

Staffordshire University Academies Trust		Trust Policy Document			
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## Health and Safety & Wellbeing Policy

**This is a generic policy which pertains to all of the academies in Staffordshire University Academies Trust.**

### 1. Success Indicators

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

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

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

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

### 2. Overview

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

### Roles and Responsibilities within each academy

The **Local Academy Council** will:

- Give strategic guidance
- Monitor and review health and safety issues
- Ensure adequate resources for health and safety are available
- Take steps to ensure plant, equipment and systems of work are safe

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- Ensure that the Academy provides adequate training, information, instruction, induction and supervision to enable everyone in the Academy to be safe
- Maintain the premises in a condition that is safe and without significant risk
- Provide a working environment that is safe and healthy
- Provide adequate welfare facilities for staff and students
- In their critical friend role, maintain an interest in all the health and safety matters
- Review and monitor the effectiveness of this policy

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

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

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

- Ensure risk assessments are accurate, suitable and reviewed annually
- Deal with any hazardous practices, equipment or building issues and report to the Principal/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

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

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- 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
- 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/students 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

In accordance with the academy rules and procedures on discipline, **students** 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

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- 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

## Health, Safety and Wellbeing Policy

### Staffordshire University Academy

The local policy has five parts;

**Part A** – Introduction

**Part B** - The Health and Safety Policy Statement

**Part C** - Management Arrangements

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

**Part E** - The Key Performance Indicators.

#### **A. Introduction**

This individual academy policy containing local arrangements for implementing and communicating health and arrangements will be utilised in conjunction with the SUAT Health, Safety and Wellbeing policy provided on pages one to 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 Staffordshire University Academy 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 students 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)



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- 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 students can avoid hazards and contribute in a positive manner towards their own health and safety and others
- A healthy working environment is maintained including adequate welfare facilities

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

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

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

	
George Adamson, <b>Chair of Local Academy Council</b>	Rowena Hillier, <b>Principal</b>
17/06/2022	17/06/2022

### C. Management Arrangements

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

#### Competent Health and Safety Advice

The academy obtains competent health and safety advice from:	Staffordshire County Council Health, Safety and Wellbeing Service
The contact details are:	<a href="mailto:shss@staffordshire.gov.uk">shss@staffordshire.gov.uk</a> 01785 355777
In an emergency we contact:	John Burdett 07773 791520

#### Monitoring Health and Safety

Name of person(s) responsible for the overall monitoring of health and safety in the Academy:	Debra Bate
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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):

- Annual health and safety checklist
- Annual health and safety audit
- Accident investigation reports for identification of reoccurring issues/possible defects
- Termly LAC report
- Line management meetings
- Premises tours
- Staff communication
- Risk assessment reviews

The Academy carries out formal evaluations and audits on the management of health and safety twice annually.

The last audit took place (Self audit undertaken January 2017)

Date: October 2016  
By: John Burdett

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

Debra Bate

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

Workplace inspections - type	Name of person who carries these out
External grounds	David Rowlands/Andrew Price/Kian Beddows
PE equipment – internal and external	PE staff –Amy Jukes/Rosa Wakeham/Mia Wright/Brett Taylor/Jake Smith/Stephen Handy/C. Knight/M. Joss
Ladder logs	David Rowlands/Andrew Price/ Kian Beddows
Portable appliances	David Rowlands/Andrew Price/ Kian Beddows
DT equipment	David Rowlands/Andrew Price/ Kian Beddows

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ICT equipment	Sean Walker/Amandeep Singh
Bleacher seating	David Rowlands/Andrew Price/ Kian Beddows
External seating	David Rowlands/Andrew Price/ Kian Beddows
Stage equipment	David Rowlands/Andrew Price/ Kian Beddows
MCP inspections	David Rowlands/Andrew Price/ Kian Beddows
PPE – sites, catering, DT, art, Science	David Rowlands/Andrew Price/ Kian Beddows /Keith Bennett
Kitchen	Chartwells
Electrical cupboards and plant rooms	David Rowlands/Andrew Price/ Kian Beddows

### Detailed Health and Safety Arrangements

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

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

Our arrangements for recording and investigating: Contact SCC H&S team as necessary.
Student accidents: recording in student accident book. Note home for head injuries. Accident investigation. Report as required.
Staff accidents: recording in staff accident book. Accident investigation. Report as necessary.
Visitor accidents: record in accident book. Accident investigation. Report as necessary.
The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: SCC H&S team. HFS40 (accident forms) completed and forward to SCC H&S team by Jayne Bird (first aid). John Burdett inspects accident forms and reports to HSE if required. Debra Bate is informed of any RIDDOR reportable accidents.
Our arrangements for reporting to the Local Academy Council are: Termly report. Email reporting procedure to be utilised as required, depending on nature of the accident.
Our arrangements for reviewing accidents and identifying trends are: Accident data collated in spreadsheets to identify trends. Accident forms forward to Nicky Coss to investigate the accident.



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## 2. Asbestos

Name of Premises Manager responsible for Managing Asbestos:	David Rowlands/Debra Bate
Location of the Asbestos Management Log or Record System:	In site office
<p>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.</p> <p>Staff must be aware of the procedure for gaining approval for works of this nature, which is to contact a member of the site team who have received asbestos training.</p> <p>Our arrangements to ensure that staff have information about asbestos risk upon employment with the academy are to ensure that information is given in all new staff induction.</p> <p>Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are: completion of hazard exchange forms. Identification through use of the asbestos manual. If there is uncertainty, the Entrust Asbestos Management Team are contacted to inspect and sample as necessary.</p> <p>Our arrangements to ensure all academy staff such as class teachers or caretakers have information about asbestos risk on the premises: health and safety focuses in leaflet and email format, during staff induction. Asbestos training provided for key staff and asbestos register always available for inspection.</p> <p>Staff who receive annual training in asbestos awareness are: Debra Bate/David Rowlands/Andrew Price/Kian Beddows.</p>	
Staff must report damage to asbestos materials to:	David Rowlands or Debra Bate

## 3. Communication

Name of SLT member who is responsible for communicating with staff on health and safety matters:	Debra Bate
<p>Our arrangements for inducting staff to health and safety within the academy are: Health and safety induction process &amp; checklist.</p>	



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Our arrangements for communicating about health and safety matters with all staff are:

All staff emails  
Briefings  
Website  
Induction  
Line management meetings  
Team meetings

Staff can make suggestions for health and safety improvements by: Staff briefings

Email format  
Line management meetings  
Team meetings

Staff can share risk management information by:  
Staff briefings

Email format  
Line management meetings  
Team meetings

Staff can communicate areas for concern in the context of health and safety by: Staff briefings

Email format  
Line management meetings  
Team meetings

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

Name of person coordinating any construction work / acting as the client for any construction project:	Debra Bate
Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are:  (Duty holders will be identified and named as part of any construction project).  Obtaining landlord approval  Assuring work with Entrust property services  Duty holders will be identified and named as part of any Construction project.	
Our arrangements for the exchange of health and safety information / risk	

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assessments/safe working arrangements/monitoring are: hazard exchange form completion. Obtaining contractor RAMS.
Our arrangements for the induction of contractors are: induction prior to works begin. Completion of hazard exchange form. Checking and signing of asbestos manual. Written induction is signed by contractor.
Staff should report concerns about contractors to: Debra Bate
We will review any construction activities on the site by: Regular project management meetings.
Our arrangements for obtaining contractor risk management documents are: Pre-commencement meetings.
Staff will be informed about construction projects by:
Staff briefings
Email format

## 5. Consultation

Name of SLT member who is responsible for consulting with staff on health and safety matters:	Debra Bate
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:	
Face to face consultations	

## 6. Contractor Management

Name of person responsible for managing and monitoring contractor activity:	Debra Bate
Our arrangements for selecting competent contractors are (this should include verification of DBS data):	
Confirmation of training records	
Confirmation of DBS clearances, sight of DBS and photo ID.	
Our arrangements for the exchange of health and safety information / risk assessments / safe working arrangements / monitoring are: inductions, emails, written inductions, regular monitoring of work, emergency contact details exchanged	
Our arrangements for the induction of contractors are: induct prior to work commencement of all contractors. Check and sign asbestos manual. Completion of hazard exchange forms. Obtain contractor RAMS.	
Staff should report concerns about contractors to: Debra Bate	

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Our arrangements for notifying staff of contractor activity on site are:

Staff briefings

Email format

Refer to the Managing Contractors Policy for further detail.

## 7. Curriculum Areas – health and safety

Name of person who has overall responsibility for the curriculum areas as follows: Science D&T PE Art Catering Drama	Head of Dept. or Curriculum Lead Name  Tom Holdway Toni Garland Amy Jukes/Rosa Wakeham Lisa Inns Dan Howe/Katie Jordan Jordan Lockett
Risk assessments for these curriculum areas are the responsibility of:	As above
These risk assessments are located:	Share Drive/Health & Safety/Risk Assessments

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

The Academy assesses the risk of the use of computers/laptops by carrying out a DSE assessment for staff using this type of equipment continuously and regularly for over an hour.	
Our arrangements for carrying out DSE assessments are: Identification of staff who meet the criteria for requiring the completion of a DSE assessment upon appointment  Completion of DSE assessment by member of staff and signing off by line manager  DSE assessments reviewed upon change of working conditions i.e. change of furniture, movement of furniture, change of office.  DSE assessments reviewed every two years.  Rectification of any issues is made	
Name of person who has responsibility for carrying out Display Screen Equipment Assessments:	Debra Bate
DSE assessments are recorded and any control measures required to reduce risk are managed by:	Debra Bate

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## 9. Educational visits / Off-Site Activities

Rowena Hillier	
Debra Bate	Name
<p>Our arrangements for the safe management of educational visits are:</p> <p>Completion of SUA risk assessment</p> <p>Obtain venue risk assessment</p> <p>Obtain venue insurance details</p> <p>Staff make pre-visit/must be familiar with the venue</p> <p>First aid requirements assessed and managed</p> <p>Student medical conditions and SEN assessed to ensure appropriate risk management</p> <p>Staff to student ratio is adhered to according to activity, location, level of risk and SEN, medical conditions and behaviour attributes</p> <p>All staff made aware of arrangements and control measures</p> <p>Staff must be adequately trained in the activity they are leading/completing</p>	
<p>Visit risk management information is communicated to visit attendees by: Email and briefing.</p>	
<p>Refer to the Educational Visits Policy for more detail regarding managing the risks for educational visits.</p>	

## 10. Electrical Equipment [fixed & portable]

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	David Rowlands
Fixed electrical wiring test records are located:	Maintenance records folder, Site Office
<p>All staff visually inspect electrical equipment before use:</p>	
<p>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).</p>	
Name of person responsible for arranging the testing of portable electrical equipment (PAT):	David Rowlands

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Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:	David Rowlands
The academy's PAT testing will be undertaken to a frequency of: (e.g. annually)	Annually
Portable electrical equipment (PAT) testing records are located:	Site Office
Staff must take defective electrical equipment out of use and report to:	David Rowlands
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 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.	David Rowlands
The Fire Risk Assessment is located:	Site 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):	The site has a fire alarm which activates a response from a third party. The third party contacts David Rowlands/Craig Courtney to confirm the presence (or otherwise) of a fire.
Name of person responsible for arranging and recording of fire drills:	Debra Bate / David Rowlands
Name of person responsible for creating and reviewing Fire Evacuation arrangements:	Debra Bate
Our Fire Evacuation Arrangements are published:	Annually
Our Fire Marshals are listed:	In the fire evacuation procedure
Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at:	Site office
Name of person responsible for training staff in fire procedures:	Debra Bate
Name of the person trained in fire risk	<b>D. Rowlands</b>

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assessment:	
Procedure for communicating fire safety and evacuation arrangements to visitors: Information given at reception.	
Procedure for communicating fire safety arrangements to contractors: Hazard exchange form and pre-commencement of works meeting.	
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:	Debra Bate / Graham Arries
The First Aid Assessment is located:	Share Drive
First Aiders are listed:	Around the building in corridors and in the first aid room
Name of person responsible for arranging and monitoring First Aid Training:	Claire Simpson / Graham Arries
Location of First Aid Boxes (including travel):	First Aid room, PE office and reception
Name of person responsible for checking & restocking first aid boxes:	Graham Arries
In an emergency staff are aware of how to summon an ambulance, through following the below procedure: Member of staff with injured/ill person calls 999. Member of staff communicates that an ambulance has been to SLT and reception. Reception log that an ambulance has been called and contacts emergency contacts.	
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):	
Students	Students
Staff	Staff
Visitors	Visitors
Our arrangements for recording the use of First Aid are: recorded in the first aid folder and on the first aid risk assessment	
Our arrangements for monitoring and reporting on first aid and accidents are: Termly reviews of the accident book/first aid log.	
Our arrangements for identifying trends are: termly reviews of the accident book/first aid log.	

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#### 14. 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 2016 and the record can be found in the site office.

#### 15. Hazardous Substances (COSHH)

Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)	David Rowlands
Hazardous substance risk management documentation is located:	Site office
Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control, communication of hazardous substance assessments etc.) are: Site team notified of new substances on the premises  Substances are stored in accordance with MSDS  MSDS downloaded and COSHH forms produced  COSHH and MSDS kept in master file in site office, in First Aid with Jayne Bird and in the location in which they are kept.  The academy uses CLEAPPS as a resource and all staff must be aware of how to access this information.  Further information can be found in the Hazardous Substances Policy.	

#### 16. Health and Safety Law Poster

The Health and Safety at Work poster is located:	Staff room, first floor
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#### 17. Housekeeping, cleaning & waste disposal

All staff and students share the responsibility for keeping the Academy site clean, tidy and free from hazards.
Our waste management arrangements are: Hazardous waste kept in first aid – emptied by contractor PHS  Sanitary bins in all female toilets – emptied by contractor Hygienic Concepts



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Recycling emptied at least twice weekly to limit fire hazards from storage of combustibles	
Bins emptied nightly by site and cleaning staff	
No bins to be kept next to the building overnight for fire safety and security purposes	
Our site housekeeping arrangements are: Premises toured by site team	
Litter removed on a daily basis	
Bins emptied daily	
Exits and fire evacuation routes kept clear at all times	
Recycling emptied twice weekly at a minimum	
No trailing cables	
Trip hazards removed as soon as possible e.g. spills, deliveries etc.	
Site cleaning is provided by an External cleaning company	Hi-Spec Cleaning
Cleaning staff have received appropriate information, instruction and training about the following and are competent:	
Work equipment – provided by PHS, Hygienic Concepts and Hi-Spec. Training disc on chemicals provided by PHS and Hygienic Concepts provide in house training by their staff on the use of chemicals. Numatic provide heavy duty equipment and training on its use.	
Hazardous substances see above	
Waste (skips and bins are located away from the academy building): bin compound	
All staff and students must be aware of the arrangements for disposing of waste and the location of waste bins and skips – bins kept around the academy building in classrooms and corridors. Staff use of the skip only. Hazardous waste must be put into hazardous waste bins.	
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.	

### 18. Infection Control

Name of person responsible for managing infection control:	Debra Bate / David Rowlands / Graham Bird
Our infection control arrangements (including communicable diseases/hand hygiene standards) are:	

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Risk assessment to be followed

Posters put into toilets as reminders to upkeep hygiene standards

Catering staff follow risk assessments – hygiene standards followed along with required periods of absence in the case of S&D or other infections

SCC informed of any disease outbreaks, high absence levels which could be reported under RIDDOR

Students inducted to hygiene requirements for higher risk subjects such as catering

Cleaning staff follow training and informed of illnesses to ensure adequate cleaning of key areas is undertaken

Hand sanitisers located around the building

Infection control standards and the effectiveness of risk management procedures will be monitored by: Debra Bate

We communicate infection control arrangements by: staff briefings and email

**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.

## 18. Lettings

Name of Premises Manager or member of Leadership team responsible for Lettings:	Debra Bate
Our arrangements for managing Lettings of the Academy rooms or external premises are: Lettings provide risk assessment and confirmation of insurance	
SUA insurance permits lettings	
Lettings sign conditions of use	
The health and safety considerations for Lettings are considered and reviewed annually:	
Hirers have in place their own risk assessments, first aid arrangements/ fire procedures and emergency procedures:	
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.	

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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:

### 19. Lone Working

Our arrangements for managing lone working are:
Risk assessment
Regular communication with lone workers
Emergency contact numbers available
Security arrangements upheld
Phones available in remote areas
Panic buttons placed in key areas
(Lone working is defined by the Health & Safety Executive (HSE) as <b>people who work by themselves without close or direct supervision</b> . 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: staff briefing and emails
We monitor lone working arrangements by: annual review of the lone working policy.
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.

### 20. 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 <b>must include</b> the arrangements for academy kitchens, science laboratories, design and technology rooms.
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<p>Name of person responsible for the selection, maintenance / inspection and testing of equipment:</p>	<p>Ladders and steps – David Rowlands</p> <p>Fume Cupboards – Keith Bennett</p> <p>Extraction – David Rowlands for DT, Dan Howe for Catering, Chartwells for Kitchens, Keith Bennett for Science</p> <p>PE equipment – Amy Jukes/Rosa Wakeham &amp; PE staff</p> <p>DT machines – David Rowlands</p> <p>Lift – David Rowlands</p> <p>Fire alarm and smoke detection – David Rowlands</p> <p>Emergency lighting – David Rowlands</p> <p>Fire extinguishers – David Rowlands</p>
<p>Records of maintenance and inspection of equipment are retained and are located:</p>	<p>Site office</p>
<p>Staff report any broken or defective equipment to:</p>	<p>David Rowlands</p>
<p>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:</p>	

## 21. Manual Handling

<p>Name of competent person responsible for carrying out manual handling risk assessments</p>	<p>David Rowlands</p>
<p>Our arrangements for managing manual handling activities are:</p> <p>Follow risk assessment</p> <p>Individual staff risk assessments and occupational health referrals made as required</p> <p>Lift available for use</p> <p>Lifting equipment available for use</p>	

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Trolleys available for use
Manual handling training offered for key staff
Health and safety focuses remind staff of manual handling procedures
Staff must request support for manual handling as required
RPI risk assessment in place
Key staff RPI trained
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 briefings, email, inset day training
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.
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: Claire Simpson

## 22. Medication

Name of person(s) responsible for the management of and administration of medication to students in the academy:	Graham Arries
Our arrangements for the administration of medicines to students are: Medication requirements recorded by first aid (Jayne Bird)	
Medication kept in first aid and managed by Jayne Bird	
Medication issued to students is recorded in first aid	
Risk managed according to student requirements and risk assessments/care plans shared with staff as required	
Spare inhalers kept in first aid	
All medication is labelled	
Students who require medication immediately such as inhalers and epipens must be kept on their person. Spares can be kept in first aid.	

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The names members of staff who are authorised to give / support students with medication are:	Graham Arries Gill Cole Jan Edwards Mia Wright Brett Taylor
Medication is stored:	First aid room
A record of the administration of medication is located:	First aid room
Staff are trained to administer complex medication by the school nursing service when required.	
Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are: Students to keep emergency medication on their person  Spares can be kept in first aid  Staff administering emergency first aid should be trained to do so	
Staff who are taking medication must keep this personal medication in a secure area in a staff only location. Secure locations are defined as: Locked draw, filing cabinet or staffroom.	
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.	

### 23. 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.	David Rowlands
Name of person responsible for the checking and maintenance of personal protective equipment provided for staff	David Rowlands
PPE provided for use in curriculum lessons is not “personal” as it is provided by students in classroom situations.	
Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for students.	David Rowlands
All PPE provided for use in a classroom environment is kept clean, free from defects and replaced as necessary.	
Name(s) of person responsible for cleaning and checking PPE.	David Rowlands

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Confirmation of any recorded checks to be provided.	
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#### 24. Radiation (where applicable)

Name of the academy Radiation Protection Supervisor (RPS)	Tom Holdway
Name of the Radiation Protection Adviser (RPA)	Tom Holdway

#### 25. Reporting Hazards or Defects

All staff and students must report any hazards, defects or dangerous situations they see at the Academy.
Our arrangements for the reporting of hazards and defects:  Email or call the site team/Debra Bate  Inspections of the areas in question may be required

#### 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, students and others who may be exposed to the risk.
Risk assessments are in place for the following areas: Roof access Fire Lone Working Steps and ladders Barrier Opening of premises Scaffold tower Power tool Evac chair Road safety, car parking and marshalling Telescopic seating Infection control Lift Canvas flooring Skip use Security Contractor control External Curriculum / classrooms Hazardous activities or events Lettings or contract work which may affect staff or students in the Academy



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<p>Hazardous Substances Work Equipment Manual handling activities Risks related to individuals e.g. health issues</p>	
Name of person who has overall responsibility for the Academy risk assessment process and any associated action planning:	Name of person who has overall responsibility for the Academy risk assessment process and any associated action planning:
<p>Our arrangements for carrying out, recording, communicating and reviewing risk assessments are: Risk assessment register kept with review dates</p> <p>Risk assessments kept on the shared drive</p> <p>Risk assessments reviewed on or before the review date if there are no significant changes to be made</p> <p>Risk assessments reviewed upon significant change prior to the review date</p> <p>Upon review completion, risk assessments saved to the staff shared drive and emailed to all staff</p>	
The location in which the academy keeps risk assessments is: Staff Share Drive and students' SIMS records.	
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.	

### 27. Smoking

No smoking or vaping is permitted on site or in vehicles owned or operated by the academy.
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### 28. Shared use of premises/shared workplace

Name of Premises Manager or member of Leadership team responsible for Premises Management:	Debra Bate
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### 29. Stress and Staff Wellbeing

Name of person who has overall responsibility for the health and wellbeing of Academy staff:	Debra Bate
Name of the person who leads on Academy	Andrew Washbourne

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Mental Health and Wellbeing:	
Academy mental health first aid trained staff are:	Scott Williams Simon Stokes Lisa Inns Teresa Smith Brett Taylor
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:	
Wellbeing and staff stress risk assessments in place Individual staff risk assessments in place as required Access to occupational health and thinkwell services Staff wellbeing initiatives in place A staff wellbeing committee is in place and feeds back to SLT regularly.	
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 Debra Bate	
A team stress risk assessment has been completed involving all staff and this is reviewed regularly.	
Arrangements are in place to support student mental health and wellbeing. Detail surrounding these arrangements can be found (location)	
Staff can access support for students by:	
Resources to support student mental health and wellbeing can be obtained from the inclusion team.	
The Mental Health and Wellbeing Policy contains further information.	

### 30. Training and Development

Name of person who has overall responsibility for the training and development of staff:	Bernadette Allsopp
All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.	
Our arrangements for carrying out suitable and sufficient health and safety training for all staff are: Staff induction – general to academy structures, policies and procedures Risk assessments implemented where required	

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Staff inducted in their own departments to risk management strategies Staff provided with training as identified upon appointment or as roles develop	
The Academy has a health and safety training matrix to help in the planning of essential and development training for staff.	
Training records are retained and are located in the SLT folder on share drive	
Training and competency is monitored and measured by:	Debra Bate

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

Name of person who has overall responsibility for the academy vehicles	Debra Bate
The academy operates (minibus/coaches/cars/other vehicles (e.g. quad bikes/ride on mowers)).	1 x 16 seater
Name of person who manages the driver medical examinations and qualifications	Debra Bate
Name of person who manages the vehicle license requirements	Debra Bate
Name of person(s) who undertakes vehicle checks such as oil, water and routine roadworthiness.	David Rowlands Andrew Price
Name of person who arranges servicing and maintenance of the academy vehicles	David Rowlands
Our arrangements for the safe use of academy vehicles are:	
Risk assessments	
Written recorded checks prior to taking each vehicle out	
MOTs/Tax/Services kept up to date	
Refer to the Vehicles Policy for further information.	

### 32. Vehicle movement on site

Name of Premises Manager or other staff member responsible for the management of vehicles on site:	David Rowlands
Our arrangements for the safe access and movement of vehicles on site are 5mph speed restriction on car parks Barrier used on Marston Road car park to limit vehicle access Deliveries and cars not permitted to move on the car park whilst students are entering/exiting the building School crossing patrol available at the beginning and end of the academy day	

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### 33. 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, students 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 students must report all incidents of verbal & physical violence to:	Staff and students must report all incidents of verbal & physical violence to:
Incidents of verbal & physical violence are investigated by:	Incidents of verbal & physical violence are investigated by:
Name of person who has responsibility for site security:	Name of person who has responsibility for site security:
<p>Our arrangements for site security are:</p> <p>Barrier in place</p> <p>Gates locked at all times other than the beginning and end of the day when students enter and exit the building</p> <p>Intercom systems available on each entrance for the receptionist to request information as to who wishes to seek entry to the academy</p> <p>Magnetic locks in place on academy entrances which are locked during the day other than break times and the start and end of the day</p> <p>Security risk assessment in place</p>	
Refer to the Management of Violence and Aggression Policy for further information.	

### 34. Water System Safety

Name of Premises Manager or other member of staff responsible for managing water system safety:	David Rowlands
Name of contractors who have undertaken a risk assessment of the water system and date the risk assessment was last completed:	IWS
Name of contractors who carry out regular testing of the water system:	Site Team
Location of the water system safety manual/testing log:	Site Office
<p>Our arrangements to ensure contractors have information about water systems are:</p> <p>Hazard exchange</p> <p>Use of water log</p>	

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Use of water hygiene risk assessment

Contractor RAMS

Our arrangements to ensure all academy staff carrying out checks or testing or maintenance have information about the water system:

Water system training provided

Use of water log

Use of water hygiene risk assessment

Refer to the Water System Safety Policy for further information.

### 35. Working at Height

Name of person(s) responsible managing the risk of work at height on the premises:	David Rowlands
Date of the most recent working at height risk assessment:	01/04/2019
Work at height is avoided where possible.	
Our arrangements for managing work at height are:	
Risk assessments in place	
Risk assessments communicated to all staff	
Health and safety focuses incorporate topics such as working at height	
Staff health and safety posters in each room	
Key staff have training as required	
Ladder logs completed	
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 use the equipment provided.	
Work at height equipment is regularly inspected, maintained and records are kept in the site office.	
Name of person(s) responsible for inspecting and recording inspections:	David Rowlands

### 36. Work Experience

Name of person who has overall responsibility	Scott Williams
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for managing work experience and work placements for Academy students:	
<p>Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are:            Staff visit work placements</p> <p>Letters of consent obtained from parents/carers</p> <p>Placements induct students</p> <p>Placements inspected by an independent company; Work Experience Support Services to confirm insurance and adequate risk management is in place</p>	
The name of the person responsible for the health and safety of people on work experience in the academy premises:	Scott Williams
<p>Our arrangements for managing the health and safety of work experience students in the Academy are:            Risk assessments implemented</p> <p>Staff monitor students</p> <p>Students complete work experience booklets</p> <p>Adequate insurance in place</p> <p>Students are put on placements which are suitable for their skill sets and capabilities</p>	

### 37. Volunteers

Name of person who has overall responsibility for managing/coordinating volunteers working within the academy:	Debra Bate / Claire Simpson
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:	

### 38. Gas Safety

Name of person(s) responsible for managing the gas safety systems on the academy premises:	David Rowlands
Date of the most recent gas line test (5 yearly):	21/12/2020
Date of the most recent gas system test:	Boilers 12/11/2021

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	Kitchen 26/07/2021
<p>Our procedure in the event of a gas leak is:          Isolate the leak          Evacuate if necessary          Contact the emergency gas engineers</p>	
<p>The Academy uses only gas safety registered contractors to work with gas systems on site.</p>	

**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.

*Please see academy health and safety plan.*