



Health, Safety and Wellbeing
Policy

Etching Hill CE Primary Academy



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2. Version control

Date	Version	Revision	Owner
30/06/17	1.0	New Policy	Future Generation Trust Policy Team
13/06/18	2.0	Annual review of policy	Future Generation Trust Policy Team
24/06/19	3.0	Annual review of policy	Future Generation Trust Policy Team
02/06/20	4.0	Annual review of policy	Future Generation Trust Policy Team
07/06/21	5.0	Annual review of policy – updated policy statement & roles and responsibilities, addition of legal framework & Plan, Do, Check, Act.	Future Generation Trust Policy Team
31/03/22	6.0	Annual review of policy	Future Generation Trust Policy Team
22/03/23	7.0	Annual review of policy	Future Generation Trust Policy Team

3. Introduction

As an education provider, Future Generation Trust (FGT), is committed to ensuring high standards of health, safety and wellbeing and as such will endeavour to adopt best practice across all of our premises and activities. FGT expects all staff, pupils, parents, trustees, governors, contractors and visitors to abide by the requirements of this policy.

This policy has been developed in-line with current guidance received from the Trust's Health & Safety Advisor – Staffordshire County Council, and has been further developed by the inclusion of the Health & Safety Executive (HSE) model of good practice for managing health & safety.

4. Legal framework

This policy has due regard to all relevant legislation including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- Provision and Use of Work Equipment 1988 (PUWER)
- Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health Regulations 2002
- Control of Asbestos Regulations 2012
- School Premises Regulations 2012
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Construction (Design and Management) Regulations 2015

This policy also has due regard to national guidance including, but not limited to, the following:

- HSE (2104) 'Sensible health and safety management in schools'
- DfE (2018) 'Health and safety: responsibilities and duties for schools'
- DfE (2020) 'Good estate management guide for schools'
- DfE (2021) 'Statutory framework for the Early Years Foundation Stage'
- ESFA (2021) 'Academy Trust Handbook'
- DfE (2022) 'First aid in schools, early years and further education'

This policy operates in conjunction with the following trust policies and strategic documents:

- Business Continuity Plans
- Educational Visits Policy
- Estates Strategy & Asset Management Plan
- First Aid Policy
- Icy Conditions & Winter Weather Policy
- Records Management Policy
- Risk Management Policy
- Risk Register
- Strategic Plan

5. Policy Statement

At Future Generation Trust, we are committed to the health, safety and wellbeing of our staff, pupils and visitors. Ensuring the safety of our community is of paramount importance and this policy statement reflects our dedication to creating a productive and safe learning environment.

We are committed to:

- Providing a safe and healthy learning and working environment.
- Compliance with all statutory requirements.
- Ensuring emergency procedures are in place, particularly in relation to fire, asbestos and other significant hazards.
- Minimising risk via assessment, policy and procedures.
- Providing safe plant and equipment.
- Ensuring safe systems of work exist and are maintained.
- Making arrangements for the safe use, handling and storage of articles and substances.
- Preventing accidents and any work related illnesses.
- Setting high targets and objectives to promote and develop the trust's culture of continuous improvement. (Plan–Do–Check–Act)
- Outlining the arrangements that each academy has in place for managing health, safety and wellbeing.
- Assigning roles and responsibilities to key staff in the FGT Central Team and each academy.
- Ensuring adequate welfare facilities are available throughout our academies.
- Providing competent health and safety advice, support, information, training and resources, so far as is reasonably practicable.
- Including staff and representatives in health, safety and wellbeing decisions.
- Monitoring and reviewing our policies and procedures to ensure effectiveness and compliance.
- Sustaining positive health and safety attitudes and behaviours.

Health and safety is everyone's responsibility, and we expect all staff and stakeholders to play their part in recognising, supporting and reinforcing our health, safety and wellbeing arrangements.

This policy statement and the accompanying organisational arrangements supersede any previously issued and will be reviewed on an annual basis.

6. Management of Health & Safety – Plan, Do, Check, Act

FGT recognises that managing health and safety requires a sustained and systematic approach and has adopted the Health and Safety Executive (HSE) model of good practice which contains the steps; **Plan-Do-Check-Act**. This cyclical approach helps to ensure that policies, structures, systems, procedures and practices are aligned to the culture, treating health and safety management as an integral part of good management, rather than a stand-alone system.

The HSE model is illustrated below.



In adopting this approach, FGT will ensure that all key components of good health and safety management are owned and implemented across the Multi Academy Trust (MAT).

PLAN

POLICY

- The Trust Board review and approve this policy on an annual basis to ensure that it takes account of current legislation and guidance.
- Following approval, the trust's policy statement is signed by the Chair of the Trust Board, CEO and respective Headteacher and displayed in staff areas at each academy.
- Site specific management arrangements for health, safety and wellbeing are also reviewed and approved by each Local Governing Body (LGB) on an annual basis.

- All staff are required to read a copy of the policy each year and must confirm their understanding of their role in the day-to-day management of health, safety and wellbeing.

PLANNING

- The trust's **Strategic Plan** cites '*embed health & safety good practice*' as a priority for FGT.
- FGT has an Estates Strategy and Asset Management Plan approved by the Trust Board.
- Each academy has developed **Business Continuity Plans**.
- An FGT planning meeting for health, safety & wellbeing is held each year, with input from the trust's H&S Advisor.
- Each academy produces an annual **Health & Safety Forward Plan** to schedule a programme of work for the year and to drive any areas for improvement or specific projects.
- Health and safety is a regular agenda item at LGB and staff meetings.

DO

RISK PROFILING

- The trust recognises the importance of managing risk and has a **Risk Management Policy**.
- The **Risk Register** for the trust is regularly reviewed by trustees.
- Potential risks or areas of concern with regard to FGT premises and activities are risk assessed and recorded in written risk assessments by each academy.

ORGANISING

- The trust has a contract in place to ensure that statutory servicing and inspection is undertaken at each site.
- Any essential remedial works identified are undertaken promptly.
- Roles and responsibilities for health, safety and wellbeing are clearly assigned across the MAT and each academy has a designated H&S Co-ordinator.
- All staff continually develop their own competence through health and safety induction, refresher training and specific training where a need is identified.

IMPLEMENTING PLANS

- Implementation of strategic plans and capital projects are driven by the FGT Central Team.
- FGT has established a cross-academy working group for premises and health & safety which meets every half term to progress collaborative projects.
- Site specific plans are overseen by the Headteacher and H&S Co-ordinator at each academy.

CHECK

MEASURING PERFORMANCE

- The Central Team has oversight for statutory property compliance and health and safety across the MAT and collates a termly position statement on a trust wide **Premises Compliance Tracker**.

- The **Health & Safety Forward Plan** for each academy is updated on at least a termly basis.
- Each academy has a designated H&S Link Governor.

INVESTIGATING ACCIDENTS / INCIDENTS / NEAR MISSES

- Timely investigations take place to identify root causes and trends, and to assess the effectiveness of existing systems and controls.
- Competent health and safety advice and support is provided across the MAT from both the FGT Central Team and the trust's H&S Advisor.

ACT

REVIEWING PERFORMANCE

- A robust external audit programme is in place which helps identify examples of good practice and areas for improvement.
- The Trust Board receive a termly update on progress against strategic plans and capital projects.
- Internal Audits and Site Inspections are completed termly to assess controls, policies and procedures relating to premises and health & safety at each academy.
- Exemption reports on the trust wide **Premises Compliance Tracker** are presented termly to the Audit & Risk Committee.
- An annual report on health and safety is presented to governors at each academy.
- LGB's receive a termly update on health, safety and wellbeing key performance indicators (KPI's) for their academy.

LEARNING LESSONS

- Learning takes place from the outcome of investigations, with action being taken to prevent potential reoccurrence.
- Recommendations from internal and external audits are used to drive improvements.
- In addition to the support and advice received from Staffordshire County Council, FGT also subscribe to The School Bus, which provides staff with instant access to updated legal requirements, policy guidance and good practice guides. The FGT Central Team also receive regular information updates from the Confederation of School Trusts.
- Good health and safety performance is celebrated.

7. Roles and responsibilities

The organisation and arrangements which support the **Health, Safety and Wellbeing Policy** at each academy are the responsibility of the Headteacher and the H&S Safety Co-ordinator (supported and monitored by the Local Governing Body).

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. In addition to the Future Generation Trust Central Team, FGT has appointed Staffordshire County Council (an external provider) to provide this advice.

The following arrangements have been put in place by FGT to ensure that the trust's policy is implemented effectively and consistently across all academies. Further procedures and accountabilities are referenced within each academy's site specific policy document.

Future Generation Trust Board will:

- provide strategic guidance.
- approve the trust's generic policy on health, safety and wellbeing.
- monitor and review performance in-line with the adopted policy.
- ensure that competent health and safety advice and support is provided.
- arrange for H&S audits and periodic inspections to be completed by a competent person.
- ensure adequate resources are available for health, safety and wellbeing.
- assess and manage risk.
- act as a 'critical friend'.

FGT Central Team will:

- drive the trust's **Strategic Plan** and promote a culture of continuous improvement.
- collate a trust wide **Risk Register** for significant risks.
- develop and review the FGT **Health, Safety & Wellbeing Policy** annually.
- oversee statutory property compliance and health and safety across the MAT.
- develop, maintain and report on a trust wide **Premises Compliance Tracker**, capturing all key compliance elements, the frequency of completion and compliance percentage for each academy.
- offer guidance and support, as required, across the MAT.
- facilitate cross-academy working groups.
- undertake termly audits and site inspections.

Academy Local Governing Bodies will:

- ensure that a site specific **Health, Safety and Wellbeing Policy** is produced for their academy and is published on their website.
- monitor and review performance in-line with the approved policy.
- ensure Health & Safety is a regular agenda item at meetings.
- nominate a H&S Link Governor.
- monitor accidents, incidents and near misses and take steps to prevent a re-occurrence.

The Headteacher is responsible for the day to day operation of their academy and will:

- promote active leadership to sustain positive health and safety attitudes and behaviours.
- report to their Local Governing Body on key health and safety issues.
- meet with the trust's Head of Operations and Facilities regularly to oversee the management of health, safety and wellbeing for their academy.
- ensure that the **Health, Safety and Wellbeing Policy** is effectively implemented for their academy and develop appropriate procedures.
- ensure emergency procedures are in place and arrange termly fire evacuation drills.
- develop safety awareness and ensure appropriate induction and training are provided to staff, pupils and volunteers.
- ensure premises, plant and equipment are maintained in a safe condition.
- nominate a H&S Co-ordinator.

The H&S Co-ordinator will:

- support the Headteacher to implement, monitor and review the **Health, Safety and Wellbeing Policy** for their academy.
- act as the main point of contact for the academy for H&S audits and inspections.
- liaise with the trust's Central Team, Health & Safety Advisor and other organisations as and when necessary.
- keep up to date with new developments in health, safety and wellbeing.
- carry out investigations into accidents / incidents as and when required.
- support the Headteacher to produce the **Business Continuity Plans** for their academy.
- submit annual reports to the Local Governing Body.
- produce an annual **H&S Forward Plan** for their academy and monitor progress.
- contribute to cross-academy working groups.

The Site Supervisor is responsible for day to day maintenance of the building and grounds and will:

- act on and report any concerns regarding health, safety and wellbeing immediately to a member of the senior leadership team.
- ensure all work under their control is carried out in a safe manner.
- carry out weekly safety checks with regard to Fire Safety.
- carry out monthly safety checks with regard to Water Hygiene.
- ensure all contractors are shown relevant risk assessments and asbestos records, and are made aware of other hazards before commencing work on site.
- ensure all cleaning staff, whether directly employed or contracted, are working in a safe manner and are aware of how to report defects.

All employees will:

- read the **Health, Safety and Wellbeing Policy** for their academy and comply with day to day management arrangements, and sign to confirm their understanding.
- take reasonable care of their own and other people's safety.

- report any defects or hazards immediately.
- report all accidents, incidents and near misses.
- follow safety and hygiene rules intended to protect the health, safety and wellbeing of themselves and others (including use of personal protective equipment – PPE).
- supervise pupils and advise on the safe use of equipment.
- contribute to and highlight any gaps in the academy’s risk assessments.
- develop their safety awareness and take part in any relevant training.
- be familiar with the procedure to be followed in the event of a fire or other serious incident.
- report any unsafe working practice.

All pupils will:

- follow safety instructions given by all staff, especially in an emergency.
- follow safety and hygiene rules intended to protect the health, safety and wellbeing of themselves and others (including use of personal protective equipment - PPE).
- inform any member of staff of anything which may affect their health, safety or wellbeing.

8. Site Specific Management Arrangements

Future Generation Trust has developed the template attached as **Appendix A** for each academy to use to document its own site specific management arrangements for health, safety and wellbeing.

9. Monitoring and Review

The FGT Central Team has oversight for statutory property compliance and health and safety across the MAT.

The Headteacher, designated H&S Link Governor and designated H&S Co-ordinator collectively hold responsibility for health, safety and wellbeing at their academy.

This policy and all arrangements and procedures will be reviewed annually.

Policy adopted on: 18 May 2023

Review Date: May 2024

Signed: Fliss Dale

Designation: Chair of Trust Board

Management Arrangements for Etching Hill Primary Academy

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 academy obtains competent health and safety advice from</i>	Staffordshire County Council Health, Safety and Wellbeing Service FGT Facilities and Operations Manager
<i>The contact details are</i>	John Burdett – Health & Safety Advisor john.burdett@staffordshire.gov.uk
<i>In an emergency we contact</i>	01785 355777 (Duty Officer)

Monitoring Health and Safety

<i>Name of person(s) responsible for the overall monitoring of health and safety in the academy</i>	
<i>Headteacher</i>	Marie Smith
<i>Head of School</i>	Alison Morganti
<i>Business Manager</i>	Zoë Hasketh-Boston – H&S Co-ordinator
<i>H&S Link Governor</i>	Julie Gladdy – Link Governor
<i>Site Supervisor / Caretaker</i>	Tony Cope – Site Caretaker
<i>Our arrangements for the monitoring of health and safety are:</i>	
<ul style="list-style-type: none"> • Areas of concern are discussed at weekly staff and Senior Leadership team meetings. • Headteacher's Report presented to the Local Governing Body each term includes H&S. • Governors received an annual Health & Safety summary 	
<i>The academy carries out formal evaluations and audits on the management of health and safety every 3-5 years.</i>	
<i>The last audit took place</i>	<i>Date: 22 April 2021</i>

	<i>By: John Burdett</i>
<i>Name of person responsible for monitoring the implementation of health and safety policies</i>	<i>Marie Smith Headteacher</i>
<i>All staff are aware of the key performance indicators and how they are monitored</i>	
<i>Workplace inspections:- Leadership Team</i>	<i>Name of person who carries these out</i>
<i>Building/Site Inspections</i>	<i>Marie Smith, Z Hasketh-Boston, T Cope</i>
<i>Inspection of Forest School area</i>	<i>S Fletcher (Forest Leader)</i>
<i>Inspection of flat roofs</i>	<i>T Cope (Caretaker)</i>

1. Accident Reporting, Recording & Investigation

<i>Our arrangements for recording and investigating:</i>
<p>Pupil accidents: ALL accidents are recorded in either the main Accident Folder or the Lunchtime Accident Folder. Pupil is assessed and treated, then details are recorded. Contact method home decided, either a slip completed for child to take home or office asked to contact directly via call or text.</p> <p>Where a pupil has to attend hospital as a result of an accident at school it is also recorded on the Staffordshire County Council secure online portal. An investigation is conducted and corrective action taken if required. A Health & Safety Duty Officer reviews the information recorded online and offers additional support and guidance as appropriate.</p>
<p>Staff accidents:</p> <p>Treat injury and establish all details of accident to record in Accident Book (located in Business Manager office). An investigation is conducted and corrective action taken if required.</p> <p>If RIDDOR reportable, all necessary information is forwarded to the Trust's Health & Safety Advisor.</p>
<p>Visitor accidents:</p> <p>Treat injury and establish all details of accident to record in Accident Book (located in Business Manager office). An investigation is conducted and corrective action taken if required. If RIDDOR reportable, all necessary information is forwarded to the Trust's Health & Safety Advisor.</p>
<p><i>The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is:</i></p> <p><i>Z Hasketh-Boston (MyHealth&Safety)</i></p>
<i>Our arrangements for reporting to the Governing Board are:</i>

<ul style="list-style-type: none"> • <i>Summary of accidents/trends included in the Headteacher's Report to LGB each term</i>
<p><i>Our arrangements for reviewing accidents and identifying trends are:</i></p> <ul style="list-style-type: none"> • <i>Monthly accident trend analysis review (J Gladdy), feedback and investigation where necessary</i> • <i>Using the occurrence of 'near-miss' situations to provide the opportunity to investigate threat scenarios</i>

2. Asbestos

<i>Name of Premises Manager responsible for Managing Asbestos.</i>	<i>Name: M Smith Headteacher Zoë Hasketh-Boston Business Manager</i>
<i>Location of the Asbestos Management Log or Record System.</i>	<i>Location: Business Manager cupboard</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"> • <i>Asbestos Register must be seen by contractor prior to any works being commenced (they must sign Declaration of Understanding).</i> • <i>Hazard Exchange completed with all contractors carrying out works on site</i> 	
<p><i>Our arrangements to ensure all school staff such as class teachers or caretakers have information about asbestos risk on the premises:</i></p> <p><i>There is no directly accessible asbestos on site, further investigation would be sought upon building works being required.</i></p> <p><i>Staff are aware that the Asbestos Register is located in the Academy Office, and that it includes information about the location of any asbestos containing materials. This info is refreshed at least annually to ensure all staff (including new starters) are aware.</i></p>	
<i>Staff must report damage to asbestos materials to:</i>	<i>Z Hasketh-Boston/ T Cope</i>
<p><i>Staff must not drill or affix anything to walls without first obtaining approval from the premises manager.</i></p>	

3. Communication

<i>Name of SLT member who is responsible for communicating with staff on health and safety matters:</i>	<i>Name: M Smith, Z Hasketh-Boston</i>
<p><i>Our arrangements for communicating about health and safety matters with all staff are: H&S notice board/email/text/staff meetings and weekly briefing</i></p>	
<p><i>Staff can make suggestions for health and safety improvements by:</i></p> <ul style="list-style-type: none"> • <i>contacting Z Hasketh-Boston</i> • <i>filling in suggestion slip from notice board</i> 	

- *speaking to staff representative J Gladdy raising issues in Friday am briefing H&S section*

4. Construction Work *See also Contractor Management

<i>Name of person coordinating any construction work / acting as Client for any construction project.</i>	<i>Name: Z Hasketh-Boston</i>
<p><i>Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are:</i></p> <p><i>Hazard Exchange completed with all contractors carrying out works and Site Induction issued by school re: site arrangements, contacts etc.</i></p>	
<p><i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are:</i></p> <p><i>Site Induction at the outset of any construction works on site, including Hazard Exchange form to be completed by both school and contractor pope</i></p> <p><i>(prior to commencement of works)</i></p> <p><i>Copies of any risk assessments and/or safe systems of work/method statement obtained from contractor</i></p> <p><i>Meetings held at appropriate timescales during the course of the project</i></p>	
<p><i>Our arrangements for the induction of contractors are:</i></p> <p><i>Detailed induction for all contractors at time of Hazard Exchange</i></p>	
<p><i>Staff should report concerns about contractors to: M Smith or Z Hasketh-Boston</i></p>	
<p><i>We will review any construction activities on the site by:</i></p> <p><i>Regular site meetings and ongoing communication throughout any construction works with all contractors and reporting back to FGT Facilities/Operations team</i></p>	

5. Consultation

<i>Name of SLT member who is responsible for consulting with staff on health and safety matters:</i>	<i>Name: M Smith & Z Hasketh-Boston</i>
<i>The name of the Trade Union Health and Safety Representative is:</i>	<i>Name: Julie Gladdy</i>
<p><i>Our arrangements for consulting with staff on health and safety matters are:</i></p> <p><i>staff emails, staff texts, H&S Notice Board in staffroom, agenda item at weekly briefing meetings</i></p>	
<p><i>Staff can raise issues of concern by:</i></p> <p><i>Weekly agenda item at briefing sessions and staff meetings, J Gladdy is staff H&S</i></p>	

Representative, direct reporting to Z Hasketh-Boston and M Smith

6. Contractor Management

<i>Name of person responsible for managing and monitoring contractor activity</i>	<i>Z Hasketh-Boston</i>
<i>Our arrangements for selecting competent contractors are:</i>	
<i>Seeking references and or recommendations from FGT and other local schools, verifying accreditations and memberships to appropriate bodies, checking with FGT Facilities/Operations for preferred suppliers, verifying employer and public liability insurance cover</i>	
<i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are:</i>	
<i>Site Induction at the outset of any construction works on site, including Hazard Exchange form to be completed by both school and contractors.</i>	
<i>Our arrangements for the induction of contractors are:</i>	
<i>Detailed induction for all contractors at time of Hazard Exchange</i>	
<i>Staff should report concerns about contractors to: M Smith or Z Hasketh-Boston</i>	

7. Curriculum Areas – health and safety

<i>Name of person who has overall responsibility for the curriculum areas as follows:</i>	<i>Head of Dept. or Curriculum Lead Name</i>
<i>Classroom/Curriculum</i>	<i>Headteacher</i>
<i>Forest School</i>	<i>S Fletcher (Forest Leader)</i>
<i>PE</i>	<i>Jack Ray, Lily Hartley</i>
<i>Science</i>	<i>K Jevon</i>
<i>Risk assessments for these curriculum areas are the responsibility of:</i>	
<i>Classroom/Curriculum</i>	<i>Teaching staff & Senior Leadership Team</i>
<i>Forest School</i>	<i>S Fletcher (Forest Leader)</i>
<i>PE</i>	<i>J Ray, L Hartley</i>
<i>Science</i>	<i>K Jevon</i>

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

<i>The school assesses the risk of the use of computers/laptops by carrying out a DSE assessment for staff using this type of equipment continuously and regularly for over an hour.</i>	
<i>Our arrangements for carrying out DSE assessments are:</i> <i>Z Hasketh-Boston is a DSE Assessor.</i> <i>Each member of staff who continuously and regularly uses a computer (for over an hour every day) is required to undertake a DSE assessment. These are returned to Z Hasketh-Boston, who assesses and can then discuss control methods etc..</i> <i>Reviewed every two years (or at the time of any change in office, job role or personnel).</i>	
<i>Name of person who has responsibility for carrying out Display Screen Equipment Assessments</i>	<i>Name: Z Hasketh-Boston</i>
<i>DSE assessments are recorded and any control measures required to reduce risk are managed by</i>	<i>Name: Z Hasketh-Boston</i>

9. Early Years Foundation Stage (EYFS)

<i>Name of person who has overall responsibility for EYFS</i>	<i>Marie Smith</i> <i>Headteacher</i>
<i>Our arrangements for the safe management of EYFS are:</i> <i>EYFS comes under the umbrella of the school Health & Safety Management and Policy and J Hill ensures that this fully complies with the EYFS framework requirements.</i>	

10. Educational visits / Off-Site Activities

<i>Name of person who has overall responsibility for Educational Visits</i>	<i>Name: Marie Smith (Headteacher)</i>
<i>The Educational Visits Coordinator is</i>	<i>Name: Marie Smith (Headteacher)</i> <i>Visits Admin: Office Team</i>
<i>Our arrangements for the safe management of educational visits:</i> <i>Staff leading the visit must refer to and comply with the guidance detailed within the Trust's Educational Visits Policy.</i> <i>When a trip is planned, rigorous risk assessments take place (including a pre-visit if a venue has not been visited before). M Smith to approve all visit requests, Office Team organises all</i>	

administration and Z Hasketh-Boston approves Risk Assessment along with venue and staff. Where a venue has been awarded with the Learning Outside the Classroom Quality Mark (LOTC), this accreditation shows that a provider has met or exceeds stringent safety and quality standards, meaning that risk assessments and operating procedures can be assumed to be of satisfactory standard.

11. Electrical Equipment [fixed & portable]

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	Name: Staffordshire County Council manage the FET, the last one was dated July 2021.
Fixed electrical wiring test records are located:	Business Manager files in office
All staff visually inspect electrical equipment before use.	
Our arrangements for bringing personal electrical items onto the school site are: Staff are not permitted to bring in electrical devices	
Name of person responsible for arranging the testing of portable electrical equipment (PAT):	Name: Z Hasketh-Boston
Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:	Name: Z Hasketh-Boston July 2022 (Calbarrie)
Portable electrical equipment (PAT) testing records are located:	Business Manager Office
Staff must take defective electrical equipment out of use and report to:	Name: Tony Cope (Caretakers book)
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	Name: Z Hasketh-Boston
The Fire Risk Assessment is located	H&S File in Business Manager Office
When the fire alarm is raised the person responsible for calling the fire service is	Office Staff
Name of person responsible for arranging and recording of fire drills	Name: Z Hasketh-Boston & J Gladdy

<i>Name of person responsible for creating and reviewing Fire Evacuation arrangements</i>	<i>Name: Z Hasketh-Boston & J Gladdy</i>
<i>Our Fire Evacuation Arrangements are published</i>	<i>Location: Throughout the school on clear display</i>
<i>Our Fire Marshalls are listed:</i>	<i>Location: H&S Notice Board in the staffroom</i>
<i>Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at</i>	<i>Business Manager Office</i>
<i>Name of person responsible for training staff in fire procedures</i>	<i>Name: Z Hasketh-Boston & J Gladdy</i>
<i>All staff must be aware of the Fire Procedures in school –</i>	
<i>All new staff have received a full induction</i>	

13. First Aid *see also Medication

<i>Name of person responsible for carrying out the First Aid Assessment</i>	<i>Name: Z Hasketh-Boston</i>
<i>The First Aid Assessment is located</i>	<i>Location: Business Manager office</i>
<i>First Aiders are listed</i>	<i>Location: H&S Notice Board (staffroom)</i>
<i>Name of person responsible for arranging and monitoring First Aid Training</i>	<i>Name: Z Hasketh-Boston</i>
<i>Location of First Aid Box</i>	<i>Staffroom, playground and classrooms</i>
<i>Name of person responsible for checking & restocking first aid boxes</i>	<i>School office team</i>
<i>In an emergency staff are aware of how to summon an ambulance</i>	
<i>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):</i>	
<i>Pupils</i>	<i>After 999 call is made and completed, parents contacted immediately, either staff member or parent where possible will accompany</i>
<i>Staff</i>	<i>Dependent upon who and reason for hospital visit, Headteacher to determine cause of action required</i>
<i>Visitors</i>	<i>Dependent upon who and reason for</i>

	<i>hospital visit, Headteacher to determine cause of action required</i>
<i>Our arrangements for recording the use of First Aid are: Pupil accidents and injuries, along with first aid treatment, are recorded in first aid folder (and lunchtime first aid folder during lunchtime). Staff/visitors accidents and injuries are recorded in the staff First Aid Record kept in the Business Manager's office.</i>	

14. Forest School

<i>Name of person in school who leads on Forest School activity</i>	<i>Sam Fletcher</i>
<i>Our arrangements for developing, organising and running Forest School activity.</i>	
<i>Forest School Risk Assessments and hand book (located in Office)</i>	

15. Glass & Glazing

<i>All glass in doors and side panels are constructed of safety glass</i>	
<i>All replacement glass is of safety standard</i>	
<i>A glass and glazing assessment took place in 2013 and the record can be found:</i>	<i>Date and Location: 2013 Business Manager's Office</i>

16. Hazardous Substances (COSHH)

<i>Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)</i>	<i>Z Hasketh-Boston</i>
<i>Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are: ALL hazardous substances are kept in a cupboard which is locked at all times and inaccessible to children. COSHH Assessments for all chemicals are located and displayed clearly for users of substances. (Cleaning cupboard) and kitchen items all recorded on COSHH area of CMC online Tracker</i>	

17. Health and Safety Law Poster

<i>Name of person responsible for siting and updating poster:</i>	<i>Z Hasketh-Boston</i>
<i>The Health and Safety at Work poster is located:</i>	<i>Location: H&S Notice Board in staffroom</i>

18. Housekeeping, cleaning & waste disposal

<i>All staff and pupils share the responsibility for keeping the school site clean, tidy and free from hazards</i>	
<i>Our waste management arrangements are:</i>	
<i>Caretaker removes rubbish on a daily basis from the school into designated appropriate waste</i>	

<i>bins, these are emptied on a weekly basis.</i>	
<i>Weekly emptying of nappy bin during term time.</i>	
<i>Monthly emptying of sanitary waste and swabs and dressings bins.</i>	
<i>Our site housekeeping arrangements are:</i>	
<i>Daily cleaning by team of cleaners with responsibilities for designated areas throughout the school. Caretaker to report any area left in an unsatisfactory state during end of day lock up.</i>	
<i>Site cleaning is provided by:</i>	<i>In-house cleaners</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 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>	

19. Infection Control

<i>Name of person responsible for managing infection control:</i>	<i>Name: Z Hasketh-Boston</i>
<i>Our infection control arrangements (including communicable diseases/hand hygiene standards) are:</i>	
<i>Health Protection Agency's guidelines followed for the control of infection and communicable disease.</i>	
<i>Handwashing facilities in all washrooms, relevant communicable diseases information available in main office for any parental or staff queries</i>	

20. Lettings

<i>Name of Premises Manager or member of Leadership team responsible for Lettings</i>	<i>Name: Marie Smith (Headteacher)</i>
<i>Our arrangements for managing Lettings of the school /rooms or external premises are:</i>	
<i>A hire agreement, inclusive of Health & Safety expectations and arrangements, is shared between hirer and school.</i>	
<i>The Health and Safety considerations for Lettings are considered and reviewed annually, this makes up the Lettings Policy (Governor approved)</i>	

<i>Hirers have in place their own risk assessments, first aid arrangements/ fire procedures and emergency procedures.</i>
<i>Hirers are responsible for obtaining the necessary local authority licenses for their activities and these must be provided to the school on request.</i>
<i>Hirers must provide a register of those present during a letting upon request.</i>

21. Lone Working

<i>Our arrangements for managing lone working - see Lone Working Policy</i>

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

<i>Ladders and steps, Kitchen extractor fan, PE equipment, fire alarm and smoke detection, emergency lighting, fire extinguishers – all of these items are subject to periodic checks by appropriate entities which are recorded and maintained.</i>	
<i>Name of person responsible for the selection, maintenance / inspection and testing of equipment</i>	<i>Name: Z Hasketh-Boston</i>
<i>Records of maintenance and inspection of equipment are retained and are located:</i>	<i>Location: Business Manager's office</i>
<i>Staff report any broken or defective equipment to:</i>	<i>Name: Caretakers defect book located in Business Manager's office</i>
<i>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 if requested: This would be sought and shared at appropriate Hazard Exchange meetings between the school and contractors prior to any works being completed.</i>	

23. Manual Handling

<i>Name of competent person responsible for carrying out manual handling risk assessments</i>	<i>Name: A Morganti (movement of people) and Z Hasketh-Boston (movement of objects)</i>
<p><i>Our arrangements for managing manual handling activities are:</i></p> <p><i>Manual Handling Assessments will be undertaken as and when required.</i></p> <p><i>Where the need is identified, ZHB or AM will arrange appropriate training for staff.</i></p> <p><i>Wherever possible, control measures will be put in place to reduce risk from manual handling.</i></p>	
<i>Staff must be aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided.</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>

24. Medication

<i>Name of person responsible for the management of and administration of medication to pupils in school</i>	<i>Name: Marie Smith (Headteacher)</i>
<i>Our arrangements for the administration of medicines to pupils are: Administration of Medicines Policy</i>	
<i>The named members of staff who are authorised to give / support pupils with medication are:</i>	<i>Office Staff (supported by First Aid trained staff if required)</i>
<i>Medication is stored:</i>	<i>Location: Fridge in staffroom or locked drawer in front office</i>
<i>A record of the administration of medication is located:</i>	<i>Location: Front office</i>
<i>Staff are trained to administer complex medication by the school nursing service when required in specific individual circumstances.</i>	
<i>Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are: These medicines are held both in class of specified pupils and additional emergency use items are held in the front office</i>	
<i>Staff who are taking medication must keep this personal medication in a secure area in a staff only location.</i>	
<i>Staff must advise the school leaders if they are taking any medication which might impair their ability to carry out their normal work.</i>	

25. 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 staff.</i>	<i>Name: Z Hasketh-Boston A Morganti (SEN)</i>
<i>Name of person responsible for the checking and maintenance of personal protective equipment provided for staff</i>	<i>Name: Z Hasketh-Boston Gloves, aprons, masks</i>
<i>PPE provided for use in curriculum lessons is not "personal" as it is provided for pupils in</i>	

<i>classroom situations.</i>	
<i>Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for pupils.</i>	<i>Name: Class teachers</i>
<i>All PPE provided for use in a classroom environment is kept clean, free from defects and replaced as necessary.</i>	
<i>Name(s) of person responsible for cleaning and checking pupil PPE.</i>	<i>Name: Specific teacher or TA working with pupil</i>

26. Radiation

<i>Name of the school Radiation Protection Supervisor (RPS)</i>	<i>Name: N/A</i>
<i>Name of the Radiation Protection Adviser (RPA)</i>	<i>Name : N/A</i>

27. Reporting Hazards or Defects

<i>All staff and pupils must report any hazards, defects or dangerous situations they see at school.</i>
<p><i>Our arrangements for the reporting of hazards and defects:</i></p> <p><i>Staff and pupils report any hazards to Z Hasketh-Boston, T Cope or M Smith, where they are recorded in the caretaker defect book.</i></p> <p><i>Minor maintenance repairs are undertaken by the Site Supervisor as part of their daily duties.</i></p> <p><i>More serious hazards, defects or dangerous situations are escalated to a member of the Senior Leadership Team to respond to immediately</i></p>

28. Risk Assessments

<i>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 other who may be exposed to the risk.</i>	
<i>There is a comprehensive list of risk assessments for potential risks and areas for concern.</i>	
<i>Risk Assessments are recorded and a signed copy maintained by the Office</i>	
<i>Name of person who has overall responsibility for the school risk assessment process and any associated action planning</i>	<i>Name: Z Hasketh-Boston</i>
<i>Our arrangements for carrying out, recording, communicating and reviewing risk assessments are:</i>	
<i>Risk Assessments are carried out and updated annually for the site and general activities.</i>	

<p><i>All other activities and trips will be risk assessed when needed, again these will be recorded and annually updated as required, or if circumstances change.</i></p> <p><i>All risk assessments are filed (hard copy) in the office, and are also held on the H&S area on the staff shared area for access by all (accessible remotely).</i></p> <p><i>A summary of Risk Assessments details review dates etc.</i></p>
<p><i>Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments.</i></p>
<p><i>When an accident or incident occurs a post risk assessment takes place when a new hazard has been identified.</i></p>
<p><i>Risk assessments are created or reviewed when something new is introduced or a change has occurred.</i></p>

29. Smoking

<p><i>No smoking or vaping is permitted on site or in vehicles owned or operated by the school.</i></p>

30. Shared use of premises/shared workplace

<p><i>Name of Premises Manager or member of Leadership team responsible for Premises Management</i></p>	<p><i>N/A</i></p>
<p><i>The school premises are shared with another organisation (e.g.Contract caterer/public leisure centre).</i></p>	<p><i>N/A</i></p>
<p><i>Our arrangements for managing health and safety in a shared workplace are: N/A</i></p>	

31. Stress and Staff Well-being

<p><i>Name of person who has overall responsibility for the health and wellbeing of school staff</i></p>	<p><i>Name: Marie Smith (Headteacher)</i></p>
<p><i>All staff have responsibility to take care of their own health and wellbeing and the school supports staff to do this by implementing the following arrangements:</i></p>	
<p><i>Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated.</i></p>	
<p><i>All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work.</i></p>	
<p><i>Individual stress risk assessments take place when a member of staff requires additional individual support.</i></p>	

<i>HSE 'Working together to reduce stress' leaflet and posters sign-posting additional external support are displayed on staff room notice boards</i>
<i>A team stress risk assessment has been completed involving all staff and this is reviewed regularly. September 2021</i>

32. Training and Development

<i>Name of person who has overall responsibility for the training and development of staff.</i>	<i>Name: M Smith (Headteacher)</i>
<i>All new staff receive an induction which includes health and safety, fire procedures, first aid, safeguarding and emergency procedures & practises.</i>	
<i>Our arrangements for carrying out suitable and sufficient health and safety training for all staff are: To ensure that staff receive all relevant training (including refresher training) appropriate to their post.</i>	
<i>The school has a health and safety annual planner (matrix) to help in the planning of essential development and training for staff.</i>	
<i>Training records are retained and are located within individual personnel files</i>	
<i>Training and competency as a result of training is monitored and measured by:</i>	<i>Name: Z Hasketh-Boston</i>

33. Vehicles owned or operated by the school

<i>Name of person who has overall responsibility for the school vehicles</i>	<i>Name: M Smith Headteacher</i>
<i>The school operates 1 minibus</i>	<i>List: Lease agreement with Hitachi</i>
<i>Name of person who manages the driver medical examinations</i>	<i>Z Hasketh-Boston</i>
<i>Name of person who manages the vehicle license requirements</i>	<i>Z Hasketh-Boston</i>
<i>Name of person who undertakes vehicle checks such as oil, water and routine roadworthiness.</i>	<i>Driver (before journey)</i>
<i>Name of person who arranges servicing and maintenance of vehicle</i>	<i>Z Hasketh-Boston</i>
<i>Our arrangements for the safe use of school vehicles are detailed in the Minibus Policy and summarised below:-</i>	
<i>Only staff that have passed the Staffordshire County Council minibus test and medical</i>	

are authorised to drive the Academy minibus.

Whenever possible, the minibus is parked in the bus lay-by for pupils to embark/disembark the vehicle.

34. Vehicle movement on site

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

Name Z Hasketh-Boston

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): NO vehicle movement other than on the carpark while pupils are on site, unless an individual risk assessment is carried out and shared with relevant persons.

35. 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:

Name M Smith (Headteacher)

Incidents of verbal & physical violence are investigated by:

Name M Smith (Headteacher) with support where required

Name of person who has responsibility for site security:

Name M Smith (Headteacher)

Our arrangements for site security are:

The playground gates are only opened for start/end of day. Otherwise, main reception provides only entrance accessible to public, where visitors can be held.

Car park access is controlled by an electronic barrier.

- Unless in special circumstances approved by the Headteacher, parents/carers are not allowed into school.
- Rear access gates to the site and side gates to the playground are locked each day after use.
- Access doors in & out of school are secured (access code or internal fob locks).

- All visitors are required to sign in on the Academy's electronic visitor manager system.

36. Water Hygiene

Name of Premises Manager responsible for managing water system safety.	Name: Z Hasketh-Boston
Name of contractors who have undertaken a risk assessment of the water system	Name: Concept Environmental Solutions (June 2023)
Name of contractors who carry out regular testing of the water system:	Name: HSL 6 monthly checks
Location of the water system safety manual/testing log	Location: Business Manager cupboard
Our arrangements to ensure contractors have information about water systems are: Ensuring that the Water System Management Logs are used by any contractor carrying out maintenance or checks.	
Our arrangements to ensure all school staff carrying out checks or testing or maintenance have information about the water system: T Cope has received training re: the use of and recording of water temp checks throughout the site. <ul style="list-style-type: none"> • Our Water Hygiene Risk assessment and Log Book are kept up to date. • The Headteacher, Head of Operations & Facilities and Site Supervisor are trained in Water Hygiene Safety. 	

37. Working at Height

Name(s) of person responsible for managing the risk of work at height on the premises:	Name Z Hasketh-Boston
Work at height is avoided where possible.	
Our arrangements for managing work at height are: There are fixed ladder points attached to one area of the flat roof, this is the only area where roof is to be safely accessed. Ladders are subject to periodic checks (recorded) by the Caretaker. Where there is a need for further working at height beyond these measures, a specialist contractor would be sought.	
Appropriate equipment is provided for work at height where required.	

<i>Staff who carry out work at height are trained to use the equipment provided</i>
<i>Work at height equipment (ladders) are regularly inspected, maintained and records are kept with maintenance check file in office.</i>

38. Work Experience

<i>Name of person who has overall responsibility for managing work experience and work placements for school pupils.</i>	<i>Name Z Hasketh-Boston</i>
<p><i>Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are:</i></p> <p><i>We have a working relationship with Birmingham City University, Stafford College and Wolverhampton University in order to accommodate student placements. All students will receive a formal induction re: safeguarding and H&S before beginning their placement. ID and DBS checks will be conducted as part of this process.</i></p> <p><i>High School Work Experience placements: There is direct liaison between the Academy and the school/college that the students are attending to organise work experience placements.</i></p> <ul style="list-style-type: none"> <i>• Students are given a structured work programme and are never left unsupervised whilst in the school.</i> 	
<i>The name of the person responsible for the health and safety of people on work experience in the school premises:</i>	<i>Name: Z Hasketh-Boston</i>
<p><i>Our arrangements for managing the health and safety of work experience students in the school are:</i></p> <p><i>Those carrying out work experience receive a formal induction relating to safeguarding and H&S before beginning their placement.</i></p>	

39. Volunteers

<i>Name of person who has overall responsibility for managing/coordinating volunteers working within the school:</i>	<i>Name Z Hasketh-Boston</i>
<p><i>Volunteers are considered as a member of staff and all health and safety arrangements including induction and training must apply.</i></p>	

40. Jewellery

<p><i>Pupils are permitted to wear stud earrings and watches. These items of jewellery should be removed by pupils for PE activities. If pupils are unable to remove earrings (due to recent piercings) they may be covered by plasters/micropore tape and remain in the ear whilst the pupil continues to participate in PE, with written permission only from someone with parental</i></p>

responsibility, removing any responsibility for any injury sustained from the academy.

Health and Safety Key Performance Indicators (KPI's)

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

The following KPI's will be used by Etching Hill CE Primary Academy to monitor performance and evaluate success in this area:

- an annual Health, Safety and Wellbeing Forward Plan
- dates for termly fire evacuation drills
- a termly summary of accident, incident and ill-health statistics
- care plans in place for vulnerable pupils
- an annual Health & Safety Report to the Local Governing Body including Action Plan

Management Arrangements adopted by Governing Body on: September 2023

Review Date: September 2024