



Health, Safety and Wellbeing Procedure

Partner school

John Taylor Multi Academy Trust



1. Success Indicators

The school has a Health, Safety and Wellbeing procedure which:

- Provides an overview of the school procedure on health, safety and wellbeing;
- Outlines the arrangements the school has in place for health, safety and wellbeing;
- Assigns roles and responsibilities to key staff in the school;
- Is monitored and reviewed regularly by senior leaders.

2. Overview

All schools are required to have a Health, Safety and Wellbeing procedure in place. The School's Health, Safety and Wellbeing procedure should be developed by the Headteacher, members of the Senior Leadership team in conjunction with the Governing Body/Trust Board.

3. Employer responsibilities

Where the school/sponsor/board of governors is the direct employer of school staff (such as in Academies, Trust Schools, Foundation Schools and Voluntary Aided (VA) Schools) the school must have a Health and Safety procedure in place to comply with the Health and Safety at Work Act. This can be in any format.

4. Day to day management of Health, Safety and Wellbeing

The organisation and arrangements which support the Health, Safety and Wellbeing procedure (day to day management of Health & Safety) is the responsibility of the Headteacher and the Senior Leadership Team (supported and monitored by the Local Governing Body).

Note that the Management of Health and Safety at Work Regulations requires employers to appoint one or more competent people to support their management of health and safety. This may be done by appointing an external provider to provide this advice. All JTMAAT schools, including Chase Terrace Academy, subscribe to Staffordshire County Council's Strategic H&S Service SLA and therefore schools use this procedure, adapted to reflect local context.

Occupiers Liability

Regardless of the status of the employer, all school governing bodies have health and safety responsibility as the **occupier** of the premises and therefore must take steps to ensure that the premises are managed effectively to reduce risk to those using, entering or accessing the premises at any time for any reason.

5. Template for Health, Safety and Wellbeing Procedure

The Staffordshire Health, Safety and Wellbeing Service provide a template Health, Safety and Wellbeing procedure for schools to customise and adapt for their own use. This is on the next page.

Health, Safety and Wellbeing Procedure

Chase Terrace Academy

Part A - Introduction

Part B - The Health and Safety Procedure Statement

Part C - Management Arrangements

Part D - The detailed arrangements & procedures for Health, Safety and Wellbeing within Chase Terrace Academy.

Part E - The Key Performance Indicators.

A. Introduction

This procedure statement complements (and should be read in conjunction with) the [JTMAT Health and Safety Policy](#). It records the local organisation and arrangements for implementing the JTMAT Policy.

B. Procedure Statement

The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Local Governing Body at Chase Terrace Academy recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc. Act 1974. The Governing Body will ensure so far as is reasonably practicable that:

- all places and premises where staff and pupils are required to work and engage in school 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 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 procedure. This statement and the accompanying organisational arrangements supersede any previously issued.

Reviewed by Governing Body: November 2023

Adopted: November 2023

Next Review: November 2024

C. Management Arrangements

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

Competent Health and Safety Advice

The school/academy obtains competent health and safety advice from:	Staffordshire County Council
The contact details are:	Fourth Floor, Staffordshire Place 1 Tipping Street, Stafford, ST16 2DH and below
Our designated representative is Dean Willets (07773 791499) and in an emergency we contact the duty officer on 01785 355777 or shss@staffordshire.gov.uk	

Monitoring Health and Safety

Name of person(s) responsible for the overall monitoring of health and safety in school:	Mrs S Morgan, Business Manager
Our arrangements for the monitoring of health and safety include annual self-assessment via Staffordshire County Council, reports to the LGB M&O committee and three-year full external audit (conducted by Staffordshire County Council).	

The school is also required to complete an annual health and safety report and submit this to the central JTMAT team for review each September.	
The next audit will take place:	Date: 4 December 2023 By: Staffordshire County Council with H&S Representative of Local Governing Body, Mrs S Morgan and relevant colleagues present.
Name of person responsible for monitoring the implementation of health and safety policies	Mrs S Morgan, Business Manager
All staff are aware of the key performance indicators in part E and how they are monitored.	

D. Detailed Health and Safety Arrangements

1. Accident Reporting, Recording & Investigation

Our arrangements for recording and investigating pupil, staff and visitor accidents include all being reported to the designated first aider, or in her absence a first aider who records the details in the accident book located in the first aid room.
The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: Mrs S Morgan, Business Manager with support from Staffordshire County Council.
Our arrangements for reporting to the Local Governing Body includes a half termly report to the LGB M&O committee, included in the Headteachers report.
Our arrangements for reviewing accidents and identifying trends are via the Staffordshire County Council accident reporting portal.

2. Asbestos

Name of Premises Manager responsible for Managing Asbestos.	Mr O Cooper
Location of the Asbestos Management Log or Record System.	Site team office
Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises include all contractors having to review the asbestos manual prior to any work taking place. This is checked as part of the hazard exchange process that is completed with all works. If the work is likely to disturb asbestos, works are not permitted and support is requested via Stuart Cresswell, Staffordshire County Council – Asbestos Management Department. The removal of asbestos is only done with approved contractors and recorded in the asbestos manual.	
Our arrangements to ensure all school staff such as class teachers or caretakers have information about asbestos risk on the premises include a full staff update every September. All staff are reminded that asbestos is present on site that that no works should be done that disturbs the infrastructure of their working environment. All new staff have a H&S induction, as part of their employment enrolment processes. During this induction, staff are informed that asbestos is present on site and that they must not do anything that changes the wall or ceiling infrastructure, including pinning/stapling posters to walls. All staff received asbestos training via Click HSE in July 2023 which will be refreshed every 12 months. Supply staff receive an induction on their first day in school and long term staff (after 20 days) are provided with a H&S induction (as per employed staff).	
Staff must report damage to asbestos materials to:	Mr O Cooper
Staff must not drill or affix anything to walls without first obtaining approval from the premises manager. Awareness of this is raised with all staff each September.	

3. Communication

Name of SLT member who is responsible for communicating with staff on health and safety matters:	Mrs S Morgan, Business Manager
Our arrangements for communicating about health and safety matters with all staff are via the health and safety notice board located in the staff wellbeing room, during staff briefings, emails and via the weekly staff bulletin.	
Staff can make suggestions for health and safety improvements by sending to siteservices@chaseterraceacademy.co.uk or directly to Mr O Cooper and Mrs S Morgan.	

4. Construction Work *See also Contractor Management

Name of person coordinating any construction work / acting as Client for any construction project.	Mrs S Morgan, Business Manager
Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations include appointing a specialist CDM contractor to ensure the relevant documentation is in place. Entrust are contacted in the first instance through the school's property service level agreement. Any smaller scale construction projects that do not come under CDM regulations are completed by the site team.	
Duty holders will be identified and named as part of any Construction project.	
Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring include all contractors having to sign a hazard exchange form and providing all risk assessments and method statements before commencing work. This is retained by the Business Manager upon completion of works.	
Our arrangements for the induction of contractors are within the hazard exchange process which includes welfare, site opening times, signing in and out, safeguarding, asbestos and working at height etc.	
Staff should report concerns about contractors to Mrs S Morgan or Mr O Cooper.	
We will review any construction activities on the site by applying the arrangements referred to above, depending on the size of the project.	

5. Consultation

Name of SLT member who is responsible for consulting with staff on health and safety matters:	Mrs S Morgan
The name of the Trade Union Health and Safety Representative is:	Mrs S Cantwell Mrs G Penzer-Adams
Staff can raise issues of concern by sending to siteservices@chaseterraceacademy.co.uk or directly to Mr O Cooper and Mrs S Morgan.	

6. Contractor Management

Name of person responsible for managing and monitoring contractor activity	Mr O Cooper, with support from Mr A Tonks and Mr P Brown
Our arrangements for selecting competent contractors is via the Entrust approved list of suppliers in the first instance. Any works outside of these contractors are quality assured through the completion of a two or three quote process and review of risk assessments / method statements before works commence.	

Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring include all contractors having to sign a hazard exchange form and providing all risk assessments and method statements before commencing work. This is retained by the Business Manager upon completion of works.
Our arrangements for the induction of contractors are within the hazard exchange process which includes welfare, site opening times, signing in and out, safeguarding, asbestos and working at height etc.
Staff should report concerns about contractors to Mrs S Morgan or Mr O Cooper.

7. Curriculum Areas – health and safety

Name of person who has overall responsibility for the curriculum areas as follows: Science Design and Technology PE Art	Head of Dept. or Curriculum Lead Mr J Trickett, Head of Department Mrs H Van Daalen, Head of Department Mr J Barter, Head of Department Mrs H Van Daalen, Head of Department
Risk assessments for these curriculum areas are the responsibility of:	The above designated staff members, with support from technicians and staff appointed with teaching and learning responsibilities.

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

The school/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 include new starters being issued with an information leaflet as part of their H&S induction, to set up the workstation initially. A self-assessment is sent to all DSE users for completion, which is reviewed by the school's DSE assessor. Any matters requiring action are overseen by the DSE assessor and a review takes place every other year or if there is a change in a staff members workstation or health. All DSE users are listed on a central log for monitoring purposes. As part of the school's mental health and wellbeing strategy, teaching staff and teaching assistants are also offered DSE assessments, or can be suggested as part of occupational health referrals. This is to support and ensure all staff are provided with a suitable workstation, which also provides access to a free eye test. Workstations are reviewed as part of the new and expectant mothers risk assessment process.	
Name of person who has responsibility for carrying out Display Screen Equipment Assessments	Mr J Krause, ICT Technician
DSE assessments are recorded and any control measures required to reduce risk are managed by	Mr J Krause, ICT Technician with support from Mr O Cooper and Mrs S Morgan in times of peak workload.

9. Early Years Foundation Stage (EYFS)

Name of person who has overall responsibility for EYFS	n/a
Our arrangements for the safe management of EYFS are: n/a	

10. Educational visits / Off-Site Activities

Name of person who has overall responsibility for Educational Visits	Ms N Mason, Headteacher
The Educational Visits Coordinator is	Mrs F Gilbert, Cover Manager
Our arrangements for the safe management of educational visits are detailed within the separate Educational Visits Procedure. All educational visits are arranged within a framework of quality assurance and documentation provided by Staffordshire County Council (via Entrust) through a contractual arrangement, utilising EVOLVE, a well-recognised software package. EVOLVE must be completed for every trip: https://evolveedufocus.co.uk	

11. Electrical Equipment [fixed & portable]

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	Mr O Cooper
Fixed electrical wiring test records are located:	On the Entrust portal
All staff visually inspect electrical equipment before use.	
Our arrangements for bringing personal electrical items onto the school site are that all staff are informed they are not permitted without prior consent being obtained from Mrs S Morgan or Mr O Cooper who will arrange for the item to be PAT tested if necessary.	
Name of person responsible for arranging the testing of portable electrical equipment (PAT):	Mr O Cooper
Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:	Mr O Cooper
Portable electrical equipment (PAT) testing records are located:	Via an online portal provided by the contractor assigned to complete the fixed electrical test
Staff must take defective electrical equipment out of use and report to:	Mr O Cooper who will liaise with Mr A Tonks and Mr P Brown for disposal purposes
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.	

12. Fire Precautions & Procedures [and other emergencies incl. bomb threats]

Name of competent person responsible for undertaking & reviewing fire risk assessment in addition to any associated action planning	Dean Willetts, Staffordshire County Council
The Fire Risk Assessment is located	Electronically on staff share, under the Health and Safety section
When the fire alarm is raised the person responsible for calling the fire service is	Instructed by Ms N Mason, Headteacher with support from Mrs S Jones, PA to Headteacher
Name of person responsible for arranging and recording of fire drills	Mr A Tonks, Site team
Name of person responsible for creating and reviewing Fire Evacuation arrangements	Mrs S Morgan, Business Manager
Our Fire Evacuation Arrangements are published	Leaflets are handed to all visitors to school, evacuation points are displayed around school on posters and the procedure is issued to all staff and displayed in the staffroom.

Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at	Site team office and on Entrust compliance portal
Name of person responsible for training staff in fire procedures	Mrs S Morgan, Business Manager
All staff are aware of the fire procedures, which are updated and circulated at the start of each academic year at least. If any changes are required as a result of a drill, the procedure is updated and circulated to all staff.	

13. First Aid *see also Medication

Name of person responsible for carrying out the First Aid procedure	Mr M Newman, Deputy Headteacher
The First Aid procedure is located via the school's website and the first aiders are listed within this document and displayed separately around school.	
Name of person responsible for arranging and monitoring First Aid Training	Mrs A Elliot, Designated First Aider
Location of defibrillators	Reception, pastoral hub and PE block
Use of defibrillators	All first aiders are trained to use the defibrillators on site which is retained on the school's training matrix records.
Person responsible for checking defibrillators	Designated First Aider
Location of First Aid Box	First aid room Reception (at the front desk) Sports Hall Science prep room Technology staffroom Art staffroom School vehicles Staff Workroom Performing Arts staffroom 6 th Form Office Library Progress hub ICT Services office
Name of person responsible for checking & restocking first aid boxes	Mrs A Elliot, Designated First Aider
In an emergency staff are aware of how to summon an ambulance and this is included in all new staff induction meetings. Supply staff are also notified of this procedure within their induction process.	
Our arrangements for dealing with an injured person who has to go to hospital include the first aider deciding if emergency services are required. If they are called, the PA to Headteacher will contact parents/carers immediately and available support staff wait on the highway to support in directing the ambulance crew to the injured or sick person(s) as quickly as possible.	
Our arrangements for recording the use or visiting a first aider are recorded on the first aid visit log. All injuries are record on an accident form and loaded onto SCC portal for monitoring and review. Pupil records are retained by the school until the age of 21, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of. The Business Manager will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).	

14. Forest School

Name of person in school who leads on Forest School activity	Mrs R Cowley
Our arrangements for the safe management of forest school are via a hazard exchange with 'Muddy Hands', an external contractor who has risk assessments and separate public liability insurance in place for all activities.	

15. Glass & Glazing

All glass in doors and side panels are constructed of safety glass
All replacement glass is of safety standard

16. Hazardous Substances (COSHH)

Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)	Mr P Brown
Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) include all potentially hazardous to health not being permitted on site without a hazard data sheet which is transferred onto a central COSHH risk assessment register. This register is shared with the Designated First Aider. There are corresponding assessments from CLEAPPS for substances used within Science and Design and Technology. All substances must be stored safely. Cleaning and Catering services are responsible for the management of their own substances.	

17. Health and Safety Law Poster

The Health and Safety at Work poster is located at reception.

18. Housekeeping, cleaning & waste disposal

All staff and pupils share the responsibility for keeping the school site clean, tidy and free from hazards	
Our waste management arrangements include evening cleaning staff bagging up classroom waste on a daily basis. The evening site supervisor ensures these bags, all paper boxes and general waste bins around the school site are emptied each evening into large euro bins, located in a restricted compound area. The large bins are emptied once a week by Lichfield District Council and includes waste generated from the kitchen. Catering services are provided by ABM Catering and they dispose of their kitchen waste on a daily basis. Sanitary waste is disposed of by Initial Hygiene on a monthly basis.	
Our site housekeeping arrangements are mainly provided by Kindred, the school's cleaning contractor. A day cleaner ensures that all toilets, high-touch points and communal areas are cleaned throughout the school day. Including the dining hall being swept after break and lunch and all toilet roll and soap dispensers being refilled throughout the school day. This is included in the hazard exchange and associated risk assessments in place with Kindred.	
External areas are maintained by the site team on a daily basis, ensuring the site is tidy and free of any trip hazards. The midday supervisor team and evening site supervisor litter pick on a daily basis. The school's grounds contractor is GPH Landscapes who attend site according to their contract specification, ensuring the grounds are maintained to a safe and presentable standard.	
Site cleaning is provided by Kindred	Area Manager – Jessica Star
Cleaning staff have received appropriate information, instruction and training and are competent in the safe use of work equipment and using hazardous substances.	

All staff and pupil are 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.

19. Infection Control

Name of person responsible for managing infection control:	Mrs S Morgan
Our infection control arrangements (including communicable diseases/hand hygiene standards) are contained within the school's infection control risk assessment.	

20. Lettings

Name of Premises Manager or member of Leadership team responsible for Lettings	Mrs S Morgan
Our arrangements for managing lettings of the school or external premises are via request to lettings@chaseterraceacademy.co.uk . All requests are considered by Mrs F Gilbert and site team, ensuring there will be no disruption to learning in the first instance. The letting procedure is renewed annually to include updated safeguarding requirements or changes to statutory legislation.	
Regular meetings take place between Mrs S Morgan and Mrs F Gilbert, so key colleagues are familiar and up to date with letting arrangements. A hazard exchange meeting takes place with each hirer, which includes verifying public liability insurance and risk assessments.	
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 which is reiterated through the hazard exchange process.	

21. Lone Working

Lone working is avoided where at all possible but if staff need to work alone within the school then doors are locked to prevent unauthorised access. Phone lines are available for emergency situations. Staff working alone are reminded not to confront intruders and have been issued with lone worker panic alarms. Dangerous activities are not undertaken whilst working alone such as high voltage electricity or working at height. A lone working risk assessment is in place and renewed annually.

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

Ladders, steps and scaffold towers	Mr A Tonks and Mr P Brown
Fume cupboards	Mr J Trickett, Science Mrs H Van Daalen, Design and Technology
Passenger lift equipment	Concept Elevators
Fire alarm	Lantern Fire Security
Fire extinguishers	Chubb
PE equipment	Sportsafe UK
Emergency lighting	Logic Fire and security
Name of person responsible for the selection, maintenance and testing of equipment	Mr O Cooper
Records of maintenance and inspection of equipment are retained and are located:	Entrust property portal, in the Business Manager's or site team's office.
Staff report any broken or defective	Via

equipment to:	siteservices@chaseterraceacademy.co.uk or verbally to Mrs S Morgan or Mr O Cooper.
The equipment on the school site owned and used by contractors is the responsibility of the contractor, who must provide records of testing, inspection and maintenance.	

23. Manual Handling

Name of competent person responsible for carrying out manual handling risk assessments	Mr O Cooper
Manual handling activities are only carried out by trained staff who include site and ICT technicians. Staff requiring assistance with manual handling send all requests to siteservices@chaseterraceacademy.co.uk .	
Staff are 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 are 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).	

24. Medication

Name of person responsible for the management of and administration of medication to pupils in school:	Mrs A Elliot, Designated First Aider The following staff are trained to First Aid at Work standard to cover any absence: Mrs R Goodman, Miss C Thomas, Mrs O Volkova and Mrs S Pickin
Our arrangements for the administration of medicines to pupils include the Designated First Aider or First Aiders (listed above) will not issue medication to a pupil, unless the 'Parent/Carer – Instruction Form' has been completed. It is parent/carers' responsibility to inform the school of any change and/or if the medication is no longer required. It will then need to be collected by the parent/carers.	
All parents/carers must make the Designated First Aider aware if any pupil needs medication administering. No child is to carry any medication on them around school, it should be held in the first aid room.	
The names members of staff who are authorised to give / support pupils with medication are:	Listed above
Medication is stored:	First aid room, in locked cabinets. Keys are stored with the Designated First Aider or Attendance Officer and the PA to Headteacher has spare keys.
A record of the administration of medication is located:	On a separate log sheet, for each individual pupil.
Pupils who administer and/or manage their own medication in school are authorised to do so by their parent/carers 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.	
Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are included with individual healthcare plans and designated staff are trained	

and informed of healthcare plans to support pupil needs.
Staff who are taking medication must keep this personal medication in a secure area in a staff only location.
Staff must advise the school/academy leaders if they are taking any medication which might impair their ability to carry out their normal work.

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

PPE is provided free of charge where a risk assessment identifies this is needed to control a risk and the risk cannot be controlled by another means.	
Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for school staff.	Mr O Cooper for the site team. Mrs H Van Daalen for the Design and Technology and Art department. Mr J Trickett for the Science department.
Name of person responsible for the checking and maintenance of personal protective equipment provided for staff	As above
PPE provided for use in curriculum lessons is not "personal" as it is provided for pupils in classroom situations.	
Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for pupils.	As above
All PPE provided for use in a classroom environment is kept clean, free from defects and replaced as necessary. A new system will be implemented in the 23/24 academic year to ensure all PPE is inspected and replaced where identified and records of this check retained by named persons above. PPE inspections to take place every 12 months.	
Name(s) of person responsible for cleaning and checking pupil PPE.	As above

26. Radiation

Name of the school Radiation Protection Supervisor (RPS)	Mr J Trickett, Head of Science
Name of the Radiation Protection Adviser (RPA)	Phil Davies, Staffordshire County Council (CLEAPPS)

27. Reporting Hazards or Defects

All staff and pupils must report any hazards, defects or dangerous situations they see at school.
Our arrangements for the reporting of hazards and defects are via siteservices@chaseterraceacademy.co.uk or directly to Mrs S Morgan, Mr O Cooper or form tutors.

28. Risk Assessments

The school has in place risk assessments for any identified significant risk. Control measures which are put in place to eliminate or reduce risk are communicated to staff, pupils and others who may be exposed to the risk.
Risk assessments are in place for the following areas: <ul style="list-style-type: none"> - Premises and grounds - Curriculum / classrooms - Hazardous activities or events - Lettings or contract work which may affect staff or pupils in the school

<ul style="list-style-type: none"> - Fire Risk assessment - Work equipment - Manual handling activities - Risks related to individuals e.g. health issues - Infection control - Carpark / transport - Team stress management - Verbal and physical assault - New or expectant mothers (pregnancy) 	
Name of person who has overall responsibility for the school risk assessment process and any associated action planning	Mrs S Morgan
<p>Our arrangements for carrying out, recording, communicating and reviewing risk assessments are completed annually. Mrs S Morgan reviews whole school risk assessments each year with necessary colleagues and they can be found on staff share in the health and safety folder. Subject specific risk assessments are undertaken within the relevant department and are the responsibility of the relevant Head of Department.</p>	
<p>Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments.</p>	
<p>When an accident or incident occurs a post risk assessment takes place when a new hazard has been identified.</p>	
<p>Risk assessments are created or reviewed when something new is introduced or a change has occurred.</p>	

29. Smoking

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

30. Shared use of premises/shared workplace

Name of Premises Manager or member of Leadership team responsible for Premises Management	Mrs S Morgan
The school/academy premises are shared with another organisation (e.g.Contract caterer/public leisure centre).	Saxon Recruitment hires an office space and have access to the main car park. This falls under the arrangements listed in section 20. ABM Catering use the kitchen and serving facilities and have a hazard exchange in place.

31. Stress and Staff Well-being

Name of person who has overall responsibility for the health and wellbeing of school/academy staff	Mrs S Morgan, with support from Miss L Roach (Mental Health Lead)
<p>All staff have responsibility to take care of their own health and wellbeing and the school supports staff to do this. The school has a designated Mental Health and Wellbeing Strategy Group who have devised a separate action plan to achieve excellence in respect of pupil and staff wellbeing. The following is in place and established:</p> <ul style="list-style-type: none"> - Completion of an annual survey to gather feedback in the implementation of the action plan; - Staff able to access Occupational Health, ThinkWell and Physiotherapy Services; 	

<ul style="list-style-type: none"> - 7 staff trained as Mental Health First Aiders; - DSE risk assessments support eye care vouchers; - Flu vouchers offered and accepted since 21/22 on an annual basis; - Tea, coffee, milk and sanitary products provided for free; - Staff meals provided on training days and for staff who support with lunchtime arrangements; - Christmas and end of year celebrations arranged to increase social interactions; - National wellbeing days calendared and initiatives/awareness generated. - Wellbeing afternoons introduced in the 23/24 academic year for all staff to have one early finish.
Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated via the team stress risk assessment. This is shared with staff and displayed in the staff wellbeing room.
Individual stress risk assessments take place when a member of staff requires additional individual support.
All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work.

32. Swimming Pool Operating Procedures

Name of person who has overall responsibility for managing the swimming pool and its environment.	Mr P Brown
Our arrangements for carrying out suitable swimming pool management (including minimum supervision standards, how to summon assistance in emergency, what to do if problem identified with pool water quality, supervision in changing areas, max numbers of swimmers, conditions of hire to outside organisations, first aid provision, training plant operators) are detailed within our separate swimming pool operating procedures. A copy of which is in the swimming pool block, available via Mrs S Morgan and shared with all swim schools who hire the facility and the PE department. Hirers are required to comply with the swimming pool operating procedures, which is referred to within their individual hire agreement. The health and safety considerations within curriculum swimming is planned, supervised and managed by staff who include in their lesson planning.	
Staff operating the swimming pool have received appropriate training and information.	

33. Training and Development

Name of person who has overall responsibility for the training and development of staff.	Mrs C Cain (with support from Mrs S Morgan).
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 is either specifically identified or arises from performance management processes.	
The school has implemented 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 within each staff members personnel file.	
Training and competency as a result of training is monitored and measured by:	Mrs C Cain (with support from Mrs S Morgan).

34. Vehicles owned or operated by the school

Name of person who has overall responsibility for the school vehicles	Mrs S Morgan
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The school operates 1 minibus	
Name of person who manages the vehicle licence requirements	Mrs F Gilbert, with support from Mrs S Morgan
Name of person who undertakes vehicle checks such as oil, water and routine roadworthiness.	Mr K Edrop, with support from Mrs S Morgan
Name of person who arranges servicing and maintenance of the academy vehicles	Mrs F Gilbert, with support from Mr K Edrop
Staff are required to inspect vehicles before use and report to Mrs F Gilbert or Mrs S Morgan. The minibus is hired through Bentley Walker and vehicle insurance is through an independent insurance broker. Servicing and MOT of the vehicle is included in the hire agreement with Bentley Walker.	

35. Vehicle movement on site

Name of Premises Manager responsible for the management of vehicles on site	Mrs S Morgan
<p>Our arrangements for the safe access and movement of vehicles on site are included in a risk assessment and include restricting vehicle movement to one car park with a barrier, one-way system and signage in place at all times. The speed limit is 5mph and is monitored by duty staff at the start and end of the day.</p> <p>Access to the second car park is restricted before and during the school day. This car park is only used after school by the swim schools hiring the swimming pool to reduce pedestrian movement across the school grounds. This ensures the area is safe for pupils at all times. Contractors requiring access to this part of the school site are informed as part of a hazard exchange process and access is only permitted before 8:30am or from 3pm on school days. If access is required, this has to be supervised by the site team and is strictly prohibited during break and lunchtimes. Access is permitted for one vehicle for ABM Catering, but supervised and strictly prohibited during break and lunchtimes.</p>	

36. Violence and Aggression and School Security

The school 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:	Mrs S Morgan, for staff Mrs D Thombs, for pupils
Incidents of verbal & physical violence are investigated by:	As above
Name of person who has responsibility for site security:	Mrs S Morgan
<p>Our arrangements for site security include all external gates to be locked at the start of the school day by designated staff. The perimeter includes high fencing or hedgerow to prevent intruder access and pupils escaping.</p> <p>The main building is fitted with scheduled maglock devices and are closed during lesson time. It is standard school procedure that pupils are not left unattended during lessons. The main reception area is located close to the main carpark where a barrier is installed. The reception area is fitted with maglock security devices to prevent intruders or unauthorised individuals gaining access or pupils escaping.</p>	

At break and lunchtime, pupils are supervised by duty staff and we also employ a team of midday supervisors for the lunchbreak.

The school has a large number of CCTV cameras installed which cover internal and external areas of the site.

37. Water System Safety

Name of Premises Manager responsible for managing water system safety.	Mr O Cooper
Name of contractors who have undertaken a risk assessment of the water system	Concept Environmental
Name of contractors who carry out regular testing of the water system:	HSL
Location of the water system safety manual/testing log	Site team office
Our arrangements to ensure contractors have information about water systems are discussed with the hazard exchange process before works commence.	
Our arrangements to ensure all school staff carrying out checks or testing or maintenance have information about the water systems. The premises team are responsible for regular water hygiene checks and updating the Water Hygiene Manual. A fresh supply of drinking water is available within the school and pupils can use any of the water dispensers located around school. Staff should report any issues with water within the school, especially any concerns relating to drinking water or accessibility to hot water within toilets, to Mr O Cooper.	

38. Working at Height

Name(s) of person responsible managing the risk of work at height on the premises:	Mr O Cooper
Work at height is avoided where possible.	
Our arrangements for managing work at height include staff who work at height as part of their role are required to attend working at height training and attend refresher training as recommended by SCC H&S Advisory Service.	
Access equipment is checked every six months and a record of checks retained (monthly for step ladders). However, staff must take responsibility for reporting any faults they may see with access equipment.	
Outside contractors are responsible for their own Health and Safety and for providing their own equipment.	

39. Work Experience

Name of person who has overall responsibility for managing work experience and work placements for school pupils.	Mrs J Poppleton, IAG Manager.
Placements are assessed via questionnaire and visits from staff overseeing pupils prior to and during placement.	
The name of the person responsible for the health and safety of people on work experience in the school premises:	Mrs J Poppleton, IAG Manager.
Our arrangements for managing the health and safety of work experience pupils in the school include making sure all have an induction with the Business Manager. This	

includes relevant policies and procedures to the placement, H&S induction, line manager or supervision arrangements (safeguarding) and tour of the school to understand where the fire assembly point is.

40. Volunteers

Name of person who has overall responsibility for managing/coordinating volunteers working within the school/academy:	Mrs S Morgan – Frequent visitors or support staff placements Mrs C Cain, ITT Pupils or teaching and learning placements
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)

The school recognises that it is important that school leaders, governors and managers can monitor the health and safety performance in the school in order to determine where progress is being made and where further actions and resources may be required. Practices and procedures are reviewed on an annual basis via a self-audit and every three years, an external audit takes place by Staffordshire County Council. A full report is delivered following this audit and assistance is given to improve H&S at the school. This external audit forms the basis of internal auditing.