SUAT Model Policy
Health, Safety and Wellbeing Policy

Last reviewed	**June 2025**
Reviewed by	**Operations Director**
Approved by	**Trust Board**
Date of approval	**15 October 2025**
Policy owner	**Operations Director**
Location	**Trust Website**

This is a Health, Safety and Wellbeing Policy template, which is adopted by all academies within Staffordshire University Academies Trust.

Each Academy will have a copy of this policy template on their website plus a customised version, specific to their arrangements, which will be readily accessible to all employees, volunteers, temporary staff and others who are required to read and be aware of this policy's contents. Everyone's health, safety and wellbeing matters.

1. Success Indicators

The Trust and all of its academies have a Health, Safety and Wellbeing policy which:

- Provides an overview of the Trust's policy on health, safety and wellbeing
- Outlines the arrangements that each setting has in place for health, safety and wellbeing
- Assigns roles and responsibilities to key staff in each Academy
- Is monitored and reviewed regularly by senior leaders in the Academy, Trust and the Local Academy Council

2. Overview

Every Academy must have a Health, Safety and Wellbeing Policy in place which complies with the Health and Safety at Work Act 1974.

All academies are required to have a Health, Safety and Wellbeing Policy in place which is updated at least annually, or upon any changes to the roles, responsibilities, practices or procedures that are detailed in the academies' customised version. The Trust is responsible for reviewing the policy template annually in June.

Tailored policies should be developed by the Head Teacher, Senior Leadership Team, Premises Manager and H&S Coordinator, in conjunction with staff. The tailored policy should be shared with and approved by the LAC during the autumn term, annually, and thereafter shall be monitored by the SLT and LAC.

The organisation and arrangements which support the Health, Safety and Wellbeing Policy (the day to day management of Health and Safety) are the responsibility of the Head Teacher and senior leadership team, as monitored by the LAC.

Academies must appoint one or more competent people to support their management of health and safety. A competent person is someone with the necessary skills, knowledge, and experience to give sensible guidance about managing the health and safety risks at their setting This may be one or more of its employees or an external provider.

All academies have health and safety responsibilities as the occupier of the premises and therefore must take steps to ensure that the premises are managed effectively to reduce risk to those using, entering or accessing the premises at any time and for any reason.

The health and safety management standards deployed by the academies and Trust aim to:

- Ensure that all reasonable steps are taken to ensure the health, safety and welfare of users of the premises and all participants in school visits.
- Establish and maintain safe working procedures for staff and pupils.
- To provide and maintain safe Academy buildings and grounds, and safe equipment.

- Develop safety awareness, by appropriate training if necessary, amongst staff, pupils and others who help on SUAT premises.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.
- Investigate accidents and take steps to prevent a re-occurrence.
- Take proactive measures to prevent accidents and incidents of a dangerous nature, which could be hazardous to health.

3. Roles and Responsibilities within each Academy

The **Local Academy Council** will:

- Give strategic guidance.
- Monitor and review health and safety issues.
- Ensure adequate resources for health and safety are available.
- Monitor plant, equipment and systems of work to ensure that they are safe.
- Ensure that the Academy provides adequate training, information, instruction, induction and supervision to enable everyone in the Academy to be safe.
- Ensure that the premises is maintained in a condition that is safe and without significant risk. This includes the health and safety of people on the premises or taking part in educational activities off site.
- Provide a working environment that is safe and healthy.
- Provide adequate welfare facilities for staff and pupils.
- In their critical friend role, maintain an interest in all the health and safety matters.
- Review and monitor the effectiveness of this policy.
- Provide a Link LAC member for Health and Safety.

The **Executive Head Teacher (Rebecca Walker)/Head Teacher** is responsible for the day to day running of the Academy. They will:

- Promote a positive, open health and safety culture in their Academy.
- Report to LAC members on key health and safety issues.
- Seek advice from other organisations or professionals, such as the Health and Safety Executive, safety advisers etc. as and when necessary.
- Ensure that all staff co-operate with the policy.
- Devise and implement safety procedures.
- Ensure that staff and others occupying the premises adhere to health and safety policies, procedures and risk assessments.
- Ensure that risk management documentation is appropriate, accurate and adequate.
- Ensure that risk assessments are reviewed at least on an annual basis.
- Ensure that staff have access to appropriate training.
- Appoint appropriate persons with areas of responsibility within the school to implement this policy.
- Meet with the Facilities Manager (or their equivalent) regularly to ensure that any building/grounds issues are dealt with in a timely manner.
- Ensure that non employees are not adversely affected by Academy activities.

Senior Leaders within the Academy will support the Executive Head Teacher (Rebecca Walker)/Head Teacher in their role. They will:

- Ensure risk assessments are accurate, suitable and reviewed at least annually.

- Deal with any hazardous practices, equipment or building issues and report to the Executive Head Teacher (Rebecca Walker)/Head Teacher if they remain unresolved.
- Provide a good example, guidance and support to staff on health and safety issues.
- Carry out a health and safety induction for all staff and keep records of that induction.
- Keep up to date with new developments in Health and Safety issues for their Academy.
- Carry out investigations into accidents and produce reports / statements for any civil or criminal action which may arise.
- Ensure any contractors on site are competent in health and safety matters.
- Complete an annual health and safety report for the Local Academy Council, during the summer term, in conjunction with the Premises Manager.
- Ensure that non employees are not adversely affected by Academy activities.

The **Premises Manager (or the member/s of staff assigned to that role)** is responsible for day-to-day operations and maintenance of buildings, grounds and equipment. They will:

- Ensure that any work that has health and safety implications is prioritised.
- Report any concerns regarding unresolved hazards in the academy to the Senior Leadership Team immediately.
- Ensure that all work under their control is undertaken in a safe manner.
- Carry out a daily check of the grounds and building to spot any disrepair or other hazards such as broken glass etc. in the play areas.
- Ensure that all cleaning and catering staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling.
- Carry out a weekly test of the fire alarm and other such internal statutory compliance checks, to the required frequency.
- Ensure all contractors are 'inducted' and provided with the relevant risk assessments, asbestos records, hazard exchange form, hot works permits and are made aware of any fragile roofs or other hazards in the areas where they will be working.
- Fully co-operate with health and safety arrangements during larger building projects.
- Adhere to risk assessments, COSHH assessments and safe working practices.
- Complete an annual health and safety report for the Local Academy Council, during the summer term, in conjunction with the Senior Leadership Team.

Heads of Curriculum/Department Leads will within their area(s) of responsibility:

- Identify and control hazards.
- Ensure risk assessments are carried out, reviewed at least annually and communicated to employees and pupils.
- Instigate and ensure that safety procedures are developed and adhered ensuring that these are in line with curriculum best practice e.g. Science, Design Technology, PE, etc.
- Maintain current knowledge of specific health and safety legislation and official guidance relevant to the safe delivery of their specialism.
- Ensure equipment, including personal protection equipment, is maintained in a safe condition and that substances hazardous to health are secured in a safe place.
- Ensure that all incidents (including near misses) are reported promptly and investigated.
- Notify the Executive Head Teacher (Rebecca Walker)/Senior Leaders of any proposed or impending changes affecting health, safety, and wellbeing such as in room allocation or usage, change of materials/equipment, new activities etc.

Teachers will:

- Carry out regular safety checks of their area of work and report any concerns.
- Contribute to the development of risk assessments.
- Supervise pupils and advise them on how to use equipment safely.
- Maintain current knowledge of specific health and safety issues within their specialisms.

All Academy Staff will:

- Read the Health and Safety Policy.
- Comply with the academy's health and safety arrangements, including the adherence to risk assessments, health and safety procedures and policies.
- Take reasonable care of their own and other people's health and safety.
- Leave the classroom / playground / office in a reasonably tidy and safe condition.
- Follow safety instructions when using equipment.
- Supervise students/pupils and advise them on how to use equipment safely.
- Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate member of staff.
- Follow the accident reporting procedure (which is a separate document).
- Contribute to and highlight any gaps in the academy's risk assessments and health and safety procedures.
- Ensure that non-employees are not adversely affected by Academy activities.

In accordance with the academy rules and procedures on discipline, **pupils** will:

- Follow safety and hygiene rules intended to protect the health and safety of themselves and others.
- Follow safety instructions of teaching and support staff, especially in an emergency.

Employer responsibilities

The Trust is the direct employer of all of its staff and accordingly ensures that there is a Health and Safety Policy in place to comply with the Health and Safety at Work Act 1974. The Governing Body will comply with all relevant health and safety legislation and ensure so far as is reasonably practicable that:

- All places and premises where employees and pupils are required to work and engage in school activities are maintained in a condition which is safe and without risk to health; this includes the health and safety of persons on the premises or taking part in educational activities elsewhere.
- All plant and equipment are safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
- Appropriate safe systems of work exist and are maintained.
- Sufficient information, instruction, training, and supervision is available and provided to ensure that employees and pupils can avoid hazards and contribute in a positive manner towards their own and others health, safety and wellbeing.
- A healthy working environment is maintained including adequate welfare facilities.

On behalf of the Trust Board SUAT's Operations Director will:

- Provide advice and guidance to help academies fulfil their health and safety responsibilities
- Answer queries from staff on health and safety issues
- Visit, where necessary, to give advice on all aspects of new and existing health and safety policies and procedures
- Advise on and facilitate (when necessary) staff safety training

- Draft and/or advise on procedures and guidance for health and safety
- Interpret and advise on new legislation impacting on the working environment
- Attend meetings to advise on occupational safety issues
- Provide health and safety policies and procedures
- Give strategic guidance, monitor and review health and safety issues
- Ensure adequate resources for health and safety are available
- Ensure that the premises is maintained in a condition that is safe and without significant risk to health. This includes to health and safety of people on the premises or taking part in educational activities off site

Health, Safety and Wellbeing Policy

Academy name

The local policy has five parts;

Part A – Introduction

Part B - The Health and Safety Policy Statement

Part C - Management Arrangements

Part D - The detailed arrangements & procedures for Health, Safety and Wellbeing within the individual SUAT academy, as named above.

Part E - The Key Performance Indicators.

A. Introduction

This individual academy policy containing local arrangements for implementing and communicating health and arrangements will be utilised in conjunction with the SUAT Health, Safety and Wellbeing policy provided on pages one to five (inclusive). In each SUAT academy there will be a comprehensive database of key individuals.

B. Policy Statement

The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Academy (name) Local Academy Council recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc. Act 1974.

In addition to the above the SUAT academies ensure that, so far as is reasonably practicable, the health and safety of other non-employees is not adversely affected by their activities.

Employee and pupil involvement is an important part of managing safely, and consultation on health and safety with employees, employee representatives and students/pupils (where relevant) forms part of this policy.

This policy statement and the accompanying organisational arrangements supersede any previously issued. The Executive Head Teacher (Rebecca Walker) will draw this policy to the attention of all employees, and review at least annually.

[Signature]		*[Signature]*
Ms Julia Cann, ***Chair of Local Academy Council***		*Mrs Rebecca Walker,* ***Executive Head Teacher***
Next date for policy ratification (autumn term LAC):		

C. Management Arrangements

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

Competent Health and Safety Advice

The academy obtains competent health and safety advice from:	Mr John Burdett, Hope Brooks, Laura Sharratt, Support from Health and Safety Wellbeing advisors within Entrust too, attending the Head Teachers Health and Safety Briefings online.
The contact details are:	Mrs Hope Brooks - SUAT Operations Director - 01782 987120
In an emergency we contact:	John Burdett, 01785 355777 07773 791 520

Monitoring Health and Safety

Name of person(s) responsible for the overall monitoring of health and safety in the Academy:	Mrs Rebecca Walker - Executive Head Teacher Mrs Jade Power-Vaughan – Office Services Manager
Our arrangements for the monitoring of health and safety are as follows: • H&S Monitor, Review and Development Plan (MRDP) (Autumn term annually) • Review MRDP (termly) • Termly mini reports to Local Academy Council (LAC) • Annual Health and Safety Report to LAC (summer term) • SUAT audit • Entrust audit	

The Academy carries out formal evaluations and audits on the management of health and safety (frequency): • H&S Monitor, Review and Development Plan (MRDP) (AUTUMN Term Annually) • MRDP Review (Termly) • SUAT Audit (Annually) • Entrust Audit (Every 4 Years, depending on grade) • Annual report to the LAC	
The last audit took place:	Date: May 2nd, 2025 By: Mr John Burdett
Name of person responsible for monitoring the implementation of health and safety policies:	Mrs Rebecca Walker – Executive Head Teacher Mrs Jade Power-Vaughan – Office Services Manager
All staff are aware of the key performance indicators in part E and how they are achieved and monitored	
Workplace inspections - type	***Name of person who carries these out***
Display Screen – Annual	Office Services Manager (Jade Power-Vaughan)
Emergency Lights – Annual & Monthly	Office Services Manager (Jade Power-Vaughan) Contractor Annually – (currently Chubb Fire and Security)
Water Testing – Monthly ½ yearly	*Newly Appointed – Jade Power-Vaughan*
Buildings / Daily / Weekly	*All Staff – Monitored by Office Services Manager*
Fire Call Points Weekly	*Office Service Manager* (Jade Power-Vaughan)
Asbestos	*Office Service Manager* - (Jade Power-Vaughan) & Entrust
Fire Alarm 6 Monthly	Chubb and Office Services Manager (Jade Power-Vaughan)
Indoor PE Equipment	*Mercury Sports Equipment*
Outdoor Play equipment	*Mercury Sports Equipment*
Fixed Electrical	*Meachen and Bevan*
PAT Testing Annual	*Calbarrie*
EYFS	*Miss Rogers*
Classrooms	*All Teaching Staff*
Health and safety walk round premises	Executive Head Teacher (Rebecca Walker) Office Services Manager (Jade Power-Vaughan)

D. Detailed Health and Safety Arrangements

<u>This list of arrangements is customised by each Academy in a manner appropriate to that Academy.</u>

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This health and safety policy will be shared with all staff members, including staff working on a temporary or volunteer basis. Each staff member will be required to confirm in writing that they have read, understood and will adhere to this policy document.

Where specific responsibilities for health, safety and wellbeing are allocated to employees, these delegated responsibilities are detailed in Section D below. The following procedures and arrangements have been established within the Academy to eliminate or reduce health and safety risks to an acceptable level and to comply with legal requirements.

1. Accident Reporting, Recording & Investigation

Our arrangements for recording and investigating:
Pupil accidents: Pupil accidents are recorded on the accident record forms stored in the general office. Bumped head notes are sent home for all head injuries. Accident investigation forms are completed for accidents of a more serious nature and details submitted via Entrust H&S online accident reporting system. Pupil accidents are reviewed termly and reported to the Local Academy Council.
Staff accidents: All accidents are reported to the school office and recorded in the accident book. Appropriate action is taken in the event of any major injury and next of kin are informed. In all cases a 'Notification of Accident, Ill Health or Dangerous Occurrence' Form (HSF40) will be completed and sent to the Health and Safety Officer. Accidents reported via Entrust H&S on line reporting system. *Accidents are reviewed termly and reported to the Local Academy Council.*
Visitor accidents: Accidents are recorded in the accident book kept in the school office. Staff procedure will be followed for a major injury.
The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is: H&S Well Being Service, on notification via the Health and Safety Portal
Our arrangements for reporting to the Local Academy Council are: Termly Executive Head Teacher's Report Annual report by Office Services Manager (Jade Power-Vaughan)
Our arrangements for recording and investigating: **Pupil accidents** are recorded in the electronic accident reporting system and/or the paper accident book located in the **Main Office**. Where appropriate, parents/carers are informed on the same day. Serious incidents are reviewed by the Executive Head Teacher and Office Services Manager. **Staff accidents** are recorded in the electronic accident reporting system and in the staff accident log, held in the **Main Office**. Reports are reviewed by the Office Services Manager and any significant issues are escalated to the Executive Head Teacher. **Visitor accidents** are recorded in the visitor accident book located in the **Main Office**, and follow-up communication is made if required. The **Office Services Manager (Jade Power-Vaughan)** is responsible for reporting accidents to the Health and Safety Executive (under RIDDOR), where applicable. Accident trends and outcomes of investigations are reported termly to the **Local Academy Council**.

All incidents are investigated to identify causes and to prevent recurrence. Findings are shared with staff where relevant.

2. Asbestos

Name of Premises Manager responsible for Managing Asbestos:	Jade Power-Vaughan – Office Services Manager
Location of the Asbestos Management Log or Record System:	General Office
Staff must not drill or affix anything to walls, or undertake any kind of intrusive work to the fabric of the building without first obtaining approval from the Premises Manager or other trained member of SLT. The Asbestos Management Policy contains further information about managing asbestos on the premises and must be read by those who are responsible for managing asbestos on the premises, working on the fabric of the building and those who manage contractors. *Staff must be aware of the procedure for gaining approval for works of this nature, which is to read and sign the asbestos register checking for location of asbestos and completion of HSF45 Intrusive Works Assessment.* *Our arrangements to ensure that staff have information about asbestos risk upon employment with the academy are as follows:* *Health and Safety induction* *Staff meeting reminders* *Asbestos awareness training* *Explanation of and access to asbestos register.*	
Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are: *All contractors read and sign the Asbestos Risk Register BEFORE commencing works.* *Completion of HSF45 Intrusive Works Assessment/HSF46 Control of Contractors form.*	
Our arrangements to ensure all academy staff such as class teachers or caretakers have information about asbestos risk on the premises: *H&S Induction for all new starters.* *Updates given in staff meetings.* *Asbestos awareness training video.* *Asbestos register explained and shown.*	
Staff who receive annual training in asbestos awareness are: Mrs Jade Power-Vaughan – Office Services Manager Mrs Rebecca Walker – Executive Head Teacher	
Staff must report damage to asbestos materials to:	*Office Service Manager*
Guidance for managing asbestos in schools includes:	*https://www.gov.uk/guidance/asbestos-management-in-schools* *https://www.hse.gov.uk/services/education/asbestos-faqs.htm*
Name of Premises Manager responsible for Managing Asbestos:	Jade Power-Vaughan – Office Services Manager

3. Communication

Name of SLT member who is responsible for communicating with staff on health and safety matters:	Miss Donna Rogers/ Mrs Jade Power-Vaughan
Our arrangements for inducting staff to health and safety within the academy are: Health and Safety induction completed with Office Services Manager (Jade Power-Vaughan) within 2 weeks of appointment	
Our arrangements for communicating about health and safety matters with all staff are: Staff meetings, email, H&S noticeboard in staff room, H&S folder on staff share on computer network	
Staff can make suggestions for health and safety improvements by: Discussing in staff meeting or via email to the Office Services Manager (Jade Power-Vaughan), there is also a notice board in the main office to note any concerns and this is picked up by the Office Services Manager	

4. Construction Work *See also Contractor Management

Name of person coordinating any construction work / acting as the client for any construction project:	Office Services Manager (Jade Power-Vaughan) SUAT Operations Director Executive Head Teacher
Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are: Seek advice as required from Entrust Property Engineer along with John Burdett (H&S). *Follow guidance on the SLN, follow SUAT policy.* *(Duty holders will be identified and named as part of any construction project).* *https://www.hse.gov.uk/construction/cdm/2015/index.htm*	
Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are: Entrust Property Services/Office Services Manager (Jade Power-Vaughan) completes relevant H&S forms with contractor, sight of asbestos register and risk assessments prior to commencement of work.	
Our arrangements for the induction of contractors are: Exchange of information sheets and risk assessments completed by Entrust Property, Office Services Manager (Jade Power-Vaughan) and contractor. Site induction completed by Office Services Manager	
Staff should report concerns about contractors to: Office Services Manager (Jade Power-Vaughan), Executive Head Teacher (Rebecca Walker)/Deputy Executive Head Teacher (Anna Bennett)	
We will review any construction activities on the site by: Regular monitoring against work specification and H&S documents	
Our arrangements for obtaining contractor risk management documents are: Meeting with contractor prior to commencement of work	
Staff will be informed about construction projects by: Staff weekly meeting and email	

5. Consultation

Name of SLT member who is responsible for consulting with staff on health and safety matters:	Mrs R Walker, Mrs A Bennett
The name of the Trade Union Health and Safety Representative is:	*N/A*
Our arrangements for consulting with staff on health and safety matters are: The H&S Co-ordinator Mrs J Power-Vaughan consults with SLT. Matters are discussed at weekly meetings and communicated by emails or face to face meetings.	
Staff can raise issues of concern by: Notifying on notice board, at weekly staff meetings or contacting a member of the SLT or Office Services Manager (Jade Power-Vaughan)	

6. Contractor Management

Name of person responsible for managing and monitoring contractor activity:	Mrs J Power-Vaughan – Office Services Manager
Our arrangements for selecting competent contractors are (this should include verification of DBS data): Suppliers used previously or recommended, all suppliers must be on the SUAT suppliers list. Suppliers can be appointed by Entrust property services.	
Our arrangements for the exchange of health and safety information / risk assessments / safe working arrangements / monitoring are: Staff weekly meetings or email	
Our arrangements for the induction of contractors are: pre-works meeting, email and telephone communication	
Staff should report concerns about contractors to: Office Services Manager (Jade Power-Vaughan), Miss D Rogers, Mrs R Walker or Mrs A Bennett	
Our arrangements for notifying staff of contractor activity on site are: Verbally at weekly staff meeting	
Refer to the Managing Contractors Policy for further detail, which must be read by those who are responsible for building works and maintenance, and managing contractors.	

7. Curriculum Areas – health and safety

Name of person who has overall responsibility for the curriculum areas as follows: *Science, D&T* *EYFS* *Year 1 & 2 KS1* *Year 3 & 4 KS2* *PE*	*Head of Dept. or Curriculum Lead Name* *Mrs A Grant* *Miss D Rogers* *Mrs C Ives* *Miss Sisson* *Miss Burrows*
Risk assessments for these curriculum areas are the responsibility of:	*As above with assistance from Mrs J Power-Vaughan*
These risk assessments are located:	*Shared Drive*

Risk assessments are reviewed:	*Annually or following a change in policy / procedure / following an accident or incident*

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

The Academy assesses the risk of the use of computers/laptops by carrying out a DSE assessment for staff using this type of equipment continuously and regularly for over an hour.	
Our arrangements for carrying out DSE assessments are: Our DSE assessments are reviewed upon change of working conditions ie change of furniture, movement of furniture, change of office.	
Name of person who has responsibility for carrying out Display Screen Equipment Assessments:	Office Services Manager (Jade Power-Vaughan) – including self-assessment.
DSE assessments are recorded and any control measures required to reduce risk are managed by:	Office Services Manager (Jade Power-Vaughan)
DSE Assessments are reviewed:	*Every two years or on a change to the work station / work location / home*

9. Early Years Foundation Stage (EYFS)

Name of person who has overall responsibility for EYFS:	*Miss D Rogers*
Records of EYFS risk management (e.g. risk assessments and checklists) are located:	*Daily checklists are kept in the classroom*

Our arrangements for the safe management of EYFS (classroom and activities) are:

Health

Regular checks and risk assessments will be carried out on the building, resources and equipment on a daily basis.

All staff working in EYFS require paediatric first aid as a minimum. We also ensure that all other members of staff have acquired this level of training

Accident and Incident books are completed by Staff, following whole school policy.

A stocked first aid box is available at all times.

The Sun Protection policy will be implemented where appropriate.

Staff will be positive role models in hygiene practices.

Children are educated as part of the session routines the importance of regular hand washing after messy play, toilet and before eating.

Staff and children are to use separate toilet facilities.

Toilet and nappy changing area to be cleaned routinely and after every use

Gloves and aprons are provided and should be worn at all times when toileting and changing nappies.

Safety

Regular checks and risk assessments will be carried out on the environment (both inside and outside) by all staff and reported back to the Early Years leader both verbally and in written form where necessary. The defects book is to be used to report defects needing attention and is checked by Office Services Manager (Jade Power-Vaughan) (Jade Power-Vaughan) and Janitor.

Consideration is given by staff to the layout of rooms to ensure the safety and enjoyment of all the children.

Parents/Carers and especially children will be familiarised with the school premises.

Children are regularly reminded about safe handling of equipment, safety procedures and responsible play.

Staff are expected to undertake daily visual checks and remove broken or damaged toys and equipment from the area immediately and report to the Office Services Manager (Jade Power-

Vaughan) (Jade Power-Vaughan).
Security is of paramount importance and all exits and gates from the building are kept locked during session times, other than during arrival and departure times when a member of staff will be in the setting ensuring the safe arrival and departure of children with their Parent/Carer.
Only staff members will operate the door to admit or let out adults and children.
A signing out book is used daily for parents to sign at collection
Passwords are used if the child is collected by a nominated person other than the child's Parent/Carer, if that person is unknown to the staff.
Children will never be left alone and will always be in sight of an adult. Adequate adult/child ratios will be adhered to at all times.
Adult safety - staff will be trained in assessing risks, moving and handling and team support will be given to each member of staff on a daily basis.
Up to date and accurate attendance registers are kept.
All staff are aware that a visitor's signing in system is in place at the hatch and that all visitors are required to sign in and out.
Hot drinks are not permitted in the classroom when children are present.

10. Educational visits / Off-Site Activities

Name of person who has overall responsibility for Educational Visits:	Mrs R Walker – Executive Head Teacher
The Educational Visits Coordinator is:	Name: Mrs Joanne Goodwin – Office Services Manager @ All Saints Denstone
Our arrangements for the safe management of educational visits are: Staff input visit details, risk assessments and information to parents into Evolve to record, track, evaluate and risk assess all visits. We have an Educational Visits Policy. All staff have had Evolve training. EVC has had EVC training.	
Visit risk management information is communicated to visit attendees by the visit leader.	
Educational visits must be risk managed on Evolve. Visits must not proceed if they have not been approved on Evolve.	
Refer to the Educational Visits Policy for more detail regarding managing the risks for educational visits.	
Evolve forms must be submitted by: *2 weeks before the visit for non-adventurous visits.* *6 weeks for adventurous activities and residential visits.*	

11. Electrical Equipment [fixed & portable]

Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:	Office Services Manager (Jade Power-Vaughan)
Fixed electrical wiring test records are located:	In the general office and Entrust Property Portal/Microsoft Teams
All staff visually inspect electrical equipment before use and inform the Office Services manager is there are any concerns	
Our arrangements for bringing personal electrical items onto the academy site are: No personal electrical items are permitted on site without approval from the Executive Head Teacher (Rebecca Walker) or Deputy and a valid and verified PAT test (within the last 12 months).	
Name of person responsible for arranging the testing of portable electrical equipment (PAT):	Office Services Manager (Jade Power-Vaughan) based on SUAT Policy/Entrust H&S advice
Name of person responsible for defining the frequency of portable electrical equipment	Office Service Manager based on the SUAT Policy/Entrust advise

(PAT) testing:	
The academy's PAT testing will be undertaken to a frequency of: (e.g. annually)	Annually
Portable electrical equipment (PAT) testing records are located:	Calbarrie on line portal H&S electronic file (admin) Paper copy in general office
Staff must take defective electrical equipment out of use and report to:	Record in defects book in main office and inform the Office Services Manager (Jade Power-Vaughan)
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. *Refer to the Electrical Safety Policy for further details.*	

12. Emergency Preparedness

Name of SLT member who is responsible for developing and maintaining the school's response to major risks Business Continuity Plan (BCP).	Mrs Rebecca Walker
We test the BCP arrangements by:	Desk top exercise Dry run
Our arrangements for communicating emergency arrangements to all employees are: E Mail, Information on the Shared drive, Staff meetings and information. Our arrangements for communicating the BCP to the LAC are: BCP placed on Governor hub.	
Our bomb threat and invacuation procedures are updated: frequency Annually, unless need requires beforehand. *The person responsible for updating these procedures is: Mrs Jade Power-Vaughan* *We communicate these procedures with building occupants by: E Mail and Staff meetings* *We test the procedures by: Desk top exercise and tests.*	

13. Fire Precautions & Procedures

Name of competent person responsible for undertaking & reviewing fire risk assessment in addition to any associated action planning, such as the fire evacuation procedure: *NB. The fire risk assessment must be undertaken on an annual basis as a minimum, and upon changes to the building, fire safety practices and staffing.*	Jade Power-Vaughan, Office Services Manager
The Fire Risk Assessment is located:	In the Fire File in the general office Staff share on network
When the fire alarm is raised the person responsible for calling the fire service is *OR* *The site has a fire alarm which activates a*	Office Services Manager Senior Lead Executive Head Deputy Executive Head

response from (a 3rd party / listening service):	
Name of person responsible for arranging and recording of fire drills:	Jade Power-Vaughan Office Services Manager
Name of person responsible for creating and reviewing Fire Evacuation arrangements:	Jade Power-Vaughan Office Services Manager
Our Fire Evacuation Arrangements are published:	*By the Office Service Manager and reviewed as a collective in Staff meeting to ensure that they remain relevant and displayed in each room and access area*
Our Fire Marshals are listed:	In the entrance hall. Office Services Manager (Jade Power-Vaughan). Executive Head Teacher (Rebecca Walker) has completed Fire Warden training. Staff have assigned responsibilities.
Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located at:	*Trinity Log Book kept in general office in Fire File.*
Name of person responsible for training staff in fire procedures:	Jade Power-Vaughan - Office Services Manager
Name of the person trained in fire risk assessment:	Jade Power-Vaughan - Office Services Manager
Procedure for communicating fire safety and evacuation arrangements to visitors: Evacuation procedures displayed by the visitor signing in book. Office Services Manager, ensures visitors are aware of exit routes and assembly point during tour of building.	
Procedure for communicating fire safety arrangements to contractors: Evacuation procedures displayed by the visitor signing in book. Office Services Manager (Jade Power-Vaughan) ensures contractors aware of exit routes and assembly point during tour of building.	
All staff must be aware of the Fire Procedures in their Academy. *Please see the Fire Safety Policy for further information.*	

14. First Aid *see also Medication

Name of person responsible for carrying out the First Aid Assessment:	Jade Power-Vaughan – Office Services Manager
The First Aid Assessment is located:	*H&S Folder in general office*
First Aiders are listed:	*In the entrance hall on a display board and the Main Office – 8 members of staff Paediatric trained and 2 members of staff for First Aid at Work*
Name of person responsible for arranging and monitoring First Aid Training:	Jade Power-Vaughan – Office Services Manager
Location of First Aid Boxes (including travel):	*General Office – Annex – Travel pack - Class 1*
Name of person responsible for checking & restocking first aid boxes:	Jade Power-Vaughan – Office Services Manager
In an emergency staff are aware of how to summon an ambulance, through following the below procedure: All members of staff can summon an ambulance if required by phoning 999. The next of kin will then be contacted and informed. We have What3Words location	

on the notice board in the main office.	
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): In the case of an emergency and if the parent is not able to be with the child a member of staff will accompany the child in an ambulance and stay at the hospital until the parents arrive. Parents (currently) have all signed to allow a teacher to take their child to the hospital if an ambulance is not needed but they still need to be attended to in hospital.	
Pupils	Mrs Power-Vaughan Office Services Manager or staff member contacts parent and accompanies pupil to hospital.
Staff	Mrs Walker/Mrs Bennett/Miss D Rogers will contact next of Kin and accompany to Hospital. If not available the Office Services Manager (Jade Power-Vaughan) will take on this role.
Visitors	Mrs Walker/Mrs Bennett/Miss D Rogers will contact next of Kin and accompany to Hospital. If not available the Office Services Manager (Jade Power-Vaughan) will take on this role.
Our arrangements for recording the use of First Aid are: All First Aid carried out however minor will be recorded on sheets in the school office. These sheets are then filed in the file located in the office. If there is a head injury a note will go home with the child. Office Services Manager (Jade Power-Vaughan) is notified of any injuries throughout the day and she is also to be notified if the injury results in the pupil / staff member going home or to hospital. First Aid sheets are monitored closely to ensure that all information is captured to aid us with any further investigation.	
Our arrangements for monitoring and reporting on first aid and accidents are: Accident forms are monitored daily and termly by the Office Services Manager (Jade Power-Vaughan) who looks for any reoccurrence's or concerns that need monitoring further. The report goes to the LAC for review	
Our arrangements for identifying trends are: Termly accident reports	

15. Forest School

Name of person in the Academy who leads on Forest School activity:	*N/A*
Date of training:	
Our arrangements for developing, organising and running Forest School activity. Include here any details with regard to risk assessment, communication and supervision etc.	

16. Gas Safety

Name of person(s) responsible for managing the gas safety systems on the academy premises:	*Mrs J Power-Vaughan and Mr N Riches*
Date of the most recent gas line test (5 yearly):	1/2/2025
Date of the most recent gas system test: *E.g. Boilers* *Kitchen Equipment*	July 2025 Sept 2025

Our procedure in the event of a gas leak is: *Evacuate building. Isolate gas if safe to do so. Contact gas engineer via Entrust Property Services. Report to SUAT.*
The Academy uses only gas safety registered contractors to work with gas systems on site.

17. Glass & Glazing

All glass in doors and side panels are constructed of safety glass: Yes	
All replacement glass is of safety standard: Yes	
A glass and glazing assessment took place in (year) and the record can be found ….	*Date and Location – To my knowledge there is no recordings of this. I will arrange this check to be completed ASAP*

18. Hazardous Substances (COSHH)

Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments)	*Mrs Power-Vaughan*
Hazardous substance risk management documentation is located:	*Staff Share and Admin Home drive*
Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control, communication of hazardous substance assessments, review of assessments, etc.) are: Office Services Manager (Jade Power-Vaughan) is responsible for maintaining COSHH assessments. COSHH assessments and safety data sheets in H&S folder on staff share and admins documents. Hazardous substances are kept locked away or out of reach when not in use and carefully controlled while in use. Staff encouraged to use same brands/products where possible. Information shared/updated at staff meetings. Further information can be found in the Hazardous Substances Policy.	
Staff are not permitted to bring hazardous substances onto site. Substances must be ordered by the Academy and if the substance is not already in use, the following must be undertaken prior to use: - *The substance must be approved for use by a Senior Leader* - *The substance must COSHH assessed and a current material safety data sheet kept on file with the COSHH assessment* - *The substance must be added to the approved list*	
Bleach is not permitted for use on Academy sites unless it is being used in accordance with UKHSA guidance to clean the premises following an outbreak of infection or during deep cleaning. Use must be when children are not present and the product must be taken off site following use. *It is absolutely essential that de-scaler does not come into any contact with bleach or bleach-based product because this reacts to liberate chlorine gas.*	

19. Health and Safety Law Poster

The Health and Safety at Work poster is located:	*In the school staff room and another one in the school kitchen*

20. Housekeeping, cleaning & waste disposal

All staff and pupils share the responsibility for keeping the Academy site clean, tidy and free from hazards.	
Our waste management arrangements are: SMDC is contracted to supply and empty 2 standard bins, one general rubbish and one organic waste bin and one large co-mingled recycling bin. PHS is contracted to supply and empty one yellow bag waste bin and one sanitary bin.	
Our site housekeeping arrangements are: Intelligent Workplace manage our daily site cleanings and termly deep clean	
Site cleaning is provided by: *Intelligent Work Place* *External cleaning company*	*Name and contact details* *Intelligent Workplace Solutions Ltd 40a Station Rd Twyford Berks RG10 9NT* *Tel 0844 561 1760* *My Contact – 07776955936*
Cleaning staff have received appropriate information, instruction and training about the following and are competent: Intelligent Workplace cover and monitor all training	
Work equipment: Vacuum cleaner stored in staff toilet and annexe cupboard. All other equipment in cleaning *cupboard in general office or outside store*	
Hazardous substances: Kept in the locked cleaning cupboard and provided by cleaning company	
Waste (skips and bins are located away from the academy building): waste is kept away from building in the staff parking area	
Infection control: staff and outside contractors are trained where necessary to ensure that contamination is kept to a minimum	
Academy security: Named key holders. All staff aware of entry and exit alarm procedures and site security arrangements – internal security door closed at all times, external door closed when lone working	
*Lone working***:** *All staff aware of SUAT lone working policy. Staff must sign in and out in staff book. They must ensure someone knows they are on site. Cleaning staff aware of academy procedures and follow Hi-Spec Services policy.*	
First aid and accident reporting: Aware of academy procedures, academy accident book and reporting to Intelligent Workplace line manager. Aware of location of academy first aid provision and First Aiders.	
Fire evacuation : Aware of academy procedures and exit routes	
Management of asbestos: Contractors are fully aware of location of asbestos folder and the areas that are suspected of having asbestos	
All staff and pupils must be aware of the arrangements for disposing of waste and the location of waste bins and skips	
Staff in all depts. / work areas who generate waste (e.g. catering/cleaning/curriculum areas) must be aware of the risk assessments and control measures in place for their role. The risk management processes are as follows for each department / work area:	

Department/work area	***Procedure***
Kitchen	Cook to dispose of all waste daily at the end of each meal time. Waste to be sorted into general/recycling/food and disposed of in the relevant bins
EYFS –	Class 1 Waste to be sorted into general/recycling waste ready for the cleaner to dispose of at the end of each day. Sharp waste (eg broken glass) to be carefully disposed of immediately by an adult to the appropriate bin to avoid injury
KS1 –	Class 2 Waste to be sorted into general/recycling waste ready for the cleaner to dispose of at the end of each day. Sharp waste (eg broken glass) to be carefully disposed of immediately by an adult to the appropriate bin to avoid injury
KS2 –	Class 3 Waste to be sorted into general/recycling waste ready for the cleaner to dispose of at the end of each day. Sharp waste (eg broken glass) to be carefully disposed of immediately by an adult to the appropriate bin to avoid injury
Staff room -	Waste to be sorted into general/recycling/food waste ready for the cleaner to dispose of at the end of each day. Sharp waste (eg broken glass) to be carefully disposed of immediately by an adult to the appropriate bin to avoid injury
Office –	Head and General Waste to be sorted into general/recycling waste ready for the cleaner to dispose of at the end of each day. Sharp waste (eg broken glass) to be carefully disposed of immediately by an adult to the appropriate bin to avoid injury
Annexe/Out of Hours Club -	Waste to be sorted into general/recycling/food waste ready for the cleaner to dispose of at the end of each day. Sharp waste (eg broken glass) to be carefully disposed of immediately by an adult bin to avoid injury to the appropriate

21. Infection Control

Name of person responsible for managing infection control:	*Mrs J Power-Vaughan*
Our infection control arrangements (including communicable diseases/hand hygiene standards) are: we request children not to return to school until 48 hours after their last bout of illness for cases of sickness and diarrhoea. We regularly remind parents to check for head lice. We have posters in all washrooms regarding hand hygiene. We have installed automatic hand gel hand sanitizer dispensers by the door in the main entrance hall, each classroom entrance and entrance to the annexe. We follow the latest Government guidance. Children always wash their hands after visiting the toilet and before snack and lunch. We use NHS guidelines for exclusion from school eg: chicken pox, 'slapped cheek'. We have termly deep cleans to ensure cleanliness is maintained to a high level	
Infection control standards and the effectiveness of risk management procedures will be monitored by: Mrs J Power-Vaughan & Exec Head Mrs Walker	
We communicate infection control arrangements by: Posters in school, newsletters, welcome pack, staff training and information on staff share on network, H&S noticeboard in staff room	
Infection control arrangements must be communicated to all occupants of the premises, as part of their induction to site and in accordance with their role and activities they conduct on site. *Further information can be found in the Infection Control Policy and Risk Assessment.*	

22. Lettings

Name of Premises Manager or member of Leadership team responsible for Lettings:	*Mrs R Walker* *Mrs J Power-Vaughan*
Our arrangements for managing Lettings of the Academy rooms or external premises are: Lettings are approved by the Local Academy Council and Staffordshire University Academies Trust. Letting agreement completed H&S/fire evacuation procedures explained Risk assessment completed Insurance details obtained	
The health and safety considerations for Lettings are considered and reviewed annually by the LAC	
Hirers have in place their own risk assessments, first aid arrangements/fire procedures and emergency procedures and will report back to Office Services Manager (Jade Power-Vaughan) for approval	
Hirers are responsible for obtaining the necessary local authority licenses for their activities and these must be provided to the Academy on request, prior to commencement of the letting.	
Hirers must provide a register of those present during a letting upon request: *Hirers must have appropriate DBS clearances according to the nature of their letting and those in attendance of the letting.*	
Hirers must have appropriate, valid and current insurances and must be shown to the	

Office Services Manager (Jade Power-Vaughan)

23. Lone Working

Our arrangements for managing lone working are: (Lone working is defined by the Health & Safety Executive (HSE) as people who work by themselves without close or direct supervision. This doesn't necessarily mean that the worker is physically alone; it means they are in a separate location to the rest of their team or manager). This is a small school site and staff are only occasionally completely alone. All staff are aware of the SUAT Lone Working Policy. We recommend staff do not work alone at school in the winter months when it is dark. Staff usually leave together during dark nights. If staff are to be in school alone, we request that they notify the Office Services Manager (Jade Power-Vaughan) or advise a family member of their whereabouts and complete the signing in and out book.
Lone working arrangements are communicated by: *Staff Meetings – H&S notice board in kitchen/staff room, welcome induction for all new members of staff*
We monitor lone working arrangements by: Office Services Manager (Jade Power-Vaughan) monitors signing in and out book and regularly checking on staffs overtime
Lone workers are required to report any health information which may impact safety arrangements for lone working to their line manager / SLT.
Refer to the Lone Working Policy for further details.

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

NOTE Types of equipment to consider in this section: *Ladders and steps, fume cupboards, other extraction systems, PE equipment, D&T machines, lifts & lifting equipment, pressure cookers, autoclaves, fire alarm and smoke detection, emergency lighting, fire extinguishers, sprinkler systems, automatic doors, automatic barriers, roller shutters, air conditioning.* *This section **must include** the arrangements for academy kitchens, science laboratories, and design and technology rooms.*	
Name of person responsible for the selection, maintenance / inspection and testing of equipment:	Office Services Manager (Jade Power-Vaughan) – internal academy checks eg ladders/ monthly checks of fire alarms, emergency lights etc Lantern – fire alarm Lantern - emergency lighting Chubb – fire extinguishers, security alarm Mercury – PE and outdoor equipment Sure Maintenance - boilers Fire and Security. Kitchen– Office Services Manager (Jade Power-Vaughan) & Dolce Cleaning equipment – Intelligent Workplace
Records of maintenance and inspection of	*In the office*

equipment are retained and are located:	
Staff report any broken or defective equipment to:	*Office Services manager*
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:	
Type of equipment	***Maintenance Regime Details***
Ladders 6 monthly	Office Services Manager (Jade Power-Vaughan) Allianz - yearly
PE equipment Annually	Mercury
Outdoor fixed play equipment Annually	Mercury
Fire alarm 3 monthly	Lantern
Emergency lighting 6 monthly	Lantern
Fire extinguishers Annually	Chubb
Boilers Annually	Sure maintenance
Security alarm Annually	Chubb

25. Manual Handling

Name of competent person responsible for carrying out manual handling risk assessments	Office Services Manager (Jade Power-Vaughan)
Our arrangements for managing manual handling activities are: Assess activity, write risk assessment to decide if/how activity can take place, train staff, sign a training sheet before activity commences. Ensure deliveries are dropped closest to point where they can be unpacked, checked and distributed in smaller, lighter quantities eg direct to kitchen, direct to general office. *Further information can be found in the Manual Handling Policy.*	
Staff must be aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided. Our arrangements for communicating this requirement to staff are: H&S induction, H&S noticeboard in the staff room, staff meetings	
Staff who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task.	
Staff are trained appropriately to carry out manual handling activities. Formally trained staff are: Office Services Manager (Jade Power-Vaughan) (Cleaner, Cook – outsourced company)	
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).	
Restrictive physical intervention training is arranged by: Executive Head (Rebecca Walker) or Office Services Manager (Jade Power-Vaughan) Restrictive physical intervention risk management information is: available on staff share of the network in the H&S folder, policy on academy web site and SLN. Not currently needed at this time	

26. Medication

Name of person(s) responsible for the management of and administration of medication to pupils in the academy:	Jade Power-Vaughan Office Services Manager

Our arrangements for the administration of medicines to pupils are: Parent must complete a Medication Consent Form prior to medication being left at school. Medicine must be clearly labelled with child's name and dosage. Office Services Manager (Jade Power-Vaughan) to administer the medicine OR Senior Lead (Donna Rogers). All medicines stored in school office or staff refrigerator (clearly labelled and all staff made aware. Regular medications must be covered under a Health Care Plan.	
The names members of staff who are authorised to give / support pupils with medication are:	*Jade Power-Vaughan* *Donna Rogers*
Medication is stored:	*In a locked drawer in the Staff room or the staff room refrigerator and all staff made aware*
A record of the administration of medication is located:	*In the general office*
Pupils who administer and/or manage their own medication in an academy are authorised to do so by Jade Power-Vaughan Office Services Manager or Mrs R Walker Executive Head Teacher and provided with a suitable private location to administer medication/store medication and equipment. Medication is stored in school office	
Staff are trained to administer complex medication by the school nursing service when required. Trained staff are: N/A at this time *Names: N/A at this time*	
Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are: we keep emergency medication in the main office in a secure, but not locked cupboard, to ensure all staff can access this if needed.	
Staff who are taking medication must keep this personal medication in a secure area in a staff only location. Secure locations are defined as: Main office, in a locked draw and away from any children medication	
Staff must advise the academy leaders if they are taking any medication which might impair their ability to carry out their normal work. Risk assessments must be undertaken for individual members of staff if deemed as being required.	
Further information can be found in the Medication Policy and Supporting Students with Medical Conditions Policy.	

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

PPE is provided free of charge where a risk assessment identifies this is needed to control a risk and the risk cannot be controlled by another means.	
Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for academy staff.	Jade Power-Vaughan Office Services Manager
Name of person responsible for the checking and maintenance of personal protective equipment provided for staff	Jade Power-Vaughan Office Services Manager
PPE provided for use in curriculum lessons is not "personal" as it is provided by pupils in classroom situations.	
Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for pupils.	Jade Power-Vaughan Office Services Manager Class Teacher
All PPE provided for use in a classroom environment is kept clean, free from defects and	

replaced as necessary. Defects to PPE must be reported and the PPE must not be used.	
Name(s) of person responsible for cleaning and checking PPE.	Jade Power-Vaughan Office Services Manager Class Teacher
Confirmation of any recorded checks to be provided:	*Currently none recorded*

28. Radiation (where applicable)

Name of the academy Radiation Protection Supervisor (RPS)	
Name of the Radiation Protection Adviser (RPA)	
Our arrangements for manging any radon gas emissions due to the academy's location and local geology are: *Radon is checked in the local area (frequency):*	

29. Reporting Hazards or Defects

All staff and pupils must report any hazards, defects or dangerous situations they see at the academy, in a timely manner.
Our arrangements for the reporting of hazards and defects: Report to Office Services Manager (Jade Power-Vaughan), Executive Head Teacher (Rebecca Walker). Defects book kept in main Office.

30. Risk Assessments

The academy has in place risk assessments for any identified significant risk. Control measures which are put in place to eliminate or reduce risk are communicated to staff, pupils and others who may be exposed to the risk.
Risk assessments are in place for the following areas: *1 - Office* *Office* *2 - Fire* *General Fire* *3 - First Aid* *Cleaning of Vomit and Bodily Fluids* *First Aid* *4 - Animals In School* *Attending School Dog* *Pets In School - Chicks/Butterflies etc* *5 - Premises* *Classroom* *Early Years Classroom* *Classroom displays and working at height* *General Classrooms* *External Premises* *External Premises* *Adventure Play Trail* *Working at Height* *Securing the Premises*

Winter Weather Procedures *Internal Premises* *Internal Premises* *Infection Control* *Contractors and In House Building* *Lunchtime Supervision (Dining Hall)* *Events Held In School* *Use of Steps and Ladders* *6.Child Wellbeing* *Nappy/Soiled Clothing Changing* *Movement of pupils Around The School* *Gardening* *Pupil Wellbeing* *PE* *Field* *PE (Hall)* *7.Staff Wellbeing* *Staff Wellbeing* *Lone Working* *Manual Handling* *Volunteer Risk Assesment* *Work Stress Risk Assessment* *8.Educational Visits* *9.Catering and Cleaning* *Cooking Lessons* *10. Before/After School Club* *Breakfast/Afterschool Club* *11.Early Years Daily Checklist* *Nursery/Reception Checklist* *EYFS Outdoor Provision*	
Name of person who has overall responsibility for the Academy risk assessment process and any associated action planning:	Jade Power-Vaughan – Office Services Manager
Our arrangements for carrying out, recording, communicating and reviewing risk assessments are: Office Services Manager (Jade Power-Vaughan) to review/record and communicate the risk assessments to staff (teachers to review classroom/curriculum based assessments). Sign sheet attached to risk assessments for staff to confirm they have read and understand the document. Staff record any adjustments to risk assessments as required.	
The location in which the academy keeps risk assessments is: *General Office* *Staff share on network drive* *Classroom*	
Appropriate training is provided for staff who are creating, reviewing or implementing risk assessments.	
When an accident or incident occurs a post risk assessment takes place when a new hazard has been identified.	
Risk assessments are created or reviewed when something new is introduced or a change has occurred.	
Further information is located in the Risk Assessment Policy.	

31. Smoking

No smoking or vaping is permitted on site or in vehicles owned or operated by the academy.
Contractors, visitors, volunteers and temporary staff are informed that smoking and vaping is not permitted on site.

32. Shared use of premises/shared workplace

Name of Premises Manager or member of Leadership team responsible for Premises Management:	Office Services Manager (Jade Power-Vaughan)
The academy premises are shared with another organisation (e.g. contract caterer/public leisure centre).	*Dolce* *Intelligent Workplace*
Our arrangements for managing health and safety, including the communication of safety and risk management information, in a shared workplace are: Access to risk assessments, H&S policies, audits, outcome of testing eg PAT testing as required	

33. Stress and Staff Wellbeing

Name of person who has overall responsibility for the health and wellbeing of Academy staff:	*Executive Head Teacher*
Name of the person who leads on Academy Mental Health and Wellbeing:	*Executive Head Teacher*
Academy mental health first aid trained staff are:	*Executive Head Teacher Mrs R Walker,* *Executive Deputy Mrs A Bennett*
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: Access to Occupational Health if required. Executive Head available to discuss concerns or issues. Staff trained as Mental Health First Aiders. Teacher reduction on paperwork initiatives. SUAT (MAT) Health and wellbeing committee. Supportive staff team.	
Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated.	
All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work. *All staff have the opportunity to discuss mental health and wellbeing concerns confidentially.*	
Individual stress risk assessments take place when a member of staff requires additional individual support. Staff can discuss individual risk assessments with Mrs A Bennett and Mrs R Walker	
A team stress risk assessment has been completed involving all staff and this is reviewed regularly. *Date completed and reviewed September 2024*	
Arrangements are in place to support pupil mental health and wellbeing. Detail surrounding these arrangements can be found on the Staff notice board, general office. Staff can access support for pupils by: Discussions with the SENCO / Executive Head Teacher (Rebecca Walker) or Senior Teacher. Referrals to family support workers/ external agencies, including the Mental Health Support Team and CAMHS. Working with parents. Resources to support pupil mental health and wellbeing can be found in the SEND resources / SENCO resource's and Websites. Resources to support pupil mental health and wellbeing can be found: Emails and	

resources/toolkits sent from Mental First Aiders and MAT. School websites and discussions with the Executive Head Teacher (Rebecca Walker), Deputy and Senior Teacher. The Mental Health and Wellbeing Policy contains further information.

34. Swimming Pool Operating Procedures (where applicable – this includes 'temporary / pop up' pools)

Name of person who has overall responsibility for managing the swimming pool and its environment:	*N/A*
Our arrangements for carrying out suitable swimming pool management (including minimum supervision standards, how to summon assistance in emergency, what to do if problem identified with pool water quality, supervision in changing areas, max numbers of swimmers, conditions of hire to outside organisations, first aid provision, training plant operators):	
Staff operating the swimming pool have received appropriate training and information.	
Emergency procedures are in place for the use of the swimming pool and all staff who supervise swimming activities are trained appropriately in these procedures.	
The health and safety considerations within curriculum swimming must be planned, supervised and managed by staff who include in their lesson planning.	
Contractors providing swimming provision / temporary pools are vetted by: *Name and procedure for vetting:*	

35. Training and Development

Name of person who has overall responsibility for the training and development of staff:	*Mrs R Walker, overseen by Jade Power-Vaughan to keep records of dates etc*
All new staff receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.	
Our arrangements for carrying out suitable and sufficient health and safety training for all staff are: We use the SCC Health and Safety training matrix to identify training needs for all staff. Along with advice from our Health and Safety advisor and SUAT suitable training is identified and booked for all relevant staff and job roles. The Academy has a health and safety training matrix to help in the planning of essential training. The National College can be accessed by all members of staff and the Executive Head Teacher (Rebecca Walker), Deputy and Senior Teacher highlight training.	
The Academy has a health and safety training matrix to help in the planning of essential and development training for staff which is updated annually.	
Training records are retained and are located within the staff share	
Training and competency is monitored and measured by:	*Mrs R Walker*
Staff can request training by:	*Emailing the SLT*

36. Vehicles owned or operated by the academy (where applicable)

Name of person who has overall responsibility for the academy vehicles	*N/A*

The academy operates (no. of xx) minibus/coaches/cars/other vehicles (e.g. quad bikes/ride on mowers).	*List*
Name of person who manages the driver medical examinations and qualifications	
Name of person who manages the vehicle license requirements:	
Name of person(s) who undertakes vehicle checks such as oil, water and routine roadworthiness:	
Frequency of checks:	
Name of person who arranges servicing and maintenance of the academy vehicles	
Frequency of servicing and maintenance:	
Person who arranges insurance:	
Person who arranges vehicle tax:	
Our arrangements for the safe use of academy vehicles are:	
Refer to the Vehicles Policy for further information.	

37. Vehicle movement on site

Name of Premises Manager or other staff member responsible for the management of vehicles on site:	*Mrs J Power-Vaughan*
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, risk assessment etc.): Our parking area is limited and only has space for three cars, these spaces are for staff only and are usually taken up before students start arriving to school and don't move when children are leaving. Access to field for grounds maintenance vehicles via arrangement with school office during term time: this is restricted to times when pupils are in lessons.	

38. Violence and Aggression and Academy Security

The Academy provides a place of work which is designed and managed to minimise the risk of violence and aggression to staff, pupils and visitors.	
A risk assessment is carried out where staff are at increased risk of injury due to their work.	
Training, information and instruction is available to staff to help them manage the risk of violence and aggression where required.	
Staff and pupils must report all incidents of verbal & physical violence to:	*Mrs R Walker, Mrs A Bennett, Miss D Rogers*
Incidents of verbal & physical violence are investigated by:	*Mrs R Walker, Mrs A Bennett, Miss D Rogers*
Name of person who has responsibility for site security:	*Mrs R Walker, delegated to Mrs Power-Vaughan*
Our arrangements for site security are: doors and hatch is kept locked, if keys are lost this is reported immediately to Mrs R Walker	
Staff and others, as necessary, are appropriately debriefed following an incident.	

Refer to the Management of Violence and Aggression Policy for further information.

39. Water System Safety

Name of Premises Manager or other member of staff responsible for managing water system safety:	*Mrs J Power-Vaughan* *Newly appointed Jade Power-Vaughan*
Name of contractors who have undertaken a risk assessment of the water system and date the risk assessment was last completed:	*July 2025*
Name of contractors who carry out regular testing of the water system:	*HSL 6 monthly*
Location of the water system safety manual/testing log:	*General Office*
Person who reviews the water system safety log and contractor reports:	*Mrs J Power-Vaughan*
Our arrangements to ensure contractors have information about water systems are: All appointments are made when the property manager is in the building. They ensure the relevant paperwork is available to be reviewed.	
Our arrangements to ensure all academy staff carrying out checks or testing or maintenance have information about the water system: Manuals are available to view. Mr Riches receives regular water testing information and training.	
Refer to the Water System Safety Policy for further information.	

40. Working at Height

Name of person(s) responsible managing the risk of work at height on the premises:	*Mrs J Power-Vaughan*
Date of the most recent working at height risk assessment:	Ladder check 02/09/2025
Work at height is avoided where possible.	
Our arrangements for managing work at height are: *Risk assessments in place* *Risk assessments communicated to all staff* *Health and safety topics such as working at height during staff meetings* *Key site staff have received training* *Refer to the Working at Height Policy for further information.*	
Appropriate equipment is provided for work at height where required.	
Staff who carry out work at height are trained to work at height and to use the equipment provided.	
Name of person(s) responsible for inspecting and recording inspections:	*Mrs J Power-Vaughan*

41. Work Experience

Name of person who has overall responsibility for managing work experience and work placements for Academy pupils:	*N/A*
Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are: N/A	
The name of the person responsible for the health and safety of people on work experience	*Jade Power-Vaughan Office Services Manager*

in the academy premises:	
Our arrangements for managing the health and safety of work experience students in the Academy are:	

42. Volunteers

Name of person who has overall responsibility for managing/coordinating volunteers working within the academy:	*Mrs J Power-Vaughan*
Volunteers are considered as a member of staff and all health and safety arrangements including induction and training must apply. Arrangements for the induction of volunteers are:A walk round of the building is arranged, fire drill is explained	

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

It is important that SUAT's academy leaders, Local Academy Council members 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.

Key Performance Indicators

KPI	Measure	Actions	Timescale
All Academies have external audit results of level four and above.	External audits produce a result of a level four or above at each Academy's next external audit. Each of the ten audit areas to achieve a level four as a minimum.	• Annual visit to review H&S practice • Support to prepare for audits, ensuring Academy access to audit criteria • Ensuring access to H&S templates and information on Teams • Maintain SUAT H&S Policies • Centralised document sharing for verification	At each Academy's next audit.
All Academies have a live Team Stress Risk Assessment.	The Team Stress risk assessment is reviewed by each Academy regularly and risk assessment reviews shall not exceed 12 calendar months. There is evidence that the risk assessment has been informed by a staff stress and wellbeing survey.	• Access to team stress risk assessment template and guidance regarding its completion. • Access to survey templates and information. • Access to the HSE stress indicator tool and guidance.	August 2025

	There is evidence of staff consultation regarding the control measures.	• Team stress risk assessments to be shared via Teams.	
All Academies evidence a review process for health and safety practices, undertaken at least annually, and can evidence actions taken as a result of practice reviews.	Academies use the MRDP evaluation and checklist to review health and safety performance in the autumn term. The MRDP is shared with the Trust central team by 31st December annually. Common themes and actions are identified. Actions identified through the MRDP are undertaken and are recorded in the MRDP action plan. Actions identified are completed by the end of the summer term of progress towards completing the action is documented. Risk assessments, COSHH assessments and procedures are reviewed annually or upon a change in practice, if/when an accident or incident occurs, or changes in personnel. The Health and Safety Policy is reviewed annually before 1st September and shared with staff. There is written evidence of staff receiving and reading the policy.	• Access to the MRDP template and action plan. • Review the Health and Safety Policy template annually. • Review risk assessments and procedures annually. Shared with staff and evidence reading and receipt. • Risk assessment registers are used for tracking and to avoid review lapses. • Example risk assessments accessible via the SLN and Teams. • Risk assessments are in place for foreseeable risks resulting from use of the premises, educational visits, the workplace (including stress and wellbeing), use of equipment and substances, and activities. • COSHH assessments are in place for all hazardous substances. • Health and safety documentation is communicated to staff on compilation and revision. Their involvement is sought and encouraged during reviews.	August 2025

		• Internal reviews. • External audit.	
There is a managed statutory compliance regime in place for each premises, assets are managed and all defects are addressed within the designated time scale.	There are no defects outstanding beyond the designated time periods for action. All statutory compliance and planned preventative maintenance (both contracted and managed internally) is undertaken to the required timescales.	• Health and Safety and Premises Planner is used to document actions and plans in relation to statutory compliance regimes. • Certificates from inspections are retained on file locally and are uploaded to the Trust Teams platform. • Actions taken to address defects are maintained on record. • Each Academy has an asset register which details which assets must be maintained. • Maintain statutory compliance SLA. • Maintain insurance Engineering Inspections. • Internal audits. • External audits. • Centralised system for data collation, monitoring and reporting.	Ongoing.
Every contractor working on site receives the required safety information from their employer and the Academy. Contractor accidents and incidents are minimised.	Contractor accidents are minimised and minor if they occur. Documentation which is appropriate to the projects or works taking place on site is completed for every occasion where there is a contractor or contractors working on site. Only contractors which are appropriately trained,	• Access to contractor management information and templates. • Annual update of the Contractor and Asbestos Management policies. • Internal audits. • External audits. • Obtain contractor risk assessments	Ongoing. Annual review.

	certified, insured, have the appropriate health and safety measures and financial stability shall work on Academy sites.	and method statements as a minimum. • Contractor vetting is undertaken. As a minimum, the documentation completed will include: • Completion of the hazard exchange form with a signature from all contractors working on site • A review of the asbestos register with all contractors working on site required to sign the declaration • Intrusive works shall be subject to an intrusive works form and consultation with the Asbestos Management Team Necessary surveys shall be undertaken for example, R&D, structural, underground services.	
There is an adequate training programme in place for all employees.	Mandatory training does not lapse. Training requirements are met and continually reviewed. Each Academy ensures that staff are trained appropriately to fulfil their duties.	• Training is recorded and monitored via a training matrix. • Staff training certificates are retained on personnel files. • Training needs are identified on induction of new staff, changes in roles and responsibilities and training is arranged. • Training needs	Ongoing. Annual review.

		analysis identifies training needs. • Training matrix uploaded to the Trust Teams platform.	
There are robust business continuity plans in place across the Trust.	Each Academy has a Business Continuity Plan which is updated for September annually. Each Academy has a Cyber Response Plan which is updated for September annually. Both plans are updated if there are changes to roles / responsibilities / procedures. Each Academy undertakes a desktop exercise to 'test' the actions that they would take in the event of an emergency.	• The business continuity plan template is reviewed annually. • Academies undertake a desktop BCP exercise annually. • The cyber response plan template is reviewed annually. • Upload both documents to the Trust Teams platform. • Procedures are tested where possible e.g. fire evacuation, bomb threat evacuation, lock down. • Internal review. • External audit.	August 2025
Educational visits are subject to a risk benefit analysis, every visit has robust risk management and approval on Evolve prior to the visit departing.	Educational visit risk management information and documentation is robust and is shared with all parties attending the visit and points of contact at base for all visits. There is evidence that all visits are approved on Evolve before departure. There is evidence that all required risk management documentation has been uploaded to Evolve before visit approval. Visits are evaluated. Accidents and incidents during visits are	• No visit departs without the appropriate level of approval in Evolve. • Visits which do not take place are removed from Evolve. • Annual sampling. • Visit evaluation takes place in a timely manner. • Documents which are detailed as required on Evolve are uploaded for every visit. • Visit risk management documents are reviewed.	Ongoing. Annual review.

	minimised and minor if they occur.		