

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. Each Academy will have this policy on their website plus a customised version, which is specific to their setting and will be found in the password protected policies section of that Academy's website and individual network.

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 pupils
- To provide and maintain safe Academy buildings and safe equipment
- Develop safety awareness, by appropriate training if necessary, amongst staff, pupils 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

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

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

- Ensure risk assessments are accurate, suitable and reviewed annually
- Deal with any hazardous practices, equipment or building issues and report to the Principal/Head Teacher if they remain unresolved
- Provide a good example, guidance and support to staff on health and safety issues
- Carry out a health and safety induction for all staff and keep records of that induction
- Keep up to date with new developments in Health and Safety issues for their Academy
- Carry out investigations into accidents and produce reports / statements for any civil or criminal action which may arise
- Ensure any contractors on site are competent in health and safety matters
- Complete an annual health and safety report for the Local Academy Council, during the summer term, in conjunction with the Premises Manager

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

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

All Academy Staff will:

- Read the Health and Safety Policy
- Comply with the academy's health and safety arrangements, including the adherence to risk assessments, health and safety procedures and policies
- Take reasonable care of their own and other people's health and safety
- Leave the classroom / playground / office in a reasonably tidy and safe condition
- Follow safety instructions when using equipment
- Supervise students/pupils and advise them on how to use equipment safely
- Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate member of staff
- Follow the accident reporting procedure (which is a separate document)
- Contribute to and highlight any gaps in the academy's risk assessments and health and safety procedures

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

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

Employer responsibilities

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

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

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- Provide advice and guidance to help academies fulfil their health and safety responsibilities
- Answer queries from staff on health and safety issues
- Visit where necessary to give advice on all aspects of new and existing health and safety policies and procedures
- Advise on and facilitate (when necessary) staff safety training
- Draft and/or advise on procedures and guidance for health and safety
- Interpret and advise on new legislation impacting on the working environment
- Attend meetings to advise on occupational safety issues

Health, Safety and Wellbeing Policy

All Saints CE Academy, Denstone

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 The Saints Federation 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:

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

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

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

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

<i>[Signature]</i>	<i>[Signature]</i>
<i>Mrs Julia Smith, Chair of Local Academy Council</i>	<i>Mrs Rebecca Walker, Executive Head Teacher</i>
<i>[Insert date]</i>	<i>[Insert date]</i>

C. Management Arrangements

The following procedures and arrangements have been established within All Saints CE 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 academy obtains competent health and safety advice from:</i>	<i>John Burdett Entrust Health, Safety and Wellbeing Service Adviser.</i>
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	Hope Kirkham SUAT Operations Manager
The contact details are:	<u>johnburdett@staffordshire.gov.uk</u> 07773791520 <u>hkirkham@suatrust.co.uk</u> 01792969465/07519106873
In an emergency we contact:	Director on Call 07623 910065

Monitoring Health and Safety

Name of person(s) responsible for the overall monitoring of health and safety in the Academy:	Mrs Rebecca Walker: Executive Head Teacher Delegated daily to Mrs Joanne Goodwin: Office Services Manager
Our arrangements for the monitoring of health and safety are :	<ul style="list-style-type: none"> • 1 Annual Health and Safety report to the Local Academy Council • 2 Self Audit – Monitor, Review, Development Plan – October Annually • 3 Annual policy, procedure, risk assessment review – September Annually • 4 Accident investigation reports for identification of reoccurring issues/possible defects • 5 Health and Safety on the weekly staff meeting agenda.
The Academy carries out formal evaluations and audits on the management of health and safety (frequency):	<ul style="list-style-type: none"> • 1 Internal Audit - Annually • 2 External Audit – Within 4 years of previous audit • 3 Annual performance review targets for staff with a health and safety responsibility
The last audit took place:	Date: 11 th March 2019 By: Mr John Burdett
Name of person responsible for monitoring the implementation of health and safety policies:	Mrs Rebecca Walker Executive head teacher Joanne Goodwin – Office Services Manager
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
Display Screen - Annual	Mrs Rebecca Walker Executive head teacher Joanne Goodwin – Office Services Manager

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Grounds – Daily/Weekly/Monthly	Mrs Joanne Goodwin - Office Services Manager / Mrs Emily Ball – Site Technician / Cropper Grounds
Water Testing – Monthly 6 th Monthly	Mrs Emily Ball – Site Technician / HSL
Emergency Lights – Monthly / 6 th Monthly	Mrs Emily Ball – Site Technician / Lantern Fire
Buildings – Daily - Weekly	Mrs Joanne Goodwin - Office Services Manager / Mrs Emily Ball – Site Technician
Fire Call Points - Weekly	Mrs Joanne Goodwin – Office Services Manager
Asbestos	Property Services
Fire Alarm – 6 monthly	Lantern Fire
Fire Extinguishers - Annually	Trinity Fire
Intruder Alarm – 6 Monthly	Chubb Fire
Indoor PE Equipment – Daily/Annually	All Staff/Sportsafe
PAT Testing - Annually	Calbarrie
Outdoor Play Equipment – Daily/Annually	All Staff/Wicksteed Leisure
Lightening Protection – 11 monthly	PTSG
Boiler Servicing – 6 monthly	Sure Maintenance
EYFS Area	Mrs J Wilson
Classrooms	Teaching Staff working in that area.

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:

Pupil accidents: All accidents are recorded in the accident book by the person carrying out the first aid. Sheets are copied with one going to the parent and one filed in the accident file located in the school office. If the accident is serious or results in a head injury the parents are informed with a phone call home. Report and risk assessment review as required after accident investigation.

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Staff accidents: Record in the staff accident book which is kept in the office. Next of Kin notified if required. Accidents are now reported by using the Entrust H&S reporting system

Visitor accidents: Record in the accident book kept in the office. Accident investigation. Report as necessary.

*The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: **H & S & Wellbeing Service will assist with this on our behalf on notification of injury. Executive Head teacher has responsibility of notification to H&S service with the assistance of Mrs J Goodwin through the MY HEALTH & SAFETY Portal***

*Our arrangements for reporting to the Local Academy Council are: **Executive Head teacher reports on a termly basis. Office Services Manager completes Report on an Annual Basis. Reports are located on Governor Hub.***

Our arrangements for reviewing accidents and identifying trends are: Review and recording of the accident book data carried out termly by Mrs Joanne Goodwin – Office Services Manager.

2. Asbestos

Name of Premises Manager responsible for Managing Asbestos:	Mrs Joanne Goodwin – Office Services Manager
Location of the Asbestos Management Log or Record System:	School Office
<p><i>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.</i></p> <p><i>Staff must be aware of the procedure for gaining approval for works of this nature, which is to inform the Property Manager who will consult Entrust Property if required.</i></p> <p><i>Our arrangements to ensure that staff have information about asbestos risk upon employment with the academy are as follows: Induction to show staff the Asbestos register. Site Technician must view training from H&S and update.</i></p>	
<p><i>Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are: Contractors are given the asbestos book to view and sign when they visit. Completion of HSF45 Intrusive Works Assessment/HSF46 Control of Contractors form</i></p>	

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Our arrangements to ensure all academy staff such as class teachers or caretakers have information about asbestos risk on the premises:

Ensure staff have seen the Asbestos book on induction. Asbestos awareness training video. Asbestos register explained and shown.

Staff who receive annual training in asbestos awareness are:

Mrs Joanne Goodwin – Office services Manager

Mrs Emily Ball – Site Technician

Mrs Rebecca Walker – Executive Head Teacher

Staff must report damage to asbestos materials to:

Mrs Joanne Goodwin – Office Services Manager

3. Communication

Name of SLT member who is responsible for communicating with staff on health and safety matters:

Mrs Emma Manby – Senior Teacher

Our arrangements for inducting staff to health and safety within the academy are:

Mrs Joanne Goodwin – Office Manager inducts new staff and they also attend an induction day at SUAT.

Site Technician is inducted with the assistance of the Health & Safety service.

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

Shared T drive on the school computer contains H&S information, E Mail, Staff Meeting, H&S noticeboard located in the staffroom.

Staff can make suggestions for health and safety improvements by:

Staff meetings or direct to a member of the SLT. A defects book is situated in the staff room to report defects which is looked at weekly by the Site Technician.

Staff can share risk management information by:

Shared T: drive, E mail, Staff meetings.

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

Staff meetings, direct to the Executive Headteacher, defects book.

4. Construction Work *See also Contractor Management

Name of person coordinating any construction work / acting as the client for any construction project:

We consult and subscribe to the property management services.

Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are:

(Duty holders will be identified and named as part of any construction project).

Seek advice from Entrust Property Services and our Academy Trust.

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Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are:
Office Services manager to be on site at regular intervals. Ensure hazard exchange forms are completed prior to installation.

Our arrangements for the induction of contractors are:
Undertaken by the premises manager prior to commencement. Large projects overseen by property.

Staff should report concerns about contractors to:

1. **Mrs Rebecca Walker Executive Headteacher**
2. **Mrs Emma Manby Senior Teacher or**
3. **Mrs Joanne Goodwin Office Services Manager**

We will review any construction activities on the site by:
Regular monitoring and site visits.

Our arrangements for obtaining contractor risk management documents are:
 Request by email or meeting prior to work commencing.

Staff will be informed about construction projects by:
Email with regular updates.

5. Consultation

Name of SLT member who is responsible for consulting with staff on health and safety matters:	Mrs Emma Manby – Senior Teacher
The name of the Trade Union Health and Safety Representative is:	Non Appointed
Our arrangements for consulting with staff on health and safety matters are: Staff meetings Information available in the school office Staff notice board Shared drive.	
Staff can raise issues of concern by: Staff meetings Discussion with the Executive Headteacher or Mrs Manby Senior Teacher, Office Staff. Staff Defects Book	

6. Contractor Management

Name of person responsible for managing and monitoring contractor activity:	Mrs Joanne Goodwin – Office Services Manager
Our arrangements for selecting competent contractors are (this should include verification of DBS data):	
<ul style="list-style-type: none"> • DBS clearance • LEA approved contractors where possible • Recommendations from other SUA schools 	

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<p><i>Our arrangements for the exchange of health and safety information / risk assessments / safe working arrangements / monitoring are:</i></p> <ul style="list-style-type: none"> • Induction • Emails • Monitoring of Site Staff
<p><i>Our arrangements for the induction of contractors are:</i></p> <ul style="list-style-type: none"> • Induction prior to work commencing • Completion of Hazard Exchange Documents
<p><i>Staff should report concerns about contractors to:</i> <i>Staff should report concerns about contractors to: Mrs Rebecca Walker/ Mrs Emma Manby or Mrs Joanne Goodwin</i></p>
<p><i>Our arrangements for notifying staff of contractor activity on site are:</i></p> <ul style="list-style-type: none"> • Staff Briefings • Email • Verbal

7. Curriculum Areas – health and safety

<p><i>Name of person who has overall responsibility for the curriculum areas as follows:</i></p> <p>PE Forest School EYFS</p>	<p><i>Head of Dept. or Curriculum Lead Name</i></p> <p>Mrs Emma Manby Mrs Sarah Langford Mrs Josi Wilson</p>
<p><i>Risk assessments for these curriculum areas are the responsibility of:</i></p>	<p><i>Individual Leaders Teachers</i> Mrs Joanne Goodwin can assist.</p>
<p><i>These risk assessments are located:</i></p>	<p>T drive</p>

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

<p><i>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.</i></p>
<p><i>Our arrangements for carrying out DSE assessments are:</i></p> <ul style="list-style-type: none"> • Identify staff who need to carry out an assessment • Completion of DSE assessment signed by line manager • Assessments reviewed every 2 years

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<ul style="list-style-type: none"> Address any issues 	
Name of person who has responsibility for carrying out Display Screen Equipment Assessments:	Mrs Joanne Goodwin/ Mrs Rebecca Walker
DSE assessments are recorded and any control measures required to reduce risk are managed by:	Mrs Joanne Goodwin/ Mrs Rebecca Walker

9. Early Years Foundation Stage (EYFS)

Name of person who has overall responsibility for EYFS:	Mrs Josi Wilson
Records of EYFS risk management (e.g. risk assessments and checklists) are located:	Share T Drive
Our arrangements for the safe management of EYFS (classroom and activities) are:	
<ul style="list-style-type: none"> Regular checks and risk assessments are carried out inside and outside and on equipment and resources Key staff have Paediatric First Aid Certificate Children are reminded of the importance of regular hand washing Gloves and aprons are available for staff if needed when dealing with first aid/toileting accidents Security is of paramount importance, internal doors have finger guards fitted. 	

10. Educational visits / Off-Site Activities

Name of person who has overall responsibility for Educational Visits:	Mrs Rebecca Walker Executive headteacher
The Educational Visits Coordinator is:	Mrs Joanne Goodwin Office Services Manager
Our arrangements for the safe management of educational visits are: All visits are input onto Evolve and all the relevant paperwork is scanned and attached.	
Visit risk management information is communicated to visit attendees by: Email	

11. Electrical Equipment [fixed & portable]

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	Mrs Joanne Goodwin – Office Services Manager
Fixed electrical wiring test records are located:	T drive Staff shared drive
All staff visually inspect electrical equipment before use:	

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<ul style="list-style-type: none"> All Staff to check equipment and report any defect to Joanne Goodwin/Rebecca Walker. 	
Our arrangements for bringing personal electrical items onto the academy site are: No personal electrical items are permitted on site without approval from SLT and a valid and verified PAT test (within the last 12 months).	
Name of person responsible for arranging the testing of portable electrical equipment (PAT):	Mrs Joanne Goodwin
Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:	Mrs Joanne Goodwin
The academy's PAT testing will be undertaken to a frequency of: (e.g. annually)	Annual for all equipment
Portable electrical equipment (PAT) testing records are located:	Shared T Drive
Staff must take defective electrical equipment out of use and report to:	Defect Book and report to Joanne Goodwin Office Services Manager
The portable electrical equipment on the Academy site owned and used by contractors is the responsibility of the contractor, who must provide records of this if requested.	

12. Fire Precautions & Procedures [and other emergencies incl. 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.	Mrs Joanne Goodwin
The Fire Risk Assessment is located:	Shared drive and staff notice board
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):	1st Joanne Goodwin- Office Services Manager 2nd Senior member of staff on the premises.
Name of person responsible for arranging and recording of fire drills:	Mrs Joanne Goodwin-Office Services Manager
Name of person responsible for creating and reviewing Fire Evacuation arrangements:	Mrs Rebecca Walker, Mrs Joanne Goodwin-Office Services Manager
Our Fire Evacuation Arrangements are published:	Located in each classroom – Shared T drive
Our Fire Marshals are listed:	Staff room notice board
Results of the testing and maintenance of fire	T Drive School Office file

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equipment and installations is recorded in a Fire Log Book located at:	
Name of person responsible for training staff in fire procedures:	Mrs Joanne Goodwin
Procedure for communicating fire safety and evacuation arrangements to visitors: H&S information in leaflets in reception. Mrs Joanne Goodwin- Office Services Manager ensures visitors are aware when entering the building.	
Procedure for communicating fire safety arrangements to contractors: H&S information in leaflets in reception. Mrs Joanne Goodwin- Office Services Manager ensures visitors are aware when entering the building.	
All staff must be aware of the Fire Procedures in their Academy	

13. First Aid *see also Medication

Name of person responsible for carrying out the First Aid Assessment:	Mrs Joanne Goodwin- Office Services Manager
The First Aid Assessment is located:	T Drive
First Aiders are listed:	In each classroom, Hall and Foyer.
Name of person responsible for arranging and monitoring First Aid Training:	Mrs Joanne Goodwin will monitor training needs. It is the responsibility of the individual to make sure training does not go out of date.
Location of First Aid Boxes (including travel):	Travel School Office. First Aid Boxes are kept in each classroom corridor and school office.
Name of person responsible for checking & restocking first aid boxes:	Class teacher or TA to check classroom stock. Mrs Goodwin to check office and corridor box
In an emergency staff are aware of how to summon an ambulance, through following the below procedure:	
Our arrangements for dealing with an injured person who has to go to hospital are (who is contacted/ who accompanies staff or children to hospital):	
Pupils	Mrs Goodwin Office Services Manager or staff member contacts parent and accompanies pupil to hospital.
Staff	Mrs Goodwin, Mrs Manby or Headteacher contacts next of kin and accompanies to hospital
Visitors	Mrs Goodwin, Mrs Manby Mrs or Headteacher contacts next of kin/employer and accompanies to

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	hospital.
<p>Our arrangements for recording the use of First Aid are: <i>All First Aid carried out however minor will be recorded on sheets in the school office. These sheets are then filed in the file located in the office. One copy will be given to the parent or for all head injuries the parent is informed by phone. Mrs Goodwin to be notified if the injury results in the pupil / staff member going home or to hospital. The first aid sheet should contain all information in full to aid in accident investigation I needed.</i></p>	
<p>Our arrangements for monitoring and reporting on first aid and accidents are: Use of the online incident recording portal. Excel spreadsheet is used for analysis. Carried out on a termly basis.</p>	
<p>Our arrangements for identifying trends are: Excel spreadsheet is used for analysis. Carried out on a termly basis.</p>	

14. Forest School

Name of person in the Academy who leads on Forest School activity:	Miss Sarah Langford
<p>Our arrangements for developing, organising and running Forest School activity. Include here any details with regard to risk assessment, communication and supervision etc. Portfolio has been developed by Miss Langford, she is responsible of communicating to all staff/children risk assessments before activities commence.</p>	

15. Glass & Glazing

All glass in doors and side panels are constructed of safety glass:	
All replacement glass is of safety standard:	
A glass and glazing assessment took place in 2020 and the record can be found	Date and Location Entrust condition survey February 2020

16. Hazardous Substances (COSHH)

Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)	Mrs Emily Ball Site Technician with the assistance of Mrs Joanne Goodwin- Office Services Manager. All Staff to be aware of contents within their classrooms.
Hazardous substance risk management documentation is located:	In each classroom, staffroom, office.
<p>Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control, communication of hazardous substance assessments etc.) are: COSHH assessment carried out and COSHH forms are obtained. COSHH forms downloaded to the T drive. A locked cabinet is used for Hazardous substances. The school uses CLEAPPS as a resource.</p>	

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17. Health and Safety Law Poster

The Health and Safety at Work poster is located:	In the Staffroom
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18. Housekeeping, cleaning & waste disposal

All staff and pupils share the responsibility for keeping the Academy site clean, tidy and free from hazards.	
Our waste management arrangements are: Bin collection from East Staffs Borough Council. PHS is contracted to supply and empty one sanitary bin.	
Our site housekeeping arrangements are: SLA with Hi Spec services.	
Site cleaning is provided by: External cleaning company	Name and contact details Hi Spec Services Mark Hilton – Senior Service Manager Office: 01322 376190
Cleaning staff have received appropriate information, instruction and training about the following and are competent:	
Work equipment Through the supplier	
Hazardous substances Through the supplier	
Waste (skips and bins are located away from the academy building)	
Infection control Contractor can offer a deep clean in addition to usual service if required	
Academy security Office Services Manager has instructed the cleaner on security.	
Lone working Carried out by supplier, monitored by Academy Office Services Manager	
First aid and accident reporting Responsibility of Supplier. School office should be made aware.	
Fire evacuation <i>School office has made the cleaner aware.</i>	

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<i>Management of asbestos. This is not applicable to areas the cleaner has access to.</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. / work areas who generate waste (e.g. catering/cleaning/curriculum areas) must be aware of the risk assessments and control measures in place for their role. The risk management processes are as follows for each department / work area:</i>	
Department/work area	Procedure
Kitchen	Cook to dispose of kitchen waste at the end of their shift.
<i>Dining Room</i>	Lunchtime Supervisors ensure the area is cleared, mopped and food waste is safely put in the outside bin.
<i>Classrooms/Office and Heads Room</i>	Bins in classrooms are emptied at the end of each day by the cleaner. Paper recycling waste is put out fortnightly for bin collection.
<i>Toilets</i>	Waste is disposed of daily by the cleaner.

19. Infection Control

Name of person responsible for managing infection control:	Mrs Emma Manby, Mrs Joanne Goodwin- Office Services Manager
Our infection control arrangements (including communicable diseases/hand hygiene standards) are: Ensure all children know hygiene measures. Use of dispenser soap and not tablet soap as recommended through public health.	
<i>Infection control standards and the effectiveness of risk management procedures will be monitored by: Annual Review</i>	
<i>We communicate infection control arrangements by: E Mail</i>	
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.	

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20. Lettings

Name of Premises Manager or member of Leadership team responsible for Lettings:	Mrs Rebecca Walker delegated to Mrs Joanne Goodwin- Office Services Manager
Our arrangements for managing Lettings of the Academy rooms or external premises are: No lettings are associated with the school at present. Policies will be reviewed as the need arises. Lettings SUAT stationary and agreement would be used.	
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 have in place their own risk assessments, first aid arrangements/ fire procedures and emergency procedures: Hirers have in place their own risk assessments, first aid arrangements/ fire procedures and emergency procedures:	
Hirers are responsible for obtaining the necessary local authority licenses for their activities and these must be provided to the Academy on request, prior to commencement of the letting. Hirers must have appropriate DBS clearances according to the nature of their letting and those in attendance of the letting.	
Hirers must provide a register of those present during a letting upon request:	
Hirers must have appropriate DBS clearances according to the nature of their letting and those in attendance of the letting.	
Hirers must have appropriate, valid and current insurances:	

21. Lone Working

Our arrangements for managing lone working are:
(Lone working is defined by the Health & Safety Executive (HSE) as people who work by themselves without close or direct supervision . This doesn't necessarily mean that the worker is physically alone; it means they are in a separate location to the rest of their team or manager).
Risk assessments are carried out. Lone workers must ensure someone is aware they are in the building.
Lone working arrangements are communicated by: Ensure staff are instructed on induction.
We monitor lone working arrangements by: Signing in and out sheet.
Lone workers are required to report any health information which may impact safety arrangements for lone working to their line manager / SLT.

22. Maintenance / Inspection of Equipment (including selection of equipment)

NOTE Types of equipment to consider in this section:
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<p><i>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.</i></p> <p><i>This section must include the arrangements for academy kitchens, science laboratories, design and technology rooms.</i></p>	
<p><i>Name of person responsible for the selection, maintenance / inspection and testing of equipment:</i></p>	<p>Mrs Emily Ball carries out Ladder, Emergency Lighting tests.</p> <p>Fire Extinguishers are checked annually by trinity Fire detection</p> <p>Smoke detectors are maintained by Lantern Fire & Security</p> <p>PE Equipment – Sportsafe Ltd</p>
<p><i>Records of maintenance and inspection of equipment are retained and are located:</i></p>	<p>Location <i>Main Office, T Drive and Property portal.</i></p>
<p><i>Staff report any broken or defective equipment to:</i></p>	<p>Name <i>Mrs Manby or Mrs Joanne Goodwin – Office Services manager and entered in the defect book.</i></p>
<p><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></p>	
Type of equipment	Maintenance Regime Details
Kitchen Equipment	Compass Group
Cleaning Equipment	High Spec

23. Manual Handling

<p><i>Name of competent person responsible for carrying out manual handling risk assessments</i></p>	<p>Joanne Goodwin - Office Services Manager</p>
<p><i>Our arrangements for managing manual handling activities are: Ensure items are lifted or carried in manageable quantities.</i></p>	
<p><i>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</i></p>	

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this requirement to staff are: **H&S induction. H&S noticeboard.**

Staff who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task.

Staff are trained appropriately to carry out manual handling activities. Formally trained staff are:

Names **Mrs Emily Ball – Site Technician**

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: **If required Joanne Goodwin – Office Services Manager**

Restrictive physical intervention risk management information is: N/A

This information is located: N/A

24. Medication

Name of person(s) responsible for the management of and administration of medication to pupils in the academy:	Any trained first aider.
Our arrangements for the administration of medicines to pupils are: Parents sign a parental form detailing when medication should be given. The form contains a table which is filled in detailing who gave the medication and when. If the medication requires to be kept in the fridge the staffroom fridge is used, all other medications are locked in the school office or classrooms medications in classrooms should be in a named container and placed out of reach by children. Cupboard doors should always be closed.	
The names members of staff who are authorised to give / support pupils with medication are:	Mrs J Goodwin, Mrs J Wilson, Mrs R Walker, Miss L McBride, Miss J Lord, Mrs K Mitchell.
Medication is stored:	Location Staff fridge if chilled or locked in the school office, classrooms
A record of the administration of medication is located:	Location Location School Office or with individual medications.
Pupils who administer and/or manage their own medication in an academy are authorised to do so by (name/job role) and provided with a suitable private location to administer medication/store medication and equipment. Medication is stored in (location). We do not allow students to self-medicate due to age.	
Staff are trained to administer complex medication by the school nursing service when	

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required. Trained staff are:
Names Mrs Joanne Goodwin

Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are: **Inhalers are kept in the child's classroom. If used we fill in the usage form and inform the parent their child has required their inhaler by email, at the school gate or by phone call.**

Staff who are taking medication must keep this personal medication in a secure area in a staff only location. Secure locations are defined as:

Location School Office

Staff must advise the academy leaders if they are taking any medication which might impair their ability to carry out their normal work. Risk assessments must be undertaken for individual members of staff if deemed as being required.

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

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

Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for academy staff.

Mrs J Goodwin

Name of person responsible for the checking and maintenance of personal protective equipment provided for staff

Mrs J Goodwin

PPE provided for use in curriculum lessons is not "personal" as it is provided by pupils in classroom situations.

Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for pupils.

Classroom Teacher

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.

All Staff using PPE. Gloves, Aprons, Face Masks and visors re Covid.

Confirmation of any recorded checks to be provided:

26. Radiation (where applicable)

Name of the academy Radiation Protection Supervisor (RPS)

NA

Name of the Radiation Protection Adviser (RPA)

NA

27. Reporting Hazards or Defects

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

Our arrangements for the reporting of hazards and defects:
Our arrangements for the reporting of hazards and defects: Item is recorded in the defects book and Mrs J Goodwin is notified this has been entered. Site Supervisor monitors the defects book and records what action has been taken.

28. Risk Assessments

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

Risk assessments are in place for the following areas:

Premises and grounds

Curriculum / classrooms

Hazardous activities or events

Lettings or contract work which may affect staff or pupils in the Academy

Fire Risk Assessment

Hazardous Substances

Work Equipment

Manual handling activities

Risks related to individuals e.g. health issues

Name of person who has overall responsibility for the Academy risk assessment process and any associated action planning:

Mrs R Walker delegated to Mrs J Goodwin

Name of person who has overall responsibility for the Academy risk assessment process and any associated action planning:

Mrs R Walker delegated to Mrs J Goodwin

Our arrangements for carrying out, recording, communicating and reviewing risk assessments are:

Staff are notified of a change in the risk assessment by email. They are asked to read and sign they have read and understood it. Copies of the risk assessments can all be located on the shared drive on the computers.

The location in which the academy keeps risk assessments is:

Staff Shared Drive

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

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has been identified.

Risk assessments are created or reviewed when something new is introduced or a change has occurred.

29. Smoking

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

30. Shared use of premises/shared workplace

<i>Name of Premises Manager or member of Leadership team responsible for Premises Management:</i>	Mrs R Walker Delegated to Mrs J Goodwin Office Services Manager
<i>The academy premises are shared with another organisation (e.g. contract caterer/public leisure centre).</i>	Chartwells Catering and Hi Spec Cleaning
<i>Our arrangements for managing health and safety, including the communication of safety and risk management information, in a shared workplace are: Verbal and E Mail</i>	

31. Stress and Staff Wellbeing

<i>Name of person who has overall responsibility for the health and wellbeing of Academy staff:</i>	<i>Mrs E Manby / Mrs R Walker</i>
<i>Name of the person who leads on Academy Mental Health and Wellbeing:</i>	<i>Mrs E Manby / Mrs R Walker</i>
<i>Academy mental health first aid trained staff are:</i>	<i>Mrs R Walker / Mrs A Bennett</i>
<i>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 noticeboard, 24/7 access to SLT staff to talk if required. Wellbeing initiatives and good communication.</i>	
<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>All staff have the opportunity to discuss mental health and wellbeing concerns confidentially.</i>	
<i>Individual stress risk assessments take place when a member of staff requires additional individual support. Staff can discuss individual risk assessments with Mrs Emma Manby, Mrs Joanne Goodwin</i>	
<i>A team stress risk assessment has been completed involving all staff and this is reviewed regularly.</i>	

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Date completed / reviewed. February 2020

Arrangements are in place to support pupil mental health and wellbeing. Detail surrounding these arrangements can be found on the mental health section of our schools website and contained within the mental health and wellbeing action plan. This is also an objective on the Academies Development Plan

Staff can access support for pupils by: Speaking to Mrs E Manby or Mrs Rebecca Walker.

Resources to support pupil mental health and wellbeing can be found on the school website in the mental health and wellbeing section. Support for pupils who need additional support can be obtained through discussion with SENCO/Exec Head who can signpost to various agencies including SUAT counsellor, Amy Hatfield, Relax Kids, School Nurse, CAMHS.

This is also detailed in the school SEF.

32. Swimming Pool Operating Procedures (where applicable)

<i>Name of person who has overall responsibility for managing the swimming pool and its environment.</i>	<i>Not Applicable</i>
<i>Our arrangements for carrying out suitable swimming pool management (including minimum supervision standards, how to summon assistance in emergency, what to do if problem identified with pool water quality, supervision in changing areas, max numbers of swimmers, conditions of hire to outside organisations, first aid provision, training plant operators):</i>	
<i>Staff operating the swimming pool have received appropriate training and information.</i>	
<i>Emergency procedures are in place for the use of the swimming pool and all staff who supervise swimming activities are trained appropriately in these procedures.</i>	
<i>The health and safety considerations within curriculum swimming must be planned, supervised and managed by staff who include in their lesson planning.</i>	

33. Training and Development

<i>Name of person who has overall responsibility for the training and development of staff:</i>	<i>Mrs R Walker assisted by Mrs E Manby</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> <i>Mrs Goodwin carries out initial H&S training which is backed up by our MAT SUAT</i>	
<i>The Academy has a health and safety training matrix to help in the planning of essential and development training for staff which is updated on (state regularity of updates).</i>	
<i>Training records are retained and are located (state location)</i>	

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<i>Training and competency is monitored and measured by:</i>	<i>Name Name Mrs R Walker delegated to Mrs E Manby</i>
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34. Vehicles owned or operated by the academy NOT APPLICABLE

<i>Name of person who has overall responsibility for the academy vehicles</i>	<i>Name Not Applicable</i>
<i>The academy operates (no. of xx) minibus/coaches/cars/other vehicles (e.g. quad bikes/ride on mowers).</i>	<i>List</i>
<i>Name of person who manages the driver medical examinations and qualifications</i>	
<i>Name of person who manages the vehicle license requirements</i>	
<i>Name of person(s) who undertakes vehicle checks such as oil, water and routine roadworthiness.</i>	
<i>Name of person who arranges servicing and maintenance of the academy vehicles</i>	
<i>Our arrangements for the safe use of academy vehicles are:</i>	

35. Vehicle movement on site

<i>Name of Premises Manager or other staff member responsible for the management of vehicles on site:</i>	<i>Mrs Joanne Goodwin</i>
<i>Our arrangements for the safe access and movement of vehicles on site are (include restriction on vehicle movement at certain times, speed limits, segregation vehicles from pedestrian areas, restrictions on reversing vehicles, special arrangements for deliveries, risk assessment etc.</i>	

36. Violence and Aggression and Academy Security

<i>The Academy provides a place of work which is designed and managed to minimise the risk of violence and aggression to staff, pupils and visitors.</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 & physical violence to:</i>	<i>Name Mrs R Walker / Mrs E Manby</i>
<i>Incidents of verbal & physical violence are investigated by:</i>	<i>Name Mrs R Walker / Mrs E Manby</i>
<i>Name of person who has responsibility for site security:</i>	<i>Name Mrs R Walker / Mrs E Manby / Mrs J Goodwin</i>

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Our arrangements for site security are: **All Entrances, Gates, Access Points are locked. Key pad numbers changed regularly.**

37. Water System Safety

Name of Premises Manager or other member of staff responsible for managing water system safety:	Mrs J Goodwin assisted by Mrs E Ball
Name of contractors who have undertaken a risk assessment of the water system and date the risk assessment was last completed:	Name IWS Date 25/6/2021
Name of contractors who carry out regular testing of the water system:	HLS
Location of the water system safety manual/testing log:	School Office
Our arrangements to ensure contractors have information about water systems are: Mrs Goodwin makes sure all contractors forms are filled out prior to work being carried out and books can be viewed.	
Our arrangements to ensure all academy staff carrying out checks or testing or maintenance have information about the water system: Training has been provided and updates online are viewed.	

38. Working at Height

Name of person(s) responsible managing the risk of work at height on the premises:	Mrs R Walker delegated to Mrs J Goodwin
Date of the most recent working at height risk assessment:	January 2019
Work at height is avoided where possible.	
Our arrangements for managing work at height are: Use of ladders provided, all staff to be aware of the risk assessment and signed they have viewed it.	
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 (location) and last inspected on (date). 30 th August, 2021	
Name of person(s) responsible for inspecting and recording inspections:	Mrs E Ball

39. Work Experience

Name of person who has overall responsibility for managing work experience and work placements for Academy pupils:	Not Applicable
Our arrangements for assessing potential work placements, arrangements for induction	

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and supervision of students on work placement are: Mrs Manby / Mrs Walker

The name of the person responsible for the health and safety of people on work experience in the academy premises:

Mrs R Walker delegated to Mrs J Goodwin and Mrs E Manby

Our arrangements for managing the health and safety of work experience students in the Academy are:

Mrs J Goodwin carried out H&S inductions on the first day of placement

40. Volunteers

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

Mrs Manby assisted by Mrs Goodwin

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:

Mrs Goodwin carries out H&S reviews on the first day of placement.

41. Gas Safety

Name of person(s) responsible for managing the gas safety systems on the academy premises:

Not Applicable

Date of the most recent gas line test (5 yearly):

Not Applicable

*Date of the most recent gas system test:
E.g. Boilers
Kitchen Equipment*

Not Applicable

Our procedure in the event of a gas leak is: Not Applicable

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

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.

Aim	Initiatives	KPI	Target	Actual
Continuous	Staff inducted in	Reduction in the	No accidents or	...

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improvement in health and safety management performance	academy health and safety objectives and management at the beginning of each academic year. Communication is continual throughout the year to ensure optimum performance	number of accidents	injuries which are reportable to the HSE under RIDDOR	
To be able to show all relevant staff have received updates to policies and risk assessments	E Mail policies and Risk Assessments out to all staff. Signature sheet to be completed for compliance	Ensure full understanding of policies and assessments	Full signature sheets and policies updates in a timely manner.	

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