



Health, Safety and Wellbeing Policy

St John The Evangelist 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 St Wilfrid's Catholic Academy.

Part E - The Key Performance Indicators.



A. Introduction

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

C. Policy Statement

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

The Local Academy Committee 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 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 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.

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| <i>Mr Glen Hassall, Chair of the Local Academy Committee</i> | <i>Mr M A Barlow</i> Principal |
| <i>[Insert date]</i> | <i>[Insert date]</i> |

D. 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>S.J. Walmsley, Staffordshire County Council</i> |
| <i>The contact details are</i> | Sarah-Jane Walmsley Health and Safety Advisor Health, Safety and Wellbeing Service Staffordshire County Council 2 Staffordshire Place, Tipping Street, Stafford. ST16 2DH. Telephone 01785 355777 (duty officer) Fax number 01785 355842 Mobile no: 07837 832584 e-mail: sarah-jane.walmsley@staffordshire.gov.uk www.staffordshire.gov.uk |
| <i>In an emergency we contact: S.J. Walmsley</i> | |

Monitoring Health and Safety

| | |
|---|--|
| Name of person(s) responsible for the overall monitoring of health and safety in school/academy: | |
| 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: | |
| The school/academy carries out formal evaluations and audits on the management of health and safety (frequency). | |
| The last audit took place | Mr M A Barlow October 2018 |
| Name of person responsible for monitoring the implementation of health and safety policies | Mr M A Barlow |
| All staff are aware of the key performance indicators in part E and how they are monitored | |
| Workplace inspections type- carried out by D Barlow | Frequency |
| Gates | Daily/Weekly |
| Security doors | Daily/Weekly |
| Finger guards and fittings | Weekly |
| Windows and shutters | Weekly |
| Perimeter Fence | Daily |
| Access to Fire extinguishers | Daily |
| Outdoor play equipment | Weekly |
| Fire doors | Daily |
| Fire alarm points | Daily |
| Fire escape routes | Daily |
| Indoor lighting | Daily |
| Toilets and medical areas. | Daily |

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 weekly by the Office Manager and findings reported to the SLT.
- In cases of more serious injury, parents are notified and requested to come assess their child's injury themselves and seek medical advice if necessary.



- All serious accidents are reported to SCC H&S and relevant paperwork completed. Chair of Academy Committee also informed.
- The Office presents a detailed report to the Academy Committee on a termly basis.
- The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: Mrs Brown (Primary Academy Manager)

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

- Annual and termly reports are given through the Heads report.

Our arrangements for reviewing accidents and identifying trends are:

- Audits are reviewed during the termly health and safety meetings
- Head of School and principal review accidents trends on a termly basis.

2. Asbestos

Name of Premises Manager responsible for Managing Asbestos:
Mr M Barlow

Location of the Asbestos Management Log or Record System:
School Office

Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are:

- The Academy has a fully up to date Asbestos Register which is updated every three years, or when any changes to recorded asbestos is carried out.
- Only registered contractors for the removal and disposal of asbestos are used, and consignment notices kept on file.
- The asbestos register is located in the main office and contractors are encouraged 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.
- The Executive Principal and Site Supervisor have undertaken asbestos awareness training.
- Our arrangements to ensure all school/academy staff such as class teachers or caretakers have information about asbestos risk on the premises are as follows:
 - All staff have access to asbestos awareness information.
 - 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.
- Staff should report any damage to areas containing asbestos to the site supervisor,
- principal or business manager immediately
- Staff must report damage to asbestos materials to:
 - Mr M Barlow
 - Mr D Barlow
 - Mrs M Brown
- Staff must not drill or affix anything to walls without first obtaining permission from Mr D Barlow or Mrs M Brown.

Communication and Consultation

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

Mrs C Stewart (Head of School)

The name of the Trade Union Health and Safety Representative is:

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

- On an annual basis staff are all involved in the reviewing of all risk assessments.
- 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.
- All staff should identify and control hazards in their own areas and defects should be reported to the Site Supervisor, Office Manager or Principal as soon as possible.
- Steps should be taken to restrict access to areas surrounding the defect.
- The Site Supervisor should assess the situation and make safe any defect or take steps to inform the Primary Academy 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.
- The Academy Learners Committee review H&S and Risk Register every term.
- New staff undergo an H&S induction.
- The H&S Policy is on display in the school's entrance.
- Further information relating to H&S can be found on the SCC Learning net:
<http://education.staffordshire.gov.uk/SchoolAdmin/HealthSafetyWellbein>



g/Health-andSafety/Policy/Policy.aspx

- Staff can make suggestions for health and safety improvements by:
 - Speaking directly to the site executive principal, site supervisor, head of school or Primary Academy Manager.
- 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

Name of person responsible for managing and monitoring contractor Activity is Mrs M Brown.

Our arrangements for selecting competent contractors are:

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

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

- Where services such as PFI works, catering, cleaning and 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 Principal 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.
- 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, hazard exchange and to define times of work and access arrangements.
- The site asbestos register shall be available at all times and should be 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: Mr M Barlow

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

The academy assesses the risk of the use of computers/laptops by carrying out a DSE assessment for staff using this type of equipment continuously and regularly for over an hour.

Our arrangements for carrying out DSE assessments are:



- Information and guidance is given to all DSE users.
- All DSE users should completed an annual 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:

Entrust.

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

Mrs M Brown.

6. Early Years Foundation Stage (EYFS)

Name of person who has overall responsibility for EYFS:

Mrs N Meakin

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 with all foundation stage staff including designated lunch time supervisors.
- The ratio of 1:13 in the nursery class and 1:30 in the reception class is exceeded in both classes to ensure that all pupils are effectively supervised in all areas of the indoor and outdoor classroom.

7. Educational visits / Off-Site Activities

Name of person who has overall responsibility for Educational Visits:

Mr M Barlow

The Educational Visits Coordinator is:

Mrs M Brown

Our arrangements for the safe management of educational visits:

- All school trips must be approved through the EVOLVE system 14 days before the trip date.
- All teaching staff have received EVC training.
- First Aid packs, and pupils' Asthma and Epi-pen equipment are taken on every outing or trip.
- An enhanced DBS check has been obtained for all volunteer helpers.
- Emergency procedures for off site visits can be found in the Educational Visits Policy.

8. Electrical Equipment [fixed & portable]

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:



Mrs M Brown

Fixed electrical wiring test records are located:

In the Health and Safety Files in the office.

All staff visually inspect electrical equipment before use.

Our arrangements for bringing personal electrical items onto the school site are:

- Personal electrical items are not permitted on site.

Name of person responsible for arranging the testing of portable electrical equipment (PAT):

Mrs M Brown

Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:

Mrs M Brown.

Portable electrical equipment (PAT) testing records are located:

In the Health and Safety Files in the office.

Staff must take defective electrical equipment out of use and report to:

Mrs M Brown.

The portable electrical equipment on the school/academy site owned and used by contractors is the responsibility of the contractor, who must provide records of this if requested.

9. 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:

Mr M Barlow.

Fire risk assessment completed by:

SJ Walmsley -

Reviewed by M Barlow, M Brown and D Barlow and Action Plan created August 2018.

The Fire Risk Assessment is located In the Health and Safety files in the office.

When the fire alarm is raised the person responsible for calling the fire service is:

Mrs M Brown.

Name of person responsible for arranging and recording of fire drills:

Mr D Barlow

Name of person responsible for creating and reviewing Fire Evacuation



Arrangements:
Mrs Clare Stewart

Our Fire Evacuation Arrangements are published in every room.

Our Fire Marshals are listed:

Mrs M Brown
Mrs N Meakin
Mr I Beardmore

Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at:
The school office.

10. First Aid *see also Medication

Name of person responsible for carrying out the First Aid Assessment:
Mrs M Brown.

The First Aid Assessment is located Health and Safety files in the office.
First Aiders are listed On the safeguarding board and at various locations around the school.

Name of person responsible for arranging and monitoring First Aid Training
Mrs M Brown

Location of First Aid Box:
Staff room.

Name of person responsible for checking & restocking first aid boxes:
Mrs M Brown, Mrs J Oakes, Mrs D Coulson.

In an emergency staff are aware of how to summon an ambulance.

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

- Parents contacted, member of staff accompanies if the parent has not arrived.

Staff

- staff Next of kin contacted, member of staff accompanies if the next of kin has not arrived.

Visitors

- Next of kin contacted, member of staff accompanies if the next of kin has not arrived.



- 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.

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 2017 and the record can be Found in the School Office.

12. Hazardous Substances (COSHH)

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

Mrs C Stewart.

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 school 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:

Posters are located in the Main Office and the Staffroom

The Primary Academy Manager is responsible for siting this poster and keeping it up to date.

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 sectioned off area near to the entrance gates.

Our site housekeeping arrangements are:

- The Academy has an up to date Gritting Policy to ensure safety within the school grounds when ice/snow are present.
- Hot drinks should not be taken into areas where children are present.
- Dirty cups should not be left on view in classrooms or in sinks.
- The Site Supervisor is responsible for carrying out checks in the following areas:
 - waste disposal
 - playing fields and school grounds
 - boiler house.
 - Any faults or hazards which he is not deemed competent to rectify should be reported to the Principal.
- 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.

Site cleaning is provided by our in-house cleaners

Amanda Lemon

Dawn Rose

Debbie Coulson

Cleaning staff have received appropriate information, instruction and training about the following and are competent:

- work equipment
- hazardous substances

Waste skips and bins are located away from the academy building.

All staff and pupils must be aware of the arrangements for disposing of waste and the location of waste bins and skips.

Staff in all Depts. who generate waste (e.g.catering/cleaning/curriculum areas) are aware of the risk assessments and control measures in place for their role.

15. Infection Control



Name of person responsible for managing infection control:
Mr M Barlow.

Our infection control arrangements (including communicable diseases/hand hygiene standards) are:

- The school follow the Public Health Agency 'Guidance on infection control in schools and other childcare settings'.

16. Lettings

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

Mr M Barlow

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.

Where our Site Manger works alone contact is made before any hazardous activity is undertaken between the Site Manager and the Duty SLT for any holiday period.

Hazardous activity would include:

Use of any power tools

Using ladders

Maintenance of mechanical parts eg electric gates.



The Site Manager will inform Duty SLT when work commences and when work is expected to stop. If the work is to take longer the Site Manager will inform Duty SLT. If no contact is made by Site Manger by agreed work finish time the Duty SLT will contact the Site Manager to discuss.

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

| Equipment | Inspection Type | Frequency | By whom |
|-------------------------|--------------------------|---------------------------|--|
| Emergency Lighting | PPM | Monthly | Site Supervisor |
| Fire Alarm Sounder test | PPM | Weekly | Site Supervisor |
| Service | Test | Annual | PFI/Chubb |
| Fire Extinguishers | Test | Annual | PFI/Chubb |
| Gates | Visual | Monthly | Site Supervisor |
| Ladders & Steps | Visual | Before use Monthly | User Site Supervisor |
| PE Equipment | Visual Test | Before Use Annual | User Mercury Sports |
| Play Areas | Visual Visual Test | Daily Weekly Annual | Supervising Staff Site Supervisor Stoke-on-Trent City Council |
| Portable Appliances | Visual | Before Use | User |
| | | | |

Records of maintenance and inspection of equipment are retained and are located:
In the school office.

All inspections should be logged in the appropriate folder which is kept in the school office. Any problems found on inspection should be reported to the Primary Academy Manager and/or the Principal who can arrange for remedial



work to be carried out.

Staff report any broken or defective equipment to:
Mrs M Brown.

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.

19. Manual Handling

Name of competent person responsible for carrying out manual handling risk assessments:
Mrs C Stewart

Our arrangements for managing manual handling activities are:

- All staff undertake Manual Handling of Equipment and Resources training every three years.
- Staff with responsibility for handling pupils with disabilities or additional needs will receive specific training relevant to their post.
- The manual handling risk assessment is reviewed annually in consultation with staff and updated if a risk has been identified.
- Staff must aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided.

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

Staff are trained appropriately to carry out manual handling activities.

Where people handling takes place an Individual Manual Handling Plan must be in place and communicated to all parties (including where appropriate the young person/their parents/carers/support staff).

20. Medication

Name of person responsible for the management of and administration of medication to pupils in school:
Mrs C Stewart.

Our arrangements for the administration of medicines to pupils are:

- The academy have 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).
- Parents must hand the medication directly to a member of office staff



and complete a 'request to administer medication' form. Under no circumstances must medication be sent to school or left with a pupil.

- All medication is kept in the locked medicine cabinet in the Office (or in the Staff Room fridge if necessary).
- A record of the medication administered is recorded and witnessed in the pupils' file and on the Medication record located in the main office.
- A record is kept of all staff training (e.g. Use of epi-pens, asthma and other specialised procedures).
- A copy of the Medication Policy is available on the school's website.

The names members of staff who are authorised to give / support pupils with medication are:

A member of the SMT/SLT

Office Staff alongside Witnessing support Staff.

Medication is stored:

In a locked medicines cabinet in the School Office.

A record of the administration of medication is located:

In the school office.

Pupils who administer and/or manage their own medication in school are authorised to do so by Mrs C Stewart and provided with a suitable private location to administer medication/store medication and equipment.

Staff are trained to administer complex medication by the school nursing service when required.

Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are directed by regular training from the School Nursing Hub. This was last updated September 2018.

Staff who are taking medication must keep this personal medication in a secure area in a staff only location.

Staff must advise the academy leaders if they are taking any medication which might impair their ability to carry out their normal work.

21. 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 school/academy staff:
Mrs M Brown.

Name of person responsible for the checking and maintenance of personal protective equipment provided for staff:
Mr M Barlow

22. Reporting Hazards or Defects

All staff and pupils must report any hazards, defects or dangerous situations they see at school/academy.

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 Supervisor, Office Manager or Principal as soon as possible.
- Steps should be taken to restrict access to areas surrounding the defect.
- The Site Supervisor 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 outdoor classroom
- Ks2 playground and play equipment.
- Cleaning activities by school staff
- Catering activities by school staff
- COSHH
- Display Screen equipment uses (individual assessment)

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

Mrs C Stewart

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

- The Principal/Head of School is responsible for ensuring risk assessments are undertaken.
- The Head of School should collate completed risk assessments, periodically review, and inform staff when they need to be updated.
- The Principal/Head of School are responsible for undertaking special risk assessments such as for staff who are pregnant or who have health problems.

Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments.

When an accident or incident occurs a post risk assessment takes place when a new hazard has been identified.

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

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

Name of person who has overall responsibility for the health and wellbeing of academy staff:

Mr M Barlow

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:

- Collegiate and SCC procedures are in place for supporting staff.
- Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated.
- All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work.
- Individual stress risk assessments take place when a member of staff requires additional individual support.

- A team stress risk assessment has been completed involving all staff.

26. Training and Development

Name of person who has overall responsibility for the training and development of staff:

Mr M Barlow

All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.

Our arrangements for carrying out suitable and sufficient health and safety training for all staff are:

- School directors will offer support by providing training opportunities for staff at all levels and for allocating finance so as to meet the 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.
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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 Health and Safety Files. Training and competency as a result of training is monitored and measured by:

Mr M Barlow

27. Vehicles owned or operated by the school/academy

Name of person who has overall responsibility for the school/academy

Vehicles:

Castle Mini Buses

The academy operates 1 17 seater mini bus.

Name of person who manages the driver medical examinations:

TBC

Name of person who manages the vehicle license requirements

Mrs Mrs M Brown

Name of person who undertakes vehicle checks such as oil, water and routine roadworthiness:

All drivers

Mrs D Barlow

Name of person who arranges servicing and maintenance of the academy

Vehicles:

Castle Mini buses.

Our arrangements for the safe use of school/academy vehicles are:

- All drivers have a full current valid UK Drivers Licence with a category D1.
- All drivers have undergone specialist minibus MiDAS training.
- All drivers complete the necessary checks prior to departure and records are kept on file.
- At minimum of one member of staff (in addition to the driver) should accompany pupils on every journey.

28. Vehicle movement on site

Name of Premises Manager responsible for the management of vehicles on site:

Mr M Barlow.



Our arrangements for the safe access and movement of vehicles on site are

- Vehicles are not permitted to use the school driveway/ Rear entrance between 08:30 – 09:00 and 14:45 – 15:40 when pupils are arriving or leaving school.
- Intercom operated electronic gates ensure that access of vehicles is controlled.
- Delivery and contractors' vehicles allowed on the site are closely monitored when manoeuvring and are not permitted on site after 8.00am
- Vehicles are not permitted on or near play areas when children are present.

29. Violence and Aggression and School/Academy Security

The academy provides a place of work which is designed and managed to minimise the risk of violence and aggression to staff, pupils and visitors.

A risk assessment is carried out where staff are at increased risk of injury due to their work.

Training, information and instruction is available to staff to help them manage the risk of violence and aggression where required.

Staff and pupils must report all incidents of verbal & physical violence to:

Mr M Barlow

Incidents of verbal & physical violence are investigated by:

Mr M Barlow.

Name of person who has responsibility for site security:

Mr D Barlow.

Our arrangements for site security are:

- Perimeter gates and external doors are keypad code operated and kept closed during the school day.
- All visitors and contractors are required to sign in at reception and photo ID sought if needed.
- A visitor pass or identification badge to be worn at all time.
- The Academy Code of Conduct for Adults in school is on display in the school entrance.
- Incidents of violence and aggression are recorded on Form HSF9 and reported to Health, Safety and Wellbeing Service within 3 days.

30. Water System Safety



Name of Premises Manager responsible for managing water system safety.
Mr M Barlow.

Name of contractors who have undertaken a risk assessment of the water system:
Engie

Name of contractors who carry out regular testing of the water system:
Engie

Location of the water system safety manual/testing log
Health and Safety Files in the School Office.

Our arrangements to ensure contractors have information about water systems are:

- Water hygiene samples and checks take place as required by the premises Water Hygiene Manual, who update the manual accordingly.
- Checks are recorded in the manual, located in the Main Office.
- Our arrangements to ensure all school/academy staff carrying out checks or testing or maintenance have information about the water system:
 - The Site Supervisor is responsible for monthly temperature checks.
 - flushing systems.
 - Checks are recorded in the manual, located in the Main Office.

31.Working at Height

Name(s) of person responsible managing the risk of work at height on the premises:

Mr D Barlow

Work at height is avoided where possible.

Our arrangements for managing work at height are:

- No member of staff is permitted to work at height unless suitably trained.
- 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.
- 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.
- Contractors must use their own access equipment.
- The academy's own ladders and steps are inspected monthly by the Site Supervisor.
- All academy access equipment complies with British and European



safety standards.

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Appropriate equipment is provided for work at height where required.

Staff who carry out work at height are trained to use the equipment provided

32. Work Experience

Name of person who has overall responsibility for managing work experience and work placements for academy pupils:

Mrs C Stewart

Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are:

- All work experience placements undergo a full induction and provided with a Handbook of relevant information about the school, staff, procedures etc.
- All work experience placements are supervised at all times.
- The Academy liaises with the placement provider to share details regarding H&S, Risk Assessments, Public and Employers Liability Insurance.

33. Volunteers

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

Mrs C Stewart

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.

KPI Measured

| | |
|---|---------------------------------------|
| | |
| A member of the premise management team to receive COSHH risk assessment training | The management of COSHH is effective. |
| Develop the use of a health and | Staff are fully aware of all H & S |



| | |
|--|---|
| safety termly update leaflet for staff to communicate latest news, new H&S arrangements and updated risk assessments | updates. |
| Establish the use of the Health and safety training matrix to identify individual training needs | All Staff have received sufficient H&S training to effectively complete their role. |
| Establish the use of the health and safety induction checklist as part of all new staff inductions. | All new staff have effective H & S induction. |
| Review and update the emergency contingency plan. | The emergency contingency plan is update and fit for purpose. |
| Communicate the findings of the Wellbeing survey with staff on the new termly update for staff. | Staff are fully aware of all H & S updates. |
| Develop a team stress risk assessment. | Team risk assessment is effective in the management of team stress. |
| Signposts to be included on the new termly update for staff | Staff are fully aware of all H & S updates. |
| Establish the use of the proforma Health and Safety Report to Governors. | Governors are fully up to date regarding health and safety in the academy. |

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

This policy was agreed by the Local Academy on November 6th 2018
The next review will take place in September 2019.