

# Our Lady and Saint Benedict Catholic Academy



Part of the Newman Catholic Collegiate  
Growing together for Life



## Health and Safety Policy

## 1. Aims

Our school aims to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely, and are regularly inspected

## 2. Legislation

This policy is based on advice from the Department for Education on health and safety in schools and the following legislation:

- The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and duties relating to lettings
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register
- The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff
- The Work at Height Regulations 2005, which requires employers to protect their staff from falls from height

The school follows national guidance published by Public Health England when responding to infection control issues.

Sections of this policy are also based on the statutory framework for the Early Years Foundation Stage.

### 3. Roles and responsibilities

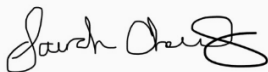
3.1 The Governing Body will ensure so far as is reasonably practicable that:

- all places and premises where staff and pupils are required to work and engage in school/academy activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on the premises or taking part in educational activities elsewhere.)
- all plant 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 safety, 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.

	
<i>Mr D Jones</i> <b>Chair of Academy Committee</b>	<i>Mrs Sarah Clowes</i> <b>Principal</b>
01/02/2023	01/02/2023

### 3.2 Management Arrangements

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

#### Competent Health and Safety Advice

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

### 3.3 Principal

The Principal is responsible for health and safety on a day-to-day basis. This involves:

- Implementing the health and safety policy
- Ensuring there is enough staff to safely supervise pupils
- Ensuring that the school building and premises are safe and regularly inspected
- Providing adequate training for school staff
- Reporting to the LGB and Board of Directors on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

In the Principal's absence, the Vice-Principal assumes the above day-to-day health and safety responsibilities.

### 3.4 Monitoring Health and Safety

Name of person(s) responsible for the overall monitoring of health and safety in school/academy:	<i>Mrs Sarah Clowes Principal</i> <i>Mrs Janine Exon (Vice principal)</i> <i>Miss Lisa Daley (Site Manager)</i> <i>Miss Natalie Clark (Academy Manager)</i>
<i>Our arrangements for the monitoring of health and safety are:</i>  <i>Daily observations and monitoring carried out by the janitor. Any matter arising from these checks are reported to the Academy Manager who will seek to rectify the matter.</i>  <i>All issues are reported to the Principal.</i>  <i>Termly meetings with Academy Committee Link Governor who is then able to report outcomes to the Academy Committee.</i>  <i>Termly meetings with Health &amp; Safety advisor.</i>  <i>Academy Manager attend termly Health &amp; Safety briefings.</i>	
<i>The school/academy carries out formal evaluations and audits on the management of health and safety (frequency).</i>  <i>Audits and evaluations are carried out annually. Any issues arising in the meantime are dealt with as soon as possible.</i>	
<i>The last audit took place</i>	<i>Date: .....</i>  <i>By: Mrs Sarah Clowes</i>
<i>Name of person responsible for monitoring the implementation of health and safety policies</i>	<i>Mrs Sarah Clowes</i>

### 3.4 Staff

School staff have a duty to take care of pupils in the same way that a prudent parent would do so.

Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Co-operate with the school on health and safety matters
- Work in accordance with training and instructions
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them

### 3.5 Pupils and parents

Pupils and parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

### 3.6 Contractors

Contractors will agree health and safety practices with the Academy Manager before starting work. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

### 4. Site security

The Principal, Janitor & Academy Manager are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems. CBI Security are also responsible for site security out of school hours.

The Principal, Vice Principal, Janitor, Academy Manager & CBI Security are key holders and will respond to an emergency.

### 5. 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:

<i>All staff are aware of the key performance indicators and how they are monitored</i>		
<i>Workplace inspections - type</i>	<i>Name of person who carries these out</i>	
<i>Gates</i>	<i>Miss Lisa Daley</i>	<i>Daily/weekly</i>
<i>Security Doors</i>	<i>Miss Lisa Daley</i>	<i>Daily/weekly</i>
<i>Finger guards and door fittings</i>	<i>Miss Lisa Daley</i>	<i>weekly</i>
<i>Windows and shutters</i>	<i>Miss Lisa Daley</i>	<i>weekly</i>
<i>Perimeter Fence</i>	<i>Miss Lisa Daley</i>	<i>weekly</i>
<i>Easy access to fire extinguisher</i>	<i>Miss Lisa Daley</i>	<i>weekly</i>
<i>Outdoor play equipment</i>	<i>Miss Lisa Daley</i>	<i>weekly</i>
<i>Fire doors open safely/tension of fire doors</i>	<i>Miss Lisa Daley</i>	<i>weekly</i>
<i>Fire alarm alert button glass in place</i>	<i>Miss Lisa Daley</i>	<i>weekly</i>
<i>Fire escape route</i>	<i>Miss Lisa Daley</i>	<i>weekly</i>
<i>Indoor lighting</i>	<i>Miss Lisa Daley</i>	<i>weekly</i>
<i>Window damage</i>	<i>Miss Lisa Daley</i>	<i>Daily</i>
<i>Toilet/medical areas</i>	<i>Miss Lisa Daley</i>	<i>Daily</i>

## Detailed Health and Safety Arrangements

### 1. Accident Reporting, Recording & Investigation

*Our arrangements for recording and investigating:*

- All minor accidents requiring first aid are recorded in the Accident book. These are located in the first aid cabinet and in the Early Years Foundation Stage unit. Notification slips are sent home to inform parents of the injury and first aid administered.
- 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 online through My Health and Safety. The Principal and Chair of Academy Committee are also informed.
- The Academy Manager/ Principal reports accidents to the Academy Committee on a termly basis and in the annual report.

*The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: Natalie Clark (Academy Manager)*

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

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

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

- \* Audits are reviewed during the termly health and safety meetings
- \* Principal reviews accident trends on a termly basis.

### 2. Asbestos

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



### 3. Communication and Consultation

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

#### 4. Contractor Management

Name of person responsible for managing and monitoring contractor activity	Miss Natalie Clark / Miss Lisa Daley
<p>Our arrangements for selecting competent contractors are:</p> <p>* Only approved contractors as identified by the central finance team for the Newman Catholic Collegiate are used.</p> <p>* Approved contractors provided through the schools PFI contract, via Equans.</p>	
<p>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are:</p> <ul style="list-style-type: none"> <li>Where services such as 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.</li> <li>The H &amp; S team liaises with Contractors in order to assess risks associated with the proposed work and to ensure that their supervisory staff set up systems for reporting health and safety matters.</li> <li>Where contractors are hired for new build/extension/alteration work a formal meeting between the contractors and academy Principal, Academy Manager, Janitor and any relevant bodies is set up to complete a risk assessment and to define times of work and access arrangements.</li> <li>The site asbestos register shall be available at all times and should be signed by contractors prior to commencement of any intrusive works.</li> </ul>	
<p>Our arrangements for the induction of contractors are:</p> <ul style="list-style-type: none"> <li>These are carried out in consultation with the contract manager.</li> </ul>	
Staff should report concerns about contractors to: Mrs Sarah Clowes / Miss Natalie Clark	

#### 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.	
<p>Our arrangements for carrying out DSE assessments are:</p> <ul style="list-style-type: none"> <li>Information and guidance is given to all DSE users.</li> <li>All DSE users should complete a biennial DSEU self-assessment check.</li> <li>Line Managers/Principal should review and take necessary actions.</li> <li>DSE users are made aware of the arrangements for eyesight testing.</li> </ul>	
Name of person who has responsibility for carrying out Display Screen Equipment Assessments	Mrs Sarah Clowes
DSE assessments are recorded and any control measures required to reduce risk are managed by	Mrs Sarah Clowes / Miss Natalie Clark

## 6. Early Years Foundation Stage (EYFS)

Name of person who has overall responsibility for EYFS	Mr Graeme Rathbone
Our arrangements for the safe management of EYFS are: <ul style="list-style-type: none"><li>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.</li><li>The ratios of 1:13 in the nursery and 1:30 in the reception are exceeded to ensure that all pupils are effectively supervised in all areas of the indoor and outdoor classroom.</li></ul>	

## 7. Educational visits / Off-Site Activities

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

## 8. Electrical Equipment [fixed & portable]

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	Equans (PFI contract)
Fixed electrical wiring test records are located:	In the Health and Safety Files in the main 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):	Equans
Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:	Equans
Portable electrical equipment (PAT) testing	In the Health and Safety Files in the

<i>records are located:</i>	<i>office.</i>
<i>Staff must take defective electrical equipment out of use and report to:</i>	<i>Miss Lisa Daley</i>
<i>The portable electrical equipment on the school site owned and used by contractors is the responsibility of the contractor, who must provide records of this if requested.</i>	

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

<i>Name of competent person responsible for undertaking &amp; reviewing fire risk assessment in addition to any associated action planning</i>	<i>Fire risk assessment completed by AD Fire - July 2020</i> <i>Due for review July 2022</i> <i>Reviewed by Miss Natalie Clark</i>
<i>The Fire Risk Assessment is located</i>	<i>In the Health and Safety files in the office.</i>
<i>When the fire alarm is raised the person responsible for calling the fire service is</i>	<i>Miss Natalie Clark</i> <i>Mrs Kerry Howard</i>
<i>Name of person responsible for arranging and recording of fire drills</i>	<i>Miss Natalie Clark</i>
<i>Name of person responsible for creating and reviewing Fire Evacuation arrangements</i>	<i>Mrs S Clowes</i>
<i>Our Fire Evacuation Arrangements are published</i>	<i>In every room</i>
<i>Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at</i>	<i>In the locked box beneath the alarm in the entrance.</i> <i>H&amp;S files in the office</i>
<i>Name of person responsible for training staff in fire procedures</i>	<i>Mrs Sarah Clowes</i>
<i>All staff must be aware of the Fire Procedures in school and all staff must complete the online training module "In the Line of Fire"</i>	

## 10. First Aid \*see also Medication

<p><u>Names of First Aiders are listed here:</u></p> <p><u>Paediatric First Aid</u></p> <p>Miss Rebecca Adams Mr Graeme Rathbone Mrs Sharon Franklin Mrs Kay Knall Miss Emily Machin</p> <p><u>Basic First Aid</u></p> <p>Miss Madison Anderson-Wright Mrs Kerry Bradshaw Miss Sara Farrell Miss Ruth Foulkes Mrs Kerry Howard Miss Lisa Rushton Mrs Sarah Clowes</p>	<p>On the safeguarding board(Staffroom)</p> <p>On the door to the first aid cupboard</p> <p>In the main reception area</p> <p>Next to first aid boxes</p>
Name of person responsible for arranging and monitoring First Aid Training	Miss Natalie Clark
Location of First Aid Box	Foundation Stage Unit, cupboard by the KS1/KS2 girls toilets, kitchen
Location of Defibrillator	N/A
Name of person responsible for checking & restocking first aid boxes	Mrs Kerry Howard
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	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 book. The slips are passed onto to parents at the end of the day.*
- *The carbon copies of these slips are stored indefinitely.*
- *Where the injury is more serious it is uploaded onto My Health and Safety and reported to Entrust.*

## **11. Glass & Glazing**

*All glass in doors and side panels are constructed of safety glass*

*All replacement glass is of safety standard*

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

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

*Mrs S Clowes*

*Miss Natalie Clark*

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

- *Hazardous substances should only be purchased and used if there is no safer alternative.*
- *These items should always be under the direct control of the teacher and stored in a place which is not accessible to pupils.*
- *Where protective clothing is provided it is the responsibility of employees to look after items and to report any defects.*
- *Requests for any data sheets relating to items ordered should accompany relevant orders and where provided the information should be passed on to relevant staff and the original sheets retained in the COSHH file in the cleaners cupboard and the first aid cupboard.*

*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

<i>The Health and Safety at Work poster is located:</i>	The Academy Manager is responsible for citing this poster and keeping it up to date. Our poster can be located in the Staffroom.
---	--

### 14. Housekeeping, cleaning & waste disposal

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

### 15. Infection Control

Name of person responsible for managing infection control:	Mrs Sarah Clowes
Our infection control arrangements (including communicable diseases/hand hygiene standards) are: <ul style="list-style-type: none"><li>The school follow the Public Health Agency 'Guidance on infection control in schools and other childcare setting'.</li></ul>	

### 16. Lettings

Name of Premises Manager or member of Leadership team responsible for Lettings	Miss Natalie Clark
Our arrangements for managing Lettings of the school/academy /rooms or external premises are: <ul style="list-style-type: none"><li>Published in the schools letting policy</li></ul>	
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 <ul style="list-style-type: none"><li>Staff are discouraged from lone working wherever possible.</li><li>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.</li></ul>	
---	--

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

Equipment	Inspection Type	Frequency	By whom
Emergency Lighting	PPM	Monthly	Equans Janitor
Fire Alarm	Sounder test	Weekly	Janitor
	PPM	Monthly	Janitor
	Service/test	Annual	Equans
Fire Extinguishers	Test	Annual	Chubb
Gates	Visual	Monthly	Janitor
Ladders & Steps	Visual	Before use	User
	Visual	Monthly	Janitor



PE Equipment	Visual	Before Use	User
	Test	Annual	Mercury Sports
Play Areas	Visual	Daily	Supervising Staff
	Visual	Monthly	Janitor
	Test	Annual	Mercury Sports
Portable Appliances	Visual	Before Use	User
<i>Records of maintenance and inspection of equipment are retained and are located:</i>		<i>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 Academy Manager and/or the Principal who can arrange for remedial work to be carried out.</i>	
<i>Staff report any broken or defective equipment to:</i>			
<i>The equipment on the academy site owned and used by contractors is the responsibility of the contractor, who must provide records of testing, inspection and maintenance if requested.</i>			

## 19. Manual Handling

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

## 20. Medication

Name of person responsible for the management of and administration of medication to pupils in academy	Mrs S Clowes
<p>Our arrangements for the administration of medicines to pupils are:</p> <ul style="list-style-type: none"> <li>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).</li> <li>Parents must hand the medication directly to a member of staff and complete a 'request to administer medication' form. <b>Under no circumstances must medication be sent to school or left with a pupil.</b></li> <li>All medication is kept in the locked medicine cabinet in the staffroom (or in the fridge if necessary).</li> <li>A record of the medication administered is recorded and witnessed in the pupils' file and on the Whole School Medication record located in the main office.</li> <li>A record is kept of all staff training (e.g. Use of epi-pens, asthma and other specialised procedures).</li> <li>A copy of the Medication Policy is available on the school's website.</li> </ul>	
The names members of staff who are authorised to give / support pupils with medication are:	All staff are authorised
Medication is stored:	In a locked medicines cabinet in the staffroom, or fridge if necessary.
A record of the administration of medication is located:	Each class has their own records
Pupils who administer and/or manage their own medication in school are authorised to do so by Mrs S Clowes 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: included in the Supporting Pupils with Medical Needs Policy and Individual Health Care Plans	
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)

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

## 22. Reporting Hazards or Defects

<i>All staff and pupils must report any hazards, defects or dangerous situations they see at school/academy.</i>
<i>Our arrangements for the reporting of hazards and defects:</i> <ul style="list-style-type: none"><li>• All staff should identify and control hazards in their own areas and defects should be reported to the Janitor, Academy Manager or Principal as soon as possible,</li><li>• Steps should be taken to restrict access to areas surrounding the defect.</li><li>• The Janitor should assess the situation and make safe any defect or take steps to inform the Academy Manager or Principal if specialist contractors need to attend.</li><li>• Approved contractors are called to make safe any dangerous defect if it requires specialist knowledge and training.</li><li>• The correct procedure must be followed in relation to asbestos, hot work and the relevant documentation completed.</li></ul>

## 23. Risk Assessments

<i>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.</i>
<i>Risk assessments are in place for the following areas:</i> <ul style="list-style-type: none"><li>• Staff wellbeing</li><li>• Pupil wellbeing</li><li>• Swimming</li><li>• Minibus</li><li>• Lone working</li><li>• Stress</li><li>• Indoor areas</li><li>• Hall</li><li>• Classroom areas</li><li>• Local walk</li><li>• Contractors on site</li><li>• Driveway and car park</li><li>• Manual handling</li><li>• Return to work</li><li>• Trip and slips</li><li>• Working at heights</li></ul>

<ul style="list-style-type: none"> <li>• Outside areas</li> <li>• Foundation stage outdoor area</li> <li>• KS1/ KS2 playground and play equipment.</li> <li>• Cleaning activities by school staff</li> <li>• Catering activities by school staff</li> <li>• COSHH</li> <li>• Display Screen equipment uses (individual assessment)</li> </ul>	
Name of person who has overall responsibility for the academy risk assessment process and any associated action planning	Mrs Sarah Clowes
<p>Our arrangements for carrying out, recording, communicating and reviewing risk assessments are:</p> <ul style="list-style-type: none"> <li>• The Principal is responsible for ensuring risk assessments are undertaken.</li> <li>• The Principal should collate completed risk assessments, periodically review, and inform staff when they need to be updated.</li> <li>• The Principal are responsible for undertaking special risk assessments such as for staff who are pregnant or who have health problems.</li> </ul>	
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	Mrs Janine Exon
<p>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:</p> <ul style="list-style-type: none"> <li>• Collegiate and SCC procedures are in place for supporting staff.</li> </ul>	
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.	
All staff have access to Care First Counselling Services & Phoenix Occupational Health	

## 26. Training and Development

Name of person who has overall responsibility for the training and development of staff.	Mrs S Clowes
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: <ul style="list-style-type: none"><li>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.</li></ul>	
<b>The Principal:</b> <ul style="list-style-type: none"><li>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.</li><li>Is responsible for measuring the safety performance of staff and for identifying any training needs.</li><li>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.</li></ul>	
The school/academy has a health and safety training matrix to help in the planning of essential and development training for staff.	
Training records are retained and are located in the CPD records.	
Training and competency as a result of training is monitored and measured by:	Mrs Sarah Clowes

## 27. Vehicle movement on site

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

## 28. 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

<i>and aggression where required.</i>	
<i>Staff and pupils must report all incidents of verbal &amp; physical violence to:</i>	<i>Mrs Sarah Clowes</i>
<i>Incidents of verbal &amp; physical violence are investigated by:</i>	<i>Mrs Sarah Clowes</i>
<i>Name of person who has responsibility for site security:</i>	<i>Miss Lisa Daley</i>
<i>Our arrangements for site security are:</i> <ul style="list-style-type: none"> <li>• Perimeter gates and external doors are kept closed during the school day.</li> <li>• All visitors and contractors are required to sign in at reception via InVentry system and photo ID sought if needed.</li> <li>• A visitor pass or identification badge to be worn at all times.</li> <li>• Incidents of violence and aggression are recorded on Form HSF9 and reported to Health, Safety and Wellbeing Service within 3 days.</li> </ul>	

## 29. Water System Safety

<i>Name of Premises Manager responsible for managing water system safety.</i>	<i>Mrs Sarah Clowes</i>
<i>Name of contractors who have undertaken a risk assessment of the water system</i>	<i>Equans</i>
<i>Name of contractors who carry out regular testing of the water system:</i>	<i>Equans</i>
<i>Location of the water system safety manual/testing log</i>	<i>Health and Safety Files in the main office</i>
<i>Our arrangements to ensure contractors have information about water systems are:</i> <ul style="list-style-type: none"> <li>• Water hygiene samples and checks take place as required by the premises Water Hygiene Manual, by Equans who update the manual accordingly.</li> <li>• Janitor carries out weekly flushing of all outlets</li> <li>• Checks are recorded in the manual, located in the Main Office</li> </ul>	
<i>Our arrangements to ensure all school/academy staff carrying out checks or testing or maintenance have information about the water system:</i> <ul style="list-style-type: none"> <li>• The Janitor is responsible for flushing the systems, weekly.</li> <li>• Checks are recorded in the manual, located in the Main Office</li> </ul>	

### 30. Working at Height

Name(s) of person responsible managing the risk of work at height on the premises:	Miss Natalie Clark Miss Lisa Daley
Work at height is avoided where possible.	
Our arrangements for managing work at height are: <ul style="list-style-type: none"><li>No member of staff is permitted to work at height unless suitably trained.</li><li>Advice on using the steps/step stool is freely available and staff are expected to read before using it. Staff should undertake a visual inspection before using any such equipment.</li><li>Contractors working at height must inform the office and Principal to ensure the area is cordoned off and restricted to pupils and staff.</li><li>Contractors must use their own access equipment.</li><li>The academy's own ladders and steps are inspected monthly by the Site Manager.</li><li>All academy access equipment complies with British and European safety standards.</li></ul>	
Appropriate equipment is provided for work at height where required.	
Staff who carry out work at height are trained to use the equipment provided All staff are required to complete the Working at Heights online training module	
Work at height equipment is regularly inspected, maintained and records are kept in the Health and Safety Files.	

### 31 Work Experience

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

### 32. Volunteers

Name of person who has overall responsibility for managing/coordinating volunteers working within the academy:	Miss Natalie Clark
Volunteers are considered as a member of staff and all health and safety arrangements including induction and training must apply.	

### 33. 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
Do leaders and managers assess the impact of training on working practices?	Develop pre and post training reviews to monitor the impact of training on working practices.
Has the school/academy's Janitor received suitable Premises Manager training?	Training to be booked for Janitor as a refresher
Do you encourage employees to take part in health and wellbeing surveys?	Survey will be planned for appropriate time.
Communicate the findings of the Wellbeing survey with staff on the new termly update for staff.	Communicate the findings of the Wellbeing survey will be shared with staff on completion
Review the team stress risk assessment.	Review team stress risk assessment following a health and wellbeing survey. Team risk assessment is effective in the management of team stress.
Are health and safety tours undertaken by the leadership/management team?	Formal tours to form part of Compliance Link Governor meetings

Name: Chair of Governors – Mrs Dianne Jones

Signature:

Date:

Name: Principal – Mrs Sarah Clowes

Signature 

Date: 26.1.2023



## Appendix 1. Fire safety checklist

ISSUE TO CHECK	YES/NO
Are fire regulations prominently displayed?	
Is fire-fighting equipment, including fire blankets, in place?	
Does fire-fighting equipment give details for the type of fire it should be used for?	
Are fire exits clearly labelled?	
Are fire doors fitted with self-closing mechanisms?	
Are flammable materials stored away from open flames?	
Do all staff and pupils understand what to do in the event of a fire?	
Can you easily hear the fire alarm from all areas?	

## Appendix 2. Accident report

Name of injured person		Role/class	
Date and time of incident		Location of incident	
Incident details			
Describe in detail what happened, how it happened and what injuries the person incurred			
Action taken			
Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards			
Follow-up action required			
Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again			
Name of person attending the incident			
Signature		Date	

Appendix 3. Asbestos record

Location	Product	How much	Surface coating	Condition	Ease of access	Asbestos type	Comment

#### Appendix 4. Recommended absence period for preventing the spread of infection

This list of recommended absence periods for preventing the spread of infection is taken from non-statutory guidance for schools and other childcare settings from Public Health England. For each of these infections or complaints, there is further information in the guidance on the symptoms, how it spreads and some 'do's and don'ts' to follow that you can check.

Infection or complaint	Recommended period to be kept away from school or nursery
<b>Athlete's foot</b>	None.
<b>Campylobacter</b>	Until 48 hours after symptoms have stopped.
<b>Chicken pox (shingles)</b>	<p>Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to nursery or school.</p> <p>A person with shingles is infectious to those who have not had chickenpox and should be excluded from school if the rash is weeping and cannot be covered or until the rash is dry and crusted over.</p>
<b>Cold sores</b>	None.
<b>Rubella (German measles)</b>	5 days from appearance of the rash.
<b>Hand, foot and mouth</b>	Children are safe to return to school or nursery as soon as they are feeling better, there is no need to stay off until the blisters have all healed.
<b>Impetigo</b>	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
<b>Measles</b>	Cases are infectious from 4 days before onset of rash to 4 days after so it is important to ensure cases are excluded from school during this period.
<b>Ringworm</b>	Exclusion not needed once treatment has started.
<b>Scabies</b>	The infected child or staff member should be excluded until after the first treatment has been carried out.

<b>Scarlet fever</b>	Children can return to school 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the school or nursery, the health protection team will assist with letters and factsheet to send to parents or carers and staff.
<b>Slapped cheek syndrome, Parvovirus B19, Fifth's disease</b>	None (not infectious by the time the rash has developed).
<b>Bacillary Dysentery (Shigella)</b>	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.
<b>Diarrhoea and/or vomiting (Gastroenteritis)</b>	<p>Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed.</p> <p>For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health advisor or environmental health officer will advise.</p> <p>If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.</p>
<b>Cryptosporidiosis</b>	Until 48 hours after symptoms have stopped.
<b>E. coli (verocytotoxigenic or VTEC)</b>	The standard exclusion period is until 48 hours after symptoms have resolved. However, some people pose a greater risk to others and may be excluded until they have a negative stool sample (for example, pre-school infants, food handlers, and care staff working with vulnerable people). The health protection team will advise in these instances.
<b>Food poisoning</b>	Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods (local health protection team will advise).
<b>Salmonella</b>	Until 48 hours after symptoms have stopped.
<b>Typhoid and Paratyphoid fever</b>	Seek advice from environmental health officers or the local health protection team.

<b>Flu (influenza)</b>	Until recovered.
<b>Tuberculosis (TB)</b>	Pupils and staff with infectious TB can return to school after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Pupils and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough.
<b>Whooping cough (pertussis)</b>	A child or staff member should not return to school until they have had 48 hours of appropriate treatment with antibiotics and they feel well enough to do so or 21 days from onset of illness if no antibiotic treatment.
<b>Conjunctivitis</b>	None.
<b>Giardia</b>	Until 48 hours after symptoms have stopped.
<b>Glandular fever</b>	None (can return once they feel well).
<b>Head lice</b>	None.
<b>Hepatitis A</b>	Exclude cases from school while unwell or until 7 days after the onset of jaundice (or onset of symptoms if no jaundice, or if under 5, or where hygiene is poor. There is no need to exclude well, older children with good hygiene who will have been much more infectious prior to diagnosis.
<b>Hepatitis B</b>	Acute cases of hepatitis B will be too ill to attend school and their doctors will advise when they can return. Do not exclude chronic cases of hepatitis B or restrict their activities. Similarly, do not exclude staff with chronic hepatitis B infection. Contact your local health protection team for more advice if required.
<b>Hepatitis C</b>	None.
<b>Meningococcal meningitis/septicaemia</b>	If the child has been treated and has recovered, they can return to school.
<b>Meningitis</b>	Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.
<b>Meningitis viral</b>	None.

<b>MRSA (meticillin resistant <i>Staphylococcus aureus</i>)</b>	None.
<b>Mumps</b>	5 days after onset of swelling (if well).
<b>Threadworm</b>	None.
<b>Rotavirus</b>	Until 48 hours after symptoms have subsided.