risk benefit analysis, every visit has robust risk management and approval on Evolve prior to the visit departing.</p>	<p>Educational visit risk management information and documentation is robust and is shared with all parties attending the visit and points of contact at base for all visits.</p> <p>There is evidence that all visits are approved on Evolve before departure.</p> <p>There is evidence that all required risk management documentation has been uploaded to Evolve before visit approval.</p> <p>Visits are evaluated.</p> <p>Accidents and incidents during visits are minimised and minor if they occur.</p>	<ul style="list-style-type: none"> • No visit departs without the appropriate level of approval in Evolve. • Visits which do not take place are removed from Evolve. • Annual sampling. • Visit evaluation takes place in a timely manner. • Documents which are detailed as required on Evolve are uploaded for every visit. • Visit risk management documents are reviewed. 	<p>Ongoing. Annual review.</p>