



Health, Safety and Wellbeing
Policy

Gentleshaw 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 *Gentleshaw 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>	Health, Safety & Wellbeing Service Staffordshire County Council
<i>The contact details are</i>	John Burdett – Health & Safety Advisor john.burdett@staffordshire.gov.uk Mobile telephone number available in Academy Business Continuity Plan
<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>	Genevieve Saunders
<i>H&S Co-ordinator</i>	Sharn Armiger
<i>H&S Link Governor</i>	Jan Macey
<i>Site Supervisor / Caretaker</i>	Alastair Chapman
Our arrangements for the monitoring of health and safety are	
<ul style="list-style-type: none"> ○ Discussing any areas of concern at weekly staff and leadership team meetings. ○ Including Health and Safety as a regular agenda item at Local Governing Body meetings. ○ Presenting an annual report on Health, Safety and Wellbeing to Governors. 	
<i>The academy carries out formal evaluations and audits on the management of health and safety</i> The next full external audit will take place July 2026.	
<i>The last audit took place</i>	<i>Date: 14th July 2021</i> <i>By: John Burdett</i>
<i>Name of person responsible for monitoring the implementation of health and safety policies</i>	<i>Genevieve Saunders</i> <i>Sharn Armiger</i>
<i>All staff are aware of the key performance indicators and how they are monitored</i>	

Site inspections and internal audit reports	Site inspections and internal audit reports Tina Clark (Head of Operations & Facilities – Future Generation Trust)
Building inspections	Genevieve Saunders & Sharn Greensill
Inspection of outdoor gym equipment, outdoor play equipment, benches, trees and paths	Alastair Chapman

1. Accident Reporting, Recording & Investigation

<i>Our arrangements for recording and investigating:</i>
Pupil accidents are recorded in Classroom Accident Books. A separate lunchtime accident book is kept by Alistair Chapman. However, if 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.
Staff accidents are recorded in the Academy Employee Accident Book. 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.
Visitor accidents are recorded on the Academy Accident Form. 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.
<i>The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is:</i> John Burdett (Health & Safety Advisor).
<i>Our arrangements for reporting to the Governing Body are:</i>
<ul style="list-style-type: none"> • To provide a termly summary of accidents at meetings. • To report on accidents within the annual Health, Safety & Wellbeing report.
<i>Our arrangements for reviewing accidents and identifying trends are:</i>
<ul style="list-style-type: none"> • To review minor accidents by type and locations to help prevent re-occurrence. • To learn from 'near misses'.

2. Asbestos

<i>Name of Premises Manager responsible for Managing Asbestos.</i>	Genevieve Saunders Alistair Chapman
<i>Location of the Asbestos Management Log or Record System.</i>	Academy Office
<i>Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are:</i>	
Contractors must view the Asbestos Register and sign the 'Declaration of Understanding' to confirm that they have read and understood the information contained within the document prior to commencing any work on site.	
<i>Our arrangements to ensure all school/academy staff such as class teachers or caretakers have information about asbestos risk on the premises:</i>	

Asbestos information was communicated with staff during a staff meeting, this included sharing a map of possible asbestos spots in the building. An online form was produced and circulated to staff for them to sign to say they had read and understood the information.	
<i>Staff must report damage to asbestos materials to:</i>	Genevieve Saunders Alastair Chapman Sharn Armiger
<i>Staff must not drill or affix anything to walls without first obtaining approval from the premises manager.</i>	

3. Communication

<i>Name of SLT member who is responsible for communicating with staff on health and safety matters:</i>	Sharn Armiger
<i>Our arrangements for communicating about health and safety matters with all staff are:</i>	
<ul style="list-style-type: none"> • During morning briefings • During weekly staff meetings • Through policy documents • Through relevant training 	
<i>Staff can make suggestions for health and safety improvements by:</i>	
Speaking to either the Headteacher, H&S Co-ordinator, Site Supervisor or Office Staff as well as contributing to the defects log.	

4. Construction Work *See also Contractor Management

<i>Name of person coordinating any construction work / acting as Client for any construction project.</i>	Genevieve Saunders Tina Clark (Head of Operations & Facilities – Future Generation Trust)
<i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are:</i>	
<ul style="list-style-type: none"> • To ensure that all relevant health and safety paperwork (including hazard exchange information) is completed prior to the commencement of any work on site. • To ensure that a Construction Phase Plan is received for the project. • To retain any copies of risk assessments and method statements (RAMS). • To undertake meetings at appropriate timescales during the course of the project 	
<i>Our arrangements for the induction of contractors are:</i>	
To undertake pre-commencement meetings on site.	
<i>Staff should report concerns about contractors to:</i>	
The Headteacher, the H&S Co-ordinator or the Site Supervisor.	
<i>We will review any construction activities on the site by:</i>	
Regular on-going contractor meetings throughout the construction phase.	

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

- To ensure that all relevant health and safety paperwork (including hazard exchange information) is completed prior to the commencement of any work on site.
- To ensure that a Construction Phase Plan is received for the project.
- To retain any copies of risk assessments and method statements (RAMS).
- To undertake meetings at appropriate timescales during the course of the project

5. Consultation

<i>Name of SLT member who is responsible for consulting with staff on health and safety matters:</i>	Sharn Armiger
<i>The name of the Trade Union Health and Safety Representative is:</i>	NA
<i>Our arrangements for consulting with staff on health and safety matters are:</i>	
Via staff meetings and staff briefings.	
<i>Staff can raise issues of concern by:</i>	
Speaking to or e-mailing the Headteacher, the H&S Co-ordinator or the Site Supervisor. Alternatively, staff may also contact the Head of Operations & Facilities for Future Generation Trust.	
Staff are also encouraged to report issues in the academy defects log.	

6. Contractor Management

<i>Name of person responsible for managing and monitoring contractor activity</i>	Alastair Chapman
<i>Our arrangements for selecting competent contractors are:</i>	
To follow the Future Generation Trust's approved procurement process.	
<i>Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are:</i>	
To undertake meetings at appropriate timescales during the course of the contract and to ensure that any risk assessments and/or document exchange are recorded and retained.	
<i>Our arrangements for the induction of contractors are:</i>	
To undertake pre-contract discussions prior to commencement.	
<i>Staff should report concerns about contractors to:</i>	
The Headteacher, the H&S Co-ordinator or the Site Supervisor.	

7. Curriculum Areas – health and safety

<i>Name of person who has overall responsibility for the curriculum areas as follows:</i> Science D&T	Sharn Armiger Genevieve Saunders Kerry Tunnicliffe Kerry Tunnicliffe
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<i>PE</i>	Hannah Spencer
<i>Risk assessments for these curriculum areas are the responsibility of:</i>	Sharn Armiger Genevieve Saunders Class teachers

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

<i>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.</i>	
<i>Our arrangements for carrying out DSE assessments are:</i>	
<i>Name of person who has responsibility for carrying out Display Screen Equipment Assessments</i>	Nikkie Boston Sarah Stokes Genevieve Saunders
<i>DSE assessments are recorded and any control measures required to reduce risk are managed by</i>	Nikkie Boston/Sharn Armiger

9. Early Years Foundation Stage (EYFS)

<i>Name of person who has overall responsibility for EYFS</i>	Charlotte Goodsir
<i>Our arrangements for the safe management of EYFS are:</i> Staff leading the visit must refer to and comply with the guidance detailed within the Trust's Educational Visits Policy.	

10. Educational visits / Off-Site Activities

<i>Name of person who has overall responsibility for Educational Visits</i>	Genevieve Saunders
<i>The Educational Visits Coordinator is</i>	Nikkie Boston
<i>Our arrangements for the safe management of educational visits:</i> Staff leading the visit must refer to and comply with the guidance detailed within the Trust's Educational Visits Policy.	

11. Electrical Equipment [fixed & portable]

<i>Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:</i>	Genevieve Saunders Alastair Chapman Nikkie Boston/Sharn Armiger
<i>Fixed electrical wiring test records are located:</i>	Academy Office
<i>All staff visually inspect electrical equipment before use.</i>	
<i>Our arrangements for bringing personal electrical items onto the school site are:</i>	
<i>Name of person responsible for arranging the testing of portable electrical equipment (PAT):</i>	Nikkie Boston/Sharn Armiger/Alastair Chapman
<i>Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:</i>	Contractor – as specified in contract (12 or 24 months)
<i>Portable electrical equipment (PAT) testing records are located:</i>	Academy Office

<i>Staff must take defective electrical equipment out of use and report to:</i>	<i>Nikkie Boston/Alastair Chapman</i>
<i>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.</i>	

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

<i>Name of competent person responsible for undertaking & reviewing fire risk assessment in addition to any associated action planning</i>	Sharn Armiger
<i>The Fire Risk Assessment is located:</i>	Fire safety log book/electronic copy in admin shared area
<i>When the fire alarm is raised the person responsible for calling the fire service is</i>	Office staff or member of Leadership Team
<i>Name of person responsible for arranging and recording of fire drills</i>	Genevieve Saunders Sharn Armiger Alastair Chapman
<i>Name of person responsible for creating and reviewing Fire Evacuation arrangements</i>	Genevieve Saunders Sharn Armiger
<i>Our Fire Evacuation Arrangements are published</i>	On Fire Action Notices, displayed by every Fire Alarm Call Point.
<i>Our Fire Marshals are listed</i>	Genevieve Saunders Sharn Armiger Alastair Chapman Nikkie Boston
<i>Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Safety Log Book located:</i>	Site Supervisor's cupboard
<i>Name of person responsible for training staff in fire procedures</i>	Genevieve Saunders Sharn Armiger
<i>All staff must be aware of the Fire Procedures in school</i>	

13. First Aid *see also Medication

<i>Name of person responsible for carrying out the First Aid Assessment</i>	Sharn Armiger
<i>The First Aid Assessment is located</i>	In the staff room
<i>First Aiders are listed</i>	Jane Humphries Jo Bickley Nikkie Boston Rachel Whitworth Laura Pucci Michelle Robinson Sarah Stokes Charlotte Thompson Claire Deuter Tracey Ewer Stephanie Kendall
<i>Name of person responsible for arranging and monitoring First Aid Training</i>	Genevieve Saunders Nikkie Boston
<i>Location of First Aid Box(es)</i>	Ash Classroom Disabled toilet Kitchen
<i>Name of person responsible for checking & restocking first aid boxes</i>	Nikkie Boston (Academy Office)

<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:</i>	
<i>Pupils</i>	A parent/carer is contacted and asked to take the injured pupil to hospital. In the event of being unable to contact a pupil's emergency contacts, two members of staff will take the injured child to hospital. If the injury is serious, an ambulance will be called and parents/carers notified. A member of staff will accompany the pupil in the ambulance if a parent/carer has not arrived on site in time.
<i>Staff</i>	Staff will either drive themselves (if able) or be taken by a colleague.
<i>Visitors</i>	Visitors will either drive themselves (if able) or be taken by friend or a family member.
Our arrangements for recording the use of First Aid are: In the first aid accident book located in the Academy Office, Employee Accident Book, Visitor Accident Form and the Staffordshire County Council secure online portal.	

14. 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>

15. Hazardous Substances (COSHH)

<i>Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)</i>	Sharn Armiger Alastair Chapman
<i>Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are:</i>	
<ul style="list-style-type: none"> • All staff required to handle hazardous substances are trained appropriately. • COSHH advice, data sheets and COSHH risk assessments are located in the relevant folder (kitchen, cleaning, site supervisor) • Substances used within the curriculum are also risk assessed in line with COSHH. 	

16. Health and Safety Law Poster

<i>Name of person responsible for siting and updating the poster:</i>	Sharn Armiger
<i>The Health and Safety at Work poster is located</i>	Staff room

17. Housekeeping, cleaning & waste disposal

<i>All staff and pupils share the responsibility for keeping the academy site clean, tidy and free from hazards</i>
<i>Our waste management arrangements are:</i>
Lichfield District Council – general and food waste, black, brown and blue bins PHS – disposal of sanitary waste, swabs & dressings and nappies.
<i>Our site housekeeping arrangements are undertaken by Alastair Chapman (Site Supervisor).</i>

<i>Site cleaning is provided by:</i>	Site cleaning staff are directly employed and managed by the Academy.
<i>Cleaning staff have received appropriate information, instruction and training about the following and are competent:</i>	
<ul style="list-style-type: none"> • Work equipment • COSHH • Manual handling 	
<i>Waste skips and bins are located away from the academy building.</i>	
<i>All staff and pupils must be aware of the arrangements for disposing of waste and the location of waste bins and skips.</i>	
<i>Staff in all Depts. who generate waste (e.g.catering/cleaning/early years/curriculum areas) are aware of the risk assessments and control measures in place for their role.</i>	

18. Infection Control

<i>Name of person responsible for managing infection control:</i>	Genevieve Saunders
Our infection control arrangements (including communicable diseases / hand hygiene standards) are implemented in line with the Health Protection Agency's guidelines for the control of infection and communicable disease in nurseries and other early years settings.	

19. Lettings

<i>Name of Premises Manager or member of Leadership team responsible for Lettings</i>	Genevieve Saunders
<i>Our arrangements for managing Lettings of the academy rooms or external premises are:</i>	
<ul style="list-style-type: none"> • The H&S considerations for Lettings are considered and reviewed annually. • Hirers have in place their own risk assessments, first aid arrangements, fire procedures and emergency procedures. • Hirers are responsible for obtaining the necessary qualifications, licenses, DBS checks and insurance for their activities and must be provided to the Academy upon request. • Hirers must keep a register of those present during a letting and provide a copy to the Academy upon request. 	
<i>The health and safety considerations for Lettings are considered and reviewed annually.</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 academy on request.</i>	
<i>Hirers must provide a register of those present during a letting upon request.</i>	

20. Lone Working

<i>Our arrangements for managing lone working are:</i>
<ul style="list-style-type: none"> • Staff working in isolation (e.g. Site Supervisor) must carry a two-way radio with them to enable communication with the Academy Office. • When staff are working alone on the school premises (such opening / locking up or during school holidays) a mobile phone should be carried at all times.

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

Ladders and steps, extraction systems, PE equipment, fire alarm and smoke detection, emergency lighting, fire extinguishers and kitchen equipment.
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<i>Name of person responsible for the selection, maintenance / inspection and testing of equipment</i>	Alastair Chapman
<i>Records of maintenance and inspection of equipment are retained and are located:</i>	Office
<i>Staff report any broken or defective equipment to:</i>	Alastair Chapman Sharn Armiger Nikkie Boston
<i>The equipment on the academy site owned and used by contractors is the responsibility of the contractor, who must provide records of testing , inspection and maintenance if requested:</i>	

22. Manual Handling

<i>Name of competent person responsible for carrying out manual handling risk assessments</i>	Sharn Armiger/Nikkie Boston
<i>Our arrangements for managing manual handling activities are:</i>	
<ul style="list-style-type: none"> • All staff required to manually handle equipment and/or stock will be trained accordingly. • A manual handling risk assessment will be undertaken as and when required. • Wherever possible control measures will be put in place to reduce the risk from manual handling. 	
<i>Staff must be aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided.</i>	
<i>Staff who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task.</i>	
<i>Staff are trained appropriately to carry out manual handling activities.</i>	
<i>Where people handling takes place an Individual Manual Handling Plan must be in place and communicated to all parties (including where appropriate the young person/their parents/carers/support staff).</i>	

23. Medication

<i>Name of person responsible for the management of and administration of medication to pupils in academy</i>	Genevieve Saunders
<i>Our arrangements for the administration of medicines to pupils are:</i>	
Detailed in the Trust's policy on 'Supporting Pupils with Medical Conditions'.	
<i>The names members of staff who are authorised to give / support pupils with medication are:</i>	All support staff that are first aid trained
<i>Medication is stored:</i>	Staffroom fridge or disabled toilet cupboard
<i>A record of the administration of medication is located:</i>	Staffroom
<i>Pupils who administer and/or manage their own medication in school are authorised to do so by a class teacher and provided with a suitable private location to administer medication/store medication and equipment.</i>	
<i>Staff are trained to administer complex medication by the school nursing service when required.</i>	
<i>Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are:</i>	
<ul style="list-style-type: none"> • Detailed in the Trust's policy on 'Supporting Pupils with Medical Conditions'. • The Academy have an Asthma register (located in Academy Office and staffroom) 	

<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 academy leaders if they are taking any medication which might impair their ability to carry out their normal work.</i>

24. 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 academy staff.</i>	Genevieve Saunders Sharn Armiger
<i>Name(s) of person responsible for issuing PPE to staff and collecting signatures to confirm receipt.</i>	Genevieve Saunders Sharn Armiger Nikkie Boston
<i>Location of list of PPE issued</i>	Academy Office Kitchen
<i>Name of person responsible for the checking and maintenance of personal protective equipment provided for staff</i>	Nikkie Boston Alastair Chapman Belinda Davies (Catering Team)
<i>PPE provided for use in curriculum lessons is not “personal” as it is provided for pupils in classroom situations.</i>	
<i>Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for pupils.</i>	Class teachers
<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>	Class teachers

25. Reporting Hazards or Defects

<i>All staff and pupils must report any hazards, defects or dangerous situations they see at academy.</i>
<i>Our arrangements for the reporting of hazards and defects:</i> Staff and pupils report any hazards to the Academy Office, where they are recorded in the Defects Log. Any minor response maintenance repairs are undertaken by the Site Supervisor as part of their daily duties. More serious hazards, defects or dangerous situations are escalated to the H&S Co-ordinator or Headteacher to respond to immediately.

26. Risk Assessments

<i>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.</i>
<i>Risk assessments are in place for the following areas:</i> Premises and grounds Curriculum / classrooms PTA events Lettings or contract work which may affect staff or pupils in the academy Fire Risk Assessment Hazardous Substances Work Equipment Manual handling activities Lone working Risks related to individuals e.g. health issues

<i>EYFS including intimate care</i>	
<i>Name of person who has overall responsibility for the academy risk assessment process and any associated action planning</i>	Nikkie Boston Genevieve Saunders Sharn Armiger
<i>Our arrangements for carrying out, recording, communicating and reviewing risk assessments are:</i>	
<ul style="list-style-type: none"> • Risk assessments are completed by senior staff and/or those with specialist knowledge. • A copy of signed risk assessments are saved to the Academy internal IT network and are accessible for all staff with a log in. Paper copies are shared with staff who do not have access to the IT system. • A summary of all risk assessments, detailing responsible staff and review dates is maintained by office staff. • A list of additional control measures to be implemented for the current academic year is maintained, monitored and regularly updated by the H&S Co-ordinator. • New risk assessments are completed as and when required for new activities and/or individual circumstances. 	
<i>Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments.</i>	
<i>When an accident or incident occurs a post risk assessment takes place when a new hazard has been identified.</i>	
<i>Risk assessments are created or reviewed when something new is introduced or a change has occurred.</i>	

27. Smoking

No smoking or vaping is permitted on site or in vehicles owned or operated by the academy.
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28. Stress and Staff Well-being

<i>Name of person who has overall responsibility for the health and wellbeing of academy staff</i>	Genevieve Saunders
<i>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:</i>	
<ul style="list-style-type: none"> • Staff should initially share any issues or concerns with their line manager. • In the event that these are not addressed, the individual should bring the matter to the attention of the headteacher. • The FGG (Feel Good Group) is led by the H&S Co-ordinator and enables staff a voice as to how to reduce stress in the workplace. 	
<i>Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated.</i>	
<i>All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work.</i>	
<i>Individual stress risk assessments take place when a member of staff requires additional individual support.</i>	
<i>A team stress risk assessment has been completed involving all staff and this is reviewed regularly.</i>	

29. Training and Development

<i>Name of person who has overall responsibility for the training and development of staff.</i>	Genevieve Saunders
<i>All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.</i>	
<i>Our arrangements for carrying out suitable and sufficient health and safety training for all staff are:</i> To ensure that all staff receive necessary training and refresher training appropriate to their role. Renewal dates are reviewed via the SCR.	
<i>The academy has a health and safety training matrix to help in the planning of essential and development training for staff.</i>	
<i>Training records are retained and are located in staff files in the academy office/SCR</i>	
<i>Training and competency as a result of training is monitored and measured by:</i>	Genevieve Saunders Sharn Armiger

30. Vehicles owned or operated by the academy

<i>Name of person who has overall responsibility for the academy vehicles</i>	Genevieve Saunders
<i>The academy operates</i>	One minibus
<i>Name of person who manages the driver medical examinations</i>	Nikkie Boston (Academy Office)
<i>Name of person who manages the vehicle license requirements</i>	Nikkie Boston (Academy Office)
<i>Name of person who undertakes vehicle checks such as oil, water and routine roadworthiness.</i>	Alastair Chapman
<i>Name of person who arranges servicing and maintenance of the academy vehicles</i>	Nikkie Boston (Academy Office)
<i>Our arrangements for the safe use of academy vehicles are:</i> Only staff that have passed the Staffordshire County Council minibus test and medical are authorised to drive the Academy minibus.	

31. Vehicle movement on site

<i>Name of Premises Manager responsible for the management of vehicles on site</i>	Genevieve Saunders
<i>Name of person responsible for displaying signage regarding vehicle movement on site</i>	Alastair Chapman
<i>Our arrangements for the safe access and movement of vehicles on site are</i> <ul style="list-style-type: none"> • Signage states the speed limit for onsite vehicle access is 5mph. • Staff car park is not a pedestrian entrance to site. • The front entrance is gated and locked. • Meal delivery is at a set time when pupils do not access this area. 	

32. Violence and Aggression and Academy Security

<i>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.</i>	
<i>A risk assessment is carried out where staff are at increased risk of injury due to their work.</i>	
<i>Training, information and instruction is available to staff to help them manage the risk of violence and aggression where required.</i>	
<i>Staff and pupils must report all incidents of verbal & physical violence to:</i>	Genevieve Saunders

<i>Incidents of verbal & physical violence are investigated by:</i>	Genevieve Saunders
<i>Name of person who has responsibility for site security:</i>	Genevieve Saunders
<i>Our arrangements for site security are:</i>	
<ul style="list-style-type: none"> • The front entrance is gated and padlocked during out of school hours • The staff car park is secured during the school day. • All visitors to site must sign in & out at the Academy Office. • The main entrance into the Academy is via a security fob 	

33. Water Hygiene

<i>Name of Premises Manager responsible for managing water system safety.</i>	Genevieve Saunders Alastair Chapman
<i>Name of contractors who have undertaken a risk assessment of the water system</i>	Concept
<i>Name of contractors who carry out regular testing of the water system:</i>	HSL 6 monthly maintenance visits
<i>Location of the water system safety manual and water hygiene testing log</i>	Site Supervisor's cupboard
<i>Our arrangements to ensure contractors have information about water systems are:</i>	
Water Hygiene Risk Assessment and Log Book kept up to date and made available to any contractor who needs access.	
<i>Our arrangements to ensure all academy staff carrying out checks or testing or maintenance have information about the water system:</i>	
<ul style="list-style-type: none"> • Water Hygiene Risk Assessment and Log Book are kept up to date. • Site Supervisor undertakes on-site testing. • Headteacher, H&S Co-ordinator & Site Supervisor trained in water hygiene safety. 	

34. Working at Height

<i>Name(s) of person responsible managing the risk of work at height on the premises:</i>	Genevieve Saunders Sharn Armiger
<i>Work at height is avoided where possible.</i>	
<i>Our arrangements for managing work at height are:</i>	
<ul style="list-style-type: none"> • Only staff that have completed ladder safety training with an external provider are allowed to access the school roof. • Ladders and access equipment is inspected every six months by the Site Supervisor. • A working at height risk assessment has been completed. 	
<i>Appropriate equipment is provided for work at height where required.</i>	
<i>Staff who carry out work at height are trained to use the equipment provided</i>	
<i>Work at height equipment is regularly inspected, maintained and records are kept: (Location)</i>	

35. Work Experience

Name of person who has overall responsibility for managing work experience and work placements for academy pupils.	Genevieve Saunders
<i>The name of the person responsible for the health and safety of people on work experience in the academy premises:</i>	Genevieve Saunders Sharn Armiger
<i>Our arrangements for managing the health and safety of work experience students in the academy are:</i>	
<ul style="list-style-type: none">• A risk assessment is undertaken in conjunction with the school/college that the student attends prior to the work experience placement commencing.• Students are given a copy of the Academy Work Experience Risk Assessment.	

36. Volunteers

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

37. Jewellery

<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 responsibility, removing any responsibility for any injury sustained from the academy.</i>

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 Gentleshaw Primary Academy to monitor performance and evaluate success in this area:

- *an annual Health& Safety 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*

Management Arrangements adopted by Governing Body on: 18th October 2023

Review Date: September 2024