

# Health, Safety and Wellbeing Policy

## *Our Lady of Grace Catholic Academy*



The policy has 4 parts;

**Part A** - Introduction

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

**Part C** - Management Arrangements

**Part D** - The detailed arrangements & procedures for Health, Safety and Wellbeing within the academy.

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

**A. Introduction** This policy statement complements (and should be read in conjunction with) the Staffordshire County Council Policy. It records the local organisation and arrangements for implementing the policy.

**B. Policy Statement**

The requirement to provide a safe and healthy working environment for all employees is acknowledged and Our Lady of Grace's Governing Body/those in control of the academy recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc. Act 1974.

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

- all places and premises where staff and pupils are required to work and engage in school/academy activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on the premises or taking part in educational activities elsewhere.)
- all plant equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
- appropriate safe systems of work exist and are maintained.
- sufficient information, instruction, training and supervision is available and provided to ensure that staff and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others.
- a healthy working environment is maintained including adequate welfare facilities.

In addition to the above the school/academy will ensure that so far as is reasonably practicable that the health and safety of other non-employees is not adversely affected by its activities.

Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representatives forms part of this policy.

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

- Information contained in this policy may be overwritten by that documented in the COVID-19 Risk Assessment for the duration of the pandemic. Staff should read this policy in conjunction with the COVID-19 Risk Assessment.

<i>Mr A Connell</i> <b>Chair of Governors/Board</b>	<i>Mrs S Rathbone</i> <b>Principal</b>
<i>01/02/2024</i>	<i>01/02/2025</i>

### **C. Management Arrangements**

The following procedures and arrangements have been established within our 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**

<i>The school/academy obtains competent health and safety advice from</i>	<i>Entrust</i>
<i>The contact details are</i>	<i>Sarah Jane Walmsley Tel: 07837832584</i>  <i><a href="mailto:Sarah-jane.walmsley@staffordshire.gov.uk">Sarah-jane.walmsley@staffordshire.gov.uk</a></i>
<i>In an emergency we contact:</i>  <i>Duty Desk: 01785 355777</i>  <i>County Council's Director: 07623 910065</i>	

## Monitoring Health and Safety

<p><i>Name of person(s) responsible for the overall monitoring of health and safety in school/academy:</i></p>	<p><i>Mrs S Rathbone(Executive Principal)</i></p> <p><i>Mr S Murphy (Site Manager)</i></p> <p><i>Mrs K McGough (Office Manager)</i></p>	
<p><i>Our arrangements for the monitoring of health and safety are (include here how performance is measured, reported upon when these are reported and how e.g. annual report to Governing Body:</i></p>		
<p><i>The school/academy carries of out formal evaluations and audits on the management of health and safety (frequency).</i></p>		
<p><i>The last audit took place</i></p>	<p><i>Date: January 2025</i></p> <p><i>By: Mrs S Rathbone</i></p> <p><i>Mrs K McGough</i></p>	
<p><i>Name of person responsible for monitoring the implementation of health and safety policies</i></p>	<p><i>Mrs S Rathbone</i></p>	
<p><i>All staff are aware of the key performance indicators in part E and how they are monitored</i></p>		
<p><i>Workplace inspections - type</i></p>	<p><i>Name of person who carries these out</i></p>	
<p><i>Gates</i></p>	<p><i>Mr S Murphy</i></p>	<p><i>Daily/weekly</i></p>
<p><i>Security Doors</i></p>	<p><i>Mr S Murphy</i></p>	<p><i>Daily/weekly</i></p>
<p><i>Finger guards and door fittings</i></p>	<p><i>Mr S Murphy</i></p>	<p><i>Weekly</i></p>
<p><i>Windows and shutters</i></p>	<p><i>Mr S Murphy</i></p>	<p><i>Weekly</i></p>
<p><i>Perimeter Fence</i></p>	<p><i>Mr S Murphy</i></p>	<p><i>Weekly</i></p>

<i>Easy access to fire extinguisher</i>	<i>Mr S Murphy</i>	<i>Weekly</i>
<i>Outdoor play equipment</i>	<i>Mr S Murphy</i>	<i>Weekly</i>
<i>Fire doors open safely/tension of fire doors</i>	<i>Mr S Murphy</i>	<i>Weekly</i>
<i>Fire alarm alert button glass in place</i>	<i>Mr S Murphy</i>	<i>Weekly</i>
<i>Fire escape route</i>	<i>Mr S Murphy</i>	<i>Weekly</i>
<i>Indoor lighting</i>	<i>Mr S Murphy</i>	<i>Weekly</i>
<i>Window damage</i>	<i>Mr S Murphy</i>	<i>Daily</i>
<i>Toilet/medical areas</i>	<i>Mr S Murphy</i>	<i>Daily</i>

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

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

*Our arrangements for recording and investigating:*

- All minor accidents requiring first aid are recorded in the Accident & Illness register located in the main office. Notification slips are sent home to inform parents of the injury and first aid administered.
- The Accident & Illness register is reviewed monthly by the Office Manager and findings reported to the SLT.
- In cases of more serious injury, parents are notified and requested to come into school to assess their child's injury themselves and seek medical advice if deemed necessary.
- All serious accidents are reported to SCC H&S online through My Health and Safety. The incident is then reviewed in school and risk assessments amended as required. The Principal and Chair of Academy Committee are also informed.
- The Principal reports on accidents to the Academy Committee on a termly basis and in their annual report.

*The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: Mrs McGough (Office Manager)*

*Our arrangements for reporting to the Governing Body or Academy Board are:*

\* Termly meetings are held with the Health and Safety team and the compliance link governor. Annual and termly reports are given through the Principal's report.

*Our arrangements for reviewing accidents and identifying trends are:*

\* Audits are reviewed during the termly health and safety meetings.

\* Principal reviews accidents trends on a termly basis.

## **2. Asbestos**

<i>Name of Premises Manager responsible for Managing Asbestos.</i>	<i>Mrs S Rathbone</i>
<i>Location of the Asbestos Management Log or Record System.</i>	<i>School Office</i>
<p><i>Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are:</i></p> <ul style="list-style-type: none"><li>• The Academy has an up-to-date Asbestos Register, which is updated every 12 months, or when any changes to recorded asbestos are carried out.</li><li>• Only registered contractors for the removal and disposal of asbestos are used, and consignment notices kept on file.</li><li>• The asbestos register is located in the main office and contractors are asked to view and sign before undertaking any intrusive work. If intrusive work needs to take place, the contractors and premises manager complete the relevant documentation.</li><li>• The Executive Principal and Site Manager have undertaken asbestos awareness training. The Executive Principal, the Site Manager and Academy Office Manager have undertaken Duty to Manage training.</li></ul>	
<p><i>Our arrangements to ensure all school/academy staff such as class teachers or caretakers have information about asbestos risk on the premises:</i></p> <ul style="list-style-type: none"><li>• All staff have access to asbestos awareness information.</li><li>• Staff have been made aware of recorded asbestos in the building and are aware that they must not drill or affix anything to walls without first obtaining approval from the premises manager and checking the asbestos register.</li><li>• Staff should report any damage to areas containing asbestos to the site supervisor, principal or office manager immediately.</li><li>• All staff required to complete online Asbestos Awareness training module.</li><li>• All staff receive a copy of the Asbestos Register annually and are required to sign a record sheet acknowledging receipt of this.</li></ul>	
<i>Staff must report damage to asbestos materials to:</i>	<i>Mrs S Rathbone</i> <i>Mr S Murphy</i>
<p><i>Staff must not drill or affix anything to walls without first obtaining approval</i></p>	

*from the premises manager.*

### **3. Communication and Consultation**

<i>Name of SLT member who is responsible for communicating with staff on health and safety matters:</i>	<i>Mrs S Rathbone</i>
<i>The name of the Trade Union Health and Safety Representative is:</i>	<i>N/A</i>
<i>Our arrangements for communicating about health and safety matters with all staff are:</i>	
<ul style="list-style-type: none"><li>• On an annual basis, staff are all involved in the reviewing of all risk assessments.</li><li>• All new Health and Safety policies are shared/reviewed during meetings at all levels to ensure that all staff have a clear understanding of their contents.</li><li>• Updated risk assessments are available to view by all staff via Sharepoint.</li><li>• All staff should identify and control hazards in their own areas and defects should be reported to the Site Manager, Office Manager or Principal as soon as possible.</li><li>• Steps should be taken to restrict access to areas surrounding the defect.</li><li>• The Site Manager should assess the situation and make safe any defect or take steps to inform the Office Manager or Principal if specialist contractors need to attend.</li><li>• Approved contractors are called to make safe any dangerous defect if it requires specialist knowledge and training.</li><li>• The correct procedure must be followed in relation to asbestos and hot works and the relevant documentation completed.</li><li>• The Compliance Link Governor reviews H&amp;S and Risk Registers every term.</li><li>• New staff undergo an H&amp;S induction.</li><li>• The H&amp;S Policy is on display in the school's entrance.</li><li>• Further information relating to H&amp;S can be found on the SCC Learning net: <a href="https://www.staffordshire.gov.uk/">https://www.staffordshire.gov.uk/</a></li></ul>	

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

- Speaking directly to the Executive Principal, Executive Site Manager or Office Manager or using the suggestion box in the staffroom.
- H&S is an agenda item for all staff meetings and SMT meetings, where issues can be raised, information passed on and reviewed.

#### **4. Contractor Management**

<i>Name of person responsible for managing and monitoring contractor activity</i>	<i>Mrs K McGough/ Mr S Murphy</i>
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*Our arrangements for selecting competent contractors are:*

*\* Only approved contractors as identified by the central finance team for the Newman Catholic Collegiate are used.*

*Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are:*

- Where services such as grounds maintenance are contracted out, the Contractor is responsible for setting, monitoring and enforcing their own health and safety standards and for ensuring that work practices do not put other people at risk.
- The H & S team liaises with Contractors in order to assess risks associated with the proposed work and to ensure that their supervisory staff set up systems for reporting health and safety matters.
- Hazard exchange forms are completed and shared.
- Intrusive works forms are completed as and when required.
- Where contractors are hired for new build/extension/alteration work, a formal meeting between the contractors and academy principal, premises manager, site supervisor and any relevant bodies is set up to complete a risk assessment and to define times of work and access arrangements. Further relevant forms are completed and policies shared.
- The site asbestos register shall be available at all times and should be read and signed by contractors prior to commencement of any intrusive works.

*Our arrangements for the induction of contractors are:*

- *These are carried out in consultation with the contract manager.*

*Staff should report concerns about contractors to: Mrs S Rathbone*

## **5. Display Screen Equipment use (including PCs, 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:*

- Information and guidance is given to all DSE users.
- All DSE users should completed a biennial (every 2 years) DSEU self-assessment check.
- Line Managers/Principal should review and take necessary actions.
- DSE users are made aware of the arrangements for eyesight testing.

*Name of person who has responsibility for carrying out Display Screen Equipment Assessments*

*Mrs S Rathbone*

*DSE assessments are recorded and any control measures required to reduce risk are managed by*

*Mrs S Rathbone*

## **6. Early Years Foundation Stage (EYFS)**

*Name of person who has overall responsibility for EYFS*

*Miss D Molloy*

*Our arrangements for the safe management of EYFS are:*

- Risk assessments are in place for all outdoor play equipment. These are reviewed on an annual basis in consultation will all foundation stage staff including designated lunch time supervisors.

- The ratios of 1:13 in the nursery and 1:30 in the reception are exceeded to ensure that all pupils are effectively supervised in all areas of the indoor and outdoor classroom.

## 7. Educational visits / Off-Site Activities

<i>Name of person who has overall responsibility for Educational Visits</i>	<i>Mrs S Rathbone</i>
<i>The Educational Visits Coordinator is</i>	<i>Mrs D Statham</i>
<i>Our arrangements for the safe management of educational visits:</i>	
<ul style="list-style-type: none"> <li>• All school trips must be approved through the E-Visits system 14 days before the trip date.</li> <li>• All teaching staff have received EVC training.</li> <li>• First Aid packs, and pupils' asthma, epi-pen, diabetes equipment are taken on every outing or trip.</li> <li>• An enhanced DBS check has been obtained for all volunteer helpers.</li> <li>• Emergency procedures for off site visits can be found in the Educational Visits Policy.</li> </ul>	

## 8. Electrical Equipment [fixed & portable]

<i>Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:</i>	<i>Mrs K McGough</i>
<i>Fixed electrical wiring test records are located:</i>	<i>In the Health and Safety Files in the main office</i>
<i>All staff visually inspect electrical equipment before use as detailed in Staff Handbook</i>	
<i>Our arrangements for bringing personal electrical items onto the school site</i>	

<i>are:</i>	
<i>Personal electrical items are not permitted on site.</i>	
<i>Name of person responsible for arranging the testing of portable electrical equipment (PAT):</i>	<i>Mrs K McGough</i>
<i>Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:</i>	<i>Mrs K McGough</i>
<i>Portable electrical equipment (PAT) testing records are located:</i>	<i>In the Health and Safety Files in the office.</i>
<i>Staff must take defective electrical equipment out of use and report to:</i>	<i>Mr S Murphy</i>
<i>The portable electrical equipment on the school site owned and used by contractors is the responsibility of the contractor, who must provide records of this if requested.</i>	

## **9. Fire Precautions & Procedures [and other emergencies incl. bomb threats]**

<i>Name of competent person responsible for undertaking &amp; reviewing fire risk assessment in addition to any associated action planning</i>	<i>Fire risk assessment completed by Stoke-on-Trent City Council</i>  <i>Due for review August 2025</i>  <i>Intervening reviews completed by Mr S Murphy; August 2023 &amp; October 2024</i>
<i>The Fire Risk Assessment is located</i>	<i>In the Health and Safety files in the office.</i>
<i>When the fire alarm is raised the person responsible for calling the fire service is</i>	<i>Mrs K McGough</i>

<i>Name of person responsible for arranging and recording of fire drills</i>	<i>Mr S Murphy</i>
<i>Name of person responsible for creating and reviewing Fire Evacuation arrangements</i>	<i>Mrs S Rathbone</i>
<i>Our Fire Evacuation Arrangements are published</i>	<i>In every room</i>
<i>Our Fire Marshals are listed</i>	<i>Mr S Murphy</i> <i>Mrs S Rathbone</i>
<i>Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at</i>	<i>Next to the fire alarm in the entrance/reception area</i> <i>H&amp;S files in the office</i>
<i>Name of person responsible for training staff in fire procedures</i>	<i>Mrs S Rathbone</i>
<i>All staff must be aware of the Fire Procedures in school and all staff must complete the National College online training module "Certificate in Fire Safety for Primary Schools and Academies" every 3 years.</i>	

#### **10. First Aid \*see also Medication**

<i>First Aiders are listed</i>	<i>On the safeguarding notice board (staffroom)</i> <i>On the door to the first aid cupboard</i> <i>In the main reception area</i> <i>Next to first aid boxes</i>
<i>Name of person responsible for arranging and monitoring First Aid</i>	<i>Mrs K McGough</i> <i>All support staff undertake</i>

<i>Training</i>	<i>emergency first aid in the workplace training every 3 years.</i>  <i>Foundation Stage and wrap around care staff undertake paediatric first aid training every 3 years.</i>
<i>Location of First Aid Box</i>	<i>Library, Hall, Staffroom, Main Office, Boiler House, Kitchen</i>
<i>Location of Defibrillator</i>	<i>Library</i>
<i>Name of person responsible for checking &amp; restocking first aid boxes</i>	<i>Mrs C Harvey-Oates and Mrs D Bates</i>
<i>In an emergency staff are aware of how to summon an ambulance</i>	
<i>Our arrangements for dealing with an injured person who has to go to hospital are (who is contacted/ who accompanies staff or children to hospital):</i>	
<i>pupils</i>	<i>Parents contacted, member of staff accompanies if the parent has not arrived.</i>
<i>staff</i>	<i>Next of kin contacted, member of staff accompanies if the next of kin has not arrived.</i>
<i>visitors</i>	<i>Company/kin contacted, member of staff accompanies if the next of kin or company representative has not arrived.</i>

*Our arrangements for recording the use of First Aid are:*

- *All first aiders that have given first aid record the details in the Accident, incident and illness register. The slips are passed onto to parents at the end of the day.*
- *The register for Accident, incident and illness is stored securely indefinitely.*
- *Where the injury is more serious it is uploaded onto My Health and Safety and reported to Entrust.*

### **11. 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 2024 and the record can be found in the Health and Safety File.*

*Mr S Murphy*

### **12. Hazardous Substances (COSHH)**

*Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)*

*Mrs K McGough*

*Mrs S Rathbone*

*Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are:*

- *Hazardous substances should only be purchased and used if there is no safer alternative.*
- *These items should always be under the direct control of the teacher and stored in a place which is not accessible to pupils.*
- *Where protective clothing is provided it is the responsibility of employees to look after items and to report any defects.*

- Requests for any data sheets relating to items ordered should accompany relevant orders and where provided the information should be passed on to relevant staff and the original sheets retained in the COSHH files in the cleaners' cupboard, kitchen and the first aid cupboard.
- Copies of the COSHH register and COSHH assessments can be found in the cleaners' cupboard, kitchen, first aid cupboard and the main office.

*The school/academy uses CLEAPPS as a resource and all staff must be aware of how to access this information.*

### **13. Health and Safety Law Poster**

*The Health and Safety at Work poster is located:*

The Office Manager is responsible for citing this poster and keeping it up to date. Our poster can be found in the staffroom.

### **14. Housekeeping, cleaning & waste disposal**

*All staff and pupils share the responsibility for keeping the school/academy site clean, tidy and free from hazards*

*Our waste management arrangements are:*

- All persons must ensure that materials, substances or items are disposed of in a safe manner and in accordance with legislation relating to health and safety, the environment and pollution. The waste containers are located in a gated area near to the drive entrance.

*Our site housekeeping arrangements are:*

<ul style="list-style-type: none"> <li>• The Academy has an up-to-date Gritting Policy to ensure safety within the school grounds when ice/snow are present.</li> <li>• <b>Hot drinks should not be taken into areas where children are present.</b> Dirty cups should not be left on view in classrooms or in sinks.</li> <li>• The Site Manager is responsible for carrying out checks in the following areas: waste disposal; playing fields; school grounds; boiler house. Any faults or hazards which he is not deemed competent to rectify should be reported to the Principal.</li> <li>• All staff are responsible for keeping the building tidy and free from trip hazards. In addition, all employees have a duty to report any hazard or potential risk to the principal who will arrange repair and where necessary take temporary safety measures.</li> </ul>	
<i>Site cleaning is provided by:</i>	<i>Ms L Power</i>
<i>In house cleaners</i>	<i>Mrs N Meir</i>
<i>Cleaning staff have received appropriate information, instruction and training about the following and are competent:</i>	
<i>Work equipment</i>	
<i>Hazardous substances</i>	
<i>Waste skips and bins are located away from the academy building.</i>	
<i>All staff and pupils must be aware of the arrangements for disposing of waste and the location of waste bins and skips.</i>	
<i>Staff in all Depts. who generate waste (e.g. catering/cleaning/curriculum areas) must be aware of the risk assessments and control measures in place for their role.</i>	

## 15. Infection Control

<i>Name of person responsible for managing infection control:</i>	<i>Mrs S Rathbone</i>
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*Our infection control arrangements (including communicable diseases/hand hygiene standards) are:*

- *The school follow the UK Health Security Agency 'Guidance on infection control in schools and other childcare setting'.*

## **16. Lettings**

*Name of Premises Manager or member of Leadership team responsible for Lettings*

*Mrs S Rathbone*

*Our arrangements for managing Lettings of the school/academy /rooms or external premises are:*

- *Published in the schools letting policy*

*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 school/academy on request.*

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

## **17. Lone Working**

*Our arrangements for managing lone working are*

- *Staff are discouraged from lone working wherever possible.*
- *When working alone in the building is unavoidable, staff are advised to ensure the perimeter of the grounds are secure and maintain regular contact with a family member by mobile phone or school extension lines.*

**18. Maintenance / Inspection of Equipment (including selection of equipment)**

<b>Equipment</b>	<b>Inspection Type</b>	<b>Frequency</b>	<b>By whom</b>
Emergency Lighting	PPM	Monthly	Logic Fire & Security Site Manager
Fire Alarm	Sounder test	Weekly	Site Manager
	PPM	Monthly	Site Manager
	Service/test	Annual	Lantern Fire & Security/Security Services
Fire Extinguishers	Test	Annual	Chubb Fire & Security
Gates	Visual	Monthly	Site Supervisor
		6 Monthly	JBT
Ladders & Steps	Visual	Before use	User
	Visual	Monthly	Site Manager
PE Equipment	Visual	Before Use	User
	Test	Annual	Mercury Sports
Play Areas	Visual	Daily	Supervising Staff
	Visual	Monthly	Site Manager
	Test	Annual	Wicksteeds
Portable Appliances	Visual	Before Use	User
<i>Records of maintenance and inspection of equipment are retained and are</i>		All inspections should be logged in the appropriate folder which is	

<i>located:</i>	kept in the school office. Any problems found on inspection should be reported to the Office Manager and/or the principal who can arrange for remedial work to be carried out.
<i>Staff report any broken or defective equipment to:</i>	
<i>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.</i>	

### **19. Manual Handling**

<i>Name of competent person responsible for carrying out manual handling risk assessments</i>	<i>Mrs S Rathbone</i>
<i>Our arrangements for managing manual handling activities are:</i>	
<ul style="list-style-type: none"> <li>• All staff undertake Manual Handling of Equipment and Resources training every three years. <i>All staff are to complete the <b>National College online module "Certificate in Manual Handling"</b></i></li> <li>• Staff with responsibility for handling pupils with disabilities or additional needs will receive specific training relevant to their post.</li> <li>• <i>The manual handling risk assessment is reviewed annually in consultation with staff and updated if a risk has been identified.</i></li> </ul>	
<i>Staff must be aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided.</i>	
<i>Staff who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task.</i>	
<i>Staff are trained appropriately to carry out manual handling activities.</i>	
<i>Where people handling takes place an Individual Manual Handling Plan must be in place and communicated to all parties (including where</i>	

*appropriate the young person/their parents/carers/support staff).*

## 20. Medication

<i>Name of person responsible for the management of and administration of medication to pupils in academy</i>	<i>Mrs S Rathbone</i>
<i>Our arrangements for the administration of medicines to pupils are:</i>	
<ul style="list-style-type: none"><li>• The academy has chosen to only administer antibiotics which have been prescribed by the doctor, to be taken four times per day (unless as part of a care plan).</li><li>• The academy will administer one dose only daily.</li><li>• Parents must hand the medication directly to the office and complete a 'request to administer medication' form. <b><i>Under no circumstances should medication be sent to school with or left with a pupil.</i></b></li><li>• All medication is kept in the locked medicine cabinet in the staffroom (or in the fridge if necessary).</li><li>• A record of the medication administered is recorded and witnessed in the pupils' file and on the Whole School Medication record located in the main office.</li><li>• A record is kept of all staff training (e.g. Use of epi-pens, asthma and other specialised procedures).</li><li>• A copy of the "Supporting Pupils with Medical Needs" Policy is available on the school's website.</li></ul>	
<i>The names members of staff who are authorised to give / support pupils with medication are:</i>	<i>Mrs S Rathbone</i> <i>Mrs K McGough</i> <i>In their absence a member of the SLT.</i>
<i>Medication is stored:</i>	<i>In a locked medicines cabinet in the staffroom, or fridge if necessary.</i>

<i>A record of the administration of medication is located:</i>	<i>The school office</i>
<i>Pupils who administer and/or manage their own medication in school are authorised to do so by Mrs S Rathbone and provided with a suitable private location to administer medication/store medication and equipment.</i>	
<i>Staff are trained to administer complex medication by the school nursing service when required.</i>	
<i>Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are: included in the Supporting Pupils with Medical Needs Policy and Individual Health Care Plans</i>	
<i>Staff who are taking medication must keep this personal medication in a secure area in a staff only location.</i>	
<i>Staff must advise SMT if they are taking any medication which might impair their ability to carry out their normal work.</i>	

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

<i>PPE is provided free of charge where a risk assessment identifies this is needed to control a risk and the risk cannot be controlled by another means.</i>	
<i>Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for school/academy staff.</i>	<i>Mrs K McGough</i>
<i>Name of person responsible for the checking and maintenance of personal protective equipment provided for staff</i>	<i>Mrs S Rathbone</i>

## **22. Reporting Hazards or Defects**

<i>All staff and pupils must report any hazards, defects or dangerous situations they see at school/academy.</i>
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*Our arrangements for the reporting of hazards and defects:*

- All staff should identify and control hazards in their own areas and defects should be reported to the Site Manager, Office Manager or Principal as soon as possible.
- Steps should be taken to restrict access to areas surrounding the defect.
- The Site Manager should assess the situation and make safe any defect or take steps to inform the Office Manager or Principal if specialist contractors need to attend.
- Approved contractors are called to make safe any dangerous defect if it requires specialist knowledge and training.
- The correct procedure must be followed in relation to asbestos, hot work and the relevant documentation completed.

### **23. Risk Assessments**

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

*Risk assessments are in place for the following areas:*

- *Staff wellbeing*
- *Pupil wellbeing*
- *Swimming*
- *Minibus*
- *Lone working*
- *Stress*
- *Indoor areas*
- *Hall*
- *Classroom areas*
- *Local walk*
- *Contractors on site*
- *Driveway and car park*
- *Manual handling*
- *Return to work*
- *Trip and slips*
- *Working at heights*
- *Outside areas*
- *Foundation stage outdoor area*
- *KS1/ Ks2 playground and play equipment.*

<ul style="list-style-type: none"> <li>• <i>Cleaning activities by school staff</i></li> <li>• <i>Catering activities by school staff</i></li> <li>• <i>COSHH</i></li> <li>• <i>Display Screen equipment uses (individual assessment)</i></li> <li>• <i>Work Experience</i></li> </ul>	
<i>Name of person who has overall responsibility for the academy risk assessment process and any associated action planning</i>	<i>Mrs S Rathbone</i>
<p><i>Our arrangements for carrying out, recording, communicating and reviewing risk assessments are:</i></p> <ul style="list-style-type: none"> <li>• The Principal is responsible for ensuring risk assessments are undertaken.</li> <li>• The Principal should collate completed risk assessments, periodically review, and inform staff when they need to be updated.</li> <li>• The Principal is responsible for undertaking special risk assessments such as for staff who are pregnant or who have health problems.</li> </ul>	
<p><i>Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments.</i></p>	
<p><i>When an accident or incident occurs a post risk assessment takes place when a new hazard has been identified.</i></p>	
<p><i>Risk assessments are created or reviewed when something new is introduced or a change has occurred.</i></p>	

#### **24. Smoking**

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

## 25. Stress and Staff Well-being

<i>Name of person who has overall responsibility for the health and wellbeing of academy staff</i>	<i>Mrs S Rathbone</i>
<i>All staff have responsibility to take care of their own health and wellbeing and the school/academy supports staff to do this by implementing the following arrangements:</i> <ul style="list-style-type: none"><li><i>• Collegiate and SCC procedures are in place for supporting staff.</i></li></ul>	
<i>Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated.</i>	
<i>All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work.</i>	
<i>Individual stress risk assessments take place when a member of staff requires additional individual support.</i>	
<i>A team stress risk assessment has been completed involving all staff.</i>	
<i>All staff have access to Care First Counselling Services &amp; Phoenix Occupational Health</i>	

## 26. Training and Development

<i>Name of person who has overall responsibility for the training and development of staff.</i>	<i>Mrs S Rathbone</i>
<i>All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.</i>	
<i>Our arrangements for carrying out suitable and sufficient health and safety training for all staff are:</i> <ul style="list-style-type: none"><li><i>• School directors will offer support by providing training opportunities for staff at all levels and for allocating finance so as to meet the</i></li></ul>	

principal aims of the Stoke City and Staffordshire County Council health and safety training policy.

**The Principal:**

- Will bring to the attention of staff any publications or relevant information in respect of health and safety activities undertaken at the school. Copies of such documents will be retained by the Principal and can be accessed by staff.
- Is responsible for measuring the safety performance of staff and for identifying any training needs.
- Will ensure that training is extended where necessary to volunteer workers that new staff undergo health and safety induction and that up-to-date records of training are maintained.

*The school/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 **CPD and personnel records.***

*Training and competency as a result of training is monitored and measured by:*

*Mrs S Rathbone*

**27. Vehicles owned or operated by the school/academy**

<i>Name of person who has overall responsibility for the school/academy vehicles</i>	<i>Bentley Walker School Minibus Leasing</i>
<i>The academy operates 2 minibuses</i>	<i>17 seater mini buses</i>
<i>Name of person who manages the driver medical examinations</i>	<i>Mrs T Edge</i>
<i>Name of person who manages the</i>	<i>Mrs K McGough</i>

<i>vehicle license requirements</i>	
<i>Name of person who undertakes vehicle checks such as oil, water and routine roadworthiness.</i>	<i>All drivers Mr S Murphy</i>
<i>Name of person who arranges servicing and maintenance of the academy vehicles</i>	<i>Mrs T Edge Fleet Complete</i>
<p><i>Our arrangements for the safe use of school/academy vehicles are:</i></p> <ul style="list-style-type: none"> <li>• All drivers have a full current valid UK Drivers Licence with a category D1.</li> <li>• All drivers have undergone specialist minibus MiDAS training.</li> <li>• All drivers complete the necessary checks prior to departure and records are kept on file.</li> <li>• At minimum of one member of staff (in addition to the driver) should accompany pupils on every journey.</li> <li>• The site supervisor is a trained MiDAS trainer.</li> </ul>	

### **28. Vehicle movement on site**

<i>Name of Premises Manager responsible for the management of vehicles on site</i>	<i>Mrs S Rathbone</i>
<p><i>Our arrangements for the safe access and movement of vehicles on site are</i></p> <ul style="list-style-type: none"> <li>• Parent vehicles are only permitted to use the school driveway to access the carpark if they hold a disabled blue badge.</li> <li>• Delivery and contractors' vehicles allowed on the site are closely monitored when manoeuvring.</li> <li>• Vehicles are not permitted on or near play areas when children are present.</li> </ul>	

### **29. Violence and Aggression and School/Academy Security**

*The academy provides a place of work which is designed and managed to*

<i>minimise the risk of violence and aggression to staff, pupils and visitors.</i>	
<i>A risk assessment is carried out where staff are at increased risk of injury due to their work.</i>	
<i>Training, information and instruction is available to staff to help them manage the risk of violence and aggression where required.</i>	
<i>Staff and pupils must report all incidents of verbal &amp; physical violence to:</i>	<i>Mrs S Rathbone</i>
<i>Incidents of verbal &amp; physical violence are investigated by:</i>	<i>Mrs S Rathbone</i>
<i>Name of person who has responsibility for site security:</i>	<i>Mr S Murphy</i>
<p><i>Our arrangements for site security are:</i></p> <ul style="list-style-type: none"> <li>• Parent access perimeter gates and external doors are kept closed during the school day.</li> <li>• All visitors and contractors are required to sign in at reception via Inentry system and photo ID sought if needed.</li> <li>• A visitor pass or identification badge to be worn at all time.</li> <li>• The Academy Code of Conduct for Adults in school is on display in the school entrance.</li> <li>• Incidents of violence and aggression are recorded on Form HSF9 and reported to Health, Safety and Wellbeing Service within 3 days.</li> </ul>	

### **29. Water System Safety**

<i>Name of Premises Manager responsible for managing water system safety.</i>	<i>Mrs S Rathbone</i>
<i>Name of contractors who have undertaken a risk assessment of the water system</i>	<i>Concept Environmental</i>

<i>Name of contractors who carry out regular testing of the water system:</i>	<i>HSL</i>
<i>Location of the water system safety manual/testing log</i>	<i>Health and Safety Files</i>
<p><i>Our arrangements to ensure contractors have information about water systems are:</i></p> <ul style="list-style-type: none"> <li>• Water hygiene samples and checks take place as required by the premises Water Hygiene Manual, by Mr S Murphy, HSL and Concept Environmental who update the manual accordingly.</li> <li>• Checks are recorded in the manual, located in the boiler house.</li> </ul>	
<p><i>Our arrangements to ensure all school/academy staff carrying out checks or testing or maintenance have information about the water system:</i></p> <ul style="list-style-type: none"> <li>• The Site Manager is responsible for monthly temperature checks, flushing systems.</li> <li>• Checks are recorded in the manual, located in the boiler house.</li> </ul>	

### **30. Working at Height**

<i>Name(s) of person responsible managing the risk of work at height on the premises:</i>	<i>Mr S Murphy</i>
<i>Work at height is avoided where possible.</i>	
<p><i>Our arrangements for managing work at height are:</i></p> <ul style="list-style-type: none"> <li>• No member of staff is permitted to work at height unless suitably trained.</li> <li>• Advice on using the steps/step stool is freely available and staff are expected to read before using it. Staff should undertake a visual inspection before using any such equipment.</li> <li>• Contractors working at height must inform the office and Head of School to ensure the area is cordoned off and restricted to pupils and staff.</li> </ul>	

<ul style="list-style-type: none"> <li>• Contractors must use their own access equipment.</li> <li>• The academy's own ladders and steps are inspected monthly by the Site Manager.</li> <li>• All academy access equipment complies with British and European safety standards.</li> </ul>
<i>Appropriate equipment is provided for work at height where required.</i>
<p><i>Staff who carry out work at height are trained to use the equipment provided</i></p> <p><i>All staff are required to complete the Working at Heights online training module</i></p>
<i>Work at height equipment is regularly inspected, maintained and records are kept in the boiler house.</i>

### **31. Work Experience**

<i>Name of person who has overall responsibility for managing work experience and work placements for academy pupils.</i>	<i>Mrs S Rathbone</i>
<p><i>Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are:</i></p> <ul style="list-style-type: none"> <li>• All work experience placements undergo a full induction and provided with a handbook of relevant information about the school, staff, procedures etc.</li> <li>• All work experience placements are supervised at all times.</li> <li>• The academy liaises with the placement provider to share details regarding H&amp;S, Risk Assessments, Public and Employers Liability Insurance.</li> </ul>	

### **32. Volunteers**

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

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

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

The Health Safety and Wellbeing Service may also request feedback on certain KPI's.