



Health, Safety and Wellbeing Policy

The policy has 4 parts;

Part A - Introduction

Part B - The Health and Safety Policy Statement

Part C - Management Arrangements

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

Part E - The Key Performance Indicators.

A. Introduction

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

B. Policy Statement

The requirement to provide a safe and healthy working environment for all employees is acknowledged and The Talentum Learning Trust Governing Body those in control of the academy trust 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 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 academy will ensure that so far as is reasonably practicable that the health and safety of other non-employees is not adversely affected by its' activities.

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

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

<i>[Signature]</i>	<i>[Signature]</i>
Mr J Fisher, Chair of Governors	Mr S Fryer, Headteacher
24th January 2024	24 th January 2024

C. Management Arrangements

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

Competent Health and Safety Advice

The academy obtains competent health and safety advice from	Staffordshire County Council Health, Safety and Wellbeing Service
The contact details are:	Health, Safety and Wellbeing Service Wedgwood Building Tipping Street Stafford ST16 2DH Tel: 01785 355777 Email : shss@staffordshire.gov.uk
In an emergency contact: Mr Steve Brown at the number above	

Monitoring Health and Safety

Name of person(s) responsible for the overall monitoring of health and safety in academy:	Mr S Fryer Head teacher Mrs S Burgess Bursar
Our arrangements for the monitoring of health and safety are (include here how performance is measured, reported upon when these are reported and how e.g. annual report to Governing Body: <ul style="list-style-type: none">• Weekly Meetings of the School Site Team to discuss H&S issues and review progress against monthly SMART KPI programme. Minutes reported to H&S Committee, H&S link governor and shared on Sharepoint with all staff• Weekly Meetings of the School Admin Team including H&S matters arising• Health and Safety Walks by Site Manager, Bursar & H&S Link Governor twice a year• Annual Health and Safety and Well-being Self Audit Checklist involving all departments resulting in H&S Self-Action Plan• Annual Health and Safety and Well-being Self Audit resulting in audit action plan submitted to HSWS• Annual Health and Safety Report to Governors and Trustees	
The academy carries out formal evaluations and audits on the management of health and safety annually.	
The last audit took place	Date: 12 th January 2024 By: Mrs S Burgess, Mrs J Moore
Name of person responsible for monitoring the implementation of health and safety policies	Mr S Fryer Mrs S Burgess
All staff are aware of the key performance indicators in part E and how they are monitored	

Workplace inspections - type	Name of person who carries these out
DT	SCC
Insurance Engineering Inspection	Zurich Insurance Services
Water risk assessment	Concept
Asbestos	SCC
Air Conditioning	Keyis
Emergency Lighting	Logic Fire and Security Ltd
Gas Safety Services	Sure Maintenance
Fire Alarms	Lantern
Intruder Alarm	Chubb
Fire Equipment	B Belcher
Gas soundness testing	British Gas
Fixed Electrical Testing	Bourne Electrics Ltd
Portable Electrical Testing	In house trained staff
Sports equipment	Sportsafe
Grounds maintenance	Countrywide
Water hygiene checks- biannual	IWS
Water hygiene checks - monthly	HSL
Barrier maintenance	Lantern
Motorise gates maintenance	Lantern
Water cooler maintenance	Culligans

D. Detailed Health and Safety Arrangements

For further information from the Health, Safety and Wellbeing Service in any of these areas see the information on the SLN <https://education.staffordshire.gov.uk/School-Admin/HealthSafetyWellbeing/Health-Safety-and-Wellbeing-Service.aspx> or consult with your Health and Safety Adviser / Other Specialist Adviser.

1. Accident Reporting, Recording & Investigation

Our arrangements for recording and investigating:
<p>Pupil accidents:</p> <p>Minor incidents recorded by reception staff and lunchtime first aider. HS40 Accident Investigation Reports have been replaced with the SCC MyHealthandSafety online reporting system. Accident details are completed by the appropriate first aid staff and investigated by the Bursar and Site Manager.</p>
<p>Staff accidents:</p> <p>Recorded in B1 510 Accident Book and investigated by Mrs S Burgess</p>
<p>Visitor accidents:</p> <p>As above. Contractors working on site must report any accident to the school in addition to their own accident reporting procedures</p>
<p>The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is:</p> <p>Mr S Fryer/Mrs S Burgess</p>

Our arrangements for reporting to the Governing Body or Academy Board are: Annual Report to Governors
Our arrangements for reviewing accidents and identifying trends are: Annual Report to Governors.

2. Asbestos

Name of Premises Manager responsible for Managing Asbestos.	Mrs J Moore
Location of the Asbestos Management Log or Record System.	Front reception
<p>Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are: All contractors must read and sign the Asbestos Management Log before any work can commence on site. The log indicates the location or suspected location of asbestos in the school. Hazard exchange forms including asbestos details are discussed prior to every contracted works.</p>	
<p>Our arrangements to ensure all academy staff such as class teachers or caretakers have information about asbestos risk on the premises: All staff are aware of the location of the Asbestos Management Log and are instructed not to commence any works, however minor, before checking the log and consulting Mrs J Moore. An Asbestos Management Plan is in place and available to all staff. Mrs Moore completes an annual internal asbestos inspection of all known asbestos in school. Intrusive works forms are completed by all site and contracted staff prior to commencing works</p>	
Staff must report damage to asbestos materials to:	Mrs J Moore
<p>Staff must not drill or affix anything to walls without first obtaining approval from the premises manager. All staff have been made aware of their responsibilities with reference to asbestos management. Contract catering staff have been made aware of the asbestos register, reporting arrangements and location of asbestos in school. All site and cleaning staff have received training on asbestos awareness</p>	

3. Communication

Name of SLT member who is responsible for communicating with staff on health and safety matters:	Mrs S Burgess
<p>Our arrangements for communicating about health and safety matters with all staff are: via H&S Committee representatives, staff meetings, whole school email and school Sharepoint folder, HS&W noticeboard in the staff room</p>	
<p>Staff can make suggestions for health and safety improvements by emailing sfryer@ttl.org.uk or jmoore@ttl.org.uk or sburgess@ttl.org.uk or nmason@ttl.org.uk or kmassey@ttl.org.uk via their H&S representative Elected form H&S representatives report H&S matters to the Pupil Council and are fed back to SLT and H&S Committee.</p>	

4. Construction Work *See also Contractor Management

Name of person coordinating any construction work / acting as Client for any construction project.	Mrs J Moore
Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are: All contractors are required to supply H&S information to the school prior to commencement of the project. The school will share academy H&S information with the contractor via the completion of a Hazard Exchange Form and Hot Works Permit if applicable. 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 are: Completion of Hazard Exchange Form prior to start of the project signed by the school and contractor Submission of Risk Assessments, Safe Systems of Work, insurance documents and staff training certificates by contractor.	
Our arrangements for the induction of contractors are: Site Meeting with Mrs J Moore and contractor prior to the start of the project to exchange H&S information and agree the parameters and conditions of work and regular update meetings.	
Staff should report concerns about contractors to: Mrs J Moore	
Any construction activities on the site will be monitored by: Mrs J Moore	

5. Consultation

Name of SLT member who is responsible for consulting with staff on health and safety matters:	Mr S Fryer Mrs S Burgess
The name of the Trade Union Health and Safety Representative is:	Miss V Shepherd
Our arrangements for consulting with staff on health and safety matters are: Staff meetings and minutes to the H&S Committee members	
Staff can raise issues of concern by: Emailing a H&S Committee representative: Mr S Fryer Headteacher Mrs S Burges Bursar Mrs J Moore Site Support Services Coordinator Mr N Mason H&S Coordinator & DT representative Mr O Simpson Head of PE Miss V Shepherd Union representative Miss N Sheldon Science Technician Mrs K Massey H&S Link Governor	

6. Contractor Management

Name of person responsible for managing and monitoring contractor activity	Ms J Moore
Our arrangements for selecting competent contractors are: County approved supplier or contractors recommended from other organisations are requested to submit quotes or tenders. Three quotes are required for all works with a value in excess of £2k and a mini tender process must be conducted for works valued over £15k. Full tender arrangements are arranged for projects with a value over £30k.	
Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: Site meetings planned before, during and after the completion of the project between Mrs J Moore and the contractor	
Our arrangements for the induction of contractors are discussed at the site meeting prior to the start of the project and communicated to contractors' staff via the main contractor.	
Staff should report concerns about contractors to: Mrs J Moore /Mrs S Burgess	

7. Curriculum Areas – Health and Safety

Name of person who has overall responsibility for the curriculum areas as follows: e.g. Science D&T PE Computing/E Safety	Head of Dept. or Curriculum Lead Ms R Scott Mrs S Johnson Mr O Simpson Miss V Shepherd
Risk assessments for these curriculum areas are the responsibility of:	As above

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

The academy assesses the risk of the use of computers/laptops by carrying out a DSE assessment for staff using this type of equipment continuously and regularly for over an hour.	
Our arrangements for carrying out DSE assessments are: All new staff are encouraged via training and support supplied to new starters and located on Sharepoint to self-assess their own work areas. Staff are informed that they must report any difficulties to Mrs S Burgess immediately.	
Name of person who has responsibility for carrying out Display Screen Equipment Assessments	Mr D Wakeham and self-assessment via Induction information and training supplied
DSE self-assessments are submitted to and any control measures required to reduce risk are managed by	Mrs S Burgess

9. Early Years Foundation Stage (EYFS)

Name of person who has overall responsibility for EYFS	Not Applicable
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	Mr S Fryer
The Educational Visits Coordinator is	Mrs S Salt
Our arrangements for the safe management of educational visits: Party leaders must enter visit H&S information onto the Evolve system which is checked by Mrs S Salt and final approval for the visit signed off by Mr S Fryer	

11. Electrical Equipment [fixed & portable]

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	Mrs J Moore
Fixed electrical wiring test records are located:	Site office
All staff visually inspect electrical equipment before use.	
Our arrangements for bringing personal electrical items onto the school site are: Check with J Moore before use to check safety and PAT testing dates. PAT tests can be carried out on site for ad hoc items	
Name of person responsible for arranging the testing of portable electrical equipment (PAT):	Mrs J Moore
Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:	Mr S Fryer
Portable electrical equipment (PAT) testing records are located:	Site office
Staff must take defective electrical equipment out of use and report to:	Mr D Wakeham/Mrs J Moore
The portable electrical equipment on the academy site owned and used by contractors is the responsibility of the contractor, who must provide records of this if requested to Mrs J Moore.	

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	Mrs J Moore/ Mrs S Burgess
The Fire Risk Assessment is located	Sharepoint Health and Safety Information shared with all staff and hard copy on HSW noticeboard
The site has a fire alarm which activates a response from a 3rd party / listening service	No – confirmed fires are reported via 999. A monitoring system is being considered

	in 2024
Name of person responsible for arranging and recording of fire drills	Mrs J Moore
Name of person responsible for creating and reviewing Fire Evacuation arrangements	Mrs S Burgess
Our Fire Evacuation Arrangements are published ...	Sharepoint Health and Safety Information shared with all staff and hard copy on the HSW noticeboard
Our Fire Marshalls are listed	Mr D Wakeham Mrs J Moore Mrs S Burgess
Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at	Site office
Name of person responsible for training staff in fire procedures	Mrs J Moore
All staff must be aware of the Fire Procedures in school	

1. First Aid *see also Medication

Name of person responsible for carrying out the First Aid Assessment	Mrs D Spooner
The First Aid Assessment is located	Front reception
First Aiders are listed	Mrs D Spooner Mrs H Dow Mrs N Weston Miss M Hickling Mr J Edwards Mrs G Armstrong Mrs V Hulme Mr J Edwards Mrs B Cooper Miss N Sheldon Miss C Johnson
Name of person responsible for arranging and monitoring First Aid Training	Mrs D Spooner
Location of First Aid Box	Reception, medical room, minibus and various classrooms
Name of person responsible for checking & restocking first aid boxes	Mrs G Armstrong
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 :.	
Pupils	Pupil parent or carer is contacted and asked to accompany/drive the injured person to hospital. In an emergency a member of staff will accompany the pupil to hospital.
Staff	Next of kin are informed and if they cannot attend, a colleague (or two) will

	accompany/drive the injured person to hospital.
Visitors	As above
Our arrangements for recording the use of First Aid are via a log kept at reception and managed by Mrs S Salt and Mrs N Weston who records First Aid on Class Charts	

2. Forest School

Name of person in school who leads on Forest School activity	Not Applicable
Our arrangements for developing, organising and running Forest School activity. Include here any details with regard to risk assessment, communication and supervision etc.	

3. Glass & Glazing

All glass in doors and side panels are constructed of safety glass	
All replacement glass is of safety standard	
A glass and glazing assessment took place in 2011.	As a result of the assessment, all pre kite mark non-safety glass had film applied. All subsequent glass replaced is kite marked safety glass.

4. Hazardous Substances (COSHH)

Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)	Ms R Scott – Head of Science Mrs S Johnson – Head of DT Mrs J Moore – Premises Miss N Sheldon - Cleaning
Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are: The academy uses CLEAPPS as a resource and all staff must be aware of how to access this information.	

5. Health and Safety Law Poster

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

All staff and pupils share the responsibility for keeping the academy site clean, tidy and free from hazards
Our waste management arrangements are: weekly general waste collections by Ashe Waste and monthly or as required by Veolia for cardboard waste
Our site housekeeping arrangements are: In house cleaners remove waste to corridors each evening which is removed to external bins by janitor. Fortnightly collections by BHygienic for sanitary waste and monthly for medical waste.

Site cleaning is provided by: In house cleaners	Miss N Sheldon
Cleaning staff have received appropriate information, instruction and training about the following and are competent:	
Work equipment	
Hazardous substances	
Waste skips and bins are located away from the school/academy building and chained to prevent movement	
All staff and pupils must be aware of the arrangements for disposing of waste and the location of waste bins and skips.	
Staff in all Depts. who generate waste (e.g. catering/cleaning/curriculum areas) must be aware of the risk assessments and control measures in place for their role.	

7. Infection Control

Name of person responsible for managing infection control:	Mrs J Moore/ Miss N Sheldon
<p>Infection control arrangements (including communicable diseases/hand hygiene standards) are:</p> <p>Effective hand washing signage is posted in all toilets and pupils are encouraged to wash hands before meals.</p> <p>Soap, hand towels and/or hand dryers are provided in all toilets, for prep and DT areas.</p> <p>Additional hand sanitiser stations are situated near every entrance/exit, practical areas and at key points around the school.</p> <p>Pupil hands are sanitised before morning registration, at lunchtimes and before afternoon registration</p> <p>All toilets and food preparation areas are priority areas and the whole school is cleaned every day.</p> <p>Additional cleaning time is allocated to the food technology classroom.</p> <p>Full clean stand- downs are arranged three times a year.</p> <p>The school authorises the use of dilute bleach to clean surfaces.</p> <p>Viral outbreaks are monitored and additional emergency cleaning procedures are activated if required.</p> <p>Daily touch point cleans three times per day, introduced during the pandemic, have been maintained to help stop the spread of infection.</p>	

8. Lettings

Name of Premises Manager or member of Leadership team responsible for Lettings	n/a
Our arrangements for managing Lettings of the academy /rooms or external premises are n/a	
The health and safety considerations for Lettings are considered and reviewed annually n/a	
Hirers have in place their own risk assessments, first aid arrangements/ fire procedures and emergency procedures.	

n/a
Hirers are responsible for obtaining the necessary local authority licenses for their activities and these must be provided to the academy on request.
n/a
Hirers must provide a register of those present during a letting upon request.
n/a

9. Lone Working

<p>Our arrangements for managing lone working are:</p> <p>Staff must inform reception if they are working alone and report back to reception when work completed.</p> <p>Mobile phone or walkie talkie must be taken with lone workers at all times.</p> <p>Cleaners work in pairs when cleaning remote areas of the school buildings i.e. mobile classrooms</p>
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10. Maintenance / Inspection of Equipment (including selection of equipment)

<p>NOTE Types of equipment to consider in this section:</p> <p>Ladders and steps, fume cupboards, other extraction systems, PE equipment, D&T machines, lifts & lifting equipment, pressure cookers, autoclaves, fire alarm and smoke detection, emergency lighting, fire extinguishers.</p> <p>This section must include the arrangements for academy kitchens, science laboratories or Design and Technology rooms</p>	
Name of person responsible for the selection, maintenance / inspection and testing of equipment	<p>Mrs J Moore - Premises</p> <p>Ms R Scott– Science</p> <p>Mrs S Johnson & Mr N Mason - DT</p>
Records of maintenance and inspection of equipment are retained and are located:	In departmental areas
Staff report any broken or defective equipment to:	Mrs J Moore
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.	

11. Manual Handling

Name of competent person responsible for carrying out manual handling risk assessments	Mrs J Moore
<p>Our arrangements for managing manual handling activities are:</p> <p>Whole school staff online training on a regular basis</p>	
Staff must aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided.	
Staff who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task.	
Staff are trained appropriately to carry out manual handling activities.	
Where people handling takes place an Individual Manual Handling Plan must be in place and communicated to all parties (including where appropriate the young person/their parents/carers/support staff).	

12. Medication

Name of person responsible for the management of and administration of medication to pupils in academy	Mrs D Spooner
Our arrangements for the administration of medicines to pupils are: parent /carer must complete and sign medical instructions to be carried out by admin staff.	
The names members of staff who are authorised to support pupils with medication are:	With parent/carers permission and instructions; Mrs D Spooner, Mrs G Armstrong, Miss M Sharrock
Medication is stored:	Medical Room
A record of the administration of medication is located:	Medical Room
Pupils who administer and/or manage their own medication in school are authorised to do so by 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 if required and if staff are happy to do so.	
Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epipen) are: parental/carers permission only	
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.	

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

PPE to a specified value per item is provided free of charge where a risk assessment identifies this is needed to control a risk and the risk cannot be controlled by another means.	
Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for academy staff.	Mrs J Moore
Name of person responsible for the checking and maintenance of personal protective equipment provided for staff	Mrs J Moore
PPE provided for use in curriculum lessons is not “personal” as it is provided by pupils in classroom situations.	
Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for pupils.	Subject Leaders – Ms R Scott (Science), Mrs S Johnson (DT), Mr N Mason (DT)
All PPE provided for use in a classroom environment is kept clean, free from defects and replaced as necessary.	
Name(s) of person responsible for cleaning and checking pupil PPE.	Subject Leaders – Ms R Scott (Science), Mrs S Johnson (DT)

14. Radiation

Name of the academy Radiation Protection Supervisor (RPS)	n/a
Name of the Radiation Protection Adviser (RPA)	n/a

15. Reporting Hazards or Defects

All staff and pupils must report any hazards, defects or dangerous situations they see at the academy.
Our arrangements for the reporting of hazards and defects: Pupils inform their tutors who inform Mrs J Moore. Staff inform Mrs J Moore via Parago helpdesk or direct if an emergency.

16. Risk Assessments

The academy has in place risk assessments for any identified significant risk. Control measures which are put in place to eliminate or reduce risk are communicated to staff, pupils and other who may be exposed to the risk.	
Risk assessments are in place for the following areas: Premises and grounds Curriculum / classrooms Hazardous activities or events Contract work which may affect staff or pupils in the academy Fire Risk Assessment Hazardous Substances Work Equipment Manual handling activities Risks related to individuals e.g. health issues	
Name of person who has overall responsibility for the academy risk assessment process and any associated action planning	Mr S Fryer
Our arrangements for carrying out, recording, communicating and reviewing risk assessments are: Immediate review after an incident or near miss or regular cycle of review via KPI programme	
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.	

17. Smoking

No smoking or vaping is permitted on site or in vehicles owned or operated by the academy.
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18. Shared use of premises/shared workplace

Name of Premises Manager or member of Leadership team responsible for Premises Management	Mrs J Moore
The academy premises are shared with another organisation (e.g.Contract caterer/public leisure centre).	The Pantry Ltd
Our arrangements for managing health and safety in a shared workplace are: Site Manager with H&S responsibilities for whole workplace	

19. Stress and Staff Well-being

Name of person who has overall responsibility for the health and wellbeing of school/academy staff	Mr S Fryer
<p>All staff have responsibility to take care of their own health and wellbeing and the academy supports staff to do this by implementing the following arrangements:</p> <p>Occupational Health Referrals Occupational Health Counselling service 24/7 confidential telephone counselling services for staff and their families Free eye checks for essential DSE users Paid flu vaccinations for staff not eligible for a free vaccine Work Life Balance weeks every term where no Monday night training is arranged Generous directed time timetable ensuring teaching staff are not required to work more than 1265 hours pro rata to their contract Green time timetabled into all teaching timetables weekly for CPD activities Reduced Parent Evening/twilight evening/out of school hours commitments wherever possible or included in directed time Monday evening after school training schedule included in directed time and allows time for CPD, departmental meetings, pastoral and safeguarding updates, data assessment Flexible training days Staff Health and Wellbeing surveys carried out regularly and feedback issue to staff Senior leader appointed with responsibility for Staff Wellbeing Departmental staff Wellbeing stress risk assessments issued annually Use of paid phased returns for long term absences with additional support implemented as required/available Staff meals provided for late night events or parents evenings Free tea, coffee, and hot choc provided twice a day for all staff Free pastries every Friday at break time for all staff Free Christmas lunch for all staff Reception phone put on hold for one hour per day to allow admin staff to focus on tasks requiring concentration, planning, training or meeting time. Time off in lieu for non-classroom based staff to attend essential personal appointments etc. Flexible working patterns agreed for support staff where possible Requests for part time work and/or timetables to suit childcare arrangements accommodated where possible. Use of on-site gym facilities FOC to all staff with supervision from PE staff</p>	

Solutions to stress hazards and suggestions on how to minimise stress will be identified, discussed and communicated each year.
All staff have an opportunity to contribute to discussions, meetings, surveys 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 is completed annually involving all staff.

20. Swimming Pool Operating Procedures (where applicable)

Name of person who has overall responsibility for managing the swimming pool and it's environment.	N/a
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): Pool hire contractor and employed staff are responsible for all of the above whilst on site.	
Contractor staff operating the swimming pool have received appropriate training and information.	
Emergency procedures are in place for the use of the swimming pool and all staff who supervise swimming activities are trained appropriately in these procedures.	
The health and safety considerations within curriculum swimming must be planned, supervised and managed by staff who include in their lesson planning.	

21. Training and Development

Name of person who has overall responsibility for the training and development of staff.	Mr S Fryer
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: Staff Induction Programme for all new starters, signed once complete and kept in personnel file. Regular online H&S training on a rotating range of subjects	
The 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 with Mrs S Burgess	
Training and competency as a result of training is monitored and measured by:	Mrs S Burgess

21. Vehicles owned or operated by the school/academy

Name of person who has overall responsibility for the academy vehicles	Mr S Fryer Mrs J Moore
The academy operates 1 minibus	BL16 AXZ

Name of person who manages the driver medical examinations	Mrs S Burgess
Name of person who manages the vehicle license requirements	Mrs S Burgess
Name of person who undertakes vehicle checks such as oil, water and routine roadworthiness.	Mrs J Moore
Name of person who arranges servicing and maintenance of the academy vehicles	Mrs J Moore
Our arrangements for the safe use of academy vehicles are via a Use of Minibus Policy for the safe use of the vehicle developed in conjunction with Zurich Insurance Services	

22. Vehicle movement on site

Name of Premises Manager responsible for the management of vehicles on site	Ms J Moore
<p>Our arrangements for the safe access and movement of vehicles on site are (include restriction on vehicle movement at certain times, speed limits, segregation vehicles from pedestrian areas, restrictions on reversing vehicles, special arrangements for deliveries etc.): See external premises risk assessment All vehicle movements on site must be supervised and a banksman present at all times.</p>	

23. Violence and Aggression and School/Academy Security

The academy provides a place of work which is designed and managed to minimise the risk of violence and aggression to staff, pupils and visitors.	
A risk assessment is carried out where staff are at increased risk of injury due to their work.	
Training, information and instruction is available to staff to help them manage the risk of violence and aggression where required.	
Staff and pupils must report all incidents of verbal & physical violence to:	Mr S Fryer
Incidents of verbal & physical violence are investigated by:	Mr S Fryer
Name of person who has responsibility for site security:	Mrs J Moore
<p>Our arrangements for site security are: CCTV cameras cover entire perimeter of building Internal CCTV covers reception area, IT rooms, Inclusion Room, corridors Perimeter fencing around whole school site and secure fencing around main building Intercom operated barrier system to regulate vehicle access to site. Key fob entry system on all external and some internal doors Daily checks of school during school closures New motorised gate entry system installed Jan 23 with intercom and key fob entry system</p>	

24. Water System Safety

Name of Premises Manager responsible for managing water system safety.	Mrs J Moore
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Name of contractors who have undertaken a risk assessment of the water system	HSL
Name of contractors who carry out regular testing of the water system:	IWS
Location of the water system safety manual/testing log	Site office
Our arrangements to ensure contractors have information about water systems are: Contractors working on water review and sign the water folder prior to commencing work.	
Our arrangements to ensure all academy staff carrying out checks or testing or maintenance have information about the water system.	

25. Working at Height

Name(s) of person responsible managing the risk of work at height on the premises:	Mrs J Moore
Work at height is avoided where possible.	
<p>Our arrangements for managing work at height are:</p> <p>All staff have received awareness training about working at height from steps and ladders as part of their slips trips and falls training.</p> <p>Staff are trained to keep three points of contact when using ladders and to have second person holding base of ladders.</p> <p>Ladders and internal caged ladder checked regularly. Zurich Insurance check ladders.</p> <p>Roof work restricted to minimum. Inform someone before going onto roof and inform them when returned. Always carry mobile. Do not walk within 1 meter of edge – yellow line marked 1m from edge. Edge work to be carried out via ladder from the ground. Do not stand on sky lights.</p>	
Appropriate equipment is provided for work at height where required.	
Staff who carry out work at height are trained to use the equipment provided	
Work at height equipment is regularly inspected, maintained and records are kept in the front boiler house	

26. Work Experience

Name of person who has overall responsibility for managing work experience and work placements for school/academy pupils.	N/a
Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are: n/a	
The name of the person responsible for the health and safety of people on work experience in the academy premises:	n/a
<p>Our arrangements for managing the health and safety of work experience students in the school/academy are:</p> <p>The provider school supply pupil information, any medical, H&S information and emergency contact details</p> <p>Students working in school are supervised at all times by a member of staff</p>	

27. Volunteers

Name of person who has overall responsibility for managing/coordinating volunteers working within the academy:	Mrs S Burgess Staff Line managers
Volunteers are considered as a member of staff and all health and safety arrangements including induction and training must apply.	

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

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

A Health and Safety SMART plan is in place and is monitored and reviewed weekly by the site
Progress is reported weekly to the Health and Safety Committee.